

**Minutes of a meeting of Horrabridge Parish Council held in the Village Hall
on Tuesday 8th September 2026 at 7.30pm**
(also available at www.horrabridge-pc.gov.uk)

Present: Cllr M Huda (Chairman), Cllr S Roche (Vice Chairman), Cllr J Blackmore,
Cllr A Moorhead, Cllr M Glinn

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

085:26/27 Apologies for absence – Apologises from Cllr Lear (personal reasons) were approved by the Council.

086:26/27 Declarations of Interest – None

087:26/27 Public Participation – None

088:26/27 Confirmation of the minutes of the Parish Council meetings held on Tuesday 14th July 2026 and 11th August 2026 - On the proposition of Cllr Huda, seconded Cllr Glinn one abstention, the Council **RESOLVED** to approve both minutes as they were a true record and were signed by the Chairman.

089:26/27 Co-Option – The Council considered the two applications and on the proposition of Cllr Huda, seconded Cllr Moorhead the Council **RESOLVED** to co-opt Gemma Hewison. Gemma Hewison duly signed the Acceptance of Office.
On the proposition Cllr Glinn, seconded Cllr Moorhead the Council **RESOLVED** to co-opt Brian Prynn. Brian Prynn duly signed the Acceptance of Office.

090:26/27 Planning – The Council noted the following decision by the planning authority

0166/26 Continued use of 18 static caravans and 1 chalet as holiday accommodation for 11 months of the year between 1st March and 31st January each year, in breach of condition (e) of planning permission ref. 03/35/0895/86. Devon Oaks Holiday Park, Bedford Bridge Magpie, PL20 7RY
Refuses to issue a Certificate of Lawfulness

091:26/27 Finance –

- The bank reconciliation, Trial Balance, and Budget Report dated 31st July 2026 (Mth 4) and 31st August 2026 (Mth 5) were reviewed and on the proposition of Cllr Huda, seconded Cllr Moorhead, the Council **RESOLVED** to approve.
- Payments, Clerk's and staff salaries, were reviewed and on the proposition of Cllr Huda seconded Cllr Moorhead, the Council **RESOLVED** to approve.
- Payroll Services – on the proposition of Cllr Huda seconded Cllr Glinn the Council **RESOLVED** to engage DM Payroll Services Ltd to conduct the monthly payroll services at an annual cost of £160.00 + VAT.
- On the proposition of Cllr Huda seconded Cllr Blackmore the Council **RESOLVED** the NJC pay increase and to back date to 1st April 2026 (3.3% increase).

092:26/27 External Auditor – The Council noted the following

- Return of the External Audit Report and Certificate, with no issues.
- The Notice of Conclusion of Audit was published on 6th August 2026 for 14 days.

- 093:26/27 Beating the Bounds** – Cllr Moorhead reported the preparations had progressed well. Paths and routes and been checked and cleared. HPC 2-way radios would be used. A truck with amber beacons would be positioned on the road to alert other road users of walkers and signage would be in place. All marshals would be in high-vis. There was a final meeting planned for Thursday 10th September.
- 094:26/27 Christmas Tree Lights & Event** – Tree lights have been installed on the tree, but final electrical work was still to be done. It was suggested Christmas trees on the shops. Mulled wine and mince pies would be available at the tree lighting event. Cllr Hewison and Cllr Blackmore offered to help with the preparations for the event.
- 095:26/27 Policies & Risk Assessments**– On the proposition of Cllr Huda, seconded Cllr Moorhead, the Council **RESOLVED** to adopt the following policies
- Anti-Harassment & Bullying Policy
 - Anti-Harassment & Bullying Risk Assessment
 - Environmental Policy
- 096:26/27 Hedge Cutting** – On the proposition of Cllr Moorhead seconded Cllr Huda, the Council approved Lyndsey Rodgers to carry out the hedge cutting at an approximate cost of £350
- 097:26/27 Insurance Declaration – Requested by the Insurance Company –**
The Councillors were asked to disclose any ‘yes’ answers to the Clerk.
1. Unspent criminal convictions, been charged (but not yet tried) with criminal offence, civil proceedings, prohibition notices, enforcement notices, improvement notices, disciplinary actions and the like by legal, regulatory or similar bodies (whether this be against the business itself or any director or officer personally) including being disqualified from holding office as a director of a company. Yes/No
 2. Entering into administration, receivership, liquidation, bankruptcy, sequestration, dissolution, a Company voluntary Arrangement, an Individual Voluntary Arrangement, any other arrangement with creditors or being subject to a winding up order or otherwise ceasing trading. Yes/No
 3. Recovery action by HMRC. County Court Judgements, UK Court Decree or any other equivalent money or debt judgement. Yes/No
 4. Insurer(s) cancelling a policy, withdrawing cover, refusing to renew a policy, declining a proposal for insurance or imposing special terms for conditions on an insurance policy. Yes/No
- 098:26/27 Insurance Renewal** – Item was deferred to the next meeting as the Clerk had not received the renewal prices from the insurance company.
- 099:26/27 Leaping Salmon Public House** – The Council agreed it does not meet the criteria to apply the asset to be listed as an Asset of Community Value as there was currently another Public House in the village. The Council would comment when a planning application was submitted.
- 100:26/27 Local Government Reorganisation** – The Clerk had circulated Interim Warding arrangements, but the Government announced this week they have paused and would review LGR.

- 101:26/27 Clerks Report** - The Clerk informed the Council she was waiting to hear from Unity Trust regarding the new bank account. She would chase Unity Trust.
- 102:26/27 Open Spaces Report** – Cllr Glinn reported the new Grounds Maintenance Operative had been only working 1 day a week due to the grass not growing. They are up to date with hedge trimming and strimming the open spaces. The truck has not been used since the last report. Cllr Glinn had repaired one of the ropes on the multi play and a connector on the rota climb. 20 bags of sandbags are in the salt store ready for use. Cllr Glinn had met with a National Grid tree officer as he needed permission from HPC to trim some trees. He was due to meet with the new Highways Officer on 16th September.
- 103:26/27 Progress Reports** – Cllr Moorhead reported the wall outside the village hall had been damaged and the path needed replacing. Quotations would be obtained. The replacement water boiler had been installed.
- 104:26/27 Borough & County Councillor Reports** – Cllr West reported LGR had been paused by the Government, and it would be reviewed. The elections in May 2027 would be for District and Borough Councils.
- 105:26/27 Councillor reports and items for future agenda** – Cllr Glinn reported part of the fence in Fillace Park needed to be replaced at an approximate cost of £250
- 106:26/27 Public Participation** – None
- 107:26/27 Part Two – Confidential items**
On the proposition of Cllr Blackmore, seconded Cllr Huda, 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.'
- 108:26/27 TASS** – Cllr West suggested HPC apply for a grant from WDBC to cover the hall costs for 6 months to enable the group to continue to meet.
- 109:26/27** On the proposition of Cllr Moorhead, second Blackmore the Council **RESOLVED** to exist Part Two and ratify decisions made.

Next meeting – Monday 12th October 2026
Note change of date.

Meeting ended 20.43

Councillor M Huda
Chairman

DATED: