

**Minutes of a meeting of Horrabridge Parish Council held in the Village Hall  
On Tuesday 12<sup>th</sup> September 2023 at 7.30pm**  
(also available at [www.horrabridge-pc.gov.uk](http://www.horrabridge-pc.gov.uk))

**Present:** Cllr M Huda (Chairman), Cllr S Roche (Vice Chairman), Cllr T Lear, Cllr Glinn, Cllr C Edmondson, Cllr D Farrar, Cllr Moorhead, Cllr Hussey

**In Attendance:** Cllr Viney - WDBC  
Caroline Ellis – Clerk  
3 Members of the public

**93:23/24** **Open Session** – A member of the public thanked the Chairman and Councillors for organising the Summer Fair, which was held last week. The RNLI raised £161 in sales and £150 in donations.

**94:23/24** **Apologies for Absence** – Apologies tendered by Cllrs Emptage, Hemsil, Mansfield and Cllr West from WDBC

**95:23/24** **Apologies without Absence** – None

**96:23/24** **Declarations of Interest** – None

**97:23/24** **Confirmation of the minutes of the Parish meeting held on Tuesday 8<sup>th</sup> August 2023** – On the proposition of Cllr Moorhead, seconded Cllr Glinn the Council **RESOLVED** to agree the minutes of the Tuesday 8<sup>th</sup> August 2023 Parish Council Meeting and was a true record and was signed by the Chairman.

**98:23/24** **Planning** – The following decisions of the Planning Committee held on 29<sup>th</sup> August 2023 were noted

**0367/23** New steps from footpath, front porch, rear extension including log burner and flue. 2 Town House Farm Close, Horrabridge.

The Planning Committee **RESOLVED** to support the application noting the following:

New porch and rear extension brick, white UPVC and concrete roof tiles to match the existing. Rear extension is not overlooked and is a 29% increase in habitable space. A number of dwellings on the estate have been granted various extensions and these proposals are within keeping.

**0381/23** Creation of front porch and conversion of attached side garage into bedroom, 28 Chapel Lane, Horrabridge PL20 7SP

The Planning Committee **RESOLVED** to object the application on the following grounds.

Grey brick and concrete roof tiles to matching existing. Grey UPVC instead of white. Claimed 30% increase in habitable space. The plans do not clearly show how the extension is attached (or not) to the adjacent garage owned by no 30 Chapel Lane. The side garage is not attached to the house as stated but has ornamental brickwork above the side path.

**To note the following decisions of the Planning Authority**

**0275/23** Raised hardstanding, Craiglea, Plymouth Road, Horrabridge PL20 7RL  
**Grant of Conditional Planning Permission**

**23/0058** Small dead ash in a high-risk area, next to a road and pavement, the tree needs to be removed. The Old Smithy, 54 Station Road, Horrabridge PL20 7RD  
**TPO Exempt**

**0297/23** Erection of single storey garage attached to the dwelling, 10 Youldon Way, Horrabridge PL20 7SN

**Grant of Conditional Planning Permission**

**0259/23** Raising of roof and construction of garage. Tregarras, Manor Estate, Horrabridge PL20 7RS

**Grant of Conditional Planning Permission**

**99:23/24** **Finance** – The bank reconciliation, Trial Balance, and Budget Report dated 31<sup>st</sup> August 2023. Payments, Clerk's and staff salaries, was reviewed and on the proposition of Cllr Huda, seconded Cllr Farrar, the Council **RESOLVED** to approve.

**100:23/24** **External Audit Report and Certificate** – The Council noted the return of the External Audit Report and Certificate had been received with no issues. The Council agreed to publish the Notice of Conclusion on 14<sup>th</sup> September 2023

**101:23/24** **Grit Bins** – On the proposition of Cllr Edmondson, seconded Cllr Huda, the Council **RESOLVED** to purchase a grit bin to be placed at the top of the hill on the Manor Estate at an estimated cost of £99.99. Cllr Edmondson would arrange the purchase.

Cllr Lear arrived.

**102:23/24** **Christmas Trees** – Cllr Farrar informed the Council she was meeting with Cllr Emptage to discuss the Christmas Trees and would report back to the Council their suggestions.

**103:23/24** **Hedge Cutting** – On the proposition of Cllr Moorhead, seconded Cllr Huda the Council **RESOLVED** to approve the hedge cutting at an approximate quote of £300

**104:23/24** **Clerks Report** – Cllr Hemsil questioned whether PAT testing was required. The Clerk circulated a report explaining the Council had a duty of care to their employees and the village hall users. The Health and Safety Policy was adopted in October 2022 (minute ref 100:22/23) clearly states PAT testing to be done every 12 months. The Village Hall Hire terms and conditions states that any electrical item brought into the hall must be PAT Tested. It was also a requirement by the Insurance Company. Cllr Hemsil also asked the Clerk to explain to the Council the difference between the Council Meeting and the Planning Committee Meetings. The Clerk circulated the Terms of Reference for the Planning Committee (minute reference 008:23/24)

**105:23/24** **Clock Service** – Cllr Roche reported the scaffold would be erected on 18<sup>th</sup> October and the clock would be serviced on 19<sup>th</sup> October. The quotation for the scaffolding was £450.

**106:23/24** **Polices** – On the proposition Cllr Huda, seconded Cllr Edmondson, the Council **RESOLVED** to adopt the following policies, with an agreed amendment to the Lone Working Policy.

- Workplace Stress Management Policy
- Lone Working Policy
- Flag Flying Policy & Protocol
- Training Development Policy for Employees & Councillors

**107:23/24** **Lime Tree, Weir Park** – Cllr Glinn reported the Lime Tree in Weir Park had suffered loss of limbs due to the recent storm. As the tree is in a high-risk area Cllr Glinn had obtained a quotation for the tree to assessed. On the proposition of

Cllr Huda, seconded Cllr Lear the Council **RESOLVED** to approve the quotation of approximately £55 per hour for the assessment to be conducted.

- 108:23/24 Provision of New Tree, Old Smithy** – Cllr Glinn reported the dead ash tree does not require a section 211 notice and authorisation for its removal had been received but a replacement tree needed to be planted. On the proposition of Cllr Lear, seconded Cllr Edmondson the Council **RESOLVED** to purchase a sapling at an approximate cost of £10 - £15.
- 109:23/24 Website Update** – The Clerk reported she has been receiving training and had uploaded documents to the new website. The new website would go live in the next couple of weeks.
- 110:23/24 Mini Digger & Skip Hire** – The mini digger was required to level the bank, remove a fence post and to clear the area in the middle of brambles. On the proposition of Cllr Glinn, seconded by Cllr Lear the Council **RESOLVED** to approve the hire of a mini digger at an approximate cost of £80 - £100. It was decided the hire of a skip was not needed.
- 111:23/24 Insurance** – On the proposition of Cllr Huda, seconded Cllr Farrar, the Council **RESOLVED** to accept the quotation from James Hallam Insurance at a cost of £2500.65 for three years (subject to annual inflation increase) and to include the Cyber Insurance at a cost of £184.04.  
The Clerk reported the total insurance cost for the year was £2684.72 (saving over £2000 from the current insurance provider)
- 112:23/24 Pesticide Training** – Following a request from three Councillors, as set out in Standing Orders and new information had been brought to the attention of the Clerk. Cllr Glinn would make enquiries to how much a qualified contractor would charge for applying weed killer.
- 113:23/24 Progress Reports** – Cllr Moorhead reported he attended the Community Hall AGM. The floor had been stripped and revarnished.  
Cllr Glinn reported he had liaised with Tavistock Police they have now three contacts, Cllr Edmondson, Cllr Huda and Cllr Glinn. The police would contact the Cllrs in the event of a road closure. There were no further signs of ash-dieback. There was a small pot-hole next to the shelter in Weir Park.  
Cllr Edmondson reported they have a new snow warden volunteer to cover Lower Fillace Park. There was a serious problem with the Walkhampton exit from Fillace Park. Cllr Edmondson had been made aware of a couple of incidents involving cyclist and pedestrians and she asked if the Council could make it safer. It was suggested to report the overhanging hedges to Devon County Council. Cllr Glinn offered to report.
- 114:23/24 Open Spaces Report** – None
- 115:23/24 Borough and County Councillor report** - Cllr Varney reported WDBC was aiming for net zero by 2050. A new Wildlife Warden Scheme would help to create wildlife areas. There was a crisis in local wages as they were 9% lower than the national average. Broadband was limiting growth for new businesses. WDBC would be investing in new transport hubs and creating new electric vehicle charging points.
- 116:23/24 Councillors reports and items for future agenda** Cllr Moorhead asked if a gazebo had been purchased. He was informed that it had not yet been purchased. Cllr Moorhead informed the Council a long-standing Youth Club Volunteer would be stepping down from her role. He suggested a letter of thanks be sent from the Chairman. The Council agreed. Cllr Lear informed the Council

of possible grant funding. Cllr Edmondson reported HPC had been donated two Binatone two-way radios by the Horrbridge Walk and Talk Group. The Council thanked the group. The ring bolt on the multi-play had been repaired.

**117:23/24** **Open Session** - A member of the public informed the Council the Summer Fair had been a good way to raise awareness of the HRFT Pavilion Project. Some residents were unaware of the project and offered to be involved and to make donations.

**Next meeting 10<sup>th</sup> October 2023**

It was **RESOLVED** that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following item as it involves the likely disclosure of sensitive and confidential information.

**118:23/24** **Payment Issues** – The Clerk reported there had been an issue with August 2023 payments. This had been resolved.

**119:23/24** **Planning Issue** – The Council agreed for members to attend the Planning Inspectorate meeting on 26<sup>th</sup> September 2023, as individual and not as Councillors.

On the proposition of Cllr Huda, seconded Cllr Roche it was **RESOLVED** to move out of Part 2 and ratify decisions made therein. The meeting was closed at 8.50pm

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**Councillor M Huda**  
**Chairman**

**DATED:**