

**MINUTES OF A MEETING OF HORRABRIDGE PARISH COUNCIL HELD BY VIRTUAL MEANS, ONLINE; ON TUESDAY 14<sup>th</sup> July 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 2 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 7.34pm**

**036:20/21 APOLOGIES FOR ABSENCE**

None. All present

**037:20/21 DECLARATIONS OF INTEREST**

None

**038:20/21 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 reported that **no applications** had been received.

**039:20/21 CONFIRMATION OF MINUTES**

The Minutes of the 9<sup>th</sup> June 2020 parish meeting were **agreed** by the Council and will be signed by the Chairman at a later date. Cllr F Peart abstained due to not being present at that point in the meeting.

**040:20/21 PLANNING COMMITTEE – DECISION**

Cllr S Roche informed the Council of the planning committee decision from the meeting held on Thursday 9<sup>th</sup> July.

**0277/20** Construction of side extension to existing garage to provide workshop space at 2 Caradon Court, Horrabridge.

The committee voted to **SUPPORT the application on condition** that the extension is only used for domestic reasons and not in conjunction with any business activity.

Next meeting

Cllr S Roche also informed the council that a Planning Committee meeting was planned for the latest application to date 0305/20; Two storey extension at Five Chimneys, Plymouth Road, Horrabridge for Thursday 23<sup>rd</sup> July.

Details of the Magpie application had not arrived as yet.

**041:20/21 CLERK'S REPORT**

None

**042:20/21 OPEN SPACES REPORT**

The Chairman reported the resignation of Cllr P Beard, previous Chair of Open Spaces.

The council expressed its thanks to Cllr P Beard for his contribution to the council while a councillor.

The appointment of the new Chair of Open Spaces would be an item in the next agenda.

## **043:20/21 PROGRESS REPORTS**

### PAVILION UPDATE

Cllr S Roche explained that three tender had been received; two of which were reasonable and one of these had been accepted. However, the task now was to seek funding for the project.

***Cllr T Lear joined the meeting.***

### CONCRETE BASES FOR PICNIC TABLES

Cllr M Huda explained that nothing had been decided about the bases as yet and the item could be deferred to the next meeting.

The Chairman reminded him that grass was growing under the new benches and would need to be cut. The disabled swing also required strimming.

Cllr M Huda offered to speak with the Handyman about the work required.

## **044:20/21 WEBSITE ACCESSIBILITY QUOTES AND ALTERATIONS FOR DISCUSSION AND AGREEMENT**

The Clerk has previously circulated information regarding to the new regulations for website accessibility required on 23 September 2020 under the ***Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018***.

Three quotes and information were obtained in order to decide the best way to make the existing site WCAG 2.1 AA compliant.

The **council resolved to accept** the quote to update the site from "Parish Council Websites" at £45.00 per hour plus VAT.

## **045:20/21 TO AGREE AND ACCEPT POLICIES FOR RESERVES, PRIVACY (DATA PROTECTION), ABSENCE MANGEMENT AND RISK ASSESSMENT**

The **council agreed to accept** new polices for;

Privacy (Data Protection)

Absence Management

Risk Assessment

The Reserves policy drew some discussion over the amounts to hold in actual reserve. The council decided to defer the policy for discussion, and/or agreement, at a later date.

## **046:20/21 TO AGREE REMOVAL OF NUMBER 14.Xiv FROM STANDING ORDERS**

The **council agreed to remove** the paragraph requiring the council to record every planning application received in a book kept especially for the purpose.

## **047:20/21 ACCESS TO FOOTPATH BETWEEN MAGPIE PARK AND HORRABRIDGE FOR DISCUSSION AND AGREEMENT**

There was much discussion regarding the path and its origins which has been well trodden over the years. Cllr C Edmondson reported that a large earth bank had been recently built across the path thereby blocking the route used over the years from Horrabridge to Magpie Bridge.

It was not confirmed if the path was an actual Right of Way but it was hoped it should be.

Cllr P Sanders, as Chairman of Public Rights of Way for Devon County Council, offered to help with the situation and send the Clerk the paperwork to make an application under Schedule 14 of the Wildlife and **Countryside Act 1981**, for modification of the Definitive Map of **public rights of way**.

## **048:20/21 TO AGREE PURCHASE OF REPLACEMENT POST BOX AT VILLAGE HALL**

The Chairman explained that the existing post box was not very water tight and mail received was wet at times.

The **council agreed** for the Chairman to purchase and be reimbursed for a new post box, with an A4 opening, at a cost of £53.00 from Amazon.

#### **049:20/21 EMERGENCY REPAIRS TO TRUCK FOR INFORMATION**

The Chairman informed the council that some light bulbs had been ordered by the Handyman for the truck and reminded the council that procedures require the Handyman to inform the Clerk before any purchase is arranged.

The truck also required a repair to a window, which had since been completed, and this had been reported to the Chairman only.

#### **050:20/21 TO AGREE REPLACEMENT OF BURIAL GROUND GATE/FENCE**

The replacement of the gate prompted much discussion. The Chairman suggested no repair could be made until the path had been renewed.

Cllr A Moorhead reported that the Walkhampton end of the fence was rotten and the actual hedge was holding the fence in place. A 1.5 metre, five bar gate and some new posts would be required to make a repair.

A quote already received amounted to £545.00 plus VAT. The Chairman offered to try to obtain two more quotes for the work.

Cllr A Moorhead reminded the council that the ground would soon need the hedges cut back and suggested a quote might be obtained from "Men for all Seasons".

#### **051:20/21 UPDATE TO ANNUAL REVIEW OF THE COUNCIL'S FIXED ASSET REGISTER**

The Clerk had previously circulated the Fixed Asset Register with information relating to the valuation of assets from the SLCC; the amended figure being required for external audit documentation.

The **council agreed the updated figure as £528,989.**

Ownership of the clock in the church tower drew some discussion as to whether the clock belonged to the parish council or the Church.

Cllr S Roche informed the council that the clock had been originally purchased on the retirement of Rev Jones in 1926 by parishioners. The Church had agreed to it being placed in the church tower.

Over the years both the parish council and the Church had contributed toward the upkeep of the clock however, the Church did not now have funds available for the upkeep of the clock and the parish council felt parishioners would want the clock kept in a working condition.

Repairs had previously been arranged but put on hold due to lockdown.

The **council agreed** that the Clerk would add the clock to the Asset Register at nil value.

#### **052:20/21 TO AGREE THE HORRABRIDGE RANGERS SPORTS ASSOCIATION INVOICE FOR £500.00 FOR GRASS CUTTING**

The **council agreed** to pay the invoice. Cllr A Moorhead abstained from the decision.

#### **053:20/21 TO AGREE REPLACEMENT OF VILLAGE INFORMATION BOARD AT £135.00 PLUS VAT**

The Chairman informed the council that he had arranged for the board, opposite the Leaping Salmon, to be replaced by a new one at a cost of £135.00 plus VAT from Tavi Signs.

The **council agreed** to the purchase.

#### **054:20/21 TO AGREE REMOVAL OF, AND QUOTE FOR, DEAD TREES IN MEMORIAL GROUND**

The Chairman informed the council that a letter had been received from a member of the public regarding the condition of the trees. The trees had been declared dead by a tree surgeon and would need to be removed.

The **council agreed** to the work being carried out.

### **055:20/21 POSITIVE FEEDBACK AND COMPLAINT RELATING TO NEW TABLES AND CONSUMPTION OF ALCOHOL IN WEIR PARK FOR DISCUSSION AND RESOLUTION**

A complaint had been received from a member of the public regarding the new tables placed in the park and the consumption of alcohol by some park users.

Cllr M Huda suggested the complainant felt the park had become an extension of the pub garden, encouraging people to drink in it.

Cllr C Edmondson reminded the council that many positive comments had been received via Facebook regarding the introduction of more tables.

Cllr M Huda suggested moving the tables to different locations if it appeared too crowded where they were now situated.

The Chairman reminded the council that the tables had been agreed and purchased and were now in situ.

A discussion followed relating to the policing of alcohol consumption in the park; there had been no evidence to suggest there had been an increase in alcohol consumption within the park.

The council **resolved to make no comment** as it was felt there was no situation to address.

Cllr M Huda offered to construct a reply to the complainant for the council's approval. The council **agreed** to the offer.

### **056:20/21 VILLAGE HALL – EASING OF COVID 19 RESTRICTIONS FOR DISCUSSION AND AGREEMENT**

The Chairman informed the council that a request had been received to open the hall for use for a fitness class before the school holidays.

The council discussed the request and the difficulties that would be encountered relating to the expense required for the correct cleaning procedures to be carried out before and after each use. It was also unclear who would perform the cleaning and inspect it.

Cllr F Peart reminded the council that although halls can open from 4<sup>th</sup> July, according to Norris and Fisher, insurance brokers, they cannot be used for indoor activities such as sport where breathing is increased.

Cllr M Huda informed the council that public house regulations suggested customers shouting inside a pub would produce 90% of globules through increased breathing and this surely related in a similar way to fitness exercise.

The Chairman suggested the hall might be used as requested but the hirer would have to pay for its professional cleaning before and after use.

The council **decided to adhere to the instruction available** and keep the hall **closed**. The only use at the moment being for the Food Bank.

### **057:20/21 FINANCIAL MATTERS**

#### I. Bank Reconciliation and Budget Monitor

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

<b>Name</b>	<b>Date</b>	<b>Description</b>	<b>Amount</b>	
Rradar	31/05/20	Court case (Emergency payment)	11.10	
Plastic Company	15/06/20	Park benches	3,336.00	
Mr A Moorhead	12/06/20	Mole Valley farmers	67.62	
Ms S Honey	16/06/20	Zoom monthly charge	14.39	
HMRC	30/06/20	PAYE	304.98	
M Bickell	09/06/20	Internal audit	227.90	
Yelverton Garage	31/05/20	Truck fuel	21.26	

Yelverton Garage	30/06/20	Truck fuel	62.00	
Budds tree service	25/06/20	Tree work	560.00	
WDBC	25/06/20	Refuse collection	196.00	
James Hilton Fencing	11/05/20	Fencing of fillace park	780.00	
<b>Sub-total</b>				2,234.15
<b>Direct Debits</b>				
Plusnet	July		37.80	
South West Water		Cemetery	13.66	
South West Water		Village hall	53.62	
British Gas	June	Electric (weir park)	10.67	
British Gas	June	Gas	15.76	
British Gas	June	Electric (V Hall)	30.98	
<b>Sub-total</b>				162.49
<b>TOTAL</b>				<b>2,396.64</b>

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

III. To consider the Internal Auditors report of 2019/20 Accounts

The council considered the Internal Auditors report and **noted** the content.

IV. To resolve to sign off the Annual Governance and Accountability Return for 2019/20

The council **completed and agreed** the Annual Governance and Accountability Return for 2019/20.

V. To agree purchase of a set of replacement cartridges for Oki printer - £193.75

The council **agreed the purchase and reimbursement** of the cartridges by the Clerk.

#### **058:20/21 BOROUGH AND COUNTY COUNCILLORS REPORT**

Cllr P Sanders reminded the council that the expense of cleaning and re-opening the village hall was not worth the risk. The virus had caused many problems.

He informed the council that Luton Borough Council were in financial difficulty due to Luton Airport having to shut due to the situation.

He informed the council that some Locality budget was still available.

The Clerk reminded the council that a fire proof safe was required for storing important documents; the purchase had been put on hold due to the virus; and asked Cllr P Sanders if a new one could be purchased with the aid of the budget.

Cllr P Sanders asked for an approximate cost and offered to send the paperwork to the clerk for completion.

Cllr S Roche informed the council that a new fire proof safe would cost in the region of £500.00.

#### **059:20/21 COUNCILLORS REPORTS AND ITEMS FOR FUTURE AGENDA**

1. Cllr A Moorhead informed the council that an area was overgrown in the Memorial ground near the tree and could the Handyman work on this area for a while until brought under control.

He also enquired if anyone knew the date when hedging could be cut back.

Cllr T Lear informed the council it was normally in September.

2. He also asked who was responsible for the upkeep of the path through Fillace by the stream (Church Park side).

The Chairman confirmed it was the council and that he would inform the Handyman.

3. He asked if anyone knew the ownership of the bench by the road calming on Whitchurch Road. The hedge was overgrown and needed cutting back.

Cllr T Lear offered to check with the owner.

4. The Chairman asked Cllr C Edmondson if she would check with DCC if any work had been completed on the road bridge in the village.
5. When the Chairman reminded Cllr A Moorhead about the internal work needed to the village hall he replied that he would speak to Cllr F Peart.
6. The Chairman asked the Clerk to request the website host to help with a problem he had logging in to the site.

**060:20/21 TO CONFIRM DATE OF THE NEXT PARISH MEETING FOR TUESDAY 11<sup>th</sup> AUGUST 2020**

No alterations to the scheduled date were reported.

*The following items were cancelled due to the problem having been resolved.*

**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.

**TO DISCUSS AN INTERNAL CONTROL MATTER**

**The Chairman closed the meeting at 20.56 pm**

Signed: .....

Date: .....

Cllr E Hemsil, Chairman