



MOORHAVEN VILLAGE MANAGEMENT CO LTD
THE ESTATE OFFICE MOORHAVEN VILLAGE IVYBRIDGE DEVON PL21 0EX
 Telephone/Facsimile: - 01752 896151
 E-mail: admin@moorhaven.org.uk

Minutes of the Directors Meeting held on Monday 21st June 2021 – 19:30 hrs
Microsoft Teams Conference

	In attendance -- Alistair Tawse - Chairman, Jackie Andrade (JA), Alex Brooke-Houghton (ABH), Laura Howlett (LH), and Darren Vincent (DV) Lesley Abraham – Administrator	
1.	Apologies Alastair Bridge (AB) had offered his apologies for this meeting.	
2.	Minutes of Last Meeting – 15 th May 2021 The minutes of the previous meeting were reviewed and agreed with an amendment; Alastair Bridge was added to the list of attendees. The minutes were then signed as a true record of the meeting by the Administrator.	
3.	Matters arising from the minutes as (2)	
a)	Solar lighting to be removed from agenda but will be added to the Capex Plan.	LAA
b)	Blackadon Deed – AT has suggested an amendment to Wolferstans regarding clarification of the service charge sum. No feedback has yet been received.	AB
c)	Den in Hedge in Moor Park Meadow The Administrator will contact the police again regarding the personal effects that were removed from the den.	LAA
d)	AT is still looking into the Woodland Access Agreement documentation; carry forward to the next meeting and add to agenda.	AT
4.	Administrator's Report – the report had been circulated with the agenda. The detail was reviewed.	
5.	Financial Update	
a)	The Profit and Loss and Management Accounts reports for 2021 had been distributed to the Directors for review prior to the meeting and there are no issues that require discussion.	
b)	The Aged Debtors report was reviewed, and the Administrator will continue to chase the outstanding accounts.	
c)	Capital Expenditure Plan MJS had prepared a revision of the investment plan, and this had been shared with the Directors prior to the meeting.	

	It was agreed to proceed with the works to remove the diseased ash trees around the village together with improved signage work as the first priorities. DV will discuss the recently received quotation from Iain Weaver regarding removal of the trees around The Woodland and Lake View as the detail on tree ownership does not appear to be correct. AT queried if the trees actually needed to be removed and DV advised that most were dangerous or would be if allowed to stay in situ as they may become brittle and break off. ABH will do some investigation into signage provision and a decision on wording and positioning will be made at the next Board Meeting.	DV / AT ABH
6. a) b) i) ii) iii) c)	Planning, Buildings and Environment. Planning Register The Planning Register was reviewed and discussed. The Administrator will forward the list of outstanding issues to all Directors for comment as some items have been outstanding for some months now. 'Oh-hold' issues will be removed from the Register to be re-added if brought back to the Company. Village Maintenance and Development AT advised that he has spoken to Lester Hard; some works have been completed recently and he will be undertaking further small works around the village in the coming weeks. It was agreed that the existing arrangement with Lester should continue i.e., that if he identifies necessary works that can be completed within a nominal budget of £250 then he has the authority to proceed without specification Board agreement. Moorfields / Mansion Hedge and Various Tree Issues AT is still awaiting information from the developer regarding the right to views etc. Carry forward to next meeting. Butterdon Lane – blocked drains DV to liaise with Devon Tarmasters regarding the outstanding road issues in the village; carry forward to next meeting. Health and Safety Dead and dying ash trees were noted as a health and safety issue. The maintenance contractor is reviewing the Tree Report with DV, and further works will be quoted / scheduled as necessary. Dog faeces on Shareholder's lawns and in the formal gardens. This is a safety issue for the grounds team.	LAA AT DV DV
7. a)	Grounds Maintenance Maintenance Issue Log and Report DV reported on the issues that have been discussed with the contractor since the last meeting, including issues that have been brought to the attention of the Company by Shareholders. The Administrator will contact Shareholders accordingly.	LAA

	The maintenance contractor has also queried his position regarding the maintenance of lawns that have been left as wildflower meadows. Whilst there is a reduced amount of cutting, the work needed to remove and dispose of the grass when they are cut is significantly more than has been allowed in the contract. DV will ask Andy to advise which gardens are currently being left wild so the contract implications can be assessed, and Shareholders can be informed accordingly. Andy has also reported that there has been an increase in the number of gardens where dog faeces are not being removed. The Directors recorded their support of the maintenance contractor regarding the issue and Shareholders should note that grass will not be cut if dog mess is not cleared before the maintenance team visit. This will also be applicable if lawns are not cleared of toys and other items. Green Initiatives JA reported that there was good interest in The Meadows Open Day. About 10 groups attended including people from Ugborough and Bittaford. The meadow in the cemetery is looking quite good and there are a number of native species evident already; JA is ensuring the details are recorded on the cross-parish app. It has been decided to keep the grass around the memorial stone shorter as there are few flowers there at the moment. Andy will still be responsible for cutting the grass in the meadow areas, but the Greener Moorhaven Group will rake up and remove when necessary. Tree Issues – Formal Gardens. The Mansion and Moorfields The Administrator has provided the handover documents to AT who will review prior to the next meeting. Planting of a Tree to Commemorate HRH The Duke of Edinburgh It was agreed that this can proceed and the Shareholder who offered to arrange this will be asked to liaise with the maintenance contractor to facilitate. JA advised that she would like to make a proposal to plant fruit trees in the village. AT advised that this would be added to the agenda for the next meeting. Butterdon Lane Conifer Hedges Following receipt of a letter from a Shareholder regarding plans for the maintenance / removal of the overgrown conifer hedges alongside Butterdon Lane, MT had facilitated a discussion between all the residents on the lane. The consensus from that meeting was that all Shareholders agreed with the sentiments of the letter but, unfortunately, this does not provide a solution as severe maintenance will be required to all of the hedges to preserve the newly surfaced road. It was agreed that the Administrator should contact all of the residents of Butterdon Lane to advise that it was the intention to cut back the hedges significantly later this year as they cannot be allowed to extend further across the road.	DV AT LAA LAA
8.	AGM 2021 It was agreed to rearrange the AGM during the week commencing 26th August 2021 at Bittaford Village Hall. The Administrator will telephone to agree a suitable date.	LAA

9.	Parish Council Minutes – 2 nd June 2021 There were 3 Moorhaven related issues noted in the minutes: - Norris's Nook – Planning Application TPO Works – Moorhaven TPO Works – The Woodland	
10.	Website Proposal (DV & AB) DV reported that he was still considering the options for the redesign of the website; he will report further to the next meeting.	DV
a.	Social Media Presence DV advised that the new Management Company FaceBook Group still has had some technical issues. These should be resolved within 30 days so, hopefully, the page should be available from mid-July.	DV
11.	Communications Nothing further to report at this meeting.	
12.	Correspondence Responses from the neighbours have now been received regarding the proposed creation of a parking space behind The Mews and a further discussion ensued. It was agreed that it would now be pertinent to commission a safety report from a professional safety consultant and AT will prepare an email to the Shareholder to suggest we proceed jointly, at their cost. Shareholders are again reminded that agreement to any proposals they put to the Directors should not be assumed. Decisions can sometimes be complex and take time to resolve so patience is required when asking the Company for permissions.	AT
13.	Any other Business No further business was raised.	
14.	There being no further business the meeting closed at 21:45 hrs. Date of the next Board meeting – 19 th July 2021 via Teams Conference LH offered her apologies in advance for that meeting.	