



MOORHAVEN VILLAGE MANAGEMENT CO LTD
THE ESTATE OFFICE MOORHAVEN VILLAGE IVYBRIDGE DEVON PL21 0XJ
 Telephone/Facsimile: - 07552 349674
 E-mail: admin@moorhaven.org.uk

Minutes of the Directors Meeting held on Monday 21st March 2022 – 19:30 hrs
Microsoft Teams Conference

	In attendance -- Alistair Tawse - Chairman, Jackie Andrade (JA), Alastair Bridge (AB) – arrived 20:10hrs, MJ Saunders (MJS) and Darren Vincent (DV) Lesley Abraham – Administrator	
1.	<p>Apologies Ian Obrien (IO) had offered his apologies for this meeting.</p> <p>The Chairman reported that 2 Directors have resigned from the Board since the last meeting; Alex Brooke-Houghton and Laura Howlett. The Directors recorded their thanks to both for their term of service to Moorhaven.</p> <p>Shareholders are asked to contact either the Administrator or one of the Directors if they are interested in joining the Board. DV will also add a post to the Company's FaceBook page and JA will post to The Bus Stop asking for volunteers.</p> <p>MJS agreed to replace ABH as a signatory on the Virgin Money Savings Account. The Administrator will arrange the necessary documentation.</p>	LAA
2.	<p>Minutes of Last Meeting – 24th January and 11th February</p> <p>The minutes of the previous meetings were amended then agreed and were signed as a true record by the Administrator.</p>	
3.	<p>Matters arising from the minutes as (2)</p> <p>a) DV agreed to write a letter to Dartmoor Hunt requesting that they do not use the village for exercising the hounds, as previously agreed.</p> <p>b) The drain survey has now been commissioned and the works are scheduled for 1st April. The Administrator will advise those Shareholders who had issues so they can speak to the contractors if they wish.</p> <p>c) Steps on bank at Moorfields. Lester Hard has carried out the work to clean down the steps and make them less slippery.</p> <p>d) Works to tie the hedges back from Butterdon Lane has now been completed.</p> <p>e) The seemingly abandoned car has now been removed from the car park.</p> <p>f) AT has recently filled in potholes around the village. DV advised that the maintenance contractor will undertake this work as necessary but the Company needs to make him aware of issues so he can schedule the work.</p>	DV

g)	The lights on the road to The Jays are still not working. The Administrator will contact Kieron Crawley to ask him to attend.	LAA
h)	Tree in hedge line below Moorfields. The Administrator will contact the Shareholders again to try and move things along.	LAA
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 2022 had been distributed to the Directors for review prior to the meeting and there are no large variances from budget to report. The Administrator will arrange for the year end reports to be forwarded to the Company's accountant so he can prepare the statutory figures.	
b)	The Aged Debtors report was reviewed and there is nothing of concern to report. The Administrator will chase up the purchase documentation on one property that has been outstanding for some months.	LAA
c)	The Accounts for 2021 were reviewed and agreed with a small amendment. The Administrator will arrange for the accountant to complete the figures ready for filing.	LAA
6.	Planning, Buildings and Environment.	
a)	Planning Register The Planning Register was reviewed; nothing new to report.	
i)	A response has been received from the Planning Officer at Dartmoor National Park Authority regarding their view on the installation of solar panels in Moorhaven. He advised that, as permitted development rights had been removed from many of the properties at Moorhaven, planning permission would be required for such. Permission would also be required from the Management Company as with any external changes to properties in the village. It was suggested that this would be a good topic for discussion at the next Open Forum so that the view of Shareholders can be considered.	ALL
b)	Village Maintenance and Development	
i)	Lester Hard will be asked if he could quote for refurbishment works the Bus Shelter and the noticeboards therein. He will also be asked to prepare a quote for refurbishment of the TV boxes It was also noted that the Bus Shelter was again being used as a dumping place for used books. JA will place a notice on The Bus Stop Facebook page asking for books to be removed as soon as possible as any remaining will be dumped. AT reported that the external walls to the garages in Tower Lane were in a poor state. The Administrator will ascertain if decorating of such is the responsibility of the management Company or the Shareholders concerned.	AT JA LAA

c)	MJS offered to review the schedule of works and to revisit the quotes and documentation previously provided in respect of the Main Car Park and the Lighting Review. He will report to the next meeting.	MJS
	<p>Health and Safety</p> <p>A further report has been received regarding the unsuitability of the new surface on Butterdon Lane; it is very slippery for horses. The Directors agreed that no further works will be commissioned at this time, but new signage will be erected.</p> <p>The Administrator was asked to write to the Shareholder and advise of this decision but to also suggest she may wish to obtain further quotations for consideration by the Board.</p>	LAA
7.	Grounds Maintenance	AT
a)	<p>Grounds Maintenance Contract</p> <p>The new grounds maintenance contract has now been awarded, to commence from 1st April 2022. AT is finalising the contract documentation which will be in place before the start date.</p>	
b)	<p>Grounds Maintenance Log and Report</p> <p>No issues have been reported by Shareholders and there are no outstanding issues with the maintenance contractor.</p>	AB / DV
bi)	<p>Correspondence has been received from a Shareholder requesting removal of a conifer in the formal garden which was impeding the view. The maintenance contractor had also advised her that the tree should be removed.</p> <p>AB agreed to approach the neighbours for their views and, if in agreement, DV will arrange for the maintenance contractor to proceed.</p>	
c)	<p>Green Initiatives</p> <p>JA advised that the native nut and fruit trees have been ordered to replace the bushes in the cemetery. Jon and Jackie have started to prepare the ground and Shareholders are welcome to assist. JA will discuss grass cutting of the meadowed area with the maintenance contractor.</p>	JA
8.	<p>Woodland Access Agreement</p> <p>AT still to carry out his review of the Woodland Access Agreement and report back to the next meeting.</p>	AT
9.	<p>Parish Council Minutes – 2nd March 2022</p> <p>The minutes were reviewed and there is nothing of direct concern to Moorhaven detailed.</p> <p>JA reported that her husband, Jon May, had been appointed as a Parish Councillor so Moorhaven had representation on the Parish Council again.</p>	
10.	<p>Website Proposal & Social Media Presence (DV & AB)</p> <p>Nothing more to report at this meeting.</p>	
11.	<p>Communications</p> <p>Nothing further to report at this meeting.</p>	

12.	<p>Correspondence</p> <p>The Administrator was asked to again contact the Shareholder who had raised a covenant issue regarding a tree which was impeding his view from Moorfields. It would be good to resolve this issue as soon as possible.</p>	LAA
13.	<p>Any other Business</p> <p>i) AT suggested that the 'Living at Moorhaven' document should be revised as soon as possible following the changes to the Grounds Maintenance Contract.</p> <p>ii) Queries have been raised between the lawyers on the proposed Deed of Release for Blackadon Farm. As legal fees are increasing this needs to be finalised as soon as possible and AT will advise the Directors at the next meeting.</p> <p>iii) The 2022 budget will need to be updated following the changes to the Grounds Maintenance Contract. This will be undertaken in tandem with the schedule of works review.</p>	AT
14.	<p>There being no further business the meeting closed at 21:45 hrs.</p> <p>MJS recorded his apologies for the next meeting</p> <p>Date of the next Board meeting – Monday 25th April 2022 via Teams Conference.</p>	