

Minutes of the Parish Council Meeting

Date	9 May 2017
Location	Reading Rooms, Mary Tavy
Those present	Cllr M Fife Cook, Cllr G. Hill, Cllr J Hill, Cllr P Jarvis (Chair), Cllr R Page and Cllr G Ross (6)
Others present	Mrs K Higham (Clerk), plus one member of the public.

Proceedings

Parishioners' Time Mr John Bright of Great Fellingfield attended the meeting to ask the Parish Council to consider the possibility of providing allotments. He believed allotments could be of great benefit to the community and would in time become a real asset. Cllr Page agreed that allotments could be beneficial and could improve the wellbeing of those using them. Cllr Page stated that a project such as this could be a very positive and worthwhile venture however an appropriate site would need to be found. Cllr Fife Cook informed the Council that Mr Bright had been given information from the Jubilee Group which included notes about the negotiations for the site at the end of Warren Road. The land is currently owned by Devon County Council. Mr Bright informed the Council he would now like to determine the level interest within the community. Cllrs asked that Mr Bright keep them informed.

The Chairman declared the meeting open at 7.30pm.

Cllr Jarvis opened the meeting. Stating that before he stepped down as Chairman he would like to thank the PC for allowing him the opportunity to fulfil a personal ambition which was to reside as Chair to Mary Tavy Parish Council. He thanked the Clerk for her assistance throughout the year. He wished the new Chairman luck and hoped 2017 would be a positive year.

- 09/05/2017/1 **Election of a Chairman**
Cllr Jarvis nominated Cllr J Hill who accepted the nomination. Seconded Cllr Page, all in favour.
- 09/05/2017/2 **Election of a Vice Chairman**
Cllr J Hill nominated Cllr Jarvis who accepted the nomination. Seconded Cllr Page, Cllrs G Hill and Ross in favour. Cllr Fife Cook abstained.
- 09/05/2017/3 **Election of Chair to the Cemetery Committee**
Cllr Page nominated Cllr Jarvis who accepted the nomination. Seconded Cllr Ross, all in favour.
- 09/05/2017/4 **Election of a Chair to the Planning Committee**
Cllr Page nominated Cllr Fife Cook who accepted the nomination. Seconded Cllr J Hill, all in favour.
- 09/05/2017/5 **Election of a Chair to the Finance Committee**
Cllr J Hill nominated Cllr Page who accepted the nomination. Seconded Cllr G Hill, all in favour.
- 09/05/2017/6 **Election of a Snow Warden and Emergency Warden**
Cllr Page nominated Cllr J Hill who accepted the nomination. Seconded Cllr Jarvis, all in favour.
- 09/05/2017/7 **Election of a representative to the Coronation Hall**
Cllr G Hill nominated Cllr Ross who accepted the nomination. Seconded Cllr Jarvis, all in favour.
- 09/05/2017/8 **Election of a representative to the Southern Parishes Link Committee**
Cllr Page nominated Cllr G Hill who accepted the nomination. Cllr Fife Cook suggested that as two members were permitted to attend each SPLC meeting and each DNPA meeting the second space should be left open for any member to take as and when needed. Seconded Cllr J Hill, all in favour.
- 09/05/2017/9 **Election of a representative to Dartmoor National Park Authority**
Cllr Page nominated Cllr G Hill who accepted the nomination. Seconded Cllr Jarvis, all in favour.

favour.

- 09/05/2017/10 **Election of a Webmaster**
Cllr Page nominated Cllr J Hill who accepted the nomination. Seconded Cllr Ross, all in favour.
- 09/05/2017/11 **New Chairman's address**
Cllr J Hill thanked members for the nomination and election to the position of Chair. Thanks were given to Cllr Jarvis for his leadership over the past 12 months. He hoped recent positive outcomes could be continued.
- 09/05/2017/12 **Apologies for absence**
None received.
- 09/05/2017/13 **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.
- 09/05/2017/14 **Approval of Meeting Minutes**
- 14.1 **Council meeting, 11 April 2017**
The minutes were approved.
- Decision Proposed Cllr Page, seconded Cllr Jarvis, all in favour.
Cllr Page asked for a change to the title given to the contractor used in the minutes. He felt the informal manner used to refer to him was out of sync with the formal manner used to refer to Councillors. Councillors agreed he should be referred to as the 'contractor'.
- 14.2 **Part 2, 14 March 2017**
The minutes were approved.
- Decision Proposed Cllr Page, seconded Cllr Jarvis, three in favour, Cllr Fife Cook against.
- 14.3 **Planning meeting, 11 April 2017**
The minutes were approved
- Decision Proposed Cllr Page, seconded Cllr Jarvis, all in favour.
- 09/05/2017/15 **Matters arising**
There was nothing to discuss under this item.
- 09/05/2017/16 **Annual Parish Meeting**
Cllr J Hill thanked all those who attended the meeting. He thanked the Clerk for her work producing all the information and those who voluntarily helped set up on the night. He believed the evening had been a great success. The new format had allowed for a more relaxed atmosphere and the comments from members of the public had been positive and encouraging. Cllr Page agreed the new format was a success but was disappointed by the relatively low attendance. He asked the PC to consider other advertising methods in order to encourage greater numbers. All Cllrs agreed the evening had been productive. Cllr J Hill asked the Clerk to write a letter of thanks to the WI who provided refreshments.
- Action Clerk to write to the WI.
- 09/05/2017/17 **Finance**
- 17.1 **Review and approve the monthly Financial Report including payments**
The financial report and all payments were approved.
- Decision Proposed Cllr Jarvis, seconded, Cllr Page, all in favour.
- Total provisional outgoings £1,081.43. This included Clerk's wages and expenses, grounds maintenance, hire of the Coronation Hall for the APM, Days Electrical for Defibrillator installation and DAL Solutions for web hosting. Total income £8,025.41. This included the first precept payment, Cemetery related fees, a wayleave payment from Western Power Distribution and bank interest.
- 17.2 **Methods of payment for online transactions**
The Clerk informed the PC that an appropriate method of online payment must be found if the PC are to make purchases on behalf of organisations as part of the grant process. Without a fast, secure way to purchase items online organisations may miss out on reduced or offer prices. The Clerk stated she had checked with TSB and it would be possible to order a debit card provided a letter was sent to the bank signed by all signatories. Alternatively the PC could consider a PayPal account linked directly to the current account. Cllrs preference was to pursue the possibility of a PayPal account. Cllr Fife Cook asked the Clerk to investigate further to ensure a Parish Council can hold a

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PayPal account.

Action Clerk to investigate whether a PayPal account was a viable option.

17.3 Arrange a meeting of the Finance Committee

Cllr Page suggested where possible all committee meeting should be held on the first Tuesday of the month. It was agreed the Finance Committee meeting would be held in the Reading Rooms on Tuesday 6th June 2017.

Action Clerk to book the Reading Rooms.

09/05/2017/18 Correspondence

18.1 Update on previous correspondence

18.1.a WDBC Locality Officer

The Clerk reported she had communicated via email with the Locality Team who had sent a list of tasks assigned to the Locality Officer and a PowerPoint presentation delivered at a recent meeting regarding the new role. This was circulated to Cllrs prior to the meeting. The list of tasks assigned would be kept on file should the assistance of the Locality Officer ever be required.

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

18.2.a Telecommunications mast

Having written to Mary Tavy & Brentor Primary School the Clerk reported receiving an email from the Head teacher who stated that she was not aware of the application. Cllr J Hill proposed he speak with the Head himself and explain the situation. Cllr Fife Cook believed the PC had a duty to inform the school as it appeared they had not been contacted as stated by the applicant. He suggested a letter with information about the proposed mast be provided in addition to Cllr J Hill speaking with the Head.

Decision Proposed Cllr Fife Cook, seconded Cllr Jarvis, three in favour, one abstained.

18.2.b Road closure at Horndon

Cllr Jarvis reported receiving a telephone call from a resident of Horndon who asked whether the PC were aware of an impending closure of the road to Horndon. After confirming with the Clerk he informed the caller the PC were not aware of any imminent road closures. Cllr G Hill stated that although signs had been placed around the Parish to his knowledge the road had not been closed on the date specified on the signs.

09/05/2017/19 Reports from Councillors and outside organisations

19.1 Emergency Warden and Snow Warden

Cllr J Hill stated that he wished to begin work on the Emergency Plan. Cllr J Hill suggested a Working Group be formed to assist in spreading the work load. Cllr Fife Cook suggested a questionnaire which could be sent out with the Jubilee Newsletter however the response to the questionnaire could be limited. The Clerk suggested she be allowed to read the existing Emergency Plan as well as plans from other Parish Councils in order to have a better idea of what is required.

Action Clerk to research Emergency Plans and report back.

19.2 Southern Parishes Link Committee representative

The next meeting of the SPLC will be in June. Cllr Jarvis explained that when he attended the last meeting he had the distinct feeling the Committee was no longer fulfilling the role originally intended. Cllr Page suggested this be added to the next agenda in order for full explanation of this to be given.

19.3 Dartmoor National Park Authority representative

There has been no meeting. Cllr G Hill asked the Clerk if she could find out when the next meeting would be.

19.4 Coronation Hall representative

Cllr J Hill reported that the Spring Fair will be held on Monday 29th May between 12 and 4pm.

19.5 Police report

The Clerk stated she had received a report from PCSO Chapple via email. Parishioners are warned to be vigilant as a number of suspicious transit vans have been seen in and around Tavistock. The driver and passengers often claiming they are looking to purchase scrap metal. If this happens to you please call 999. The Police wish to speak with these men on a number of issues.

19.6 Webmaster

The Clerk reported that she had found it difficult this month to find any significant time to spend on the website however all documents were up to date. New articles providing

information about the defibrillator, Community Landing Site and Beating the Bounds need to be added.

19.7 **Mary Tavy Victory Memorial Recreation Ground**

Cllr G Hill reported that the Caravan Club would once again be using the Recreation Ground and Coronation Hall between 16th and 21st May.

19.8 **Reports from outside organisations**

Cllr Fife Cook reported that the WI Spring Sale would take place in the Coronation Hall on Saturday 13th May from 2pm.

09/05/2017/20 **Planning**

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

The Clerk received the following new planning applications.

0192/17 – South Warne Farm

0178/17 – 1 Bal Lane

These applications were discussed at a meeting of the Planning Committee on Tuesday 9th May 2017.

Tree Works

The Clerk received the following applications for trees works.

17/1428 – No.7 The Oaks

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

The Clerk has not received any notifications of decisions.

20.3 **Blackdown Garage**

The Clerk reported she had left a voice message for the developer of the site requesting a meeting but currently had not heard back. The Parish Council are pleased to see significant work happening on the site.

20.4 **Local Plan**

Discussion Prior to the meeting the Clerk circulated a letter from DNPA invited a maximum of two members to attend an upcoming forum to discuss the Local Plan. It was suggested that Cllr Fife Cook and Cllr G Hill attend. Cllr J Hill commented that perhaps a Working Group should be formed consisting of Cllrs and members of the public who may have different viewpoints to offer. The time will soon come when PCs are asked to make comment on the first draft of the Local Plan and including residents of all backgrounds could help the PC have a better understanding of the needs of the village. He proposed all Cllrs speak with as many people as possible in order to find residents willing to assist on this important matter.

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

09/05/2017/21 **Cemetery**

21.1 **Report from Burial Clerk**

The Burial Clerk reported that one application for the erection of a head stone had been received. She read aloud the proposed inscription. In general Cllrs felt the inscription was rather long and didn't read particularly well. The Clerk confirmed she had communication with the monumental masons and the proposed inscription does fit the headstone. Cllr Page felt people should be allowed to have whatever they choose. The Clerk offered to speak to the applicant and perhaps make some small changes. Cllr G Hill proposed allowing the Clerk to speak to the applicant was the best way forward.

Decision Proposed Cllr G Hill, seconded Cllr Jarvis, two in favour, one abstained, one against.
Action Clerk to contact the applicant.

21.2 **Arrange a site visit and meeting of the Cemetery Committee**

Cllr Jarvis reported that he and the Clerk had visited the Cemetery together in order to provide the rest of the Council with a report on known issues. He handed a copy to each Cllr and asked that they read it prior to the site visit and meeting. It was agreed the site visit and Cemetery Committee meeting will take place immediately prior to the Finance Committee meeting on Tuesday 6th June.

09/05/2017/22 **Maintenance**

Cllr J Hill stated that the triangular piece of grass on the crossroads of Brentor Road, Chapel Land and Warne Lane was particularly overgrown. He suggested the PC use the Contractor for ongoing maintenance of the land after he had completed an initial cut using his tractor. Cllrs agreed this area had become unsightly and believed it would be a good use of the maintenance budget. Cllr Fife Cook reported that the Contractor had poisoned the weeds around the Coronation Hall.

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09/05/2017/23 Grants and Donations

23.1 Mary Tavy Victory Memorial Recreation Ground

Cllrs Fife Cook, G & J Hill all declared an interest.

Cllr J Hill confirmed the picnic benches were not currently for sale on Amazon. He would keep the Clerk informed.

23.2 Review Grant Policy and Procedures

The Clerk stated it had been approximately one year since the changes to the Grant Policy were agreed. In the financial year 2016/17 the PC did not receive any applications. Cllr Fife Cook stated that when the changes were made they were very carefully considered. He believed that stating match funding was required ensured people gave real thought to what they required. Cllr J Hill stated he believed it should be made clear that organisations who do not have funds can still apply. He believed this should be in the Policy. The Clerk suggested changing the Policy to state the Parish Council has discretion over the percentage awarded. Cllr Fife Cook asked the Clerk to circulate a copy of the Grant Policy prior to the next meeting.

Action Clerk to circulate Grant Policy and Procedures.

09/05/2017/24 Other projects

24.1 Beating the Bounds

Cllr Page reported that a Working Group had been established consisting of himself, Cllr Ross and four members of the public. A meeting had been held which the Clerk had also attended. Work had been divided between those present at the meeting. The decision to offer three distances had been reached. It had been agreed a BBQ would be provided at the end of the day for all those who took part. The Clerk will book the Coronation Hall and ask permission from the Recreation Ground.

24.2 Mary Tavy Community Landing Site

The Clerk reported that the planning application had been submitted. Since the last meeting the Clerk and Toby Russel of Devon Air Ambulance had arranged for the residents of Field Cottage to visit a site already in place in Bere Alston. The Clerk made Cllrs aware the cost of the project in Bere Alston had escalated. She did not know the reasons for this but would find out prior to the next meeting.

24.3 Japanese knotweed

Cllr Fife Cook stated he had given the Contractor the details of the gentleman who had been mapping the occurrences but had not contacted him yet.

24.4 Purchase of new dog waste bin

Prior to the meeting the Clerk circulated options. Cllr Fife Cook had concerns as the price was significantly lower than he remembered. The Clerk assured Cllr Fife Cook the price was consistent across all companies. Cllr Fife Cook believed the bin needed to be emptied a particular way and existing bins needed to be looked at before purchasing a new one. Cllr J Hill stated he would look at a bin next time he was in the vicinity.

24.5 Signs and parking at Mary Tavy and Brentor School – Highways

Cllr J Hill suggested the Clerk write to the newly elected County Councillor, Philip Sanders, congratulating him on his recent election win. Within the letter Cllr J Hill asked the Clerk to invite Cllr Sanders to meet the Parish Council of Mary Tavy as we would like his support on this matter. As provision has been made for the additional road signs it is very important the Clerk contacts John Doswell, Neighbourhood Highways Officer to discuss ordering them.

Action Clerk to contact John Doswell and write to Cllr Philip Sanders.

24.6 Reading Rooms

The Clerk circulated a letter from the Trustees of the Reading Rooms prior to the meeting. It explained that they had put in place a dehumidifier in the meeting rooms. Cllrs agreed this item could be removed from the agenda.

24.7 Defibrillator

The Clerk reported the defibrillator had been fitted on Friday 28th April. The claim form for the TAP fund had been forwarded to WDBC. Mr & Mrs Bradford, owners of Mary Tavy PO & Stores had kindly agreed to not only pay the electricity cost of having the machine on his property but would also keep a log and test the machine regularly. It had been suggested some form of training or familiarisation with the device be offered to the public. Cllr J Hill asked the Clerk to write a letter of thanks to Mr & Mrs Bradford.

Action Clerk to write letter thanking Mr & Mrs Bradford and arrange training.

09/05/2017/25 Communication with Parishioners

Cllr Fife Cook stated submissions for the Jubilee Newsletter were due by 20th May. Cllr

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Jarvis will write the submissions for both the Jubilee and Blackdown Newsletters.

09/05/2017/26 **Councillor & Clerk matters**

26.1 **CILCA**

The Clerk stated that it had been around 12 months since the start of the last qualification which she completed some time ago. The next step would be to register for CiLCA (Certificate in Local Council Administration). The Clerk also stated that at present she did not feel she had the time to dedicate to the course and asked that it be considered later in the year. Cllr J Hill stated it was time for the Clerk to have an employment review. This would be arranged between the Clerk, Chair and Vice Chair. The Clerk also asked that any outstanding Declarations of Interest be handed back to her no later than the June meeting.

09/05/2017/27 **Other matters for discussion**

Cllr J Hill informed the Council that Mrs Nicki Pratten, Head teacher of Mary Tavy & Brentor Primary School would be retiring at the end of the academic year. He asked that this item be added to the next agenda in order to discuss whether it would be appropriate for the PC to say something by way of thanks for her service.

Action Clerk to add to the next agenda.

09/05/2017/28 **Next meeting**

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

Changes to the Clerk's contract, Head teacher's retirement, Southern Parishes Link Committee.

28.2 **Date of next meeting**

The date was confirmed as 13 June 2017, 7.30pm, Reading Rooms.

This meeting was recorded to assist in writing accurate minutes.

There being no further business the Meeting closed at 11.06pm.

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

Signed: Cllr J Hill
Chair of the Parish Council _____

Date _____