

Minutes of the Parish Council Meeting

Date	8 March 2016
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.

08/03/2016/1 **Apologies for absence**
There were none.

08/03/2016/2 **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.

08/03/2016/3 **Approval of Meeting Minutes**

3.1 **Council meeting, 9 February 2016**

The minutes were approved subject to the following changes:
Those present - changed Cllr A Roberts to Cllr A Roberts WDBC member for the Ward of Dartmoor. Item 5.1 – Additional line stating that the funds had been placed on account with Chilcotts by the previous PC. Item 7 – Line 1 the word must, changed to, should. Line 2 removed and replaced with Clerk to establish guidelines.
Item 14.2 – Additional line added, and signed at the meeting subject to the following changes. The BT telephone contract has now been cancelled at a cost of £536.85. This contract was originally set up by the previous PC and is now the subject of a formal complaint.

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

08/03/2016/4 **Matters arising**
Cllr J Hill wanted parishioners to be aware that the figure quoted for the cancellation of the BT telephone contract was an estimation only. The PC may get something back as a result of the complaint.

08/03/2016/5 **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**

Discussion Payment of wages and expenses to the Clerk was approved. A payment to Craig Gardiner for cutting the grass in the Cemetery was approved and a payment to DAL Solutions Ltd for web hosting and domain renewal was approved pending payment in April. Cheques signed and countersigned, cheque stub and invoices initialled.

Decision Proposed Cllr G Hill, seconded Cllr Page, all in favour.
Total paid in cheques of £548.03.

08/03/2016/6 **Correspondence**

6.1 **Update of previous correspondence**

6.1.a **Dog Warden Scheme**

Discussion The Clerk circulated information including a map of current 'hotspots' within Mary Tavy where WDBC believe dog fouling is prolific. Cllr Jarvis pointed out that the information was incorrect as he knew that at least one so called 'hotspot' close to his home did not exist. He stated that this called into question the accuracy of all the other information provided by WDBC on this subject. It was decided that as the payment for inclusion in this scheme has already been paid for the coming year, the decision whether to stay in the scheme can be delayed, this item will be revisited in December.

6.1.b **Historical Society**

Discussion Mr W Wardell responded to the PC's letter by stating that he believed all the documentation held by Mr & Mrs Sydenham had been placed in the filing cabinets within the Reading Rooms. He stated he only had the hard drive which he purchased from the Historical Society on winding up, which is no longer functioning. He questioned the actions of the PC as they had written to him rather than simply call at his house and asked directly. Cllr Fife Cook said it is vitally important that the PC keep written records for traceability. Cllr Page proposed the PC write to Mr Wardell again and ask if he would allow the PC access to the hard drive in case something could be salvaged from it.

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

6.1.c **Milestone**

The Clerk made a Freedom of Information request to Devon and Cornwall Constabulary, they have been in contact and informed her the information is in the mail.

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

Discussion The PC have received responses from Peter Tavy PC and Lydford PC both of whom are willing to support a bid subject to further information. Responses from Tavistock Town Council and Brentor PC have been received stating that they did not feel they could support the bid at this time. Brentor PC asked for more specific information regarding the proposal, however at the present time the final details have not been agreed. Cllr Jarvis proposed writing again to Brentor asking specifically for their support in principle, to further road safety signs warning drivers of the potential for school children to be walking the distance between the school and the school playing field.

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

It is this PC's opinion that the school governors do not fully support the proposed improvements to road safety for the children of our parish and all those neighbouring. Cllr Page proposed a letter be written to all school governors asking why they are not fully behind the project.

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

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

The application has been submitted, the total applied for is £5600. Mary Tavy's portion of the funds equate to 16 days work over a year. Cllr Fife Cook reminded the PC that the lengthsman can only deal with B roads, not private land. Provided the grant is awarded the money will need to be ring fenced.

6.1.f **Reading Rooms**

Discussion The PC received a letter from the Trustees of the Reading Rooms declining the PC's offer of assistance to bring the meeting room up to standard. They went on to state that works had been carried out to rid the roof space of mice which had been nesting and that the room had recently been painted. The Trustees did however, ask the PC if they knew of any grants available to assist with a 'top up' of insulation which they felt may improve the general comfort of the room. It was the view of this PC that the room, was still not up to standard and would find it difficult to promote the use of the space to other organisations. Cllr Fife Cook proposed writing back to the Trustees stating that the PC were surprised to hear their response which was given without a meeting to discuss the options offered by the PC.

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

6.1.g **Flooding**

Discussion Cllr Page declared an interest in this item.

Since the last PC meeting efforts have been made to arrange a meeting between landowners, commoners and residents surrounding common land in Mary Tavy. Cllr Fife Cook reported that sadly the members of the Commoners Association had been treated so badly at previous, similar meetings, they had passed a resolution stating that they would not attend another such meeting involving the PC. Cllr Fife Cook believed that a constructive conversation could not happen without the input of the Commoners. Cllr Page stated that at present he firmly believed the leats on his land are wide and deep enough to carry the water correctly, even in heavy weather. Rob Taylor, DNPA Ranger had made an inspection of the bridle paths effected by last month's heavy rains and has informed the PC that he would make them usable again. Cllr Fife Cook stated that the problems at Zoar had been sorted promptly by South West Water. Cllr G Hill suggested writing to 1, 2 and 3 Higher Spring and ask that they ensure their drains are clear as this may help avoid a repeat of recent events.

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

Action Clerk to write to 1, 2 and 3 Higher Spring.

6.1.h **Mr Roger Baldry**

Following Mr Baldry's letters raised in correspondence at last month's meeting, Mr Baldry wrote once again to the PC to state that he felt he had been misrepresented in the minutes and to ask for a full public apology from the Chair. The PC felt that Mr Baldry's issues were dealt with appropriately and that no apology was due.

6.2 **Other previous correspondence**

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

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

Agendas & minutes

Mrs Anita Prosser again asked the PC, this time in person to Cllr Page, why the minutes for February had not been posted on the PC Noticeboard at the time of asking. The PC would like to state once more that to comply with the Transparency Code; the agenda must be posted on the PC Noticeboard three clear days prior to the monthly meeting. A draft version of the minutes should be posted on the PC Noticeboard not later than one month after the meeting has taken place.

6.2.b **Coronation Hall**

The Clerk was asked to write to the Chair of the Coronation Hall committee in order to enquire whether any equipment was left in the Hall which had belonged to the Under 5's. The Clerk received an email in response which the PC felt was unacceptable not only as a means of replying to a letter but also in its blunt manner. The letter was from the PC and not a personal letter from the Clerk and should be answered as such.

Action Clerk to draft a letter to the Chair of the Coronation Hall which will then be approved and signed by the Chair of the PC.

6.2.c **Signpost in Horndon**

Cllr J Hill requested that a signpost in Horndon which is leaning quite significantly be reported to Highways. The issue seems to be that the base has rotted and therefore requires a plastic or metal cover to help support the post. The Clerk has already made the request to Highways who usually respond within a fortnight. Cllr Fife Cook suggested that if Highways take longer than this to respond, the PC could add the job to that of the Maintenance person.

08/03/2016/7 **Communication with Parishioners**

Cllr Fife Cook reported that the deadline for the Jubilee Newsletter is 18 March.

08/03/2016/8 **Reports from Councillors and outside organisations**

8.1 **Emergency Warden and Snow Warden**

Cllr J Hill had nothing to report.

8.2 **Southern Parishes Link Committee representative**

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

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 Coronation Hall Village Fayre is set for 30 May. The new kitchen has been opened. The proposed website has suffered a setback as Cllr J Hill has had to source another hosting company in order to reduce costs. The PC received an email from DNPA asking for their views on a grant from the Dartmoor Communities Fund the Coronation Hall had applied for. The grant was for £1500 and was in relation to the new kitchen. The PC felt it had no option but to inform Dartmoor Communities Fund that the work on the new kitchen had already been completed.

Action Clerk to write to Jo Rumble of DNPA.

8.5 **Police report**

There was no report for this meeting.

8.6 **Others as applicable**

Cllr Fife Cook presented a report-

Mary Tavy Jubilee Group: Almost all the flood defence equipment has been purchased. The Emergency Warden and Lengthsman are invited to view the equipment. A key to the trailer containing the equipment will be kept by the Jubilee Group, Emergency Warden and Clerk.

Mary Tavy Parish Council

08/03/2016/9 Annual Parish Meeting

9.1 Date, venue and catering

The date for the annual parish meeting has been confirmed as Tuesday 19 April. The WI have confirmed they will cater on the evening but have requested the PC break midway through the evening for refreshments.

9.2 Parish Council presentations

Action Clerk to circulate PowerPoint as soon as possible.

9.3 Other bodies

Action Clerk to mail invites to outside organisations.

08/03/2016/10 Planning

10.1 Notification of new planning applications from DNPA

The Clerk had not received any new notifications.

The Clerk circulated a draft Site Visit Note to all Cllrs prior to the meeting. Cllr Fife Cook proposed the PC accept the draft.

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

10.2 Notification of decisions on previous applications received from DNPA

The Clerk had received the following notifications
0049/16 – Longford, Conditional permission granted.

16/0001 – Box Cottage, no tree preservation orders were placed at this address.

Following the PC's site visit to Box Cottage it was observed that a new shed had been erected without planning permission. A report was made to the Enforcement Officer whose response was that the occupants should have applied for planning permission for the structure however, the new shed was deemed an improvement on the previous structure. Due to this DNPA advised the occupants that they could apply for retrospective planning permission but would not force the issue. The PC found it unacceptable that DNPA seemed to have little interest in enforcing its own rules. Cllr Fife Cook proposed that a letter be written to the Enforcement Officer expressing the PC feeling towards this decision as it encouraged people not to comply with proper planning procedure.

Action Clerk to write to DNPA Enforcement Officer.

08/03/2016/11 Cemetery

11.1 Report from Burial Clerk

Cllr Jarvis had nothing to report.

11.2 Review of Cemetery procedures and paperwork

Cllr Jarvis handed Cllrs a copy of the Charges and Regulations. He proceeded to talk the PC through the regulations. Cllr Page questioned the wording of Regulation 10 which discussed types of materials which can be used as floral tribute receptacles. Cllr Page felt the wording should be more specific, stating they should be shatterproof. Cllr Jarvis informed the PC that in this financial year there have been two requests for headstones and two requests for additional inscriptions. Cllr G Hill proposed the PC accept the regulations subject to the rewording of regulation 10.

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

11.3 Maintenance contract

The PC received a letter from Craig Gardiner putting forward a number of ideas to improve the look of the Cemetery and also offered his services for other maintenance jobs around the Parish. Cllr Fife Cook suggested arranging a meeting with Craig Gardiner to further discuss his proposals.

11.4 Cemetery fencing

Cllr Jarvis reported that he still awaits a response from the Diocese of Exeter regarding the PC's ownership on the partition fence. The Clerk reported that she had written to Stephen Belli of DNPA asking whether planning permission was needed to replace the existing post and chain link fence with a post and three strand wire fence. Mr Belli had responded, confirming that planning permission would not be necessary in this case.

11.5 Footpath 5

Cllr Jarvis informed the PC that it was his belief the line of this footpath on the definitive map is incorrect. He passed a map to Cllrs showing the actual path most commonly used compared with the line on the definitive map. Cllr Jarvis stated that it is the duty of the PC to supply correct information and therefore an investigation into why the definitive map is incorrect should be launched.

Action Clerk to investigate.

Mary Tavy Parish Council

08/03/2016/12 Other projects

12.1 Community Right to Bid

The Clerk reported that this item is progressing as information from Land Registry has been received. WDBC have requested that one property be put to them at a time as the process can be lengthy.

12.2 Signs and parking at Mary Tavy and Brentor School

Cllr J Hill reported that Steve Brockman from DCC Highways had agreed to the 'SLOW' sign being painted on the road. If the PC were to apply for TAP funding the next opportunity would not be until September. Cllr J Hill felt this may be too long and requested the PC look into alternative sources of funding. Cllr Jarvis asked whether Cllr J Hill had received any follow up to the letter from Geoffrey Cox MP, received by this Council last month. Cllr J Hill confirmed he had heard nothing further. It was agreed that Cllr J Hill would arrange a meeting with fellow Cllrs to progress the project.

Action Clerk to research alternative funding and contact the offices of Geoffrey Cox MP.

12.3 Alternative energy

Cllr Fife Cook is in the process of arranging a meeting between Cllrs and DARE. A number of dates have been put forward.

08/03/2016/13 Grants and Donations

13.1 Discuss any outstanding matters

The Clerk was passed an envelope containing a sheet of paper which implied that MT & Brentor School PTFA had made further purchases of outdoor cooking equipment using the grant they were awarded for this financial year. The paper did not seem to be either an invoice or receipt and as the PC's accounts are officially audited it was felt that correct evidence is required.

Action Clerk to write to the PTFA and request proper documentation.

08/03/2016/14 Website, Telephone

14.1 Website

The Clerk has started to compile a list of redundant information which requires removal from the website.

08/03/2016/15 Councillor matters

There was nothing to discuss for this item.

08/03/2016/16 Other matters for discussion

There were none at this time.

08/03/2016/17 Next meeting

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

There were no items to be brought forward.

17.2 Date of next meeting

The date was confirmed as 12 April 2016 7.30pm, Reading Rooms.

There being no further business the Meeting closed at 11.10pm.

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

Signed: Cllr R Page

Chair of the Parish Council _____

Date _____