

Horrabridge Parish Council

**Minutes of the Annual Meeting of Horrabridge Parish Council held in the Village Hall
on Tuesday 12th May 2026 at 7.30pm**
(also available at www.horrabridge-pc.gov.uk)

Present: Cllr M Huda (Outgoing Chairman), Cllr S Roche (Outgoing Vice Chairman),
Cllr T Lear, Cllr Moorhead, Cllr M Glinn, and Cllr J Blackmore

In Attendance: Cllr West (WDBC)
Caroline Ellis – Clerk

001:25/26 Election of Chairman for 2026/2027 – Nominations for the post of Chair were invited. On the proposition of Cllr Roche, seconded Cllr Lear, the Council **RESOLVED** to elect Cllr Huda as Chairman for 2026/2027. Cllr Huda accepted the post of Chairman and signed the Declaration of Acceptance of Office Form.

002:25/26 Election of Vice-Chairman for 2026/2027 – Nominations for the post of Vice-Chairman were invited. On the proposition of Cllr Huda, seconded Cllr Moorhead, the Council **RESOLVED** to elect Cllr Roche as Vice-Chairman for 2026/2027. Cllr Roche accepted the post of Vice-Chairman and signed the Declaration of Acceptance of Office Form.

003:25/26 Declarations of interest – Cllr Roche declared an interest in item 007:26/27 as he submitted the planning application.

004:25/26 Election of Members of the following Committees-

Election of Chair of the Planning Committee for 2026/2027 - Nominations for the post of Chair of the Planning Committee were invited. On the proposition of Cllr Huda, seconded Cllr Glinn, the Council **RESOLVED** to elect Cllr Roche as Chairman of the Planning Committee. Other members of the committee would be Cllr Moorhead and Cllr Glinn.

Election of Chair of the Finance Committee for 2026/2027 - Nominations for the post of Chair of the Finance Committee were invited. On the proposition of Cllr Lear, seconded Cllr Glinn, the Council **RESOLVED** to elect Cllr Roche as Chair of the Finance Committee. Other members of the Committee would be Cllr Blackmore and Cllr Huda.

Election of Chair of the Personnel/Staffing Committee for 2026/2027 - Nominations for the post of Chair of the Personnel/Staffing Committee were invited. On the proposition of Cllr Glinn, seconded Cllr Lear, the Council **RESOLVED** to elect Cllr Blackmore as the Chair of the Personnel/Staffing Committee. Other members of the Committee would be Cllr Roche and Cllr Lear.

Election of Chair of Open Spaces Committee for 2026/2027 - Nominations for the post of Chair of the Open Spaces Committee were invited. On the proposition of Cllr Huda, seconded Cllr Blackmore, the Council **RESOLVED** to elect Cllr Glinn as Chair of Open Spaces. Other members of the Committee would be Cllr Blackmore, and Cllr Moorhead.

005:25/26 Representation of External Bodies

Nominations were invited to represent the following external bodies:

- **Twinning** – The group had disbanded.
- **Youth Club** – On the proposition of Cllr Lear, seconded Cllr Moorhead, the Council **RESOLVED** to elect Cllr Huda as representative.
- **Community Hall** – On the proposition of Cllr Huda, seconded Cllr Blackmore, the Council **RESOLVED** to elect Cllr Moorhead as representative.

006:25/26 Confirmation of the minutes of the Parish Council meeting held on Tuesday 14th April 2026 – On the proposition of Cllr Huda, seconded Cllr Moorhead the Council **RESOLVED** to approve the minutes of the meeting held on 14th April 2026 and was duly signed by the Chair.

007:25/26 Planning – The Council considered the following application.

26/0034 On the proposition of Cllr Glinn, seconded Cllr Huda, one abstention, the Council **RESOLVED** to support the following application. T1 Alder – Remove lower branches and raise crown. The Old Rectory, Horrabridge, PL20 7RF

008:26/27 Accessibility Statement – On the proposition of Cllr Huda, seconded Cllr Lear the Council **RESOLVED** to adopt the amended Accessibility Statement.

009:26/27 Finance –

- I. On the proposition of Cllr Huda seconded, Cllr Moorhead, the Council **RESOLVED** to approve the payments on the previously circulated report and to approve the Clerk's and staff pay. Including the following extra payments not on the report as they arrived late. These will be added to the next report for noting.

SLCC - membership fee £158.00

Penny Clapham – Internal Audit £103.33

Yelverton Garage – Fuel £34.85

Mike Glinn – Locks, padlocks £124.74

010:26/27 End of Year Bank Reconciliation/Balance Sheet – On the proposition of Cllr Huda, seconded Cllr Glinn, the Council **RESOLVED** to approve the bank reconciliation and balance sheet for the year ending 31st March 2026

011:26/27 Internal Audit Certificate and Report – The Clerk reported the internal audit was completed on 7th May 2026 with no issues and confirmed the Council had met its responsibilities for the year. On the proposition of Cllr Huda, seconded Cllr Moorhead, the Council **RESOLVED** to approve the Internal Certificate and report for 2025/2026. The Clerk reported the Internal Auditor commented the Council should consider opening a savings account and should investigate if they should become VAT registered as they maybe near the VAT threshold. The Clerk to investigate.

012:26/27 AGAR Section 1 – Annual Governance Statement 2025/2026 – On the proposition of Cllr Lear, seconded Cllr Moorhead, the Council **RESOLVED** to approve the Annual Governance Statement Section 1. The Clerk and Chair signed the report.

- 013:26/27 AGAR Section 2 – Accounting Statement 2025/2026** On the proposition of Cllr Blackmore, seconded Cllr Huda, the Council **RESOLVED** to approve the accounting statement for 2025/2026. The Responsible Finance Officer and Chair signed the report.
- 014:26/27 Electors’ Rights** – On the proposition of Cllr Huda, seconded Cllr Lear, the Council **RESOLVED** to approve the dates for the exercise of Electors Rights those being Tuesday 3rd June 2026 to 14th July 2026
- Cllr Roche thanked the Clerk for her work in compiling the AGAR.
- 015:26/27 Defibrillator Support Guardian** – Cllr Roche was the Support Guardian for the defibrillator, and he was asking for a deputy. If the defibrillator was classed as ‘off-line’ it needed to be put back ‘on-line’ and he was aware that if he was away this would not be done. Cllr Glinn offered to also be a Support Guardian.
- 016:26/27 RoSPA Report** - Cllr Glinn reported the RoSPA report high-lighted the following actions were needed.
- Trampoline – build-up of soil and grass seed around perimeter (Cllr Glinn to sort)
 - Swing – cracks in surface ((Cllr Glinn to contact Green Scheme)
 - Litter Bin – rusty and needs replacing (replacement bins ordered)
 - Fort – remove grass (Cllr Glinn to sort)
 - Multi-Play - recommend new posts, all needs replacing (Cllr Glinn would get obtain quotes for replacement)
- 017:26/27 Planter** – The Clerk was asked to obtain prices for a new planter for the village, which would be in memory of the late Cllr Edmondson.
- 018:26/27 Open Spaces Report** – Cllr Glinn reported the new Village Hall doors have been made. They have had two coats of undercoat and now ready for the topcoat. The fitting quote came in slightly cheaper so should be under budget. To be installed end of May.
- 019:26/27 Progress Reports** – Cllr Lear asked if a meeting had been arranged with Devon and Cornwall 4X4 Response and Highways regarding road closures. The Clerk reported Devon and Cornwall 4X4 Response had been busy with Ten Tors, which was last weekend, but would now arrange a meeting. Cllr Moorhead asked the Clerk to create posters to advertise a meeting regarding Beating of the Bounds. The meeting was planned for 4th June 2026 at 7.30pm in the Village Hall. The event was planned for 13th September 2026 but would need volunteers.
- 020:26/27 Borough and County Councillor Reports** – Cllr West (WDBC) reported £80,000 of Government funding via DCC have been provided to WDBC to support the issues around oil prices. Families would be contacted directly, but people can enquire to see if they are eligible by contacting WDBC. Meadowlands Leisure Centre was run by a company called Fusion, which had gone into administration. WDBC have managed to work with an administrator and have managed a transfer of the business to another leisure provider called Parkwood. This has also affected Okehampton’s leisure centre.

The Community Halls Capital Grant Fund Scheme Closes this week. A second round of funding to support community buildings is now open and they are encouraging organisations to apply for a share of this competitive fund.

021:26/27 Councillors reports and items for future agenda – Cllr Blackmore reported there was a meeting of local community groups on 30th May 2026. This would enable groups to liaise with each other regarding village events. Cllr Huda would attend the meeting and report to the Council. Cllr Lear reported the Plasterdown leat has dried up, and she was concerned channels have been opened and this would possibly alter the watercourse and may have an impact on the village.

022:26/27 Public Participation – None

023:26/27 Part Two – Confidential items

On the proposition of Cllr Moorhead, seconded Cllr Lear 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 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.'

024:26/27 Allotments – The Clerk updated the Council with an issue with the Allotments. The Council agreed the Clerk the findings.

025:26/27 Handyperson – It was agreed the job specification needed to be updated. The Council asked the Clerk to advertise the vacancy and to invite applicants either self-employed basis or employed basis.

Meeting closed 20.32

Next Meeting 9th June 2026