

Horrabridge Parish Council

To all members of the Parish Council

You are hereby summoned to attend a Meeting of Horrabridge Parish Council on

Tuesday 13th February 2024 at 7.30pm in the Village Hall for the purpose of transacting the business set out below.

Members of the public and press are welcome to attend.

C Ellis

Mrs Caroline Ellis, Clerk to the Council 8th February 2024

AGENDA

A fire alarm is not planned. In the event that the alarm sounds, please make your way out of the building via the nearest exit.

No decision can be taken on items not detailed on the published agenda.

1. **Apologies for absence.**
2. **Absence without apologies.**
3. **Declarations of interest** – To receive disclosures of interests from Councillors on matters to be considered at the Meeting. The disclosure shall include the nature of the interest. If a Member becomes aware, during the course of the meeting, of an interest that has not been disclosed they must do so immediately.
4. **Public Participation** – To receive questions or comments from members of the public regarding parish matters. (Please note that decisions cannot be made on items not detailed on the agenda.
5. **Confirmation of the minutes of the Parish Council meeting held on Tuesday 9th January 2024**
6. **Planning** – To note no planning decisions or applications have been received from the Planning Authority.
7. **Finance** –
 - I. The Bank Reconciliation, Trial Balance and Budget Report dated 31st January 2024 for the consideration of the Council.
 - II. Consideration of approval of the following Payments on the attached report and approve Clerk's and staff pay.
 - III. Fleet insurance – The Clerk had circulated three quotations for the renewal of the Fleet Insurance. Gallagher £585, Zurich £587.73 and James Hallam £695.80. The Council approved the quotation, by delegated powers to renew with Zurich Insurance, at a cost of £587.73
 - IV. Beech Tree – quotations had been circulated for the removal of the beech tree in Weir Park. The Council agreed to accept the quotation from Tree Spec Professional Tree Care at a cost of £1200.00
8. **Village Hall Week** – To receive an update from the Clerk
9. **Defibrillator** – Horrabridge Parish Council were successful in the application for a partially funded defibrillator. This would have to be match funded to the cost of £750.00 To consider accepting this offer and decide on a possible location of the new defibrillator.
10. **Internal Auditor** – To consider appointing Penny Clapham to conduct the internal audit for the financial year ending 31st March 2024 at a cost of £75.00
11. **Christmas Trees** – To consider planting Christmas trees in the cemetery at a cost of £41.00
12. **80th D-Day Anniversary** – To receive a report from Cllr Farrar
13. **Village Hall Refurbishment** – To receive an update from the Clerk.

14. **Community Library** – To consider the grant available from the Community Library Support Fund.
15. **Traffic Management** – To receive an update from the Clerk
16. **Polices** – To consider approving and adopting the following policies.
 - Subject Access Request Policy
 - Freedom of Information Policy
 - Business Continuity Policy
17. **Mayoral Awards** – To consider any nominations for the Mayoral Awards in the four categories. Closing date 29th February 2024.
18. **Beech Tree** – To receive an update from Cllr Glinn.
19. **Tree Inspection** – To approve a tree survey as stated on the HPC Tree Policy.
20. **Open Spaces Report** – To receive an update for the Chair of Open Spaces
21. **Borough and County Councillors report** –
22. **Councillors reports and items for future agenda** –
Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.
23. **Public Participation** – To receive questions or comments from members of the public regarding parish matters. (Please note that decisions cannot be made on items not detailed on the agenda.

Part Two – Confidential items

The Committee is recommended to pass the following resolution:

‘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 items which are CONFIDENTIAL by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council.’

24. **Fire Risk Assessment** – To receive a report from the Clerk and to consider quotations for upgrades to the fire alarm and the fire doors, as requested in the Fire Risk Assessment.