

Minutes of the Parish Council Meeting

Date	12 April 2016
Location	Reading Rooms, Mary Tavy
Those present	Cllr R. Page, Cllr M. Fife Cook, Cllr J. Hill and Cllr P. Jarvis (4)
Others present	Mrs K Higham (Clerk), 2 members of the public

Proceedings

Parishioners' Time	<p>Mr P Williams spoke on behalf of the Reading Rooms to ask that the Minutes of the March meeting be amended, the letter to the PC from the Trustees of the Reading Rooms did not mention anything about the meeting room recently having been painted. Mr Williams then went on to say that he had walked on Blackdown common and believed that recent cutting of gorse had been carried out with little respect for the environment. In some areas the tractor had come so close to the leats, earth and debris had been forced into them causing significant narrowing. It was his feeling that, should the village be subject to severe weather, a serious issue of flooding would occur. Cllr Page declared an interest but agreed with Mr Williams that debris had been forced into the leats, some of which he had already cleared himself. Cllr Fife Cook informed Mr Williams that the Commoners Association would not speak directly with the PC on the issue of leats and suggested he contact Mrs Julie Tucker, Secretary to the Commoners Association himself. Cllr Jarvis declared an interest as a member of the Commoners and assured both the PC and Mr Williams that nothing could take place without formal agreement from the Commoners. Mr Williams also wished to inform the PC that buses through the village had not been following the correct route, missing the bus stop at the War Memorial. He had contacted Citybus himself who apologised and informed Mr Williams that they had several new drivers who were not familiar with the route.</p>
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The Chairman declared the meeting open at 7.30pm.

- 12/04/2016/1 **Apologies for absence**
Cllr G Hill sent his apologies.
- 12/04/2016/2 **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.
- 12/04/2016/3 **Approval of Meeting Minutes**
- 3.1 **Council meeting, 8 March 2016**
The minutes were approved subject to the change requested by Mr Paul Williams regarding the Reading Rooms.
Proposed Cllr Page, seconded Cllr Fife Cook, all in favour.
- 3.2 **Planning meeting, 8 April 2016**
Due to recent changes to the application being discussed at this meeting, notes from the PC were no longer required by DNPA. Cllr Jarvis, along with others from DNPA, Historic England and WDBC will conduct a site visit on Thursday 14 April 2016.
- 12/04/2016/4 **Matters arising**
The PC received a letter from Mr W Wardell in regard to the former Historical Society, requesting the Minutes from the March meeting be amended to show that he had purchased the hard drive from the PC after they had taken custody of the Historical Society's assets, and not direct from the Historical Society. However it was agreed that the Minutes did reflect what was stated in the meeting and this matter was therefore recorded under Matters arising.
- 12/04/2016/5 **Finance**
- 5.1 **Review and approval of monthly Financial Report**
The Financial Report was approved.
Decision Proposed Cllr Fife Cook, seconded Cllr J Hill, all in favour.
- 5.2 **Authorisation of payments**

Mary Tavy Parish Council

Discussion Payment of wages and expenses to the Clerk was approved. Payment of wages to the Burial Clerk was approved. A payment to the Jubilee Group for a full page advert was approved. The cancellation of the BT telephone contract was concluded and taken by DD. The membership renewal for both DALC and SLCC was due. Cllrs discussed the renewal and agreed to continue with membership of both for this year. Cllrs requested the Clerk keep record of contact with both in order to ascertain the usefulness of membership. Cheques signed and countersigned, cheque stub and invoices initialled. The PC received a Transparency Code grant from DALC to assist training the Clerk to update and change the website.

Decision Proposed Cllr Fife Cook, seconded Cllr Page, all in favour.
Total paid in cheques and DD £1,123.25. Total received £173.23

12/04/2016/6 **Correspondence**

6.1 **Update of previous correspondence**

6.1.a **Historical Society**

Discussion Mr W Wardell responded to the PC's most recent letter enquiring whether he still possessed the hard drive. Mr Wardell stated he no longer had the hard drive as it had ceased to function. Cllrs agreed this matter be put aside until any new information comes to light.

6.1.b **Milestone**

Discussion The Clerk reported that although Devon & Cornwall Constabulary had provided the information requested, the insurer named could not find the policy. Cllr Fife Cook suggested this item be raised under Maintenance.

6.1.c **Reading Rooms**

There was nothing to report on this item.

6.1.d **Joint TAP funding for additional road safety signs**

Discussion Cllr J Hill informed the PC that an application for TAP funding cannot be made until later in the year. The intention is, after the Annual Parish Meeting, to meet with other Cllrs to form a strategy for moving forward. Ideally a solution to the parking issue would be dealt with at the same time.

6.1.e **Flooding**

The Clerk wrote to 1, 2 and 3 Higher Spring, none of the resident have felt it necessary to contact the PC following the letter. The Clerk was contacted by Mr Bazeley of Crossings Close to report surface water breaching the hedge at the rear of his property, effectively flooding his garden. The Lengthsman was asked to visit Mr Bazeley and confirmed that there is a problem but was unable to act as the field behind Mr Bazeley property is private land.

Action Clerk to contact Mr Bazeley and ask that he discusses the issue with the owner of the field and request they check for drains or ditches which might require clearing.

6.1.f **Signpost in Horndon**

Cllr Fife Cook suggested this item also be raised under Maintenance.

6.1.g **Coronation Hall**

There was nothing to report on this item.

6.1.h **Road sign at the War Memorial**

Cllr Fife Cook reported that a road sign adjacent to the War Memorial was no longer seated correctly in the ground.

Action Clerk to chase Highways for a response.

6.1.i **Joint TAP funding with Peter Tavy for a lengthsman**

Cllr Bill Lane from Peter Tavy PC informed the PC that an issue regarding funding had been raised. Normally funding is paid retrospectively, however as this project is ongoing throughout the year it is not possible to know when the money will be required. Cllr Lane requested a meeting to discuss with other involved parties the way forward. Cllr J Hill, as the Emergency Warden, will attend. Cllr Fife Cook believed the best option would be to press for the full amount up front, then divide as previously agreed between the Parishes. Cllr Fife Cook also reminded the PC that once funding is in place a very distinct line must be drawn between Local and Emergency Lengthsman to ensure the funding was properly spent and the Lengthsman's duties were not confused.

6.1.j **Mr Roger Baldry**

Mr Baldry wrote to the PC concerned about the large potholes which have formed on the Blackdown Garage site which he believed had been caused by DCC Highways inability to maintain drains and disperse water correctly. The PC agreed with Mr Baldry's

comments that the large potholes around the Blackdown Garage site are an issue. However, as Mr Baldry himself stated in his letter the site is privately owned. Cllrs felt it may still be worthwhile reporting the potholes to Highways as they may want to prevent them from encroaching onto the road itself.

Action Clerk to report to Highways

6.1.k Other previous correspondence

There was no other previous correspondence to discuss at this meeting.

6.2 Receive any recent correspondence or messages passed to the Parish Council

6.2a Litter on the A386

Discussion

Cllr Jarvis had been contacted by a Parishioner who informed him recent hedge trimming had uncovered a substantial amount of litter in the hedgerows. He asked the Clerk to inform WDBC who have since cleared the litter.

6.2.b Geoffrey Cox MP

Discussion

Following the letter received from Mr Cox MP, supporting the PC's efforts to make the road between Mary Tavy & Brentor Primary School and the school playing field safer, he wrote to DCC Highways asking that they carry out a full safety inspection. Unfortunately the response from Highways was not encouraging, they feel they have done all that is required and suggested the PC raise a complaint if they are not satisfied with the work. Communication from both Geoffrey Cox MP and Highways will be discuss fully at a separate meeting.

6.2.c Drains

Discussion

The Clerk was contacted by a Parishioner wishing to inform the PC that all the drains along Bal Lane from the War Memorial down the right hand side as far as The Oaks need clearing. The Clerk has reported this to Highways and requested information regarding the next scheduled gully sucking. Cllrs agreed a flyer should be posted prior to the gully sucking requesting residents move their vehicles to allow proper access.

12/04/2016/7

Discussion

Communication with Parishioners

Cllr Jarvis received communication from Mrs Sylvia Baish, Church Warden and Editor of the Blackdown News. She stated that the PC's recent articles had caused concern to a well-respected Church representative and that comments made on behalf of this PC went against the ethos of the magazine. She went on to request the PC avoid issues which could be confrontational or contentious. Cllr Jarvis stated that he had written for both the Jubilee Newsletter and Blackdown News for some time in a more reader-friendly style than the previous condensing of minutes without issue being raised. He believed the person or persons unknown who have contacted the PC via Mrs Baish should have attended a PC meeting and raised the concerns themselves. Cllr Jarvis stated great care is taken when writing the articles. The PC have a moral and legal responsibility, through the Transparency Code to provide Parishioners with truthful insight into Parish business. All Cllrs agreed, having reread and reviewed the March and April submissions to the Blackdown News, that Cllr Jarvis had done the job extremely well. Cllr Fife Cook suggested the Clerk write to Mrs Baish stated that the PC cannot be limited on content.

Decision

Action

Proposed Cllr Page, seconded Cllr Fife Cook, Cllr Jarvis abstained, motion passed.
Clerk to write to Mrs Sylvia Baish

08/03/2016/8

Reports from Councillors and outside organisations

8.1 Emergency Warden and Snow Warden

Cllr J Hill reported that a large tree had fallen on Buller's Hill. Cllr J Hill would like to remind those living in the Conservation area, tree works are allowable and proper maintenance is essential to minimize the risks in future.

Action

Clerk to contact Brian Beasley for clarification of rules regarding trees in the Conservation area.

8.2 Southern Parishes Link Committee representative

Cllr Page attended the most recent meeting in which the bid for TAP funding was agreed. 90% of all agreed funds went to Lengthsman projects including Mary Tavy's collaboration with other surrounding Parishes. Overall the meeting was well attended.

8.3 Dartmoor National Park Authority representative

Cllr G Hill was not present at the PC meeting and therefore could not make a report.

8.4 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. The new website is almost complete.

8.5 **Police report**

PCSO Chapple reported that the speed camera van was parked at the bus shelter next to the War Memorial on Saturday 9 April and he would try to attend the APM.

8.6 **Webmaster**

Cllr J Hill did not have anything to report. Cllr Fife Cook suggested that now the grant to fund training had been received, the Clerk should have more control of the website.

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

8.7 **Reports for outside organisations**

Jubilee Group – Cllr Fife Cook reported that the Jubilee Group would be holding a Heritage Day in the Reading Rooms on 16 & 17 April. All were welcome.

12/04/2016/9 **Annual Parish Meeting**

9.1 **Parish Council presentations**

Cllr Fife Cook suggested Cllr J Hill shorten his presentation.

Action Clerk to condense PowerPoint and incorporate Cllr J Hill's slides. Clerk to print financial figures and pie charts.

9.2 **Other bodies**

PCSO Chapple may attend but could not confirm. Cllr Kevin Ball sent his apologies as he had a prior commitment. Rob Taylor, DNPA Ranger, confirmed his attendance.

12/04/2016/10 **Planning**

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

0102/16 – Wringworthy Farm.

A site inspection will be attended by Cllr Jarvis at the request of DNPA.

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

The Clerk had received the following notifications.

0026/16 – Wringworthy Farm, granted conditionally.

0031/16 – Land near Henscott Farm, Airband, granted conditionally.

0034/16 – Mary Tavy & Brentor Primary School, granted conditionally.

12/04/2016/11 **Cemetery**

11.1 **Report from Burial Clerk**

Discussion The Burial Clerk reported a new enquiry for two double plots. No applications have been made for headstones or inscriptions. Cllr Jarvis and Cllr Fife Cook reported they had re-measured the Cemetery and following discussion put it to the Council that, due to issues with access, applicants should no longer be allowed to choose their plot but would be offered the next available plot. The boundary between consecrated and un-consecrated land was established while measuring. Cllr Fife Cook suggested having the un-consecrated, consecrated in order to have a garden of remembrance for the interment of ashes. Cllr Jarvis and Cllr Fife Cook had met recently with Craig Gardiner to discuss possibilities for the Cemetery. The shed was found to be in disrepair and the Cemetery in need of further maintenance in order to improve the standard and appearance for visitors. Cllr Fife Cook and Cllr Jarvis both felt that allowing the wild flowers to grow in the part of the Cemetery which is already full would improve the appearance.

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

11.2 **Maintenance contract**

Discussion Following a meeting with Craig Gardiner and members of the Council it was suggested that Craig go ahead with repairs to the shed and place a recycling bin in the Cemetery. It was also felt that up-righting of the milestone and the signpost at Horndon be done by Craig as well as maintenance work to the noticeboard. Cllr Fife Cook and Cllr Jarvis to maintain contact and agree a meeting with Craig Gardiner to discuss.

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

11.3 **Cemetery fencing**

Having received confirmation from DNPA that planning consent is not required, the PC still await a response from the Diocese. Cllr Jarvis visited the Cemetery recently and removed the litter, the Burial Clerk will assume this responsibility in the future.

11.4 **Footpath 5**

Discussion Cllr Jarvis commented on the inadequacies of the footpath having witnessed an elderly lady make her way to the Cemetery. DNPA believe the path is a public right of way, Cllr Jarvis questioned whether the Church Authorities had knowledge of the change to the line of the path. This item will be further discussed at next month's meeting.

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12/04/2016/12 Other projects

12.1 Community Right to Bid

The Clerk reported that all properties have been submitted to WDBC.

12.2 Signs and parking at Mary Tavy and Brentor School

Cllr J Hill had nothing further to report on this item.

12.3 Alternative energy

Andrew Shadrake of 'DARE' will make a presentation at the upcoming APM.

12/04/2016/13 Grants and Donations

13.1 Discuss any outstanding matters

Discussion Mary Tavy & Brentor PTA have now provided receipts for their purchases. The Coronation Hall, despite several requests have not provided correct evidence of the use of grant monies received to aid resurfacing of the carpark. Cllr J Hill declared an interest as a member of the Coronation Hall committee. Cllr Fife Cook believed that the PC should write to the Coronation Hall, requesting the return the Parishioners' money as they had failed to abide by the rules and ignored reminders from the PC.

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

Action Clerk to write to the Coronation Hall.

13.2 Mary Tavy & Brentor PTA grant request 2016/17

Cllrs re-confirmed that organisations should match fund projects and monies would be paid retrospectively. It was suggested the Clerk write to the PTA informing them of this and asking whether they would still make the purchase with this in mind.

Action Clerk to write to the PTA.

12/04/2016/14 Councillor & Clerk matters

14.1 Clerk training – ILCA/CILCA

The Clerk informed Cllrs of a qualification, ILCA (Introduction to Local Council Administration) which provides a foundation from which further knowledge and skills can be developed. Cllr Fife Cook suggested some of the hours towards study should be paid through wages with the Clerk contributing some hours voluntarily. The cost of the course is £99 plus VAT. CiLCA (Certificate in Local Council Administration) would be the next step once ILCA is complete.

Action Clerk to register on the course.

14.2 Clerk's six month review and consideration of permanent employment

Following the review, all Cllrs were happy to employ Kerri Higham as Clerk on a permanent basis. The Clerk was formally offered the position which she accepted.

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

12/04/2016/15 Other matters for discussion

There were none at this time.

12/04/2016/16 Next meeting

16.1 Items to be brought forward for inclusion on the next agenda

Flooding, Footpath 5.

16.2 Date of next meeting

The date was confirmed as 10 May 2016 7.30pm, Reading Rooms.

There being no further business the Meeting closed at 10.30pm.

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

Signed: Cllr R Page

Chair of the Parish Council _____

Date _____