

Minutes of the Parish Council Meeting

Date	12 January 2015
Location	Reading Rooms, Mary Tavy
Those present	Cllr R. Page, Cllr M. Fife Cook, Cllr G. Hill, Cllr J. Hill and Cllr P. Jarvis (5)
Others present	Mrs K Higham (Clerk), 1 member of the public

Proceedings

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

The Chairman declared the meeting open at 7.30pm.

- 12/01/2016/1* **Apologies for absence**
There were none.
- 12/01/2016/2* **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.
- 12/01/2016/3* **Approval of Meeting Minutes**
- 3.1 **Council meeting, 8 December 2015**
The minutes were approved and signed at the meeting subject to the following changes. Item 6.2 under Leat inspection, typing error corrected from lest, to leat. Item 6.2 under Dog Warden Scheme, typing error corrected from owner, to owners.
Decision Proposed Cllr R Page, seconded Cllr Fife Cook, all in favour.
- 3.2 **Approval of Part 2 minutes, 8 December 2015**
The minutes were approved.
Decision Proposed Cllr Fife Cook, seconded Cllr J Hill, all in favour.
- 3.3 **Discuss and agree protocol for distributing Part 2 minutes**
Cllr Fife Cook suggested that the Part 2 minutes be placed in a secure, password protected format on the website. All Cllrs would be given the password in order to view the minutes. After a period of one week, the document would be removed from the website.
Decision Proposed Cllr Fife Cook, seconded Cllr R Page, all in favour.
- 12/01/2016/4* **Matters arising**
Cllr R Page thanked the Coronation Hall and Drama Group for the success of this year's Pantomime.
- 12/01/2016/5* **Finance**
- 5.1 **Review and approval of monthly Financial Report**
Cllr P Jarvis wished to bring the Council's attention to a letter he had written on behalf of the PC to TSB bank, stating the PC's dissatisfaction with the level of service received. In addition the Clerk passed a letter written to the bank, which is required to complete the address changeover from the previous Clerk, for signatures. Cllr Fife Cook and Cllr Jarvis felt it was time to research other banks as the service from TSB had become so poor.
Decision Proposed Cllr Fife Cook, seconded Cllr R Page, all in favour.
Decision The Financial Report was approved.
Decision Proposed Cllr Fife Cook, seconded Cllr J Hill, all in favour.
- 5.2 **Authorisation of payments**
Discussion A payment to Craig Gardiner for assisting the WI with their garden was approved. Payment of wages and expenses to the Clerk was approved. Cheques signed and countersigned, cheque stub and invoices initialled.
Decision Proposed Cllr G Hill, seconded Cllr Fife Cook, all in favour.
This gave a total in cheques paid out by Mary Tavy Parish Council of £427.50
The PC received a total income of £0.

5.3 **Review of presentation of the Monthly Financial Report**

Discussion As the end of the financial year is approaching Cllrs agreed to leave the current Financial Report as it is. This item will be reviewed at a future meeting.

5.4 **Review and set budget 2016/17**

Cllr Fife Cook informed the PC that the Finance Working Group had achieved the £0 balance which was the request of the PC. All Cllrs agreed the figures.

Decision Proposed Cllr Page, seconded Cllr G Hill, all in favour.

5.5 **Agree level of precept for 2016/17**

Cllr Fife Cook proposed that the PC reduce the level of precept by 2% for the coming fiscal year. Cllr Page voiced concern over the pressure which may be received from WDBC as a result of this action. Cllr Fife Cook assured the PC that the reduction was easily justified by the recent VAT refund of £1225 received by the PC as well as a saving of between £300 and £600 per year, as the PC no longer maintains Blackdown Village Green. This coupled with a more diligent approach to the running of the Parish would more than allow for the 2%.

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

12/01/2016/6 **Correspondence**

6.1 **Update of previous correspondence**

6.1.a **Community Right to Bid**

Discussion The Clerk has submitted the list of properties to WDBC.

6.1.b **Dog Warden Scheme**

Discussion Cllr Fife Cook felt that to continue in the Dog Warden Scheme would be a poor use of public money. It would seem that the Warden himself is overstretched, covering a growing number of Parishes wishing to be included without an increase in his hours. A more appropriate use of the money might be to purchase an additional dog waste bin or have the existing bins emptied more regularly. As the invoice for this service has only recently been paid, a decision whether to remain or leave the scheme will be reviewed in a future meeting.

Action The Clerk will confirm with WDBC how often the bins are emptied currently.

6.1.c **Other previous correspondence**

Defibrillator

This item will be discussed at the next meeting of the PC.

Milestone

Currently there has been no progress regarding this item.

Action The Clerk will chase Highways for further information regarding the issue.

TAP for VAS signs

The Clerk received an email from Steve Brockman, Neighbourhood Highway Officer, informing the PC that a speed survey was carried out along the stretch of the A386 which includes the virtual footpath in 2013. Highways would not be looking into carrying out another survey without evidence to suggest an increase in speed.

Historical Society

The Clerk received a telephone call from Mrs Kathleen Sydenham. She stated that 5 years ago, when she and her husband decided they could no longer continue with the Historical Society, everything they had gathered was passed to Mr Bill Wardell and Cllr Terry Pearce who were continuing the Society. It was her feeling that a substantial amount of documentation must have been gathered as a filing system had been established in the Reading Rooms. She also mentioned one former member had concentrated her efforts on the Methodist Chapel and Hall, and had gathered a large amount on the subject. She apologised that she could not be of further assistance but assured the Clerk that if she did uncover anything which might have been left behind in her home, she would pass it to the Clerk. Cllr Fife Cook proposed that the Clerk write to Mr Wardell and ask if he could provide more detail about the items passed to him.

Action The Clerk to write to Mr Wardell

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

Road sweeper for Warne Lane

The PC inspected Warne Lane and felt it was in reasonable condition, however the Clerk has requested a road sweeper visit the area. DCC Highways will only send out a road sweeper if there is an obstruction to traffic or a danger to pedestrians.

Wheal Betsy silver

The Jubilee Heritage Group responded to Mr Belfield requesting more information. At

present he has not replied.

No Smoking Signs

The Clerk having received the signs, passed them to the Recreation Ground Trust who will now put the signs up in the playpark.

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

Horse riding accident

The Clerk was contacted via email by Julie Brand of Newton Abbot who, whilst riding her horse through the village, became entangled in a wire fence which resulted in a nasty accident. She wished to inform the PC of the danger and suggested the wire be removed in order to avoid further incident. She had contacted DCC and DNPA to inform them of the same as she was not confident who should take responsibility. Cllr Jarvis stated that landowners adjacent to public footpaths and bridleways must ensure they maintain their boundaries.

Debris on the virtual footpath

Mr Ray Aston copied the Clerk into an email he had sent to Steve Brockman, Neighbourhood Highway Officer, in reference to debris along the virtual footpath. A road sweeper recently visited the area, however it was the PC's opinion that a poor job had been done. The Clerk has made another request for a road sweeper.

Action Clerk to chase Highways and WDBC.

DALC Newsletter

Grants have been made available in order to aid PCs who need to bring themselves in line with the Transparency Code. It may be possible to update the PC laptop and scanner as well as help fund training.

Action Clerk to contact DALC for details and guidance.

Queen's 90th Birthday – Beacon Lighting

The Clerk was given information on how to take part in the Beacon Lighting for the Queen's 90th Birthday. It was felt by the PC that time and money would be better spent on local projects at the present time. A nomination can also be made for a member of the PC to attend the Queen's Garden Party. It was agreed that it would not be appropriate for expenses to be claimed. Cllr Page expressed an interest in attending. All were in agreement that Cllr Page should be nominated.

Action Clerk to submit the nomination form.

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

Rubbish left outside pressure tank

The new owner had emptied the building and placed the items outside as the previous owner had left without emptying it. The previous owner had assured them that he had arranged for the items to be collected. WDBC Environmental Health Department had been informed.

Action Clerk to chase WDBC and ask whether the issue had been resolved.

12/01/2016/7 Communication with parishioners

Cllr Fife Cook suggested a public meeting was required, not only to inform on issues regarding the Cemetery but also on any progress made on the subject of alternative energy. As time would be required to advertise effectively, Cllr Fife Cook suggested these subjects be covered as part of the Annual Parish Meeting. This would allow time to advertise in the Jubilee Newsletter. A date will be confirmed as soon as possible.

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

12/01/2016/8 Reports from Councillors and outside organisations

8.1 Emergency Warden and Snow Warden

Cllr J Hill reported that he had taken delivery of 40 sandbags. A form for those wishing to offer assistance in an emergency was now available on the website. He will look into the possibility of leaving some printed forms at the Post Office. The Parish has had one visit from the Lengthsman to deal with a blocked drain on Brentor Road.

8.2 Southern Parishes Link Committee representative

Cllr G Hill had nothing to report as there has been no meeting. Cllr Fife Cook attended the most recent meeting on behalf of Cllr G Hill. A fund of c.£3000 has been set aside for training and the PC felt it would be appropriate to suggest training on the subject of budget setting and finance for Clerks or Cllrs or both.

Action Clerk to confirm the details and procedure.

8.3 Dartmoor National Park Authority representative

Cllr G Hill had nothing to report as there has been no meeting.

8.4 Coronation Hall representative

Cllr J Hill reported that the Pantomime was a success. The Coronation Hall have received a National Lottery grant of £9700 which will fund a replacement kitchen, the grant comes in addition to a grant awarded by the PC for the same purpose. Works will begin on 18 January 2016 and are likely to take between 4 and 6 weeks. Cllr J Hill will be building a new website for the Coronation Hall which will include booking terms & conditions, rates and a calendar, allowing people to view when the hall is already booked.

8.5 Police report

PCSO Chapple reported via email that the Christmas period had been very quiet and therefore he had nothing new to report.

8.6 Other as applicable

There were no reports from other organisations. Cllr Fife Cook proposed that the PC invite a representative of each organisation to a PC meeting. This would allow local groups to tell the PC how they are doing and discuss ways the PC might aid their ventures.

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

12/01/2016/9 Use of the Reading Rooms for Parish Council meetings

There was nothing further to report at this meeting, this item will be carried over to the next meeting.

12/01/2016/10 Review and approve Employment Policies

The Clerk distributed via email prior to the meeting, five draft Employment Policies. Cllr Fife Cook felt it was appropriate to adopt all five policies at this meeting. Proposed Cllr Fife Cook, seconded Cllr P Jarvis, all in favour.

12/01/2016/11 Planning

11.1 Notification of new planning applications from DNPA

Clerk received the following notification
0661/15: Axna Farm – planning meeting to be arranged.

11.2 Notification of decisions on previous applications received from DNPA

The Clerk has not received any decisions on previous applications.

12/01/2016/12 Cemetery

12.1 Report from Burial Clerk

Nothing to report.

12.2 Review of Cemetery procedures and paperwork

Cllr Jarvis reported that he had not made any further progress he wished to report.

12.3 Grass cutting and Cemetery tidy up

Cllr Jarvis had nothing further to report.

12.4 Cemetery fencing

Cllr Jarvis has written to the Diocese of Exeter regarding new Cemetery fencing. The letter was received by Louise Bartlett who forwarded the letter to the Registry Solicitors who questioned ownership of the fence. Ownership would also call into question who should pay for the fence. Cllr G Hill firmly believed the PC paid for the entire fence when it was originally erected, therefore the fence belongs to the PC, and therefore the PC does not need permission from the Diocese of Exeter to replace it. Cllr Fife Cook reminded the Council that money for specific projects should only be set aside for a maximum of 2 years, if the funds are not used the money should go back into general use. Cllr G Hill proposed that Cllr Jarvis write again to the Diocese of Exeter informing them that the fence belongs to the PC, information is provided to them only as a courtesy.

Decision Proposed Cllr G Hill, seconded Cllr R Page, 1 in favour, 2 abstained. Motion passed.

12.5 Cemetery land purchase

Cllr G Hill stated that the PC are viewing alternative sites for additional Cemetery land. Currently Stephen Belli, Head of Planning at DNPA, has not confirmed a date to meet with the PC.

Action Clerk to contact Stephen Belli to confirm a date for a meeting.

12/01/2016/13 Other projects

13.1 Horndon noticeboard and Horndon Village Green

The Clerk has prepared a notice to be placed on the Noticeboard when erected.

Action Clerk to distribute the notice to Cllrs, then to Chris Stanisland once the Noticeboard is up.

Mary Tavy Parish Council

13.2 **Parking at Mary Tavy and Brentor School**

Cllr J Hill will report further after the meeting with Stephen Belli, DNPA. Cllr J Hill has drafted a letter to Steve Brockman requesting details of the signs and where they would be placed once funding is established. He has also asked for the costs involved.

Action Clerk to send the letter to Steve Brockman.

13.3 **Remembrance Services & War Memorial**

Cllr Fife Cook had nothing new to report at this meeting, the item will be brought forward when there is something to report.

13.4 **Alternative energy**

Prior to the meeting, Cllrs met with Andrew Shadrake of DARE to discuss alternative and renewable sources of energy. The meeting was very positive and it was agreed that a further meeting will be arranged with Mr Shadrake's colleague to discuss ways of moving forward.

12/01/2016/14 **Grants and Donations**

14.1 **Discuss any outstanding matters**

There was nothing further to report, item will be carried forward to the next meeting.

12/01/2016/15 **Website, Telephone**

15.1 **Website**

Cllr J Hill asked that all organisations ensure their information is kept up to date. He will bring along a hit report to the next meeting.

15.2 **Telephone**

Cllr Fife Cook suggested that the Clerk take control of this situation in order to finalise as soon as possible.

12/01/2016/16 **Councillor matters**

There was nothing to discuss for this item.

12/01/2016/17 **Other matters for discussion**

There were none at this time.

12/01/2016/18 **Next meeting**

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

Reconsider the Budget for 2015/16, organise the Annual Parish Meeting.

18.2 **Date of next meeting**

The date was confirmed as 9 February 2016 7.30pm, Reading Rooms.

There being no further business the Meeting closed at 10.07pm.

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

Signed: Cllr R Page
Chair of the Parish Council _____

Date _____