

**Minutes of a meeting of Horrabridge Parish Council held in the Village Hall
On Tuesday 10th September 2024 at 7.30pm**
(also available at www.horrabridge-pc.gov.uk)

Present: Cllr M Huda (Chairman), Cllr E Hemsil, Cllr T Lear, Cllr Glinn,
Cllr A Mansfield, Cllr M Hussey and Cllr J Blackmore

In Attendance: Caroline Ellis – Clerk

073:24/25 **Apologies for absence** – Apologies from Cllr Moorhead, work commitments and Cllr Roche, personal, were approved by the Council.

074:24/25 **Absence without apologies** – None.

075:24/25 **Declarations of Interest** – None.

076:24/25 **Public Participation** – None.

077:24/25 **Confirmation of the minutes of the Parish meeting held on Tuesday 9th July 2024 and the Planning Committee on 28th August 2024** – The Council **RESOLVED** to agree the minutes of the Tuesday 9th July 2024 Parish Council Meeting and the Planning Committee meeting held on 28th August 2024 were true records and was signed by the Chairman.

078:24/25 **Resignation** – The Council noted the resignation of Cllr Farrar on 24th July 2024. The Council thanked Cllr Farrar for her hard work, especially at organising events, she will be missed.

Cllr Lear arrived.

079:24/25 **Personnel Committee** – The Council **RESOLVED** to accept Cllr Mansfield offer to be appointed as the new member of the Personnel Committee.

080:24/25 **Planning** – The Council noted the following decisions of the Planning Committee held on 28th August 2024

0343/24 Demolition and rebuilding of detached dwelling at 24 Youldon Way, Horrabridge, PL20 7SN
The Planning Committee **RESOLVED** to support the application.

0338/24 Rear ground floor extension with first floor terrace, new door to side elevation and internal alterations at Dolphin Cottage, North Road, Yelverton PL20 6EE
The Planning Committee **RESOLVED** to support the application.

24/0047 Tree works. T1 and T2 x 2 sycamore – reduce lateral growth standing at 2m from ground level of southern canopy only by 2m back to previous pruning points leaving branches standing at 2m, aiming to give 2m clearance from building.
The Planning Committee **RESOLVED** to support the application.

The Council noticed the following decisions of the Planning Authority

24/0036 – Tree works (conservation area) – Clouteron Farm, Jordan Lane, Horrabridge PL20 7QF
Tree works approved

0216/24 – Repairs and reinstatement of existing building for existing use, incorporating bat mitigation measures, Magpie Mill, Horrabridge PL20 7SD
Refused

To note Tree Exemption Application

1496/23/TEX T1, T2, T3: Sycamore – pollard trees in garden, the trees have become unkempt and are now interfering with The BT line and power line.

To Note Revocation Order

Tree Preservation Order cited at TPO reference number 97, Land at Old Railway Station Area, Horrabridge, made on 11.08.1987 was hereby revoked.

081:24/25 **Finance** – The bank reconciliation, Trial Balance, and Budget Report dated 31st July 2024 and 31st August 2024 was reviewed and on the proposition of Cllr Huda, seconded Cllr Hussey, the Council **RESOLVED** to approve. Payments, Clerk's and staff salaries for August 2024 and September 2024, was reviewed and on the proposition of Cllr Huda, seconded Cllr Blackmore, the Council **RESOLVED** to approve.

082:24/25 **Wild About Devon Community Wildlife Fund** – The Council noted the Clerk had received a grant of £150 towards the purchase of hedgehog houses and bat and bird boxes. Cllr Glinn offered to purchase the timber and materials to make the bird and bat boxes and hedgehog houses. It was proposed to site them in the Old Memorial Ground to become a wildlife haven.

083:24/25 **External Audit Report and Certificate** –

- The Council noted the return of the External Audit Report and Certificate.
- The Council noted the Notice of Conclusion of Audit as published on 15th August 2024 for 14 days.

084:24/25 **Grant Application** – The Council agreed to defer the decision as the Council consider all grant applications at the January meeting as quoted on the Grant Awarding Policy and Procedure.

085:24/25 **Insurance** – On the proposition of Cllr Huda, seconded Cllr Glinn, the Council **RESOLVED** to approve the insurance renewal with James Hallam Insurance being the second year of a three-year contract, at a cost of £2878.59

Insurance Declaration – Requested by the Insurance Company –

The Cllrs noted the following and would contact the Clerk if necessary.

- Been the subject of a County Court Judgement, an Individual Arrangement, a Company Voluntary Arrangement or a Sheriff Court Decree
- Been convicted of or charged with (but not yet tried for) or been an Official Police Caution in respect of any criminal offence (other than a motoring offence) which is not spent under the Rehabilitation of Offenders Act.
- Been declared bankrupt or insolvent or have been or currently the subject of any bankruptcy or insolvency proceedings.
- Been disqualified from being a company director.
- been subject to an investigation by HM Revenue and Customs, which resulted in a prosecution.
- Are aware of any incidents that may give rise to a claim but have not yet been notified to insurers.

086:24/25 **DALC AGM** - The Council approved the Clerk to attend the DALC AGM on 2nd October 2024 at a cost of £50.00 + VAT

- 087:24/25** **Future of Neighbourhood Plans** – The Council approved the Clerk attending the SLCC webinar on the Future of Neighbourhood Plans. At a cost of £32.68 + VAT
- 088:24/25** **Policies** – On the proposition of Cllr Huda, seconded Cllr Hussey, the Council **RESOLVED** to approve and adopt the following policies.
- Dealing with Habitual and/or Vexatious Complaints
 - Probationary Policy
 - Reserves (Financial) Policy
 - Bullying & Harassment Policy & Procedure
 - Environmental Policy
 - Complaints Policy & Procedure
 - Dignity at Work Policy
- 089:24/25** **Truck** – Cllr Glinn reported the company who would have cleaned the underside of the truck no longer offers this service. He would investigate other companies and report at the next meeting.
- 090:24/25** **Speed Limited in Dartmoor Towns and Villages** – The Council **RESOLVED** to support joining with Mortonhampstead Parish Council to raise the issue with DNPA and to seek their support and to lobby DCC for a 20mph speed limits for towns and villages on Dartmoor and within the national park. The Clerk would contact Mortonhampstead.
- 091:24/25** **Christmas Tree Lights** - Cllr Huda offered to arrange fundraising activities to raise funds for the Christmas tree lights, there will be no cost to HPC. Cllr Mansfield also offered to raise funds at the Big Sunday Lunch events she has organised.
- 092:24/25** **Play Park Inspection** – Cllr Blackmore informed the Council she was conducting fortnightly inspections of the play park. She has found 4 faults, 2 have been repaired and 2 still need attention. The matting needed repairs, and a bracket was loose and needed to be replaced.
- 093:24/25** **Road Traffic Management** - The Clerk informed the Council she had an update from Sergeant Ottley and the CSAS Development Officer. They have received a lot of support and are in the process of preparing the report to be signed off by the Chief Constable.
- 094:24/25** **20s Plenty Signs** – Cllr Blackmore had obtained quotations. £9 each or £120 for 20no Correx signs. £19 each or £310 for 20no. It was agreed the Correx signs would only last a short time, and the metal signs would be the preferred choice. The Council suggested contacting Mortonhampstead PC to ask who their supplier was. Cllr West suggested the Council applied for a grant towards the cost as he would like to offer his support.
- 095:24/25** **Change of Registrar for gov.uk domains** – The Council noted BestHost had partnered with OpenStrike and transferred the gov.uk domain to OpenStrike at an annual cost of £30.00 per year. The Clerk informed the Council the previous price was £98 every 2 years.
- 096:24/25** **Cemetery Records** – The Clerk informed the Council a memorial inspection had been completed and only three memorials showed movement. No memorial was dangerous. She had contacted the local stone mason, and they would report the work needed.

- 097:24/25 Open Spaces Report** – Cllr Glinn reported Weir Park had been dug up twice. National Grid repaired an underground power cable and the reinstatement was now looking good. Glanville Environmental had recently completed repairs to a sewer pipe running through Fillace Park and Weir Park. The repairs were carried out safely and without hinderance but the reinstatement adjacent to the Christmas tree in Weir Park was not acceptable. He had contacted Glanville Environmental to make the repairs. Weir Park play equipment was generally in good order. 2 issues needed attention. Rota web bracket had rusted and the rubber matting needs remedial work. The Kubuto mower was due an interim service. The blades had been sharpened. The Old Memorial Ground hedge had been cut.
- 098:24/25 Progress Reports** – None.
- 099:24/25 Borough and County Councillor Reports** – Cllr West reported it has been quiet due to no meetings in August. There were several grants available and he would email the Clerk the details. Cllr West would support HPC with the 20's Plenty scheme.
- 100:24/25 Councillor reports and items for future agenda** – Cllr Hemsil asked if Beating the Bounds could be on the next agenda, but volunteers would be needed to organise the event.
- 101:24/25 Public Participation** – None

Next meeting 8th October 2024

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.'

- 102:24/25 Replacement Kitchen Quotation** - The Clerk informed the Council of a revised quotation from Howdens as they had a kitchen sale. Computer generated pictures of the kitchen were circulated. The Council agreed not to update the kitchen as funds would be needed for HRFT.
- 103:24/25 Employee Appraisals** – The Clerk informed the Council staff appraisals had been completed, except for one due to ill health. There were no issues.
- 104:24/25 Staff Payroll** – The Clerk reported there had been an issue with the August payroll. The Council were informed this would be rectified at the September payroll.

Meeting closed at 8.40pm

Councillor M Huda
Chairman

DATED: