

MINUTES OF A MEETING OF HORRABRIDGE PARISH COUNCIL HELD BY VIRTUAL MEANS, ONLINE; ON TUESDAY 21st APRIL 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, F Peart

Ms S Honey (Clerk), Cllr T Bolton (WDBC) 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

226:19/20 APOLOGIES FOR ABSENCE

Cllr T Lear

227:19/20 DECLARATIONS OF INTEREST

Cllr A Moorhead - Staff Salaries

228:19/20 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.

229:19/20 CONFIRMATION OF MINUTES

The Minutes of the 10 March 2020 parish meeting were **agreed** by the Council and will be signed by the Chairman at a later date.

230:19/20 PLANNING - DECISIONS

Cllr S Roche informed the Council of the latest application decisions from the Planning Committee.

0091/20 Outline planning permission for the Erection of dwelling at Land adjacent to Station Road, Horrabridge **Strongly Object**

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

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

Cllr F Peart joined the meeting.

231:19/20 CLERK'S REPORT

The Clerk had arranged for virtual online meetings to take place through the ZOOM.com platform and asked to be reimbursed for the monthly subscription of £14.39 (inc VAT).

The Council **resolved to agree** the payment.

232:19/20 OPEN SPACES REPORT – BUS SHELTER – NEW BENCH INSTALLATION – UNBURNT BONFIRE MATERIAL

Cllr P Beard reported the Bus Shelter complete but was saddened to note it had since been vandalised with a felt tip pen. He would arrange for a repair to be made.

Cllr A Moorhead enquired whether the benches had been installed by the Leaping Salmon. Cllr P Beard explained that it would be arranged, hopefully in a couple of weeks. Cllr A Moorhead suggested that if the Handyman could drop the benches off, he would be happy to fix them in place.

Removal/burning of the unburnt bonfire material should be complete by Friday.

233:19/20 COUNCILLORS PROGRESS REPORTS

RAMP EXTENSION – VILLAGE HALL

The Chairman explained that the work should be completed at the same time as the Burial ground path was repaired.

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 could complete but was now very busy with work due to the situation with Coronavirus.

FENCING OF FILLACE PARK CAR PARK

No more quotes had been received for the fencing work. Cllr S Roche was concerned the ground should be fenced quickly. The Clerk explained that the council had tried to obtain other quotes but as none were forthcoming and the job urgent the council should go ahead with the quote they had. Cllr A Moorhead offered to arrange the work and check the original quote for £600 was still valid.

BURIAL GROUND - NEW PATH

The Chairman explained that no other quotes could be obtained. He wondered if one of the quotes already received was still valid. The Clerk was asked to check it was still valid.

SCREWFIX ACCOUNT

The Clerk explained that she had set up an account online and had just received an email today confirming the account as open and notifying her that a Purchase card would be dispatched by post within five days. The account must then be verified online before it would become active.

FILLACE CAR PARK LIGHTING AREA

Cllr A Moorhead explained that the light had been angled down so as not to shine on the neighbouring properties.

234:19/20 TO AGREE THE ALLOTMENT FEES FOR 2020/21

After a short discussion the Council proposed a charge of £42.00 for a Full plot and £21 for a Half plot for the year commencing 1st April 2020.

The council **resolved to agree** the charges.

The Clerk asked if the wording detailing a notice period of 12 months (within the Allotment Contract) could be clarified.

After a short discussion the Council **agreed that the wording detailing a 12 month notice period could be deleted from the Contract** as this related back to a time when allotment holders might have been required to vacate the land but as the Parish Council now owned the ground there would be no need to give them notice to leave it.

The Clerk informed the council that a few requests had been received for an allotment place; however, she had been asked by an existing holder if they could take on another plot should one become vacant.

The Clerk asked the Council to clarify if new holders should be allowed to join rather than existing ones taking on more plots.

The council **resolved to allow priority** to new owners.

235:19/20 TO DISCUSS BEATING THE BOUNDS

Cllr S Roche explained that due to the current Coronavirus lockdown he had not sent out letters to the landowners, it not being clear the event would actually take place. He suggested sending the letters be delayed until later in the year and the **Chairman asked the Clerk to include the event in the June meeting Agenda** depending on the current situation.

236:19/20 RISK ASSESSMENT UPDATE FOR INFORMATION AND AGREEMENT

The Clerk asked the council to notify her of any updates that might need to be included in the Risk Assessment for the annual meeting.

No comments or suggestions were received.

The Chairman lost contact with the online connection and the Vice Chairman, Cllr S Roche, took over the meeting.

237:19/20 FINANCIAL MATTERS

I. Bank Reconciliation and Budget Monitor

Cllr A Moorhead asked for clarification of the description of some payments made to the Clerk within Cleared Payments on Appendix A. The Clerk explained that the two items were reimbursement for the new laptop and Microsoft Office; both previously agreed by the Council.

Cllr A Moorhead asked if the payments for two courses (Employment and Burial Ground regulations) were specifically for the information of Horrabridge parish council or of benefit to another parish council. The Clerk explained that they were for information useful to Horrabridge only.

The Bank Reconciliation (App A) and Budget Monitor (App C) dated 31 March 2020 was reviewed and **approved** by the Council.

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

Name	Date	Description	Amount
Rospa play	18/03/20	Play area inspection	90.60
DC Besgrove	13/03/20	Boiler repair	145.92
Travis Perkins	29/02/20	rope coil	45.11
Yelverton Garage	01/02/20	truck fuel	47.78
HMRC	05/04/20	PAYE	618.98
Mr E Hemsil	19/03/20	Garden waste collection reimbursement	80.00
Ms S Hills	18/03/20	reimbursement of 2 hall hire days.	32.00
TOTAL			1,060.39
Direct Debits			
Plusnet March			37.80

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

238:19/20 BOROUGH AND COUNTY COUNCILLORS REPORT

The council welcomed Cllr T Bolton and thanked him for his attendance at the online meeting.

Cllr T Bolton advised the council that should they know of any small business needing support in the current situation to please contact WDBC.

They were processing payments as fast as possible but with such demand they were finding it difficult to deal with them as quickly as they would like.

Cllr M Huda reported that he had found WDBC's handling of his own claim excellent and prompt considering the circumstances.

Cllr T Bolton noted the excellent work provided by the local village Food Bank and asked to be contacted if any help was required.

The Chairman was able to return to the meeting.

239:19/20 COUNCILLORS REPORTS AND ITEMS FOR FUTURE AGENDA

Church Clock: Cllr S Roche reported that Smiths of Derby were willing to send an engineer but this was now on hold until lockdown was rescinded.

Music Licence: The Clerk reported that the Licence had been paid.

A386 Correspondence: Cllr S Roche reported that correspondence voicing concern that the additional dwellings could be built before the dualling of The George to Woolwell Roundabout section of the A386 had been carried out had been sent to South Hams Borough Council.

Safe Replacement: Deferred until lockdown rescinded.

Flag Flying: Cllr P Beard reported the Devon Flag as being lost. The Chairman asked if a replacement should be sourced.

Cllr M Huda offered to arrange a replacement.

Food Bank: The Chairman reported that the food bank was in a good position and had been successful with donations.

Cllr P Beard said he had been into the hall and there was a lot of food in there. Cllr M Huda reported that most of it had already been removed.

Cllr M Huda explained that the Food Bank had become affiliated to the Youth Club; this allowed the Food Bank's donations to be held within the Youth Club's bank account; otherwise, having no bank account of its own, the Food Bank would have difficulty in accessing the donations received.

Vulnerable People List: A long discussion was held focussing on how the council might be able to identify vulnerable people within the village. However, due to Data Protection regulations, scanning individual's addresses and situations from the Electoral Register was impossible.

Cllr A Moorhead hoped that given the current situation neighbours would look out for those known to be vulnerable and seek help if they considered appropriate.

The Chairman explained that Facebook could be used to inform vulnerable people but they would need to come forward and let themselves be known.

Cllr P Beard requested the purchase of weed killer at an approximate cost of £60.00. **The council agreed the purchase** at a budget of £70.00.

240:19/20 EXCLUSION OF THE PRESS AND PUBLIC

To resolve that in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the meeting.

241:19/20 TO DISCUSS STAFF SALARIES AND CLERKS MEMBERSHIP OF SLCC

The wage rates for parish council staff for 2020/21 had not yet been received from the National Association of Local Councils (NALC). The Clerk explained that discussions were being held between the Government and NALC but until the new rates were agreed and issued there was no other information available.

The council discussed the Clerk's membership of the Society of Local Council Clerks (SLCC) and agreed to fund two thirds of the membership fees.

The Chairman closed the meeting at 20.45pm

Signed:

Date:

Cllr E Hemsil, Chairman