

# **Horrabridge Parish Council**

To all members of the Parish Council

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

**Tuesday 12<sup>th</sup> March 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 7<sup>th</sup> March 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 13<sup>th</sup> February 2023**
6. **Resignation** – To note the Council have received a letter of resignation from Cllr Emptage.
7. **Planning** – To consider the following planning application.  
  
**0103/24** Use of land as domestic garden at land between nos 4 and 10 Pencreber Road, Horrabridge PL20 7SF
8. **Finance** –
  - I. The Bank Reconciliation, Trial Balance and Budget Report dated 29<sup>th</sup> February 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.
9. **Horrabridge Twinning Group** – To consider the previously circulated programme of events and how HPC can support the events.
10. **Defibrillator** – To consider the match funded grant of £750 for a new defibrillator and location to be discussed.
11. **Playground Inspection** – To consider Cllr Edmondson attending the annual inspection at an extra cost of £50 plus VAT
12. **Assets Register** – To consider and approve the additions and disposals on the asset register for 2023/2024 and to agree the final asset register.

13. **Polices and Risk Assessments** – To consider and approve the polices and risk assessments below.
  - Standing Orders
  - Financial Regulations
  - Financial Management Risk Assessment
  - Coffee Morning Event Risk Assessment
  - Working At Height Risk Assessment
  - Bouncy Castle Risk Assessment
  - Painting & Decorating Risk Assessment
14. **HRFT** – To consider opening a new bank account for the Pavilion Project. Funds raised to be transferred to the new account. To consider HPC transfer £1250 to the current account toward the cost of the running of HRFT.
15. **80<sup>th</sup> D-Day Beacon** – To consider Cllr Glinn making the Beacon at a cost of £55 for materials or to consider purchasing a Beacon from Bullfinch at a cost of £549 for the D-Day Beacon or £495 for either the Bowl Beacon or Rose Beacon - the Clerk has applied for a grant to cover the costs of the Beacon. The Clerk recommends, if purchasing, a non-specific beacon to enable the Council re-use for future events.
16. **80<sup>th</sup> D-Day Anniversary** – To note the Clerk had applied for a grant from the National Lottery to cover the cost of the event.
17. **Village Hall Refurbishment** – To receive an update from the Clerk.
18. **Village Hall Booking Software** – To consider purchasing a village hall booking software to enable the hirers to check availability and book the rooms directly. The software will also generate invoices. Details from Hallmaster, Rialtas and EdgeIT have been circulated for consideration.
19. **Village Hall Coffee Morning** – To receive a report from the Clerk regarding the Coffee Morning to be held on 23<sup>rd</sup> March 2024.
20. **Utility Quotations** – To consider the previously circulated utility quotations as the contracts are due for renewal.
21. **Traffic Management** – To receive an update from the Clerk and Cllr Glinn.
22. **Progress Reports** – To receive updates from Cllrs
23. **Open Spaces Report** – To receive an update for the Chair of Open Spaces
24. **Borough and County Councillors report** –
25. **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.
26. **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.

**Next Meeting 9<sup>th</sup> April 2024**