

## **MINUTES OF A MEETING OF HORRABRIDGE PARISH COUNCIL HELD ON TUESDAY 13<sup>th</sup> NOVEMBER 2018, 7.30PM, AT THE VILLAGE HALL**

(also available at [www.horrabridge-pc.gov.uk/](http://www.horrabridge-pc.gov.uk/))

**PRESENT:** Cllrs, P Beard (Chair), A Minns, A Moorhead, C Edmondson, M Huda, D Keane, E Hemsil, S Roche  
Ms S Honey (Clerk), Cllrs P Sanders (DCC), D Moyse (WDBC), D Cloke (WDBC) Plus 12 members of the public

The Chairman opened the meeting at 7.30pm followed by,

### **CHAIRMAN'S OPENING COMMENTS**

The Chairman was very pleased with the attendance levels for Remembrance Sunday. Cllr Cloke had noticed a good mix of ages while at the event and Cllr Moyse stated that Walkhampton village had also seen increased levels of attendance.

### **PUBLIC OPEN SESSION**

1. A member of the public reported that the tap was not working in the allotments. The Chairman explained that the problem would be rectified.
2. A member of the public enquired whether the Christmas tree lights were of the flashing variety; in the hope that they would not have this function. The Chairman explained that they would not.

### **056:18/19 APOLOGIES FOR ABSENCE**

Cllr T Lear

### **057:18/19 DECLARATIONS OF INTEREST**

The Chairman declared an interest in item number 16 of the Agenda.

### **058:18/19 CONFIRMATION OF MINUTES**

The Minutes of the meeting held on Tuesday 9<sup>th</sup> October 2018 were **agreed** by the Council as a true record and were duly signed by the Chair. Cllr E Hemsil had proposed and Cllr C Edmondson seconded the motion.

### **059:18/19 APPOINTMENT OF A PARISH COUNCILLOR**

The Chairman explained that no applications had been received but in May there would be an election of parish councillors and within the six month rule HPC could not now co-opt.

### **060:18/19 PLANNING**

0560/18 Office POD, London House

Cllr S Roche explained that the application had been discussed at the recent planning meeting. The proposal to move the whole back a metre did not seem sensible and so the Council had **objected** to the application.

0583/18 Extension to front garden store; 8 The Green, Horrabridge

The Council **resolved to support** this application.

Cllr S Roche asked Cllr D Moyse if any more information had been received regarding the Magpie Leisure Park development. Cllr D Moyse explained that Dartmoor National Park had not issued any new information as yet.

### **061:18/19 PROPOSAL OF 3 MINUTE SPEAKING TIME DURING PUBLIC TIME**

Cllr S Roche suggested a three minute, per person, time limit be set during the Public Open Session. Cllr S Roche proposed and Cllr A Minns seconded the motion. The Council all **agreed** the proposal.

### **062:18/19 FIREWORK NIGHT - THANKS TO PARISH COUNCIL**

The Council received a letter from Mr J Lydon thanking them for their financial support toward the Firework evening however, Cllr A Moorhead said it should be **noted** that Mr Lydon had given a lot of his own time in arranging the evening for everyone.

#### **063:18/19 DARTMOOR NP MANAGEMENT PLAN – PUBLIC OPINION SURVEY**

Cllr S Roche explained that on 3 December 2018 the first draft of the plan will be published. Cllrs S Roche and E Hemsil would be attending a workshop related to the plan and will **report back** to the Council at the 11th December 2018 meeting.

#### **064:18/19 DONATION REQUEST FROM CITIZENS ADVICE**

Cllr E Hemsil suggested the request be deferred until January 2019 when the Precept and other grants would be considered. The Council **agreed** to defer the item.

#### **065:18/19 INFORMATION COMMISSIONERS OFFICE (ICO) – DATA PROTECTION FEE £40**

The Clerk explained that any organisation holding personal information should be registered with the ICO. The Council were now registered; the annual fee being £40. The Council **agreed** payment of the fee.

#### **066:18/19 TO DISCUSS RESURFACING OF CONCRETE DRIVEWAY – BURIAL GROUND**

The Council discussed various ways of repairing the driveway; it was suggested they re-visit a quote of £4000 to surface the whole of the path. The Council **agreed** to obtain three quotes in order to make a repair as quick as possible.

#### **067:18/19 PROPOSED RESTORATION OF WALL BETWEEN SOUTH VIEW AND BURIAL GROUND**

Repairs to the wall were discussed. The repair would need part stone and part concrete. The Council **agreed** that Cllr A Moorhead would obtain three quotes.

#### **068:18/19 TO APPROVE RETROSPECTIVE COST OF WREATHS FOR REMEMBRANCE DAY**

The item was **deferred** to the next meeting as the invoice had not yet been received.

#### **069:18/19 SHELVING FOR VILLAGE HALL OFFICE - £159.00**

The Clerk asked for a bookcase; to be ordered from Viking Direct at £159.00; for the office in order to help with storage. Cllr C Edmonds proposed and Cllr A Moorhead seconded the motion. The Council **agreed** the purchase.

#### **070:18/19 TO APPROVE PURCHASE OF THE SLCC “LOCAL COUNCIL ADMINISTRATION” BOOK FOR PARISH OFFICE**

The Clerk asked for a copy of the most recent edition of the book recommended by the Society of Local Council Clerks (SLCC) and DALC for all parish councils. The Council **agreed** the purchase (at the reduced cost of £103.99; due to the Clerk being a member of SLCC).

#### **071:18/19 TO APPROVE FESTIVE LIGHT AND FOOD EXPENDITURE FOR CHRISTMAS LIGHT EVENING APPROX £1181.00**

Cllr C Edmonds proposed and Cllr S Roche seconded expenditure up to a cost of £1181.00 for the evening. The Council were provided with a breakdown of costs at Appendix C. The Council **agreed** the expenditure.

Cllr E Hemsil reminded the Council that every item of expenditure should be agreed by the Council before its purchase.

#### **072:18/19 REQUEST OF DONATION TOWARD MULLED WINE AND MINCE PIES FOR CHRISTMAS LIGHT EVENING £300 MAX**

Cllr A Moorhead proposed the expenditure but noted that the amount should be taken into account when compiling the Precept for 2019/20. Cllr A Minns seconded the motion. The Council **agreed** to the donation.

#### **073:18/19 FINANCIAL MATTERS**

### Bank Reconciliation and Budget Monitor

The bank reconciliation (App A) and payment list (App B), dated 29 October 2018, was reviewed and the following payments; including the Clerk's and staff salaries were **approved**.

The Clerk informed the Council that, due to a banking mistake she had been paid salary twice for October. The Clerk has written a cheque for the exact amount of the second payment in order to reimburse the Council.

| <b>Name</b>           | <b>Date</b> | <b>Description</b>                           | <b>Amount</b>    |
|-----------------------|-------------|--|------------------|
| Dartmoor Pest Control | 22/10/18    | Mole Control                                 | 95.00            |
| Texaco Garage         | 30/09/18    | Diesel for mower and truck                   | 17.63            |
| Mr Lindsay Rogers     | 19/10/18    | Side Arm Flailing as quoted                  | 240.00           |
| JCS Rowe              | 01/11/18    | Works to Shed extension, near football field | 4,000.00         |
| Travis Perkins        | 19/10/18    | Padlock and stock items                      | 27.45            |
| Travis Perkins        | 19/10/18    | Worklight cable (for Xmas lights)            | 52.79            |
| Festive Lights        | 30/10/18    | Xmas lights (*000017)                        | 191.99           |
| <b>Total</b>          |             |  | <b>£4,624.86</b> |

To note Direct Debit: BT Business Date; 27/10/18 Phone and internet charges £84.45

### **074:18/19 BOROUGH AND COUNTY COUNCILLORS REPORT**

Cllr P Sanders gave a report on the condition of local roads. He explained that due to provider changes there had been a delay in maintenance works to certain areas.

There had been pressure from some residents in the Grenofen area requesting that the speed limit be reduced to 20 mph on the Horrabridge to Tavistock back road. However, this limit would not be allowed as considered too slow and accident rates had risen in some cases when the lower speed had been introduced. A 30mph limit may eventually be accepted and pressure could spread into Horrabridge.

Drakelands Mine Closure - There had been concerns over the closure of the Drakelands mine at Hemerdon. The company had problems with the Crusher and also had to pay a service debt. Cllr P Saunders explained that a Bond had been put in place should the area need to be restored to original however, it was hoped that the mine would reopen as the yield, although lower than expected, was still a highly desirable commodity.

Ambrosia Factory- At the moment the situation seems positive that a buyer will be found for the factory which employs over 300 local people.

Cllr D Cloke wished to inform parishioners of WDBC pamphlets giving information about "How We Spend Your Council Tax". The leaflet also explains which Council e.g. DCC or WDBC, is responsible for which Service.

Cllr D Cloke also mentioned "Purple Awareness" aimed at improving access for disabled people. At this point the drop kerb near the Post Office was mentioned as it had been causing some problems. The Chairman explained that it was a responsibility of Devon Highways not DCC. He also informed the Council that the drains in Jordan lane would be "jetted" on 10th December and that other areas should be tended in January 2019.

Cllr A Moorhead suggested a Lengthsman's services could be employed as some drains had become obscured by fallen leaves which needed clearing. There was still £750 in the budget for this.

Cllr D Moyses thanked the Clerk for providing her with the necessary documents for the parish meeting.

### **075:18/19 COUNCILLORS REPORTS AND ITEMS FOR FUTURE AGENDA**

- I. Cllr A Moorhead reported an overgrown footpath at the Leaping Salmon car park. Mr P Glanville, the Dartmoor National Park Ranger explained that it should be dealt with by DNP soon.
- II. Cllr A Moorhead noted that the Shed needed a clear out and asked what would happen with the old slide that was stored there? The Chairman said as it was too good to dispose of. Cllr A Moorhead enquired whether another parish might find some benefit from it?
- III. Cllr E Hemsil informed everyone that the HRSA meeting notes had been circulated and that a price of £1,000 had been **proposed** as rent for the field from the Football Club. However, Cllr S Roche reminded the Council that the expenditure for grass cutting was £500 alone plus £300 for utilities. As the Pavillion insurance was by far the largest expense, £1,000 in rent would hardly cover the costs. The football club should at least pay for their gas and electric costs. Cllr S Roche also mentioned that the Mower was insured under the parish council's policy and that the club use almost three quarters of the field for very little costs. There was further discussion over the expenditure and the matter was suggested as an Agenda item for the December 2018 meeting.  
  
Cllrs E Hemsil and M Huda would be drawing up an agreement in order to change the Trustees of the field from the HRSA to the parish council.
- IV. A member of the public had sent an offer of help from an Architect with regard to the design of the new pavilion. Cllr S Roche informed the Council that he was preparing a Discussion Paper to offer options to help decide the best course of action.
- V. The village road closure was noted with regard to the Christmas light switch on, scheduled between the times of 4.00 – 8.00pm.  
Cllr E Hemsil asked for information relating to the Notice that had been posted referring to "Horrabridge Community and Radio Walkham". The Chairman explained that this wording referred to the horrabridge community as a whole and that next year he would be stepping down and setting up an independent body to arrange and purchase the Christmas lights.  
Cllr E Hemsil reminded the Chairman that they would need to arrange their own bank account and officers.
- VI. Cllr E Hemsil informed everyone that a Finance Meeting had been scheduled for 27th November to plan the Precept.
- VII. Cllr C Edmonds asked the position with the new play equipment. The Chairman explained that the matter was in hand and a report should be available for the next meeting.

### **076:18/19 DATES OF FUTURE MEETINGS**

The next meeting was confirmed as Tuesday 11 December 2018.

*Note: All meetings are held on the second Tuesday in the month, at 7.30pm, unless otherwise specified*

### **Public Open Session**

1. Cllr D Cloke expressed delight that the WW1 exhibition, in the Village Hall, had been so well attended. Lots of people contributed toward the exhibition organised by Mr I Mulholland and the Fitzsimmons family.
2. Mr A Berry asked the Clerk if, when she had written the cheque to reimburse the Council after being paid twice due to the Bank's mistake, whether she had also included PAYE and Tax amounts. The Clerk explained that the amount of the cheque was for the exact same amount as she had received.

**PART TWO**

**077:18/19 TO CONSIDER A MOTION TO EXCLUDE THE PRESS AND PUBLIC FROM THIS MEETING IN RESPECT OF THE CONSIDERATION OF CONFIDENTIAL OR SENSITIVE INFORMATION THAT IS PREJUDICIAL TO THE PUBLIC INTEREST.**

**078:18/19 TO DISCUSS AND AGREE AMENDMENT OF STAFF HOURS**

The Council discussed the information relating to the member of staff and their hours of work. An amendment to the working hours was **agreed**.

The Chairman closed the meeting at 8.45pm

Signed: .....

Date: .....

Cllr P Beard, Chair