

Minutes of the Parish Council Meeting

Date	10 May 2016
Location	Reading Rooms, Mary Tavy
Those present	Cllr P Jarvis, Cllr M Fife Cook, Cllr G Hill, Cllr J Hill and Cllr R Page (5)
Others present	Mrs K Higham (Clerk), 2 members of the public

Proceedings

Parishioners' Time There were no Parishioners' present who wished to speak.

The Chairman declared the meeting open at 7.30pm.

- 10/05/2016/1 Election of Chairman**
Cllr Page nominated Cllr Jarvis who accepted the nomination.
Proposed Cllr Page, seconded Cllr Fife Cook, all in favour.
- 10/05/2016/2 Election of Vice Chairman**
Cllr Page nominated Cllr Fife Cook who accepted the nomination.
Proposed Cllr Page, seconded Cllr J Hill, all in favour.
- Election of Chair to the Cemetery Committee***
Cllr Fife Cook nominated Cllr Jarvis who accepted the nomination.
Proposed Cllr Fife Cook, seconded Cllr G Hill, all in favour
- Election of Chair to the Planning Committee***
Cllr Jarvis nominated Cllr Fife Cook who accepted the nomination.
Proposed Cllr Jarvis, seconded Cllr Page, all in favour.
- Election of Snow Warden and Emergency Warden***
Cllr Fife Cook nominated Cllr J Hill who accepted the nomination.
Proposed Cllr Fife Cook, seconded Cllr G Hill, all in favour.
- Coronation Hall representative***
Cllr Fife Cook nominated Cllr J Hill who accepted the nomination.
Proposed Cllr Fife Cook, seconded Cllr Jarvis, all in favour.
- Southern Parishes Link Committee representative***
Cllr Fife Cook nominated Cllr G Hill and Cllr Page, both accepted the nomination.
Proposed Cllr Fife Cook, seconded Cllr Jarvis, all in favour.
- Dartmoor National Park Authority representative***
Cllr Fife Cook nominated Cllr G Hill and Cllr Page, both accepted the nomination.
Proposed Cllr Fife Cook, seconded Cllr Jarvis, all in favour.
- Webmaster***
Cllr Jarvis nominated Cllr J Hill who accepted the nomination.
Proposed Cllr Jarvis, seconded Cllr Page, all in favour.
- 10/05/2016/3 Consider Co-option of up to four Councillors to fill vacancies**
Cllr Fife Cook suggested placing an advert in the upcoming Jubilee and Blackdown Newsletters. Cllr Page suggested Cllrs seek co-options from their existing circle of contacts within the Parish. Cllr J Hill believed it would be best to try to co-opt one new Cllr at a time in order to allow them to settle in and integrate before introducing further Cllrs. Cllrs agreed both an advert and networking with existing contacts should go ahead.
- 10/05/2016/4 New Chair's address**
Cllr Jarvis addressed the Council and thanked the outgoing Chair, Cllr Page, for his leadership, and thanked the Council for all their hard work over the past 12 months, a year which he felt had been difficult and heavily laden with administrative work. He was pleased to say it was time to close that chapter and open onto a more positive and productive year ahead.
- 10/05/2016/5 Apologies for absence**
There were no apologies for absence.
- 10/05/2016/6 Declarations of Interest**
Agreed that disclosure of pecuniary and other interests that may affect items on this

agenda would be declared as they arise during the course of the meeting.

10/05/2016/7 **Approval of Meeting Minutes**

7.1 **Council meeting, 12 April 2016**

The minutes were approved.

Decision Proposed Cllr Fife Cook, seconded Cllr Page, all in favour.

7.2 **Planning meeting, 28 April 2016**

The planning minutes were approved.

Decision Proposed Cllr Fife Cook, seconded Cllr Jarvis, all who attended were in favour.

10/05/2016/8 **Matters arising**

There was nothing to discuss under this item.

10/05/2016/9 **Annual Parish Meeting**

A meeting of Cllrs and Clerk was held shortly after the APM to discuss outcomes and action points. Cllr Jarvis expressed his disappointment that the mood of the APM had not been a more positive one and that fewer than 30 Parishioners attended. It was felt the presentations overall were put across well and all agreed the availability of financial figures was a great plus point. Cllr Fife Cook stated that some lessons had been learnt. Breaking for refreshments in the middle of the evening, giving two opportunities for Parishioners to ask questions, had worked very well. It had also benefitted the ladies of the WI who, using the money taken in donations on the night, purchased a new plant for the garden on Bal Lane. Cllr J Hill thanked Cllr Jarvis for an excellent Cemetery presentation. Cllr Page suggested the Clerk produce a write-up of the evening which could be posted on the noticeboard, covering only the main points.

Action Clerk to produce write-up.

Decision Proposed Cllr Page, seconded Cllr Fife Cook, all in favour.

10/05/2016/10 **Finance**

10.1 **Review and approval of monthly Financial Report**

The Financial Report was approved.

Proposed Cllr Fife Cook, seconded Cllr J Hill, all in favour.

Cllr Fife Cook asked Cllrs to check their availability as a meeting of the Finance Working Group would need to be held shortly.

10.2 **Authorisation of payments**

Payment of wages and expenses to the Clerk was approved. Two payments to Craig Gardiner were approved. Payment to the Coronation Hall was approved. Payment to WDBC for emptying dog waste bins was approved. Payment of the annual insurance renewal was approved. A payment to Shaw & Sons Ltd for the purchase of a new Grant of Exclusive Rights of Burial book was approved. Pre-approved donations to Tavistock Ring & Ride and West Devon Citizens Advice cheques were approved. The PC received the first of two precept payments as well as payment for the purchase of two double plots in the Cemetery.

Decision Proposed Cllr Fife Cook, seconded Cllr Page, all in favour.

Total paid in cheques and DD £1,420.44. Total received £8,770.33.

10/05/2016/11 **Correspondence**

11.1 **Update on previous correspondence**

11.1.a **Reading Rooms**

Cllr Fife Cook declared an interest. The Jubilee Group has approached the Reading Rooms to discuss assisting with maintenance. Currently the response has been positive. Jubilee Group to report on progress.

11.1.b **Flooding**

The Clerk reported that she had spoken with Mr Bazeley of Crossings Close to advise that he speak to his neighbour in order to try and resolve the issue. Mr Bazeley was happy to do this.

11.1.c **Coronation Hall**

The Chair of the Coronation Hall, Mr Mike Allen, responded by email to confirm the Hall had indeed sold all the assets once owned by the Under 5s.

11.1.d **Road sign at the War Memorial**

The Clerk reported the issue to Highways who will make an inspection on 16 May 2016.

11.1.e **Potholes at Blackdown Garage**

The Clerk reported the problem to Highways who will make an inspection of the area on

16 May 2016.

11.1.f Drains

The Clerk reported the blocked drains on Bal Lane to Highways, they will inform the Clerk of the next scheduled gully sucking program. A flyer will be delivered to properties on Bal Lane close to the time, asking that vehicles are moved in order for the work to be carried out.

11.1.g Flooding on Blackdown Common
Discussion

Cllr Page and Cllr Jarvis declared an interest. Cllr Page stated that recent gorse crushing on the common had left the drains and leats in very poor condition. He had been in touch with Julie Tucker, Secretary to the Commoners Association, who informed him that work to restore the drains and leats had been carried out, however Cllr Page does not believe they have been effectively cleared. Cllr Page has requested a scheduled of the work which was to be carried out and questioned the choice of crushing over swaling. Cllr Page intends to keep a more regular watch on the situation in future. Cllr Fife Cook stated that the PC cannot do any more to assist. If the Commoners require assistance then door would always be open to them, and Cllrs hoped that their ruling to have no communication with the PC could be over-turned in future.

11.2 Receive any recent correspondence or messages passed to the Parish Council and consider actions required

11.2.a Barbara Anning, Letter to the Tavistock Times

Mrs Anning wrote to the Tavistock Times in order to raise the issue of beacon lighting for the Queen's 90th birthday. Both the Parish Council and Jubilee Group wrote responses to Mrs Anning's letter which have been printed. All three letters can be viewed on the Tavistock Times website.

11.2.b Women's Institute
Discussion

The Clerk received a letter from the Women's Institute informing the PC they had purchased a new plant for the Bal Lane garden, using the money made providing refreshments at the recent APM. They also wished to discuss help with the garden, this will be discussed under maintenance.

10/05/2016/12 Communication with Parishioners

The Clerk received a letter from Rev. John Higman regarding the recent exchange between the Editor of the Blackdown News and the PC. He wrote to say that he did not believe in editorial control and that it was merely the length of the submission which needed to change. Cllr Jarvis stated it would be difficult to reduce the length of the article sufficiently to fit one side of A5. If the article is too short and does not provide enough information or context for that information it may lose its meaning. Cllr Fife Cook stated that there is no requirement to continue the submission and it may not be an effective use of time. Cllrs agreed that as Cllr Jarvis currently writes the submissions the decision should be his. He asked that the Clerk write back to Rev. Higman pointing out that it was the censorship which had caused concern and informing him that the PC will continue to provide submissions.

Action Clerk to write to Rev. Higman.

10/05/2016/13 Reports from Councillors and outside organisations

13.1 Emergency Warden and Snow Warden
Discussion

Cllr J Hill reported he would still like to speak to numbers 1,2 and 3 Higher Spring as their drains could affect all of Brentor Road. Cllr G Hill told the Council that the drain is not private, it is a vital drain and belongs to the Parish. Cllr J Hill asked the Clerk to write again to those properties asking for a response regarding the current state of their drains. He also asked the Clerk to confirm the legal status of the drain.

Action Clerk to write to 1, 2 and 3 Higher Spring and make enquiries with SWW.

13.2 Southern Parishes Link Committee representative
There has been no meeting.

13.3 Dartmoor National Park Authority representative
There has been no meeting.

13.4 Coronation Hall representative

Cllr J Hill reported that the Coronation Hall Spring Fayre is set for 30 May from 12-4pm. The 'Vikings' who are a re-enactment group will be attending. Raffle tickets are available from Mary Tavy PO and Stores. A new bookings Secretary has been appointed and the website is up and running. www.marytavycoronationhall.com

13.5 **Police report**

Nothing to report.

13.6 **Webmaster**

Cllr J Hill did not have anything to report. Cllr Fife Cook stated that he had noticed a number of issues with information on the website and asked that Cllr Hill allow the Clerk more access in order to start training and making amendments.

13.7 **Outside organisations**

Jubilee Group – Cllr Fife Cook reported that the Jubilee Group recently held a village spring clean. The planters at the Blackdown Garage site were tidied up as well as some work in the Recreation Ground. The outdoor Gym equipment would arrive soon and the Group are currently researching sites for the Defibrillators.

Women's Institute – Cllr Fife Cook reminded Cllrs that the WI Spring Sale would be in 14 May.

Recreation ground – Cllr G Hill reported that the main gates to the Recreation Ground had recently undergone a refurbishment.

10/05/2016/14 **Planning**

14.1 **Notification of new planning applications from DNPA**

0188/16 – Standard Court.
0236/16 – Furzemans Farm.

14.2 **Notification of decisions on previous applications received from DNPA**

No recent notifications have been received.

Wringworthy Farm

Cllr Jarvis recently attended a site inspection at Wringworthy Farm along with representatives from other organisations. On arrival Cllr Jarvis noted that the applicant was a West Devon Borough Councillor, as were four other members of the site committee. One member of the site committee, a Borough Councillor, made several comments about the structure and gave opinion on windows as the group were led through the property. As a statutory consultee it was Cllr Jarvis's understanding that they should give no comment. Cllr Jarvis felt the process by which these site inspections are carried out is incorrect and potentially detrimental to the applicant who, under the current procedure, is not allowed to speak or make comment unless asked a direct question. In the case of Wringworthy Farm the applicants believe they have been poorly served by DNPA who they feel did not follow proper procedure or respond to correspondence in a timely manner. The current owner has also been left with historic problems created by the previous owners which should not be held against them. Cllr G Hill asked the Clerk to contact WDBC and ask for the minutes of any planning meeting held regarding Wringworthy Farm in order to ascertain WDBC's position and ensure the comments made by the representatives at the site inspection correspond. Cllr Jarvis also asked that the Clerk chase DNPA for their post-site inspection report.

Action

Clerk to contact WDBC and DNPA.

10/05/2016/15 **Cemetery**

15.1 **Report from Burial Clerk**

The Burial Clerk reported a purchase of two double plots had recently completed. A funeral for a recently deceased Parishioner will take place on Thursday 19 May. The Burial Clerk visited the Cemetery to ensure it was clean and tidy in preparation for the upcoming funeral and removed two large black bin liners full of waste. It may be necessary to make more frequent trips to ensure the waste does not over-flow. Cllr Fife Cook stated that as the shed is not being used and is in a poor state of repair, it may be possible to remove it and perhaps the bench could be moved to that position which would free-up grave spaces as well as provide an improved view.

15.2 **Cemetery fencing**

As DNPA have now confirmed they do not require planning consent, Cllr Fife Cook suggested the Council ask Craig Gardiner to get on with the job of replacing the fence. Proposed Cllr Fife Cook, seconded, Cllr Jarvis, all in favour.

15.3 **Footpath 5**

Cllr Fife Cook reported that Rob Taylor from DNPA had confirmed his inspection of the footpath and deemed the surface satisfactory. On the subject of direction of the footpath, Cllr Jarvis asked the question, when did DNPA advertise the change to the line of the path and did they seek the permission of the Diocese? Cllr Jarvis and Cllr Fife Cook will look at this issue as the Cemetery Committee.

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10/05/2016/16 **Maintenance**

Cllr Fife Cook confirmed Craig Gardiner has started working on maintenance of other areas of the Parish, this month he has strimmed around telephone boxes and carried out a thorough tidy up of the Cemetery. He had been asked to re-erect the sign at Horndon but found it had already been done. Craig had been asked to refurbish both noticeboards. In the letter received from the WI, they asked for further help from Craig in the Bal Lane garden. Cllr Fife Cook stated that in the upcoming Jubilee Group Newsletter, Parishioners would be asked to let the PC know what they would like to see improved.

Action Clerk to put Craig Gardiner in touch with Mrs Lamerton of the WI.

10/05/2016/17 **Other projects**

17.1 **Signs and parking at Mary Tavy and Brentor School**

Cllr J Hill asked the Clerk to complete a pre-application advice form for the potential parking at the school. It was agreed that a meeting of all Cllrs should be called in order to move the project forward. Cllr J Hill stated that now a new financial year has begun new budgets for grants would have been set, he asked the Clerk to look again at possible funding options.

Action Clerk to research.

17.2 **Alternative energy**

Cllr Fife Cook has thanked Andrew Shadrake of 'DARE' for attending the APM. As full support was gained for a feasibility study at the APM, Cllr Fife Cook has asked for this to go ahead, he awaits a response.

10/05/2016/18 **Grants and Donations**

18.1 **Discuss any outstanding matters**

Discussion

The Clerk received a letter from Mrs Jo Albon of the Coronation Hall, enclosed were photographs and invoices related to works carried out in the Hall car park. Mrs Albon apologised for the over-sight in not sending the information sooner. Cllrs accepted Mrs Albon's apology, however, having reviewed the original grant application, it was found that the PC agreed to fund one third of the cost, with DNPA and the Coronation Hall funding equal shares. This being the case the total spend amounts to approximately £732 making the PC's share £244. Cllr Fife Cook pointed out that under previous Standing Orders the request for the return of the whole amount of the grant money could not have been reconsidered, however as that had been changed the subject could be considered in the light of the latest information and it was suggested instead that the under-spend should be returned to the Parish. He asked that the Clerk write again to the Coronation Hall.

Decision Proposed Cllr Fife Cook, seconded Cllr Jarvis, Cllr J Hill abstained. Motion was carried.

Action Clerk to write to the Coronation Hall.

18.2 **Mary Tavy & Brentor PTA grant request 2016/17.**

Due to the equipment specified in the application being used to fulfil legislation passed down by the Education Authority, Cllr Fife Cook believed the PC may not be able to award a grant as another authority is ultimately responsible. Cllr Fife Cook suggested Cllrs agree in principle to award a grant of £150 subject to the Clerk confirming their position.

Decision Proposed Cllr Fife Cook, seconded Cllr H Hill, all in favour.

Action Clerk to confirm the position.

10/05/2016/19 **Councillor & Clerk matters**

19.1 **Clerk training – ILCA/CILCA**

The Clerk has not yet registered on the course.

19.2 **Other matters for discussion**

Nothing to discuss.

10/05/2016/20 **Other matters for discussion**

Cllr J Hill stated he had received an email from Cllr Lane of Peter Tavy PC, regarding TAP funding for the Lengthsman. He will forward as soon as possible.

10/05/2016/21 **Next meeting**

21.1 **Items to be brought forward for inclusion on the next agenda**

Nothing.

21.2 **Date of next meeting**

The date was confirmed as 14 June 2016, 7.30pm, Reading Rooms.

There being no further business the Meeting closed at 10.00pm.

Mary Tavy Parish Council

Minutes prepared by Mrs Kerri Higham, Clerk to Mary Tavy Parish Council.

Signed: Cllr P Jarvis
Chair of the Parish Council _____

Date _____

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