

**MINUTES OF A MEETING OF HORRABRIDGE PARISH COUNCIL HELD BY VIRTUAL MEANS, ONLINE; ON TUESDAY 13<sup>th</sup> OCTOBER 2020 AT 7.30PM**

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

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

Ms S Honey (Clerk), Cllr P Sanders (DCC) plus 3 members of the public

**PUBLIC OPEN SESSION** – due to the nature of the online meeting platform, no Open Session was held. Members of the public can still ask questions in advance of a meeting by contacting the Clerk.

**The Chairman opened the meeting at 7.35pm**

**106:20/21 APOLOGIES FOR ABSENCE**

None – all present

**107:20/21 ABSENCE WITHOUT APOLOGIES**

None – all present

**108:20/21 DECLARATIONS OF INTEREST**

None

**109:20/21 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 explained that no new applications had been received.

**110:20/21 CONFIRMATION OF MINUTES**

The Minutes of the 8<sup>th</sup> September 2020 parish meeting were **agreed** by the Council and will be signed by the Chairman at a later date.

**111:20/21 CLERK'S REPORT**

The Clerk explained that Schedule 14 forms were being received from parishioners and a lot of interest had been shown.

The Clerk had attended an SLCC seminar relating to the new Draft Code of Conduct for councillors. She would update the council once the new code was introduced.

**112:20/21 PLANNING COMMITTEE – APPLICATION**

*0429/20 Erection of log cabin as studio – 12 Youldon Way*

Cllr S Roche informed the council that the Planning Committee had decided to **Support** the application.

He reported the DNP as having Granted the application for Sortridge 0391/20.

A new planning meeting was agreed for 27 October 20 to discuss the Methodist Chapel application 0473/20.

**113:20/21 OPEN SPACES REPORT**

Open Spaces Chairperson, Cllr C Edmondson listed various items including the quotes for replacing the rotten bench seating, an overgrown hedge, turf being removed from a grave in the cemetery and unauthorised decoration to another.

The Chairman suggested Cllr C Edmondson put together a report that is sent out to councillors before each meeting in order to aid understanding of possible large volumes of information.

It was noted that the bench seating was already on the agenda for discussion and Cllr A Moorhead offered to contact the family of the grave where turf was being stripped.

The Chairman asked Cllr C Edmondson to please remove the unauthorised decoration to the other grave.

#### **114:20/21 PROGRESS REPORTS**

No specific updates were received.

#### **115:20/21 REOPENING OF VILLAGE HALL – RETROSPECTIVE CLEANING AND PURCHASE OF HEALTH & SAFETY FOLDER AND ASSOCIATED ITEMS FOR AGREEMENT - £440.58**

The council **resolved to agree** the retrospective costs of cleaning the hall and related Health & Safety items.

#### **116:20/21 DEEP CLEAN OF VINYL FLOORING IN VILLAGE HALL FOR DISCUSSION AND AGREEMENT - £118.22 PLUS VAT**

After a short discussion the council **resolved to decline** the deep cleaning of the hall.

#### **117:20/21 PURCHASE OF FIRE PROOF SAFE FOR OFFICE FOR AGREEMENT**

The Clerk reminded the council that the fire proof safe had not been resolved. She had obtained quotes for a new one at £724.00. The council felt the amount too expensive.

Cllr S Roche reminded the council he had offered to investigate the item earlier in the year but covid -19 had halted progress.

Cllr S Roche offered to progress the issue.

#### **118:20/21 RENEWAL OF ICO DATA PROTECTION FEE FOR INFORMATION AND AGREEMENT - £35.00 (REDUCTION OF £5.00 FOR DD PAYMENT)**

The council **resolved to agree** to the Direct Debit payment for the annual Data Protection fee required by the ICO.

#### **119:20/21 CLEANING OF TRAMPOLINE IN WEIR PARK FOR DISCUSSION AND AGREEMENT**

Cllr T Lear's husband had offered to help lift the trampoline with a tractor in order for it to be cleaned underneath.

Cllr T Lear offered to check a tractor would be able to access the area and a date would be set.

#### **120:20/21 REPAIR OF WOODEN SEATING IN YOUTH AREA FOR DISCUSSION AND AGREEMENT**

Cllr C Edmondson informed the council of the three quotes obtained for wood to replace the seating. The values of the quotes obtained were; £402.97, £420.00 and £199.91. It was noted that the cheaper quote was only to supply the wood and it would need further cutting to the required measurement.

Cllr M Huda reminded the council that extra funds would be required to purchase the fixings necessary to secure the wood in place.

After a short discussion the council **resolved to accept** the quote of £402.97 from Rattery Sawmill and purchase of the required fixings.

#### **121:20/21 PRECEPT SCHEDULE FOR 2021/22 FOR DISCUSSION**

The Chairman asked the Clerk to prepare a budget for the year 2021/22.

#### **122:20/21 TO AGREE A SECOND CLASS IN VILLAGE HALL**

The Clerk explained that the Wednesday evening yoga class was now being held on a Monday evening instead and would the council consider a second class being held on a Friday afternoon as the Thursday evening yoga class was not able to return as yet. This would keep three clear days between classes.

The council **resolved to agree** to the start of the Friday afternoon painting class.

#### **123:20/21 HEDGE TRIMMING IN AND AROUND THE VILLAGE FOR DISCUSSION AND AGREEMENT**

Cllr T Lear reminded the council that the laurel hedge near the Old School was overhanging the road and that a hedge in Jordan Lane was so overgrown that traffic was being pushed into the other side of the road.

Cllr A Moorhead offered to check the Jordan Lane hedge.

Cllr C Edmondson asked who would cut the hedge near the Traffic Calming and also reported overgrowth by the Little Substation.

Cllr T Lear said her family would take care of the traffic calming part and Cllr A Moorhead suggested the substation area belonged to Annington Homes.

The Chairman offered to check on the status of the church hedge.

**124:20/21 YOUTH CLUB PROJECT – REQUEST FOR LETTER OF INTENT RE; £2,000 GRANT**  
***Cllr M Huda declared an interest in the Youth Club.***

The Youth Club had requested a letter of intent from the council toward a grant of £2,000 that was being applied for.

The council **resolved to agree** its support with a letter of intent which the Clerk was asked to produce.

**125:20/21 ATTENDANCE OF CLLR F PEART AT DALC WEBINAR – “BEING A GOOD COUNCILLOR PART 1” FOR AGREEMENT £18.00 INC VAT**

Cllr F Peart had attended the Being A Good Councillor Course Part 1, after being put on a reserve list. Unfortunately, she had not been able to attend the Part 2 course already booked due to an urgent engagement and there had not been enough time to cancel it.

Cllr F Peart asked if she could attend the Being a Good Councillor courses Parts 2, 3 and 4.

The Clerk explained that the courses were very popular and often oversubscribed and reminded the council that under **Standing Orders 17. (h) Emergency Business**; the courses could be booked and agreed retrospectively.

The council **resolved to agree** to Cllr F Peart attending the courses.

**126:20/21 GENERAL ELECTRICAL AND GAS APPLIANCE TESTING OF VILLAGE HALL FOR AGREEMENT**

Cllr A Moorhead reminded the council that the village hall 5 year PAT testing was due and that the gas cooker in the kitchen should also be checked.

The council **authorised** Cllr A Moorhead to obtain a quote for the work.

**127:20/21 QUOTE TO COMPLETE FILLAGE PARK AND EXTENSION OF RAMP OUTSIDE VILLAGE HALL FOR DISCUSSION AND AGREEMENT**

The Clerk read out the quote received for the work however, the quote for the ramp area was much higher than expected, leading to the suggestion that there had been a misunderstanding in the size of the area needing repair.

The council **resolved to leave the item** for the present.

**128:20/21 FINANCIAL MATTERS**

I. Bank Reconciliation and Budget Monitor

The Bank Reconciliation (App A) and Budget Monitor (App C) dated 30<sup>th</sup> September 2020 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 September 2020

Name	Date	Description	Amount	
Ms S Honey	16/09/20	Zoom monthly charge September	14.39	
ABLE group	22/09/20	New lock in village hall	165.60	
Yelverton Garage	31/08/20	Fuel and shop sales	66.28	

Wright Clean	24/09/20	Deep clean village hall	440.58	
WDBC	01/10/20	Empty litter and dog bins	340.08	
Tavy Signs	21/09/20	Village Information board	162.00	
HMRC	30/09/20	PAYE	582.86	
Mr J Lyden	Oct	Donation fireworks	300.00	
Mr D Budd	28/09/20	Tree work in sports field	210.00	
Ms S Honey	02/10/20	2021 Diary	2.99	
DALC	30/10/20	Course C Edmondson	18.00	
DALC	30/10/20	F Peart (non attendance)	36.00	
Yelverton Garage	30/09/20	Fuel truck and mower	65.75	
Thomas Fire Protection	06/10/20	fire testing village hall	123.00	
				2,347.54
<b>Direct Debits</b>				
South West Water	Sept	Allotments	50.41	
South West Water		V Hall	12.95	
South West Water		Cemetery	47.60	
Plusnet	Sept		37.98	
British Gas	Sept	Gas - village hall	13.74	162.68
<b>TOTAL</b>				<b>2,510.22</b>

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

### **129:20/21 BOROUGH AND COUNTY COUNCILLOR REPORTS**

Cllr P Sanders reported Dartmoor National Park (DNP) as coping very well with remote working. There was £2,500 available in his Locality Budget if any help was needed with specific projects and he expressed his wish to help in any way with the Schedule14 application.

The Chairman asked if the County had any specific help for parish councils but the reply was negative.

Cllr A Moorhead asked if the Locality Budget might be available to fund the bench seating and Cllr S Roche asked the same regarding the new safe.

Cllr P Sanders offered to send the Clerk an application form for both items.

### **130:20/21 COUNCILLORS REPORTS AND ITEMS FOR FUTURE AGENDA**

1. Cllr F Peart asked if she could attend the Part 2, 3 and 4 of the "Being a Good Councillor" course as she had been unable to attend one course that had been booked previously. The Clerk explained the difficulty in booking the courses as they were very popular and often overbooked. She reminded council that she had the power to book these courses as they appeared under the SO's number 17 (h) Emergency Business. No objections were made.
2. Cllr C Edmondson reminded the council that Forms were being returned regarding the Schedule 14 application.
3. The Chairman reminded the council that there would be no procession for Remembrance Day but he and the Vice Chairman would attend on behalf of the Council.
4. The grass in the Memorial ground was very long and would need to be cut back. Cllrs Edmondson and Huda offered to check the situation.

### **131:20/21 TO CONFIRM DATE OF THE NEXT PARISH MEETING FOR TUESDAY 10 NOVEMBER 2020**

No alterations to the scheduled date were reported.

### **132:20/21 EXCLUSION OF THE PRESS AND PUBLIC**

To resolve that in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the meeting.

**133:20/21 TO DISCUSS CLERK HOURS**

After a short discussion the council resolved to increase the Clerk's weekly hours to 15 from November 2020 and pay for 12.5 extra hours worked.

**134:20/21 TO DISCUSS VILLAGE DUTIES PERFORMED ON A TEMPORARY BASIS**

The council discussed the offer of 12 hours per week being worked on a casual basis until the Handyperson post was filled.

The council accepted the offer.

**The Chairman closed the meeting at 21.26pm**

Signed: .....

Date: .....

Cllr E Hemsil, Chairman