

## Minutes of the Parish Council Meeting

<b>Date</b>	10 October 2017
<b>Location</b>	Reading Rooms, Mary Tavy
<b>Those present</b>	Cllr M Fife Cook, Cllr G. Hill, Cllr J Hill (Chair), Cllr P Jarvis, Cllr R Page and Cllr G Ross (6)
<b>Others present</b>	Mrs K Higham (Clerk), plus seven members of the public.

## Proceedings

### Parishioners' Time -

Mrs Jarvis attended the meeting to inform Cllrs, as a courtesy, that she would be laying a personal tribute on the War Memorial as she did last year. Last year Mrs Jarvis laid her tribute as part of the main ceremony and would like to do the same again but if Cllrs chose not to allow this she would place the tribute once the congregation had dispersed. Cllr Page stated that the PC had agreed the procedure for Remembrance Sunday would remain largely the same as last year and saw no reason why Mrs Jarvis' tribute should not be included as part of the official service. Cllrs agreed.

John Bright attended the meeting to update the PC on the activities of the allotment association. Provisional approval had been received from the Trustees of the Recreation Ground. Mr Bright received an email from Joanna Albon, Trustee, informing him that the next step would be to have the soil tested. Mr Bright was concerned not all information is being shared correctly between the Allotment Association, Recreation Ground and Parish Council as this information did not appear in the minutes of the September PC meeting. Cllr G Hill stated it was important everybody was clear about the direction this project was taking and a meeting between the Recreation Ground and Allotment Association should be the next step. Mr Bright stated that he hoped the allotment holders would be digging in the spring. Cllr Fife Cook felt Mr Bright was getting ahead of himself as planning permission would be required for change of use of the land as well as the fence and any structures such as sheds. Mr Bright stated he had already received information to the contrary and would forward it to the Clerk.

Mrs Pearl Duke attended the meeting as she had handed two petitions to the Clerk prior to the meeting both asking the PC to review the Cemetery Rules and Regulation. The first petition had been started online by Angelina Lupo via Facebook. A letter from Ms Lupo accompanied the petition. Cllr J Hill stated that as the content of the petition was so offensive, containing language not suitable for public consumption it would not be taken into consideration. Instead the focus would be on the approximately 200 signatures of residents of Mary Tavy Mrs Duke had herself collected and the three issues she had specifically stated on the petition.

The meeting was attended by another lady who wished to inform the PC that artificial flowers which she had placed on two grave spaces in the Cemetery had been taken, she believed by the PC. Cllr G Hill informed her that the PC did not prohibit the use of artificial flowers and visitors were welcome to place them on graves.

All present were informed their issues would be discussed in full throughout the meeting.

# Mary Tavy Parish Council

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**The Chairman declared the meeting open at 7.30pm.**

10/10/2017/1 **Apologies for absence**  
There were no apologies

10/10/2017/2 **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.

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

3.1 **Council meeting, 12 September 2017**

The minutes were approved.

*Decision* Proposed Cllr Page, seconded Cllr Ross, all in favour.

10/10/2017/4 **Matters arising**  
There was nothing to discuss under this item.

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

5.1 **Review and approve the monthly Financial Report including payments**

Cllr Fife Cook asked that the invoice from the contractor be split and separate payments for general and Cemetery maintenance be paid and reflected on the financial statement. The Clerk confirmed she would do this from next month onwards. All payments were approved.

*Decision* Proposed Cllr Page, seconded, Cllr G Ross, all in favour.

Total income including bank interest, Cemetery income and precept £7,501.83.

Total outgoings including Clerk's wages and expenses, Burial Clerk wages, grounds maintenance, training, advertising and green waste collection £1,452.38.

5.2 **Review and approve the half yearly financial report**

Cllr Fife Cook had questions regarding the document. He asked to be reminded what 'Other' meant under Parish income. The Clerk stated it was to cover any other income but most likely a VAT return. Cllr Fife Cook questioned whether the Clerk had apportioned the contractor's time accurately as the parish had spent two thirds of its maintenance budget but the Cemetery had only spent around half of its budget. If the figures were accurate was the budgeted amount sufficient? The Clerk confirmed the figures were taken from the contractor's invoices and were accurate. Cllr Fife Cook asked if the overspend on stationery/postage was due to Beating the Bounds. The Clerk confirmed it was due to Beating the Bounds. Cllr Fife Cook asked why there wasn't any VAT reclaimable under stationery. The Clerk stated that VAT is only reclaimable if the PC pay directly for the items. As items are paid for out of the Clerk's own funds then reclaimed through expenses the PC cannot reclaim the VAT. Cllr Fife Cook went on to state that almost the entire budget for Burial Clerk's wages had been spent. He understood this had been an exceptional year in terms of workload and that the Cemetery income was up. Perhaps a note should be added to the document to explain this. Cllr Fife Cook added that £50 was still set aside to pay for water in the Churchyard and wanted to know if it still needed to be there given that the Church has chosen to turn off the water. The Clerk asked that Cllr Fife Cook email his queries in order that she can fully consider them. As a Finance Committee meeting was due to be set, all these items could be discussed then. The document was approved subject to review of these items.

*Decision* Proposed Cllr Fife Cook, seconded Cllr Ross, all in favour.

*Action* Clerk to review Cllr Fife Cook's queries.

5.3 **Set date for Finance Committee meeting**

Cllr Page asked that the meeting be held in the evening on either a Wednesday, Thursday or Friday. The Clerk suggested she circulate a number of possible dates with an aim of holding the meeting at the beginning of November.

5.4 **Risk register**

Cllrs agreed to adopt the Risk register.

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

10/10/2017/6 **Review Employment policies**

Cllrs agreed the policies do not need to be changed.

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

10/10/2017/7 **Correspondence**

7.1 **Update on previous correspondence**

7.1.a **Horndon noticeboard**

The Clerk stated she intended to print and laminate a copy of the notice of intent to adopt the land and take it to the noticeboard herself. She had not been able to complete this task but will ensure it is done before the next meeting.

## 7.2 Receive any recent correspondence or messages passed to the Parish Council

### 7.2.a Horndon – Dog waste bin

Mrs Corrie Grice wrote again to the PC reference the new dog waste bin in Horndon. She asked the PC to reconsider the position of the bin. She and others she had spoken to in Horndon felt the size and colour made it stand out in a way which was not particularly welcome. Cllrs agreed to move the dog waste bin to the other side of the telephone box and set it further in from the road in order to make it less obtrusive.

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

### 7.2.b Rural gateway

*Cllr Fife Cook declared an interest in this item.*

The Clerk received via email a letter to the PC from the Jubilee Group. The Jubilee Group informed the PC that an opportunity to apply to the Dartmoor Communities fund had arisen and the idea of a 'Rural gateway' seemed to fit the criteria. An application for £2,500 to help fund the project has been made. The Jubilee Group asked that the PC give the project their support. All Cllrs agreed this is a worthwhile project.

### 7.2.c Land drain at Horndon

The Clerk was contacted by telephone by a resident of Horndon who reported issues of flooding around Zoar Cottages. He stated the land drain was blocked and asked that the PC assist in clearing it. The Clerk assured the caller the issue would be looked into and immediately contacted Cllr J Hill. Cllr J Hill has spoken to the resident and will investigate the problem. The lengthsman may be employed to clear the drain.

### 7.2.d Petition, letter from Mrs Pearl Duke

Mrs Duke wrote to the PC asking for a full explanation of why her application for an inscription was turned down, she also presented a petition to the PC.

The petition requested the Parish Council review the current Rules & Regulations of Mary Tavy Cemetery and was passed to the Clerk on Thursday 5<sup>th</sup> October. The petition requested three things specifically.

1. – That the rule regarding wording of gravestones be relaxed to allow up to 36 words of the families choosing.
2. – To allow a photograph on the headstone of the deceased if that is what the family would like.
3. – More flexibility regarding flowers and pots.

Cllr Page stated he believed the rules had been set by the Diocese of Exeter and he now understands that they are set by the Parish Council. Cllrs stated this was correct, Cllr Jarvis stated that he had been very clear on the matter. In 2002 when the rules were drawn up, the advice of the then Rector of Mary Tavy was consulted and his advice was to look carefully at the rules used by the Diocese of Exeter. The wording from their rules was used on key issues as they were considered good practice. The current rule regarding inscriptions did not restrict the number of words and at a recent review of the rules more flexibility had already been given to allow additional floral tributes and therefore containers at Christmas, on birthdays and anniversaries. Cllr Page stated that moving forward it was important to keep with the times and perhaps it was time to consider the rules again. Cllr G Hill stated that although he understood that families wished to do their best for their lost loved one the rules were required to avoid competition. Cllr Fife Cook stated that as a large number of Parishioners had signed the petition it was important to look at all the Rules and Regulations again to ensure the PC were doing the right thing, as presently there is no uniformity within the Cemetery in terms of grave spaces, headstone and text colours it was very difficult to enforce rules which have never really been enforced. Cllr Fife Cook felt that the PC needed an in depth discussion to establish whether changes needed to be made. Cllr J Hill stated that he felt the PC had been flexible regarding the rules in Mrs Duke's case as she had chosen her own grave space, had been allowed a stone of a different colour to any other stone in the Cemetery and attempts had been made to negotiate and find compromise where the wording on the headstone was concerned. The Parish Council had voted twice on the subject of Mrs Duke's inscription and had voted unanimously on a variation of the inscription. Mrs Duke was not satisfied and has since requested another set of words which differ again to any of the formerly proposed version. Cllr Fife Cook stated he believed the unanimous vote taken was correct based on the current Rules and Regulations, however it was clear a number of Parishioners wanted the Parish Council to look again in depth to ensure the rules are reflective of the current climate. The least the Parish Council could do was look again in a separate meeting at each rule in turn. Cllr G

Hill asked the Clerk to read aloud the inscription which was unanimously agreed followed by the original inscription requested. Cllr J Hill then asked the PC whether they wanted a separate meeting to discuss the rules. Cllr Fife Cook proposed that such a meeting took place, Cllr Page seconded however the motion was not supported. Cllr Fife Cook urged Cllrs to reconsider as he was not suggesting a meeting purely to discuss the case of Mrs Duke but to discuss all the rules in turn and look carefully at each one. Cllr Jarvis agreed as a Council they should do the right thing. They should sit down as a Cemetery Committee and discuss the matter. The interpretation of some of the rules needed to be clarified. A Cemetery Committee meeting was proposed again.

*Decision*  
*Action*

Proposed Cllr Fife Cook, seconded Cllr Page, all in favour.  
Clerk to circulate possible dates and times for this meeting.

10/10/2017/8

## **Reports from Councillors and outside organisations**

### **8.1 Emergency Warden and Snow Warden**

*Cllr Page declared an interest in this item.*

Cllr J Hill reiterated that he had been called out six times this year to deal with flooding issues on Brentor Road. A meeting between himself, Cllr Page representing the land owners and Gemma Cater, Flood Officer from Devon County Council was held recently. Gemma Cater enquired if anybody had ever contacted DCC about the flooding in this area but nobody had. This is likely because Cllr J Hill deals with the issues himself. Gemma Cater agreed to send letters to those properties and land owners in question explaining their responsibilities. Cllr Page stated that in future fire breaks on the Common should be made horizontally to help stop water from flowing too quickly and overwhelming the leat system.

### **8.2 Southern Parishes Link Committee representative**

Cllr G Hill reported a meeting had been held in Tavistock on Thursday 5<sup>th</sup> October. West Devon and South Hams Councils will be combined and the number of Borough Cllrs will be reduced by 10 as a result. Further funding of £1200 was granted to Mary Tavy under the combined application between several Parishes for a Lengthsman. Cllr G Hill stated that around £35,000 was still available from the TAP fund.

### **8.3 Dartmoor National Park Authority representative**

There has been no meeting.

### **8.4 Coronation Hall representative**

Cllr Ross reported that the new heaters and thermostat have been installed in the main hall. Thank you to the PC for assisting with the cost. Volunteers are needed to help repaint. A 'Friends of the Coronation Hall' has been set up to try and engage with volunteers. He asked that the PC also place something on their website to help with this. Cllr J Hill has made the posters for the pantomime, rehearsals for which are underway.

### **8.5 Police report**

The Clerk reported she had spoken to PCSO Chapple. No crimes have been reported in Mary Tavy in the last month. He is now on leave for a fortnight.

### **8.6 Webmaster**

Cllr J Hill stated he would add something in regard to 'Friends of the Coronation Hall'.

### **8.7 Mary Tavy Victory Memorial Recreation Ground**

Cllr G Hill reported a meeting between Trustees, Cllrs, DAAT and MAT electrical had taken place and a date set for installation of the lighting column for the night landing site had been set. The work will take place on Tuesday 17<sup>th</sup> October.

### **8.8 Reports from outside organisations**

Jubilee Group/Recreation Ground – Cllr Fife Cook reported that Bonfire Night will take place on Sunday 5<sup>th</sup> November. Volunteers are required to help make this event successful and anyone willing to help in any way should contact the Jubilee Group.

10/10/2017/9

## **Planning**

### **9.1 Notification of new planning applications from DNPA**

The Clerk received the following notifications of new planning applications.

0457/17 – South Warne Farmhouse, Mary Tavy.

A planning meeting was held on Tuesday 10<sup>th</sup> October 2017.

### **Tree works**

17/0063 – Proposed tree works, St Mary Church.  
Sycamore – Fell

Lime – Crown lift to 3m

9.2

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

The Clerk received the following decisions.

0363/17 - Lighting column for Air Ambulance, Recreation Ground, Mary Tavy.

0398/17 – Wringworthy Farm, Mary Tavy.

0390/17 – Wringworthy Farm, Mary Tavy

9.3 These applications were granted conditional permission.

## **Local Plan**

Nothing further has been received from Dartmoor National Park Authority regarding the

9.4 Local Plan at this time.

## **Blackdown Garage**

In response to the queries raised at the last meeting by Mr Paul Williams the Clerk reported she had contacted DNPA to discuss the lack of activity on the site. The delay was due to a contaminated land consultation and the need to agree on a strategy for moving forward. In order to rid the land of Japanese knotweed and other contaminants the developer was required to dig down at least three metres which would unearth the roots of the remaining trees causing them significant damage and possibly result in the death of the trees. It had been decided that the remaining trees should be felled before the work to clear the land begun. The possibility of land being loaned back to the community for use as a footpath was also discussed but as work has now resumed priority is the safety of the site.

10/10/2017/10

10.1 **Cemetery**

## **Report from Burial Clerk**

The Burial Clerk reported there had been no burials, requests for inscriptions or interments since the last meeting. She also reported having received numerous nuisance phone calls, one threatening voice mail left on her answer machine regarding what the caller claimed was a missing pot, investigation into which proved the pot in question had not been moved. This message was inadvertently heard by the Clerk's young children. Also the discovery of a pot in the Cemetery which had been inscribed with words of a threatening nature. All of these occurrences had been reported to the Police, however the Burial Clerk explained that she had asked the Police to take no further action at the present time. Cllr Fife Cook stated that threats to staff of the PC would not be tolerated. Cllr Page suggested that perhaps another telephone line or mobile telephone was required which could only be accessed by the Clerk. Cllr Page suggested Cllr J Hill look into these possibilities. Cllr Fife Cook suggested a budget of £100 to complete this task.

*Decision*

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

## **Procedure for issuing Cemetery Rules & Regulations**

Cllr Jarvis stated a letter to accompany the Rules and Regulations had been drawn up and circulated to all Cllrs prior to the meeting. Applicants for Exclusive Rights of Burial must now sign to say they have received, read, understood and agree to abide by the Rules and Regulations of Mary Tavy Cemetery both now and in the future.

Cllr Fife Cook stated that he had visited the Cemetery and although the Rules and Regulations were on display in the noticeboard the condensation made them difficult to read. Cllr Ross suggested he drill some ventilation holes in the side.

10.3

## **Removal of green waste**

The Clerk reported she had contacted WDBC regarding the removal of green waste from the Cemetery. The cost would be £40 for the year and she would need to take the cheque to WDBC and complete the form.

10/10/2017/11

11.1 **Maintenance**

## **Noticeboard**

Cllr Jarvis suggested as Brentor PC have recently been granted funding to replace their noticeboards perhaps the PC should enquire whether they would be willing to donate their old boards to Mary Tavy provided they were in a salvageable condition.

*Action*

10/10/2017/12

Clerk to write to Brentor PC Clerk.

12.1 **Grants and Donations**

## **Coronation Hall.**

Cllr J Hill reported that the new heating system in the main hall had been installed and was fully functioning.

# Mary Tavy Parish Council

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10/10/2017/13

## 13.1 Projects

### **Mary Tavy Community Landing Site**

A meeting with Toby Russell from Devon Air Ambulance Trust and Tim Smith from MAT electricals was held on Monday 2<sup>nd</sup> October. The site was visited and the source of electricity inspected. A date for the work to install the light column was agreed and will take place on Tuesday 17<sup>th</sup> October.

13.2

### **Japanese knotweed**

The Clerk stated the contractor was dealing with occurrences of the plant as he found them. Cllr Fife Cook suggested a notice be placed in the noticeboard asking residents to report occurrences inside the boundary of their property or the surrounding area to the Clerk. It was also suggested Cllr Jarvis request the same in his upcoming articles in both the Blackdown and Jubilee newsletters.

13.3

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

The Clerk reported she had not heard anything further from John Doswell regarding issues raised at a recent meeting. The Clerk stated she would contact Mr Doswell and request an update as soon as possible.

13.4

### **Allotments**

Cllr Fife Cook felt it was premature for the Allotment Association to be considering the cost or how to fund the project. A number of things needed to be done first in his opinion including applying for change of use of the land and seeking agreement from Sport England. Cllr J Hill asked the Clerk to investigate the situation and circulate information to all Cllrs.

*Action*

13.5 Clerk to investigate planning requirements and circulate to all Cllrs.

### **Remembrance Sunday**

The Clerk confirmed the list of War dead and a copy of the Order of Service had been forwarded to the Chair. The wreath was due to arrive at the end of the week.

13.6

### **Christmas tree festival**

The Clerk confirmed she had spoken with Mrs Sylvia Baish and the 4<sup>th</sup> St Mary's Christmas tree festival will be held between Thursday 30<sup>th</sup> November and Sunday 3<sup>rd</sup> December.

10/10/2017/14

### **Clerk and Cllr matters**

Cllr Ross reported he had attended training in Exeter on Neighbourhood planning. He had found it helpful and informative.

10/10/2017/15

### **Communication with Parishioners**

Cllr Page stated he had found the Jubilee newsletter informative and interesting. Cllr J Hill stated he felt the piece regarding the Cemetery, directing readers to the online petition ill-considered given the abusive content of the comments on Facebook. He also felt that the editor could have given the PC prior warning of the article it intended to print. Cllr Fife Cook declared an interest but stated his wife, the editor of the newsletter, has full editorial control.

10/10/2017/16

### **Other matters for discussion**

Cllr J Hill stated the hedges on Warne Lane had been trimmed and the ditches would be cleared in due course.

10/10/2017/17

## 17.1 Next meeting

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

17.2

### **Date of next meeting**

**The date was confirmed as 14 November, 7.30pm, Reading Rooms.**

*This meeting was recorded to assist in writing accurate minutes.*

*There being no further business the Meeting closed at 10.15pm.*

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

**Signed: Cllr J Hill**

**Chair of the Parish Council** \_\_\_\_\_

*Date* \_\_\_\_\_

DRAFT