

MINUTES OF THE ANNUAL MEETING OF HORRABRIDGE PARISH COUNCIL HELD ON TUESDAY 10th May 2022, 7.30pm AT HORRABRIDGE VILLAGE HALL

PRESENT: Cllrs Huda (Outgoing Chairman), S Roche (Outgoing Vice Chair), A Moorhead, E Hemsil, T Lear, C Edmondson, M Glinn, D Farrar, H Carpenter.

Mrs C Ellis (Clerk), Cllrs D Moyse, Sanders and 3 members of the public

The Outgoing Chairman opened the meeting at 7.30pm

001:22/23 ELECTION OF CHAIRMAN FOR 2022/2023

Nominations for the post of Chair were invited. On the proposition of Cllr Roche, seconded Cllr Farrar the Council **RESOLVED** to elect Cllr Huda as Chairman for 2022/2023

Cllr M Huda accepted the post of Chair and signed the Acceptance of Office.

002:22/23 ELECTION OF VICE-CHAIRMAN FOR 2022/2023

Nominations were invited for the post of Vice-Chair. On the proposition of Cllr Huda, seconded Cllr Edmondson the Council **RESOLVED** to elect Cllr Roche as Vice-Chairman for 2022/2023

003:19/20 REPRESENTATION ON EXTERNAL BODIES

Nominations were invited to represent the Council on the following external bodies;

Twinning Group: On the proposition of Cllr Huda, seconded Cllr Farrar the Council **RESOLVED** to elect Cllr Moorhead as representative.

Youth Club: On the proposition of Cllr Huda, seconded Cllr Moorhead, the Council **RESOLVED** to elect Cllr Farrar as representative.

Community Hall: On the proposition of Cllr Huda, seconded Cllr Lear, the Council **RESOLVED** to elect Cllr Moorhead as representative.

004:22/23 ELECTION OF CHAIR OF FINANCE COMMITTEE FOR 2022/2023

Nominations for the post of Chair were invited.

Cllr E Hemsil offered to continue in the role. On the proposition of Cllr Roche, seconded Cllr Harley the Council **RESOLVED** to elect Cllr Hemsil. Other members of the Committee would be Cllr Roche and Cllr Carpenter.

ELECTION OF CHAIR OF PLANNING COMMITTEE FOR 2022/2023

Cllr Roche offered to continue in the role. On the proposition of Cllr Huda, seconded Cllr Farrar the Council **RESOLVED** to elect Cllr Roche. Other members of the Committee would be Cllr Hemsil and Cllr Moorhead.

ELECTION OF CHAIR OF OPEN SPACES FOR 2022/2023

Cllr Edmondson offered to continue in the role. On the proposition of Cllr Huda, seconded Cllr Glinn, the Council **RESOLVED** to elect Cllr Edmondson. Other members of the Committee would be Cllr Glinn and Cllr Carpenter.

ELECTION OF CHAIR OF PERSONNEL/STAFFING COMMITTEE

Cllr Farrar offered to continue in the role. On the proposition of Cllr Lear, seconded Cllr Roche, the Council **RESOLVED** to elect Cllr Farrar. Other members of the Committee would be Cllr Edmondson and Cllr Roche.

005:22/23 TERMS OF REFERENCE

The Council reviewed the Terms of Reference for Personnel/Staffing Committee, Open Spaces Committee, Finance and Planning Committee. On the proposition of Cllr Huda, seconded Cllr Edmondson the Council **RESOLVED** to agree and adopt.

006:22/23 ANNUAL REVIEW OF REGISTER OF INTERESTS

The Clerk reminded councillors to complete a new Register of Interests as required by WDBC. The Councillors confirmed there were no changes.

007:22/23 ANNUAL REVIEW OF THE COUNCIL'S ASSET INVENTORY

The Council **agreed** there were no changes as the Asset Inventory had been reviewed on 8th March 2022. 208:21/22

008:22/23 ANNUAL REVIEW OF THE COUNCIL'S INSURANCE COVER

The Council **agreed** that no changes were necessary to present levels of insurance cover.

009:22/23 REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS

Cllr Hemsil asked if item f in section 3 of the Standing Orders could be reviewed. As 10 minutes of public participation at the end of the meeting was currently not on the agenda. It was agreed to discuss this at the next meeting. The Council agreed that no changes were necessary to the Financial Regulations and agreed to adopt.

010:22/23 RISK ASSESSMENT – ANNUAL REVIEW

The Council **agreed** that no changes were necessary at the present time.

011:22/23 OPEN SESSION

A member of the public addressed the Council regarding parking at the allotments. He explained that allotment holders do not park in any of the resident's bays or spaces. They are mindful of the local residents and he felt there was not an issue and they had not received any complaints.

012:22/23 APOLOGIES FOR ABSENCE

None

013:22/23 DECLARATIONS OF INTEREST

None.

014:22/23 CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 12th April 2022

Cllr Huda requested an amendment to item 234:21/22 to include the words 'drop kerb to the entrance to Fillace Park from Walkham Road'. On the proposition of Cllr Huda, seconded Cllr Edmondson the Council **RESOLVED** to agree this amendment and the Chairman would sign at a later date after the amendment.

015:22/23 FINANCE

The bank reconciliation dated 30th April 2022 (App A), Payments (App B), and Trial Balance, Clerk's and staff salaries was reviewed and on the proposition of Cllr Huda, seconded Cllr Edmondson the Council **RESOLVED** to approve.

On the proposition of Cllr Huda, seconded Cllr Lear the Council **RESOLVED** to approve the following:

Internal Auditor's Annual Report for 2021/2022 Accounts
Annual Governance and Accountability Return for 2021/2022
The Chairman and Clerk signed Section 1,
Accounting Statements 2021/22
The Chairman and Clerk signed Section 2
Payment for the Invoice from the Internal Auditor, Penny Clapham for £55

016:22/23 PLANNING APPLICATIONS

0129/22 Off Street Parking and alterations to provide new vehicle access to highway at 33 New Park, Horrabridge.

On the proposition of Cllr Roche, seconded Cllr Moorhead the Council **RESOLVED** to support this application.

0085/22 Construction of up to five dwellings at land at Highlands. The planning authority requested Horrabridge reconsider the application. The Council discussed the application and understood that the dwellings were not 'affordable' housing but 'new build' dwellings. The Council agreed that it would benefit local residents and **RESOLVED** to support this application.

The Council noted the following decision by the planning authority.

0043/22 Replacement porch to front of dwelling. Grimstone Manor, Horrabridge.
Grant Conditionally

Cllr Huda informed the Council he had received correspondence from Western Power asking who owned a part of Fillace Lane as they wish to install an electric cable. The Council were unable to answer as they did not know who was the owner. Cllr Huda would reply to Western Power.

17:22/23 REPAIRS TO ROTA NET

On the proposition of Cllr Huda, seconded Cllr Farrar the Council **RESOLVED** to approve the quotation of £531.96 + VAT for repairs to the Rota Net.

Cllr Edmondson informed the Council that the wet pour rubber surface needed to be 8 meters surrounding the rota web and the quotation from Green Scheme was £11,072.00 + VAT. Cllr Edmondson had asked Green Scheme for a cheaper alternative. The Council agreed to defer the decision.

018:22/23 BURIAL GOUND – SCHEDULE OF FEES & PAYMENTS

On the proposition of Cllr Hemsil, seconded Cllr Edmondson the Council **RESOLVED** to approve a 10% increase in Burial Ground fees and payments to start on 1st June 2022

019:22/23 ALLOTMENT PARKING ISSUES

Cllr Moorhead had not been aware of any parking issues at the Allotments. The Council agreed and asked the Clerk to email the Allotment Holders to remind them politely not to park in the residents parking spaces.

020:22/23 HIRE OF CHERRY PICKER

The Council agreed to look at other options regarding the tree as it was tall and overgrown.

021:22/23 BOROUGH AND COUNTY COUNCILLORS' REPORTS

Cllr Moyses reported that there had been a WDBC meeting regarding missed waste collections. They are aware that this is an issue for many residents and were looking to address this issue.

Cllr Sanders reported there had been an overspend on both Children's and Elderly Services. He was disappointed that most members of staff are still working from Home and felt the staff should be now back in the office. Cllr Sanders explained that DNP had received a flat cash settlement over the next two years. This would be in fact a decrease due to inflation.

022:22/23 COUNCILLORS REPORTS AND ITEMS FOR FUTURE AGENDA

Cllr Harley reported to the Council there had been a bee swarm by the school. Cllrs Harley and Edmondson placed bollards around the hive and taped around the area. The hive was safely removed at dusk by a local bee keeper. Cllr Edmondson would purchase 'caution tape' to keep in the stores for future use.

Cllr Edmondson reported that PCSO's had been asked to attend the primary school during drop off and collection times, to advise on speed and parking. The memorial plaque on the bench in Fillace Park had been broken off. Stinging nettles had been removed by a neighbour of a resident at Riverside Close. It was suggested to obtain the owners details from Land Registry and contact them to address the problem as the resident is a tenant and is renting the property. The hand rail in the Burial Ground needs three 5 pointed wooden stakes which can be driven into the ground behind the existing fence posts and bolted. Cllr Edmondson would obtain quotations. The waste bin in Fillace Park has a huge concrete base. A new hole needs to be dug and to be lifted back into position. Or as previously suggested the bin is replaced with a new one. Cllr Edmondson would obtain a quotation. Cllr Edmondson had reported the drain cover between Fillace Lane and Weir Park to Devon Highways. The hole in the wet pour and finger entrapment around the pirate ship are now sealed. The hole in the upright wooden pole on the Multi-play climber had been filled and the retaining bolt for the Rope Bridge had been tightened. A new padlock had been fitted to the Disabled Swing and the key was available from the London Inn.

The caretaker was due to replace the planters outside the Village Hall.

Cllr Farrar reported the preparations for the Queens Jubilee event was progressing. Cllr Farrar would complete the risk assessment for the event and email the Clerk. HRFT raised £360 from a recent bingo event. They have raised over £2000 on events. A lottery bid for £100k had been submitted. Drawing specifications had been updated.

Cllr Moorhead requested the Council advertised events/meetings on social media and in the Bridge Magazine. The Clerk would investigate.

Cllr Glinn reported the Chapter 8 Course was booked and the Councillors have the correct PPE. Cllr Glinn reported that no action was needed relating to trees in the village.

Cllr Roche reported that the verges in New Park were very overgrown and looked untidy, which was the responsibility of LiveWest. There was also a patch of grass at Walkham Road/Fillace Park which was also overgrown. This was the responsibility of Devon Highways. Letters would be written to complain about these sites. The Air Ambulance night landing site had been installed and would shortly be operational. The mast required painting and possible rewiring of the electrics at the Pavilion for the installation to be completed. Cllr Roche thanked Cllr Moyle for the £500 Localities Grant which was awarded to HRFT.

Cllr Huda reported a donation of £250 had been received from The Bridge Magazine towards the costs of purchasing the mugs for the Jubilee. Three extension leads need to be purchased.

023:22/23 CONFIRMED DATE OF NEXT MEETING SCHEDULED FOR TUESDAY 14TH JUNE 2022

The meeting closed at 8.57pm

Signed:

Date:

Cllr M Huda, Chairman