

Minutes of the Parish Council Meeting

Date	10 January 2017
Location	Reading Rooms, Mary Tavy
Those present	Cllr M Fife Cook, Cllr J. Hill, Cllr G Hill, Cllr P Jarvis (Chairman) and Cllr R Page (5)
Others present	Mrs K Higham (Clerk), plus three members of the public.

Proceedings

Parishioners' Time There were no members of the public present who wished to speak.

The Chairman declared the meeting open at 7.30pm.

10/01/2017/1 **Apologies for absence**

There were no apologies for absence.

10/01/2017/2 **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.

10/01/2017/3 **Approval of Meeting Minutes**

3.1 Council meeting, 13 December 2016

The minutes were approved.

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

3.2 Planning meeting, 13 December 2016

The minutes were approved.

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

10/01/2017/4 **Matters arising**

Lawnmower - The Clerk has provided the insurance company with a further two independent quotations for a like for like replacement lawnmower. She waits to hear further.

6.2.d Cllr Page apologised for not providing the Clerk with his comments on the issue of recycling charges at Tavistock Recycling centre. He will aim to provide them in the coming month.

7.4 Cllr Page wished to state that the recent production of Aladdin was excellent. He found it thoroughly entertaining and all involved should be congratulated.

7.6 Cllr Page wished to clarify whether the PC needed a completely new website or whether the existing website could be changed to better suit the needs of the PC and public. He stated that if a redesign from scratch was required would it not be better to use an established company such as Wix or GoDaddy to do the job. Cllr Jarvis commented that he also felt that building a completely new website was not the Clerk's job and would be too much of a time commitment, time he did not believe the Clerk had in the remit of her current hours. Cllr J Hill strongly believed he was capable of teaching the Clerk to use and improve the current website and would be happy to spend that time with her. He stated that this route would take up significantly less time and also save time in the future. Cllr Fife Cook did not think using GoDaddy or similar was appropriate and the website needed to be started again. He also stated that the Clerk did have the time and that Ali Fife Cook could teach the Clerk how to build a website. At this point it was put to the Clerk who was happy to be taught by Cllr J Hill. The two will work together as a priority to improve the website and ensure ease of use.

10/01/2017/5 **Finance**

5.1 Review and approve the monthly Financial Report

All payments were authorised.

Decision Proposed Cllr Page, seconded Cllr Fife Cook, Cllr Jarvis was in favour. Cllrs G & J Hill abstained as a payment for travelling expenses was paid to Cllr G Hill.

Total provisional outgoings £943.71. Total income, nil.

Cllr Page raised a question regarding the Clerk's hours and holiday pay. It was decided this should be discussed in a Part 2 meeting next month.

5.2 **Review, approve and sign the precept form 2017/18**

The Financial Report was approved.

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

5.3 **Finance - Other**

Cllr Fife Cook reminded Cllrs that the PC should be publishing quarterly financial reports. The Clerk informed Cllrs that she had prepared a document to fulfil this need which would be circulated to Cllrs for their opinion before next month's meeting.

10/01/2017/6 **Correspondence**

6.1 **Update on previous correspondence**

6.1.a **Speeding on the A386**

The Clerk reported she had corresponded with Mr Phil Ferris and he had thanked the PC for listening.

6.1.b **Leaf litter**

The Clerk reported that information had been requested from Land Registry, she waits to hear.

6.1.c **Horndon Green Group**

Cllr Fife Cook reported that the notice was again present in the noticeboard at Horndon.

6.2 **Other previous correspondence**

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

Donation receipts

The Clerk received letters from both the Royal British Legion and Help for Heroes. They thanked the PC for their recent donations.

10/01/2017/7 **Reports from Councillors and outside organisations**

7.1 **Emergency Warden and Snow Warden**

Cllr J Hill reported the Lengthsman had invoiced £910 and forwarded the bill directly to Cllr Lane in Peter Tavy. The invoice will be settled through the TAP fund award. The Lengthsman also reported a number of drains in Horndon which remain blocked despite his efforts. Cllr J Hill asked the Clerk to report them to Highways. A list will be provided via email. Cllr J Hill had not had time to research an appropriate gritter.

Action Clerk to report blocked drains.

7.2 **Southern Parishes Link Committee representative**

Cllr G Hill reported that a meeting would not be held now until March. He believed approximately £23,000 was left in the TAP fund.

7.3 **Dartmoor National Park Authority representative**

There has been no meeting.

7.4 **Coronation Hall representative**

Cllr J Hill thanked all those who participated in Aladdin. The production was a success and enjoyed by many. He also reported that the committee had started to acquire quotes for the work to the heaters. A completed grant application form would be forwarded to the PC shortly.

7.5 **Police report**

The Clerk reported receiving an email from PCSO Chapple. It stated that he had been away from the office due to ill health for a time before Christmas and that his return was subject to light duties. Due to a back problem he would find it difficult to get out of the office. Cllr Page responded, questioning PCSO Chapple's ability to fulfil his role, stating that he should be replaced with an officer capable of being a visible presence in our community. Cllr Fife Cook suggested that perhaps a less frequent appearance by a more senior officer would be a better option.

Action Clerk to write to Sgt Anning, inviting him to attend a meeting.

7.6 **Webmaster**

The Clerk reported that the website is up to date.

7.7 **Reports from outside organisations**

There were no reports from outside organisations.

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10/01/2017/8 **Planning**

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

0653/16 – Homer Barn

A planning meeting was held on Tuesday 10 January 2017.

0667/16 – Bal Lane

A planning meeting was held on Tuesday 10 January 2017.

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

0610/16 – Wringworthy Farm

The Clerk received notification that this application has been granted conditional permission.

8.3 **Local Plan response**

Cllr Fife Cook stated that DNPA were asking for a response to a lot of issues. The new plan would effectively replace 3 existing plans. Cllr Fife Cook believed that given the restricted timescale and an inability to respond fully to all the points raised, the PC should not make any comment at this time. He stated the PC should wait until the next consultation period. Cllr Page stated that although he understood Cllr Fife Cook's point of view, there would always be some issues Cllrs felt were more important than others. A response limited to the most important issues should be put forward. A draft response including these issues had been formulated by the Clerk. The question was whether to send the existing document or not. Cllr G Hill wished to propose the comments were sent. However, Cllr Fife Cook stated the response did not coincide with the terms of the vote taken at the last meeting.

However, as Standing Orders were amended some time ago to allow for a decision to be changed, Cllrs progressed to decide which comments to leave in the document and which to remove. A consensus was reached and the Clerk was asked to amend the document.

Cllr J Hill proposed the comments be sent to DNPA subject to the agreed changes.

Proposed Cllr J Hill, seconded Cllr Page, Cllrs G Hill and Jarvis in favour. Cllr Fife Cook against stating he did not believe this was a good use of time or what DNPA were looking for.

Action Clerk to amend and circulate response prior to sending to DNPA.

8.4 **Finance – Other**

8.4.a **Base station**

The Clerk reported she had informed the applicant of the PC's decision to make no comment at this time.

8.4.b **Telephone box consultation**

The Clerk reported she had confirmed with BT that the telephone box on Church Road does not form part of the consultation, as it is listed. All listed telephone boxes automatically become available for adoption. However, they can only be adopted by a PC or Charity. If adopted the telephone itself would be removed. There is no plan to remove the telephone otherwise.

10/01/2017/9 **Cemetery**

9.1 **Report from Burial Clerk**

Cllr Jarvis informed the Council that he had send a letter to DNPA regarding Footpath 5. He awaits a response. The Burial Clerk reported that the approved letter to the owner of the field adjacent to the Cemetery, regarding removal of earth, had been mailed. She awaits a response.

10/01/2017/10 **Maintenance**

Cllr Fife Cook reported that Craig Gardiner had removed the majority of wire from the Cemetery fence. Until a response was received regarding the removal and re-siting of earth, the rest could not be taken down. Cllr Jarvis stated that the telephone box at the top of Bal Lane needed cleaning. Cllr Fife Cook asked the Clerk to enquire with BT when and how often they clean them. The Clerk had contacted Highways regarding the redundant 'Hotel' signs which previously directed people to Moorland Hall. As Moorland Hall ceased to run as a hotel some time ago, the Clerk requested permission to have the signs removed. Highways agreed to this. Cllr J Hill stated the 'Horndon' sign at the bottom of Buller's Hill, removed some time ago due to damage, had not yet been replaced. He asked the Clerk to report this to Highways.

Action Clerk to contact BT and Highways.

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10/01/2017/11 **Grants and Donations**

Grant application forms have been requested by the Coronation Hall and Victory Memorial Recreation Ground committees.

10/01/2017/12 **Other projects**

12.1 **Community Right to Bid**

The Clerk reported she had mailed the letter approved by Cllrs to WDBC. She awaits a response.

12.2 **Beating the Bounds**

Cllr Page requested the Clerk source detailed maps.

Action Clerk to contact WDBC and DNPA.

12.3 **Night Flight landing site**

The Clerk circulated information from Devon Air Ambulance prior to the meeting. The contact at Devon Air Ambulance would like a meeting and an opportunity to inspect the proposed site. Cllr Fife Cook stated he would raise the matter at the next Recreation Ground meeting as they would also need to agree.

12.4 **Japanese knotweed**

The Clerk reported she had sent via email the approved letter to neighbouring parishes. She waits to hear.

12.5 **Purchase of new dog waste bin**

The Clerk has requested information from WDBC regarding cost of waste removal for an additional bin plus access requirements. Cllr Fife Cook stated he believed a bin was required next to the telephone box in Horndon.

12.6 **Signs and parking at Mary Tavy and Brentor School – Highways**

The Clerk asked Cllrs whether, given the TAP application for a defibrillator and potentially a night landing site, it might be better to seek funding for the new roads signs elsewhere. It was understood the locality fund run by the County Councillor was still available. Cllrs agreed spreading the requests for funding would be sensible. The Clerk had received a telephone call from Highways informing the PC that the SCARF meeting due to be held before Christmas to discuss the change in central line of the A386 had been cancelled. She will be informed when a new date had been set. Following the SCARF meeting the information will be made public and a meeting between Highways and PC can be set.

12.7 **Reading Rooms**

At last month's meeting Cllr Page provided a humidity reader which recorded a humidity in the room used by the PC of 79%. It was felt by all that this was unacceptable. The Clerk informed Cllrs that she had recently received an email from the Trustees but had not had time to investigate the matter it raised. She would forward the email to all Cllrs without delay. Cllrs decided to wait to see the email before discussing any further.

Action Clerk to forward email.

12.8 **Defibrillators**

As the Clerk progresses through the TAP application process she wished to have consensus of the final question. 'Who will pay for ongoing costs and maintenance?' Cllrs agreed the PC would have responsibility for maintaining and paying for any upkeep required.

10/01/2017/13 **Communication with Parishioners**

Cllr Fife Cook reported that the Jubilee Newsletter was due out at the end of January. Cllr Jarvis will write a submission for this and the Blackdown News. Cllr Fife Cook also suggested a press release be drafted, informing Parishioners of the PC intention to drop the precept by another 2.5%. April 18th was suggested for the Annual Parish Meeting.

10/01/2017/14 **Councillor & Clerk matters**

There was nothing to discuss under this item.

10/01/2017/15 **Other matters for discussion**

15.1 **Minutes**

Cllr Jarvis at the Clerks request, put to the Council the idea that meetings ought to be recorded. He believed this would assist the Clerk in writing accurate minutes and may reduce the time spent on them. Cllr G Hill believed this to be a very good idea and added that all Commoners meetings were recorded for exactly this reason. Cllr J Hill informed the Council that he had a device which would do the job and he was willing to loan it to the PC in order to trial the suggestion. Cllr Fife Cook stated that members of the public would have to be informed before the meeting started. He also believed that once the minutes had been approved and signed the recording should be deleted.

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10/01/2017/16 **Next meeting**

- 16.1 **Items to be brought forward for inclusion on the next agenda**
Annual Parish Meeting.
- 16.2 **Date of next meeting**
The date was confirmed as 14 February 2017, 7.30pm, Reading Rooms.

*There being no further business the Meeting closed at 10.05pm.
Minutes prepared by Mrs Kerri Higham, Clerk to Mary Tavy Parish Council.*

Signed: Cllr P Jarvis
Chair of the Parish Council _____

Date _____

DRAFT