

**MINUTES OF A MEETING OF HORRABRIDGE PARISH COUNCIL HELD ON  
TUESDAY 12<sup>th</sup> NOVEMBER 2019, 7.30PM, AT THE VILLAGE HALL**

(also available at [www.horrabridge-pc.gov.uk/](http://www.horrabridge-pc.gov.uk/))

**PRESENT:** Cllrs E Hemsil (Chairman), C Edmondson, A Moorhead, M Huda, S Roche, P Beard, T Lear

Ms S Honey (Clerk) plus 5 members of the public

**PUBLIC OPEN SESSION**

A public open session was held for parishioners to ask questions and raise queries before the meeting started.

**The Chairman opened the meeting at 7.40pm**

**125:19/20 APOLOGIES FOR ABSENCE**

F. Peart

**126:19/20 DECLARATIONS OF INTEREST**

None

**127:19/20 CONSIDERATION OF THE APPOINTMENT OF PARISH COUNCILLORS BY CO-OPTION**

If there are insufficient candidates to fill all vacancies, the *Representation of the People Act 1985 Section 21* allows the elected members, provided there is a quorum (one third of the whole number of members with a minimum of three) to co-opt members to fill the remaining vacancies.

The Clerk reported that **no applications** had been received.

**128:19/20 CONFIRMATION OF MINUTES**

The Minutes of the 8<sup>th</sup> October 2019 parish meeting were **agreed** by the Council and signed by the Chairman.

**129:19/20 PLANNING**

Cllr S Roche informed the Council of the decisions made at recent Planning Meetings:

0438/19 Front Porch, Copperfields (22 October 19 meeting) – **Support**

0485/19 Craiglea, Plymouth Road. (11 November meeting) - **Support**

**130:19/20 CLERK'S REPORT**

None

**131:19/20 COUNCILLORS PROGRESS REPORTS**

LIGHTING NEAR PAVILLION

Cllr A Moorhead reported that the work had not yet been done because the contractor had not been well.

Cllr M Huda asked whether the contractor was still interested in completing the works. Cllr A Moorhead replied that work had been delayed due to illness and a busy work schedule.

PAVILLION VALUATION

Cllr A Moorhead said an email with the valuation was expected this week.

SOUTH VIEW – IVY ON WALL

Cllr P Beard confirmed the work had been completed.

**132:19/20 CHRISTMAS LIGHTS ARRANGEMENT AND FUNDING FOR AGREEMENT**

Cllr M Huda asked if a separate committee could be set up to arrange the Christmas lights for 2020.

He informed the council that the existing lights had been tested and that a cherry picker had been hired to retrieve them from the tree, however, 10 new sets of lights would be required at a cost of £255.98 in total from the same company used previously.

Cllr M Huda suggested the lights were removed from the tree in January of each year for safe storage, and maintenance, over the summer. It had been difficult to check the lights this year as the tree had grown during the summer and some of the lights had been obscured by growth.

The date for this year's switch on was confirmed as 29<sup>th</sup> November 2019. Cllr M Huda informed the council that he had arranged for the closure of the road with Devon Highways (DH) and a copy of the Council's insurance would be required by them. Signage would be posted.

Cllr M Huda informed the council that 30 litres of mulled wine, 288 mince pies and 112 selection boxes had been purchased for the event at a cost of £390.00. He hoped local businesses would decorate their premises for the 2020 festive season.

He also asked if 8 extra Christmas trees could be purchased at a cost of approximately £200.00 bringing the total expenditure to £900.00.

The Council felt parishioners enjoyed the event and **agreed** to the expenditure of £900.00 for the Christmas light event/ evening.

Cllr M Huda then gave a list of the approximate timings for the evening;

- 4.00pm Event Opens – Radio Walkham
- 5.00pm Horrabridge Primary School choir
- 5.30pm Horrabridge Primary School handbells
- 6.00pm Cavaliers Choir
- 6.30pm Christmas Karaoke
- 7.00pm Christmas Light switch on by Mr Lee Spencer

### **133:19/20 GDPR/DATA PROTECTION ACT – FEE RENEWAL DUE - £35.00 - FOR NOTIFICATION**

Registration under the Data Protection Act is required where personal/sensitive information is held by an organisation.

The Council **agreed** to the fee being renewed by Direct Debit.

### **134:19/20 THANKS FROM HRSA FOR PARISH COUNCILLORS HELP WITH 25<sup>TH</sup> OCTOBER FIREWORK DISPLAY**

The Council received grateful thanks for its help in running the event although sadly, probably due to inclement weather, it had not been well attended. A total of £485.00 had been taken.

HRSA had asked for a donation toward the event. The council advised HRSA to apply for a grant in September of 2020 as the event had already been funded for 2019.

### **135:19/20 POTENTIAL OFFER OF FUNDING FOR BENCHES AND FOOTPATH FROM CLLR SANDERS, DCC, FOR DISCUSSION**

Cllr C Edmondson informed the council that Cllr P Sanders of Devon County Council (DCC) had offered a possible "like for like" to fund the 4 new benches (£1,500) and footpath (the council still awaited another quote for the footpath repairs). She asked permission to apply for a grant, especially if the council could obtain £7,500, but will wait until the quote for the path has been received.

The Council **agreed** that Cllr C Edmondson could apply for the grant.

### **136:19/20 SALT AND GRITING PLAN FOR INCLEMENT WEATHER OVER WINTER MONTHS FOR DISCUSSION**

Cllr P Beard informed the council that 8 tonnes of salt was in stock, the same as last year, and that all local bins had been topped up.

Cllr A Moorhead reminded the council that the previous truck had been damaged due to the remaining salt not being washed out of the back of the truck after use. He suggested a pressure washer be purchased in order to flush any remaining salt away and thereby prolong use of the truck.

Cllr P Beard suggested that the play equipment could also be kept clean by this method and the water supply from the park could be used or a water bowser arrangement could be purchased to tow behind the truck.

The Chairman asked where the truck would be parked while cleaning was performed. Cllr P Beard suggested the Pavillion area as it had an electrical supply.

The council suggested that possible solutions **would be discussed**.

### **137:19/20 VILLAGE HALL ROOF EMERGENCY REPAIR (£420.00) AND EVENTUAL REFURBISHMENT FOR INFORMATION**

The Council **agreed** to the retrospective emergency repair to the village hall roof.

The Chairman informed the council that although the roof had been repaired this was a temporary measure as the whole roof apparently needed refurbishment in the Spring 2020. He hoped to receive 3 quotes within the next week.

Cllr S Roche suggested it might be better to replace the cast iron guttering with plastic.

The council **agreed** to the suggestion and the eventual repair of the roof.

### **138:19/20 PLANNING OF NON-CONSECRATED AREA OF BURIAL GROUND FOR FUTURE USE**

The Chairman informed the council that the burial ground might be full within 5 years. He suggested the non-consecrated area should be upgraded, to include new pathways, for possible future use.

Cllr P Beard suggested the project be postponed until the next financial year as a tree stump was due to be removed at some stage.

Cllr A Moorhead asked if the whole piece would need to be consecrated in which case the Diocese of Exeter would need to be informed.

### **139:19/20 TRIMMING OF HEDGE AT WALKHAMPTON ROAD ENTRANCE TO FILLACE PARK FOR INFORMATION**

The council had been asked if certain hedges could be trimmed back, however these hedges were privately owned and as such, were the responsibility of their owners.

The sections affected were opposite Tinner's Mill and, Walkhampton Cottage.

The **Clerk was instructed** to contact the owners involved and ask them to arrange for the hedges to be cut back.

### **140:19/20 UPDATE TO SUGGESTION OF A MERGE BETWEEN COMPLAINTS AND HARASSMENT POLICES**

The Chairman informed the council that both policies had been studied but the conclusion had been reached that they were indeed different however, it was suggested the Harassment policy be amended slightly.

The updated draft version would be issued to the council for consideration and eventual approval.

### **141:19/20 CHEVRONS FOR TRUCK FOR DISCUSSION**

Cllr P Beard informed the council a quote for the chevron sign for the truck was £204. The Chairman had obtained one for £100 from Tavi signs.

The council **agreed** to the cost and their purchase from Tavi signs at £100.00

## 142:19/20 LOCAL COUNCIL AWARD SCHEME PARTICIPATION FOR THE CONSIDERATION OF THE COUNCIL

The Clerk had previously circulated details of the scheme, run in conjunction with the National Association for Local Councils (NALC), to councillors but no interest was shown in applying for the Foundation Award.

## 143:19/20 FINANCIAL MATTERS

### I. Bank Reconciliation and Budget Monitor

The bank reconciliation (App A) and Budget Monitor (App C) dated 31<sup>st</sup> October 2019, was reviewed and **approved** by the Council.

### II. Consideration of approval of the following Payment List (App B) and Clerk's and Staff pay for October 2019

Name	Date	Description	Amount
Plastic People	25/10/19	4 Benches	1146.00
Allan Dolan - S Honey	24/10/19	2020 Office diary	4.25
Royal British Legion	01/11/19	Poppy Wreath	16.00
Mr M Watkin	29/10/19	Cherry picker	260.00
DRF Building	06/11/19	Village Hall roof repair	420.00
Yelverton garage	31/10/19	Fuel -Feb 19 invoice	32.48
<b>Total</b>			<b>£1,878.73</b>
<b>For information Direct Debits</b>			
Data Protection Fee ICO			35.00
<b>TOTAL</b>			<b>1913.73</b>

The Council **approved** the payment list and the Clerk's and staff salaries.

## 144:19/20 BOROUGH AND COUNTY COUNCILLORS REPORT

None

## 145:19/20 COUNCILLORS REPORTS AND ITEMS FOR FUTURE AGENDA

1. Cllr M Huda asked if there were any legal implications in towing the salt spreader behind the truck. Cllr P Beard replied that it should be performed in daylight hours.
2. Cllr T Lear informed the council that graffiti had been found upon the Park shelter. Cllr P Beard said a clean-up would be performed and that photographs had been taken that very morning.
3. Cllr T Lear offered a Beacon for the roof of the truck which was gratefully accepted.
4. Cllr P Beard informed the council that mobile speed cameras would be mounted throughout the village at random times.  
Cllr S Roche suggested the council might apply again to DCC for a 20 mile an hour limit.  
Cllr P Beard informed the council that DCC would probably not entertain such a limit.
5. Cllr A Moorhead reported the Plymouth bound Bus Shelter as being untidy and due for a tidy up with perhaps a coat of paint.  
Cllr P Beard said it would be work in progress for next month.
6. Cllr A Moorhead mentioned an estimate of £60 for flashing lights for the truck.  
Cllr P Beard informed the council that a "ps" code standard would be required.  
Cllr A Moorhead asked if it could be agreed upon and approved at that moment but was informed it would have to be an agenda item for approval at the next month's meeting (December).
7. Cllr S Roche informed the council that the new Pavillion planning application had been submitted but a bat survey was now required; if, however, bats were found to be present

the council would have to wait until April or May 2020 before further progress could be made.

He had received quotes of £194.00 and £480.00 for the survey and the application would have to be paid within 14 days so he requested an urgent payment be made. The council agreed the urgent payment of £194.00

8. The Chairman informed the council that only 3 blank medallions were left upon the Chain of Office and that a new chain or extra links would be required at some stage.

Cllr M Huda asked how often it had been used. Cllr P Beard stated he had worn it once and the Chairman, occasionally.

The Clerk offered to cost a new one from relevant parish council suppliers.

9. The Chairman informed the council that a microphone speaker system would be demonstrated in the village hall on Tuesday 26<sup>th</sup> November at 13.00pm.

10. The Chairman thanked those involved in the repair of the flagpole (Cllr A Moorhead and Cllr C Edmondson).

11. The Chairman informed the council that the sign at the entrance to Weir Park, adjacent to the Youth Club, needed replacing. A new one should cost around £12.

#### **146:19/20 DATES OF FUTURE MEETINGS**

The date of the next meeting was confirmed as Tuesday 10<sup>th</sup> December 2019.

The Chairman closed the meeting at 8.25pm

**A second Open Session was held.**

Signed: .....

Date: .....

Cllr E Hemsil, Chairman