

Minutes of the Parish Council Meeting

Date	8 November 2016
Location	Reading Rooms, Mary Tavy
Those present	Cllr M Fife Cook, Cllr J. Hill, Cllr G Hill and Cllr Jarvis (4)
Others present	Mrs K Higham (Clerk), plus three others (two for Parishioners' Time only)

Proceedings

Parishioners' Time The Parish Council were joined by two members of the recently established group who are campaigning for improved road safety along the A386. Mr Hutchinson informed the PC that he is a landscape architect who has worked with Highways on traffic calming measures in the past. He handed members of the Council an overview of potential measures used elsewhere in Devon to aid the reduction of speed. Cllrs thanked Mr Hutchinson for his efforts and encouraged the group to approach both the County Councillor and local MP in order to gain support. The PC intends to meet with a representative from DCC Highways traffic department, this will happen once data, recently collected by Highways is available for public consumption.

The Chairman declared the meeting open at 7.30pm.

08/11/2016/1 **Apologies for absence**

Cllr Page sent his apologies to the Clerk, prior to the meeting.

08/11/2016/2 **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.

08/11/2016/3 **Approval of Meeting Minutes**

3.1 Council meeting, 11 October 2016

The minutes were approved.

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

3.2 Planning meeting, 11 October 2016

The minutes were approved.

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

08/11/2016/4 **Matters arising**

The Clerk informed the Council that the insurance company had requested more information regarding the lawnmower claim.

08/11/2016/5 **Finance**

5.1 Authorisation of payments

Discussion Cllr Fife Cook queried the invoice from Grant Thornton as there was an additional amount above that which was expected, it was explained this was for additional work required. Cllr Fife Cook raised a query about the Clerk's timesheet, an incorrect figure had been added in error and the holiday section had not been completed. Approval was given for payment of wages to the Burial Clerk, payment for grounds maintenance as well as the invoice for Grant Thornton accountants and Lady Haig poppy factory for providing the PC Remembrance Day wreath. Approval for the Clerk's timesheet to be given when an appropriately amended copy has been received. The second precept payment was received from WDBC.

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

Total provisional outgoings £1246.58. Total income £7144.27.

5.2 Review and approval of monthly Financial Report

Discussion Cllr Fife Cook pointed out that mistakes had been made on the Financial Report, one of them likely due to formula not working correctly. Cllr Jarvis stated that this process should be running smoothly at this point and asked that the spreadsheet be given proper attention prior to the next meeting to avoid further errors. The Financial Report to be signed as approved subject to receiving an appropriately amended copy.

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

5.3 Review and approve 2017/18 budget

The Finance Working Group met on October 28th in order to prepare the budget for the coming year. The aim was to set a budget which balanced but also to reduce the precept by another 2.5%, following on from the current year. Having circulated the required information to all Cllrs prior to the meeting Cllr Fife Cook proposed the PC accept the figures.

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

5.4 Finance – Other

Cllr Fife Cook reminded Cllrs that there was a need to discuss whether the PC intended to continue its subscription to both the Dog Warden Scheme and DALC. Cllr Fife Cook asked Cllrs to consider what is better value, the Dog Warden Scheme or another dog waste bin. Cllr Fife Cook asked that this matter be added to next month's agenda.

Action Clerk to add both DALC and Dog Warden Scheme to the December agenda.

08/11/2016/6 Correspondence

6.1 Update on previous correspondence

6.1.a Community Right to Bid

The Clerk reported that currently all available information has been provided to WDBC regarding the list of properties submitted. However, WDBC have informed the Clerk they cannot move any of the properties forward at present due to the requirement for evidence of community support. As the PC are working with the Jubilee Group on this project they will be asked to consider this requirement and report further at the next meeting.

6.1.b Bridleway next to Walford House

The Clerk reported that she had contacted Rob Taylor at DNPA and asked him to inspect the bridle path in question. He confirmed that as there is still sufficient room for pedestrians and horses to avoid the newly laid concrete he did not see it as an issue.

6.1.c Other previous correspondence

Speedwatch

Some time ago Mr Tony Ingram contacted the PC regarding the virtual footpath as well as speeding on the A386. He offered to volunteer on the Speedwatch programme. It was recently brought to the PC's attention that Mr Ingram did not receive the contact details of the local PCSO, passed to him by the Clerk. The Clerk will contact Mr Ingram again and try to put him in touch with someone who can further his enquiry.

Action Clerk to write to Mr Ingram.

At this point the PC thought to thank the volunteers on the Speedwatch team for all they do and ask that more volunteers come forward.

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

6.2.a Citizens Advice

Discussion The Clerk received a letter from West Devon Citizens Advice asking for a donation to aid them in continuing the good work they do around our County. The letter was circulated prior to the meeting. As Grants and Donations is not on the Agenda this month it will be discussed next month.

Action Clerk to add Grants and Donations to all future agendas.

6.2.b Road safety

Discussion Mr Phil Ferris copied the PC into an email he had sent Devon Highways. In essence the email asked that Highways look again at the situation in Mary Tavy regarding speed and general road safety around the village. Cllr J Hill reminded everyone about Highways' work on data and statistics and without the proper information nothing could be achieved. He encouraged residents to participate, volunteer for the Speedwatch programme. Cllrs asked the Clerk to keep pursuing a meeting with a traffic consultant from Highways to discuss road safety issues with a priority on safety around our school. Cllr Fife Cook also asked that any correspondence received via the website be forwarded to the Clerk in the first instance.

Action Clerk to contact Highways.

6.2.c Development sites

Discussion Mrs Anita Prosser contacted the Clerk as she had heard about three development sites in the village, she asked if the PC had knowledge of them and if so, would a public meeting be held. She also expressed her disappointment that the recent DNPA drop in was so poorly advertised. Cllr Fife Cook responded and stated the only reference to three sites were those of Blackdown garage and CJ Downs Garage on either side of Brentor Road, all of which had been specified for years. Only Blackdown garage currently has planning

permission, granted in 2015. No other planning applications have been submitted for any other major development in the village and therefore a public meeting at this time is not required. Possible Mrs Prosser was actually concerned about two sites mentioned in the Strategic Housing Land Availability Assessment, about which current Cllrs were unaware prior to the drop in. The PC too, was disappointed at the lack of notice and lack of advertisement of the recent drop in session with DNPA. Sadly the information was only provided to the PC a few days prior to the event.

Action Clerk to write to Mrs Prosser and clarify all points.

6.2.d **Recycling and Composting**

Cllr Fife Cook mentioned a request for comment regarding proposed changes by WDBC relating to charges for disposal of certain items at Recycling centres and a reduction in payments to community composting schemes. There was a discussion on this but no decisions was made to respond to WDBC's request.

08/11/2016/7 **Reports from Councillors and outside organisations**

7.1 **Emergency Warden and Snow Warden**

Discussion

Cllr J Hill reported that he had received an email from WDBC regarding safety measures in bad weather. The delivery of salt had arrived along with bags. A number of pot holes around the village had been filled. The Lengthsman will start work next week on Brentor Road working his way around the village towards Horndon.

7.2 **Southern Parishes Link Committee representative**

No meeting has been held so the representatives had no report to make. Cllr Fife Cook informed the PC that DNPA has decided not to tackle the problem of Japanese knotweed so he suggested contacting our three closest Parishes to establish whether they would be interested in being part of a joint TAP funding bid so that a professional can be brought in to deal with it.

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

Action Clerk to write to Peter Tavy, Brentor and Lydford PC.

7.3 **Dartmoor National Park Authority representative**

There has been no meeting of representatives however Cllr G Hill and Cllr Fife Cook attended a meeting to discuss forward planning which will be outlined later.

7.4 **Coronation Hall representative**

Cllr J Hill reported that tickets for Aladdin will be on sale in the PO & Stores from December 1st. Land Registry have confirmed that the land at the entrance to the Coronation Hall drive and Recreation Ground has no registered owner. He asked that the Clerk contact Highways again and ask if they can do anything about the potholes.

Action Clerk to contact Highways.

7.5 **Police report**

There is no report.

7.6 **Webmaster**

Cllr J Hill and the Clerk reported issues uploading documents onto the website. Cllr J Hill suggested the operating system for the website needed updating.

7.7 **Reports from outside organisations**

The Jubilee Group and Recreation Ground Trust – These two groups supported by their sponsors, held another very successful Bonfire Night with over 400 people attending. The profits from the event are still being totalled. Cllr Jarvis thanked the Jubilee Group and Recreation Ground and hoped that people appreciated the effort and organisation required to bring this event to Mary Tavy each year.

08/11/2016/8 **Planning**

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

0550/16 - Glencairn

A planning meeting was held on Tuesday 8 November 2016.

The Clerk was also informed of proposed tree works at Torside. Cllr Fife Cook in his role as Tree Warden looked at the plans and advised the PC that the trees should not be subject to a preservation order.

Action Clerk to contact Brian Beasley DNPA with the PC's comments.

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

0464/16 – Moonrakers

The Clerk has not received communication from DNPA, however Cllr Fife Cook stated that he had been on the planning portal and found that it had in fact been granted conditional permission.

0486/16 – Henscott Farm

Cllr Fife Cook had found that this application had been altered from the original plans seen by the PC. A decision was still pending.

On both occasions the Clerk had not been informed by DNPA. Cllr J Hill questioned the actions of DNPA and who regulates them.

8.3 Development Plan

Discussion

Cllr G Hill and Cllr Fife Cook attended a forum for town and parish Cllrs to discuss and have input on the Development Plan DNPA are about to undertake. Firstly Cllr Fife Cook made clear to DNPA how poorly advertised a recent drop in session for members of the public had been. Stating that the Clerk had only been informed less than one week from the date of the event and that the Jubilee Newsletter had not been contacted either, how could DNPA expect input from the public if they are not made aware. That being said all Cllrs did manage to attend the drop in session. At the forum Cllrs' views on the inefficiency and lack of communication from DNPA were shared by many other Councils. As well as being in preparation for the new Development Plan the drop in session had been about a call for sites for the new Strategic Housing Land Availability Assessment. Cllrs learnt of two sites in the village which are on the current SHLAA, which was the first they had known of this scheme. It was noted the process for assessing potential development was a DNPA internal and technical process, with no input from local councils.

8.4 Planning – other

A pre planning advice request had been made to the PC, for a potential radio mast/receiver. Cllrs wished to make no comment at this stage and will wait to receive a full planning application.

Action Clerk to write to the applicant.

08/11/2016/9 Cemetery

9.1 Report from Burial Clerk

The Burial Clerk had no report to make this month.

9.2 Types of headstone for use in the Parish Cemetery

Discussion

It was brought to the Burial Clerk's attention that orders for headstones had been placed made of stone other than that which is stated in the Rules and Regulations of the Cemetery. After investigation it was found that a relative of the recently deceased was already buried in Mary Tavy Cemetery and at the time of burial was allowed a colour contrary to the regulations. The relative wished to have matching headstones on adjacent plots. A second family also wanted an alternative colour. After speaking to the Monumental mason it was also found that it is no longer possible to acquire grey granite, locally. Cllr Jarvis proposed that a change to the Rules & Regulations was required. An amendment to allow for alternative colours providing they are subtle and befitting the Cemetery and the local stone element be removed.

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

08/11/2016/10 Maintenance

Craig Gardiner is close to finishing rubbing-down and re-oiling the Cemetery noticeboard, he has also replaced the backboard.

08/11/2016/11 Other projects

11.1 Signs and parking at Mary Tavy and Brentor School - Highways

Discussion

Cllr J Hill showed Cllrs a green bordered 20mph sign. Signs with green borders are advisory meaning motorists are advised to slow down due to unknown hazards but it is not enforceable by law. Cllr J Hill suggested they could be used around the school and school playing field. It was decided to go ahead and apply for TAP funding for the previously agreed additional signs also. Cllr J Hill also suggested a sign for 'queuing traffic' should be placed on the road side on the approach from Tavistock towards the Mary Tavy Inn.

Action Clerk to contact Highway reference a 'queuing traffic' sign and complete the TAP application form for signs.

11.2 Beating the Bounds

Nothing to report.

11.3 Remembrance Service

Cllr Jarvis reported that the wreath had arrived and all preparations were in place to ensure a successful service.

11.4 Defibrillators

Discussion

The Clerk confirmed she had narrowed the possibilities down to one and would circulate the information as soon as possible, the application for TAP funding would also be circulated before submission.

Mary Tavy Parish Council

Action Clerk to complete application form and forward with relevant information.

08/11/2016/12 Communication with Parishioners

12.1 Mailing lists

It has been suggested that those Parishioners wishing to receive regular information such as minutes, agendas and other newsworthy items might appreciate receiving them by email. Cllr J Hill confirmed the website has the capability to create mailing lists. Cllr Fife Cook stated that a disclaimer must be in place and email addresses must be hidden from other users.

08/11/2016/13 Councillor & Clerk matters

13.1 Clerk training – ILCA

The Clerk has completed all five modules and awaits a certificate confirming.

08/11/2016/14 Other matters for discussion

There were no other matters for discussion.

08/11/2016/15 Next meeting

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

Grants and donations, DALC and Dog Warden Scheme subscriptions.

Date of next meeting

The date was confirmed as 13 December 2016, 7.30pm, Reading Rooms.

There being no further business the Meeting closed at 10.38pm.

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

Signed: Cllr P Jarvis
Chair of the Parish Council _____

Date _____