

MINUTES OF THE ANNUAL MEETING OF HORRABRIDGE PARISH COUNCIL HELD ON TUESDAY 4th MAY 2021, 7.00PM BY ZOOM

PRESENT: Cllr's M Huda (Chairman), S Roche, C Edmondson, F Peart, M Glinn, D Farrar
Ms S Honey (Clerk) and 3 members of the public

The outgoing Chairman opened the meeting at 7.00pm

001:21/22 ELECTION OF CHAIRPERSON FOR 2021/22

Cllr M Huda said he would be happy to continue in the role but asked if there were any other nominations. There were no other nominations and the council **resolved to agree** by a show of hands to Cllr M Huda continuing as Chairman.

Cllr M Huda duly accepted the post of Chair.

002:21/22 ELECTION OF VICE-CHAIRPERSON FOR 2021/22

The Chairman proposed Cllr S Roche continue as Vice Chairman. The council unanimously **agreed** by a show of hands and **Cllr S Roche duly accepted the post of Vice Chairman.**

003:21/22 ELECTION OF REPRESENTATION ON EXTERNAL BODIES

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

Twinning Group: Cllr F Peart expressed an interest to which the council **resolved to agree** and she was duly elected.

Youth Club: The Chairman offered to continue in the role to which the council **resolved to agree** and he was duly elected.

Community: The Clerk reminded the council that Cllr A Moorhead might be interested in the post. At that moment

Cllr A Moorhead joined the meeting

The council asked Cllr A Moorhead if he would like to continue in the role to which he **agreed** and was **duly elected**.

004:21/22 ELECTION OF MEMBERS TO THE FOLLOWING COMMITTEES;

Nominations were invited to make up the following committees;

Planning: Cllrs S Roche, F Peart and A Moorhead (S Roche nominated as Chair).

Open Spaces: (Terms of Reference required) Cllrs C Edmondson, M Glinn and A Moorhead (C Edmondson nominated as Chair).

The Clerk reminded the council that Terms of Reference would be required for the committee and she would issue a draft to the committee in due course.

Personnel Cllrs D Farrar, F Peart and C Edmondson (D Farrar nominated as Chair).

The above councillors were duly elected.

Cllr S Roche asked why a finance committee had not been included. The Clerk explained that there had not been an actual finance committee set up when she joined the council as no Terms of Reference were available and the whole council had always met whenever a finance meeting had been required in the past; however, she suggested the council was at liberty to set up a finance committee and would provide draft ToR.

The council agreed to wait until Cllr E Hemsil joined the meeting in case he would like to be part of a finance committee.

005:21/22 ANNUAL REVIEW OF REGISTER OF INTERESTS

The Clerk reminded councillors to review their Register of Interests and complete a new one if necessary, as required by WDBC.

No amendments were noted.

Cllr E Hemsil joined the meeting.

The formation of a finance committee was readdressed.
Cllrs S Roche, E Hemsil and the Chairman were **duly elected** to a Finance Committee.
(E Hemsil nominated as Chair).

006:21/22 ANNUAL REVIEW OF THE COUNCIL'S ASSET REGISTER

The Council's inventory was reviewed. The Clerk informed the council that the Internal Auditor had noted that the clock had originally been a gift to the church and so it would belong to the church and not the parish council.
The Council **resolved to agree** that the church clock should be removed from the register.

007:21/22 ANNUAL REVIEW OF THE COUNCIL'S RISK ASSESSMENT

The risk assessment, which details the likelihood of harm, damage or loss occurring due to Council activities, was reviewed. The Council **resolved to agree** that no changes were necessary at the present time.

008:21/22 ANNUAL REVIEW OF THE COUNCIL'S INSURANCE COVER

The Council **resolved to agree** that no changes were necessary to present levels of insurance cover and a 3 year agreement had already been agreed at a previous meeting.

009:21/22 REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS

The Council reviewed the Standing Orders and Financial Regulations.
The council **resolved to agree** to amend the wording of SO. 17(h) Urgent/Emergency Business; from "Chairman of the finance committee" to "**Chairman**" and/or Chairman of the finance committee.

010:21/22 ANNUAL REVIEW OF THE COUNCIL'S POLICIES

The council reviewed its policies and **resolved to make no changes**.

011:21/22 APOLOGIES FOR ABSENCE

Cllr T Lear (lambing)

012:21/22 DECLARATIONS OF INTEREST

Cllr E Hemsil mentioned the parish council as being sole trustee of the Horrabridge Recreational Field Trust (HRFT).

013:21/22 CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON TUESDAY 13th APRIL 2021

The council **agreed** by a show of hands, that the minutes were a true record and will be signed by the Chairman at a later date.

014:21/22 FINANCE:

I. Bank Reconciliation and Payment List

The bank reconciliation (App A) was reviewed.

At this point Cllr E Hemsil asked the Clerk why the General/ Contingency funds were shown as part of the reserve account and how and when had the figures been calculated. The Clerk began to explain the need for a contingency for a possible unplanned election and general contingency but Cllr E Hemsil continued to press as to when the figures had been agreed and ask why they were shown in reserves.

Cllr F Peart then reminded Cllr E Hemsil that Appendix A had always been shown in the same format (the election contingency figure having recently been updated), during her time as a councillor and asked why Cllr E Hemsil had mentioned the items at this particular point?

The Chairman then reminded the council to consider to agree the bank reconciliation, App A for agreement.

The council **resolved to agree** the bank reconciliation. Cllr E Hemsil abstained.

The payment list (App B) and budget monitor (App C) as at 26 April 2021, was reviewed and the following payments; including the Clerk and staff salaries for April 2021 were **approved**;

Name	Date	Description	Amount	
DALC	01/04/21	Subscription fees	462.99	
Ms S Honey	01/05/21	Subscription to SLCC	175.00	
				637.99
Direct Debits				
Ms S Honey	16/03/21	Zoom monthly charge April	14.39	
TOTAL				£637.99

II. To consider the Internal Auditor's Annual Report of 202/21 Accounts

The Council **resolved to agree** with the Internal Auditors Report.

III. To resolve to sign off the Annual Governance and Accountability Return: Sections 1 and 2

The Clerk read through the list of requirements which were **agreed by the council** and subsequently marked as "YES" and signed by the Clerk. Due to the meeting being online, the Chairman will sign the documents at a later date.

When Box 9 of the Annual Governance Statement regarding Trusts was mentioned, Cllr E Hemsil reminded the council that the parish council was the sole trustee of the HRFT Trust.

The Council **resolved to agree** that the Clerk submit the Annual Governance and Accountability Return for 2020/21.

015:21/22 PLANNING AND TPO APPLICATIONS

0189/21 Erection of two storey extension and 23 Chichester Court, Horrabridge

Cllrs D Farrar and E Hemsil declared an interest.

Cllr S Roche explained the application and after a short discussion the council resolved to **SUPPORT** the application.

21/0018 Cypress Tree

Cllr C Edmondson explained that the tree needed to be felled and after contacting Mr B Beasley of Dartmoor National Park, he had made the same suggestion.

016:21/22 TO DISCUSS POSSIBLE RETURN TO FACE-TO-FACE PARISH COUNCIL MEETINGS (AND SUBSEQUENT SOCIAL DISTANCING ARRANGEMENTS) AND CONTINUATION OF ZOOM SUBSCRIPTION AFTER 7TH MAY 2021

The Chairman reminded the council that face-to-face meetings must be held after 7th May and the June meeting would have to be held in the village hall.

After a detailed discussion Cllr A Moorhead offered to measure up the hall to see how well councillors could be spaced apart according to the distancing regulations and that members of the public might have to be admitted on a first come first enter only basis to ensure the number of people allowed in the hall did not exceed the required regulations.

It was suggested members of the public might be able to listen in by zoom but this was discounted and the council **resolved to agree** to the cancellation of the Zoom subscription.

017:21/22 REOPENING OF VILLAGE HALL FOR DISCUSSION AND AGREEMENT

After a short discussion the Chairman reminded the council that from 17th May up to 30 people would be able to meet.

The Council **resolved to agree** to reopen the hall from Monday 17th May 2021.

018:21/22 OPEN SPACES REPORT

Agenda items 018 and 019 were discussed together.

Cllr C Edmondson explained the repair that was needed to a swing due to the RoSPA report recommendations.

A detailed discussion followed whereby the Chairman suggested that Cllr C Edmondson contact RoSPA and ask if the original equipment supplier and installer must be the only supplier used to make the repair due to the expense.

It was also suggested that Cllrs M Glinn and C Edmondson obtain the exact specification of the wood required and report back to the council; in case an alternative repair could be made.

Cllr F Peart enquired whether the equipment was safe to use in the meantime. She was informed that it had been noted as a Medium risk on the report and therefore could still be used.

019:21/22 TO DISCUSS RoSPA REPORT AND AGREE REPAIRS TO PLAY EQUIPMENT IN WEIR PARK - £3,346.00 EX VAT

Discussed as above.

020:21/22 TO DISCUSS AND AGREE SITUATION WITH PORTACABIN STORED IN FILLACE PARK

The situation with the storage of the portacabin in Fillace Park had been raised. Cllr S Roche suggested it would be for the HRFT to deal with.

Cllr A Moorhead said the portacabin was not in use and needed to be removed. He reminded the council that the pavilion project had hoped to be started but this had not materialised due to the lack of funding required and the builder proposed at the time must take it away. It had been noted that children and young people had been climbing over it and that some could be using it to hide behind for drug use.

Cllr C Edmondson reminded the council that the builder had not been charged for storing the cabin.

Cllr S Roche said he would contact the builder and ask him to remove it.

021:21/22 SITUATION OF TREES IN OLD MEMORIAL GROUND FOR DISCUSSION AND AGREEMENT

Cllr M Glinn reported that some sycamore trees were leaning out over the river behind the memorial ground. He had spoken to DNP as the trees were in a conservation area and advice was required. He would report back.

Cllr E Hemsil noted that the continual erosion of the river bank would encourage trees to fall into the river.

Cllr C Edmondson reminded the council that the Environment Agency could take out dead Ash trees when they repaired the Salmon Ladder.

022:21/22 TO AGREE UPDATE TO CHAIRPERSON NAMES OF CHAIN OF OFFICE

The council **resolved to agree** to the update of Chairmen's names on the Chain of Office. The Clerk will arrange.

023:21/22 BOROUGH AND COUNTY COUNCILLORS' REPORTS

None

024:21/22 COUNCILLORS REPORTS AND ITEMS FOR FUTURE AGENDA

- I. Cllr M Glinn said he had walked around the village with a tree surgeon and would obtain some quotes for the felling of Ash trees.
- II. Cllr A Moorhead reminded the council of a drug problem in the village and suggested “hidden” areas should be opened up. Part of the river bank in Fillace Park had not been cut back and young people had been seen hiding in the undergrowth. He suggested that he obtain a quote to cut the areas back. He suggested an increased police presence might help.
Cllr C Edmondson said they had already been informed but it was a case of “when” they would have time to visit.
Cllr A Moorhead also informed the council that some home owners had been placing a ladder over their garden hedge to gain easy access to Fillace Park. He suggested he speak with the owners. Cllr C Edmondson said she had spotted similar in River Park.
- III. Cllr C Edmonson reported underage youths involved in drinking and drug use. A detailed discussion followed.
The Chairman said he would make his own enquiries into the matter and Cllr D Farrar suggested the Headmaster of the primary school might remind pupils of the dangers involved in using drugs.
- IV. Cllr S Roche enquired if the Clerk had replied to his email wondering whether he or she should give the go ahead for the clock repairs.
The Clerk remembered that she had replied suggesting Cllr S Roche arrange the work as he had already been in contact with the company and it would be better for continuity of information.
- V. Cllr E Hemsil asked if the sale of burial plots might restart using the un-consecrated ground to the west. A short discussion followed.
It was suggested the small piece of un-consecrated ground at the bottom of the original burial plots might be used for cremations.
The Chairman suggested a working party be formed to examine the possibilities and asked the Clerk if she could obtain information on how to measure out the ground to the west for the spacing of burial plots.

025:21/22 TO CONFIRM DATE OF NEXT MEETING SCHEDULED FOR TUESDAY 8th JUNE 2021

The next meeting date was confirmed as Tuesday 8th June 2021.

026:21/22 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.

027:21/22 TO DISCUSS HANDYPERSON GOVERNANCE PROCEDURES

It was **agreed** that the handyperson would work to a general list of required jobs compiled by the Chair of Open Spaces but the Clerk, as line manager would be copied in for information.

028:21/22 TO DISCUSS PENSION REGULATOR REQUIREMENTS

The council’s pension regulator duties were discussed and **agreed**.

The meeting closed at 21.20pm

Signed:

Date:

Cllr M Huda. Chairman