

MINUTES OF A MEETING OF HORRABRIDGE PARISH COUNCIL HELD BY VIRTUAL MEANS, ONLINE; ON TUESDAY 19th May 2020 AT 7.30PM

(also available at www.horrabridge-pc.gov.uk/)

PRESENT: Cllrs E Hemsil (Chairman), A Moorhead, M Huda, S Roche, C Edmondson, P Beard, T Lear

Ms S Honey (Clerk), Cllr P Sanders (DCC) plus 4 members of the public

PUBLIC OPEN SESSION – due to the nature of the online meeting platform, no Open Session was held. Members of the public can still ask questions in advance of a meeting by contacting the Clerk.

The Chairman opened the meeting at 7.30pm

001:20/21 APOLOGIES FOR ABSENCE

None

002:20/21 DECLARATIONS OF INTEREST

None

003:20/21 CONSIDERATION OF THE APPOINTMENT OF PARISH COUNCILLORS BY CO-OPTION

If there are insufficient candidates to fill all vacancies, the *Representation of the People Act 1985 Section 21* allows the elected members, provided there is a quorum (one third of the whole number of members with a minimum of three) to co-opt members to fill the remaining vacancies.

The Clerk reported that **no applications** had been received.

004:20/21 CONFIRMATION OF MINUTES

The Minutes of the 21st April 2020 parish meeting were **agreed** by the Council and will be signed by the Chairman at a later date.

005:20/21 PLANNING COMMITTEE - DECISIONS

Cllr S Roche informed the Council of the latest application decisions from the Planning Committee, with 6 Councillors present at the meeting.

0195/20 Creation of 4 affordable housing units (2 new build and 2 conversions).

Davie House, New Park, Horrabridge

0196/20 Replacement dwelling by change of use of the parent dwelling to form hydrotherapy pool; extend drive and form new vehicle access point. Moor View, Horrabridge

0197/20 Erection of single storey rear extension and extension to front porch. 14 Copperfields, Horrabridge.

0200/20 Demolition of garage and erection of side extension including new garage, 25 Torbridge Road, Horrabridge.

Support for all 4 applications was unanimous.

Cllr. Roche reported that Brian Beasley of DNPA had received a Section 211 Notice to carry out works to a tree standing in the grounds of Millstones, Horrabridge.

The tree is adjacent to the garage of the house and is suffering from Ash dieback. In high winds it could fall on the house and garage.

The committee **Supported** husbanding the tree, and Mr Beasley has been informed.

DNP - Decisions

0094/20 Removal of uPVC conservatory and part of garage. Creation of single storey rear extension at 16 Chapel Lane, Horrabridge **Granted conditionally**

0103/20 Single storey side extension to house at Hillman Cottage, Horrabridge **Refused**

Cllr S Roche suggested the next Planning Committee meeting could be held on Thursday 4th June.

006:20/21 CLERK'S REPORT – Update to Standing Orders

The Clerk had received information from the National Association of Local Councils (NALC) relating to the updating of Standing Orders to accommodate online virtual meetings. An Appendix to existing SO's, "Remote meetings – Protocol and Procedures", detailing regulations regarding the holding of online meetings, had been circulated to members of the council earlier in the week.

Cllr S Roche raised an objection to Paragraph 3 of the document; relating to members of the public being able to be seen by members of the council online and asked the council to consider an amendment whereby members of the public would not be seen. The **council did not support** the suggested amendment.

The Council **agreed to adopt** the Appendix to the Standing Orders; "Remote meetings – Protocol and Procedures".

Regarding an update to Financial Regulations to cover online banking set up and the use of a Screwfix store card by the Handyman; the Clerk explained that online banking had already been agreed in principle when the Financial Regulations had been updated in 2019. However, an addition would be required for the store card.

A suggested addition had been circulated to members of the council earlier in the week.

The Council **agreed to adopt** the addition to the Financial Regulations regarding the use and safekeeping of the Screwfix store card.

007:20/21 OPEN SPACES REPORT – BUS SHELTER – NEW BENCH INSTALLATION – UNBURNT BONFIRE MATERIAL

Cllr P Beard reported the Bus Shelter had not yet been cleared of graffiti.

Cllr A Moorhead reported the installation of the new benches as complete.

Cllr P Beard reported the removal/burning of the unburnt bonfire material as complete.

008:20/21 COUNCILLORS PROGRESS REPORTS

RAMP EXTENSION – VILLAGE HALL

Deferred to the next meeting.

VILLAGE HALL REFURBISHMENT

Cllr A Moorhead explained that he had compiled a list of potential areas requiring refurbishment and had hoped to identify items the Handyman/ council could complete. The Chairman asked if the list had been sorted yet. No conclusion was reached.

BURIAL GROUND - NEW PATH

The Chairman explained that he had managed to obtain two quotes after some difficulty and had pursued a third but he felt one of the two already obtained would be the best. After some discussion over whether the council could go ahead and accept the preferred quote while still awaiting a third, the Clerk suggested the council wait for a set period of time and if the third quote had not been received then to go ahead and accept the preferred quote.

The **council resolved to wait 10 days for a third quote** and if not received a decision would be made regarding the two existing quotes.

009:20/21 CRICKET NETS FILLACE PARK - PROPOSAL TO BRING INTO USE

After some discussion covering the area within Fillace Park that would be used, some approximation of an overall cost and why the project had failed in the past; the Chairman said he would obtain more information and report back at the next meeting.

010:20/21 TREE BRANCH FALLEN INTO RIVER FROM MEMORIAL GROUND – REMOVAL FOR AGREEMENT

Cllr A Moorhead reported the branch, having fallen into the river, as cleared.

011:20/21 QUOTE TO FELL THE BIRCH TREE IN GRAVEYARD (TO INCLUDE STUMP GRINDING) FROM PROJECT MONEY FOR AGREEMENT

The Chairman reminded the council that the stump grinding had already been agreed. After some discussion it was agreed that a silver birch would need to be removed. As the quote was under £300 **the council agreed for the works to be carried out.**

012:20/21 EXTRA BENCH SEATING IN WEIR PARK FOR DISCUSSION AND AGREEMENT

Cllr M Huda suggested another four benches be purchased as many people were using the park under the social distancing rules but there were not enough places to sit down and eat. Cllr S Roche recalled an impassioned plea to the Council from David Cloke, that no further furniture be added to Weir Park as it was becoming cluttered, a sentiment with which he himself agreed. Some discussion followed whereby not all of the council felt more benches were necessary. Cllr M Huda offered to withdraw his request but the Chairman suggested everyone meet up at Weir Park and assess the existing seating and determine whether there was indeed room and a need for more bench seating.

Saturday 23rd May at 1.00pm was suggested as a suitable time.

013:20/21 ANNUAL REVIEW OF THE COUNCIL'S FIXED ASSET REGISTER

The Clerk has previously circulated the Fixed Asset Register and asked for any updates to items or values due to the figure being required for external audit documentation.

The council agreed the updated figure as £571,783.

014:20/21 REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS

This item had already been discussed and agreed under Clerk's Report.

015:20/21 FINANCIAL MATTERS

I. Bank Reconciliation and Budget Monitor

The Bank Reconciliation (App A) and Budget Monitor (App C) dated 30 April 2020 was reviewed and **approved** by the Council.

1. Consideration of approval of the following Payment List (App B) and Clerk's and Staff pay for April 2020

Name	Date	Description	Amount
Medland S & T	31/03/20	Gritter repair (Urgent)	88.20
DM Payroll Services	04/04/20	Payroll services	123.00
WDBC	23/04/20	election costs	75.78
Sparling recycling	15/04/20	Waste disposal	248.14
DALC	01/04/20	Membership subs	461.88
Sparling recycling	27/04/20	Waste disposal	221.60
Yelverton Garage	30/04/20	Diesel	81.93
TOTAL			1,300.53

The Council **approved** the payment list and the Clerk's and staff salaries.

2. Internet Banking set up

The Chairman explained that due to the Coronavirus situation it would be simpler for the Clerk for payments to be made online rather than the production of cheques for signature by two approved signatories. At present online banking had been set up for the following four signatories; Cllrs M Huda, A Moorhead, S Roche and the Chairman.

016:20/21 BOROUGH AND COUNTY COUNCILLORS REPORT

The council welcomed Cllr P Sanders and thanked him for his attendance at the online meeting.

Cllr P Sanders explained that the National Park was receiving an increased number of planning applications but they were all being logged and scheduled for discussion although visits by case officers had ceased at present. A virtual meeting held the previous week had been well attended and another was planned for next week (details on the DNP website).

He suggested one of the items up for discussion might be of interest to the council; the development of the old Devonia Nursing Home as a housing site. Highways were happy with the access (off the A386).

Cllr P Sanders explained that the less contentious applications were discussed online.

There had been problems over the weekend with many people travelling to the moor but no toilets were open yet. Many car parks were overflowing with cars.

There were a few grants left. Details were on the DNP website.

Work was ongoing in relation to cycle lane main routes to promote increased use.

Parking enforcements that had been temporarily suspended were now reinstated (from yesterday) however a "light touch" attitude would be taken until Monday 25th May when full fines would return.

Car parking charges were a local issue not DCC and the situation with pot holes was still ongoing.

The Chairman asked the council if it had any questions for Cllr P Sanders. Cllr A Moorhead enquired whether parking fines included "yellow lines" in the village and the drop kerb problem. He replied that it did but staff would be increased gradually; the towns being staffed before villages.

The council thanked Cllr P Sanders for his report.

017:20/21 COUNCILLORS REPORTS AND ITEMS FOR FUTURE AGENDA

1. Tilly Bridge Weeding Cllr A Moorhead asked if the Handyman could concentrate on the weeds appearing around the bridge and the nearby lane.
2. He also reported a member of the public asking if the "Horrabridge 2000" sign might be replaced as it had started to disintegrate.
There was a short discussion relating to the identity of the original purchasers of the sign and a cost of renewal.
The Chairman offered to contact an artwork company for a quote to replace it.
3. Cllr A Moorhead also asked if the path in Fillace Park adjacent to Fillace Stream had been repaired completely as part of it appeared not to have.
The Chairman explained that the contractor had run out of material but it was hoped it would be completed soon and the contractor might be awarded the work for the burial ground path anyway so it could be done at the same time.
4. Cllr A Moorhead also enquired as to when weed killer would be used. The Chairman explained that the council did not have an account at any nearby stores in order to purchase said item; a previous account had been closed when the store had closed down.
The Clerk was asked to contact Mole Valley Farmers and see if an account could be arranged.
5. Cllr C Edmondson reported several pot holes as still requiring filling. Cllr P Beard asked if she had reported this to Devon Highways online but they would only deal with those that met a specific criterion. Cllr C Edmondson replied that she had reported them online and that they did indeed meet the criteria given.
6. The Chairman asked Cllr P Beard to explain why he had been into the village hall, as reported during the food bank item within the Councillors' reports section of last month's minutes.
The Chairman explained that everyone was trying to reduce spread of the Coronavirus and requested Cllr P Beard not to enter the village hall.
Cllr P Beard agreed and said the comments were noted.
7. The Chairman asked the Clerk if the next scheduled meeting would be the second Tuesday in the month, date 9th June 2020. The Clerk agreed that it would.

The Chairman closed the meeting at 20.30pm

Signed:

Date:

Cllr E Hemsil, Chairman