

Minutes of the Parish Council Meeting

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| Date | 11 April 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 three members of the public. |

Proceedings

Parishioners' Time Mr Hortop owner of Field Cottage attended the meeting to voice his concerns over the proposed Community Landing Site. He had received information about the proposal from the Parish Council. His concern was that the location of the light column may obstruct the view from his property. Councillors believed the light column would be less intrusive than Mr Hortop thought due to the position in relation to the tree line. Councillors also assured him he would be kept informed as the project progressed.

The Chairman declared the meeting open at 7.30pm.

11/04/2017/1 **Apologies for absence**

Cllr G Hill apologised as he left the meeting early at 10pm.

11/04/2017/2 **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.

11/04/2017/3 **Approval of Meeting Minutes**

3.1 Council meeting, 14 March 2017

The minutes were approved.

Decision Proposed Cllr Page, seconded Cllr G Hill, all those present at this meeting were in favour.

3.2 Part 2, 14 February 2017

The minutes were approved.

Decision Proposed Cllr J Hill, seconded Cllr Page, all those present at this meeting were in favour.

3.3 Extraordinary meeting, 21 February 2017

The minutes were approved

Decision Proposed Cllr J Hill, seconded Cllr Page, all those present at this meeting were in favour.

11/04/2017/4 **Matters arising**

There was nothing to discuss under this item.

11/04/2017/5 **Finance**

5.1 Review and approve the monthly Financial Report

A decision whether the Clerk should carry over 6.85 hours of annual leave into the new financial year needed to be made as taking them would mean the Clerk had worked approximately 16 hours overtime in March.

Cllr Page proposed allowing the Clerk to take the leave in her March claim as this would mean the new financial year would start afresh.

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

All payments were authorised.

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

Total provisional outgoings £2,779.78. This included Clerk's wages and expenses, the purchase of a Public Access Defibrillator (for which £1,249 has been awarded by the Town and Parish fund), grounds maintenance, advert in the Jubilee Newsletter and hire of the Reading Rooms for the year 2016/17. Total income, nil.

5.1.a Burial Clerk holiday entitlement

Prior to the meeting the Clerk had made enquiries with Cllr Fife Cook regarding leave pertaining to the role of Burial Clerk. Cllr Fife Cook believed the Clerk was entitled to additional leave and supplied the Clerk with the relevant information. The Clerk having studied her job description and contract did not think she was owed anything further and her understanding was that Burial Clerk was another duty within the job of Clerk. She suggested the contract be changed from 36 hours per month plus 3 additional hours

as Burial Clerk to simply state 39 hours per month. Cllr Page proposed the Clerk make the change and circulate to Cllrs for approval.

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

5.2 **Format of the Clerk's timesheet**

The Clerk circulated prior to the meeting a simplified timesheet for the month of March. Cllr Fife Cook had some questions which included, 'had any of the time been spent working on the website?' as a grant was awarded last year to help the Clerk become more proficient in website use. Therefore time needed to be listed separately. The Clerk agreed to do this in future. He also had concerns about the number of hours listed as 'General admin'. He would prefer to see more detail about what the Clerk had been doing. The Clerk responded by stating that doing this would lead back to the situation they were trying to move away from. Cllr G Hill proposed accepting the format of the timesheet provided.

Decision Proposed Cllr G Hill, seconded Cllr Page, Cllrs J Hill, Jarvis and Ross were in favour. Cllr Fife Cook against.

11/04/2017/6 **Correspondence**

6.1 **Update on previous correspondence**

6.1.a **WDBC Locality Officer**

The Clerk reported that she was still unable to make contact with the Locality Officer despite sending further emails. She had requested they outline their role and responsibilities.

6.1.b **Trees on the A386**

The Clerk reported she had received an email from DCC Highways informing her that an inspection of the trees had taken place and they did not feel they posed any danger. Therefore no action will be taken at this time. This information was forwarded to Mr White the original complainant who responded by thanking the Parish Council and Clerk for their efforts.

6.1.c **Sheep in the Churchyard**

WDBC sent the Clerk a copy of a letter destined for the owner of land adjacent to the Churchyard. The letter was as a result of reports that sheep were in the Churchyard.

6.2 **Other previous correspondence**

Receive any recent correspondence or messages passed to the Parish Council

6.2.a **Prince Arthur House**

The new occupants of Prince Arthur House had contacted Cllr Fife Cook in order to discuss a possible planning application. They wished to know whether they were in a conservation area.

6.2.b **Co-option of Cllrs**

Cllr Ross reported that he had spoken to a gentleman who was interested in joining the Parish Council. He had hoped the gentleman would attend this meeting but unfortunately he did not. Cllr Ross will attempt to speak to him again.

6.2.c **Break in on The Oaks**

Cllr Jarvis had spoken to the owner of the property which suffered a break in recently. They informed Cllr Jarvis that the offenders had in fact smashed their way in and not gained entry through an unlocked door as previously thought. The perpetrators have been arrested and one awaits a court date. He wished to reiterate the importance of personal security and the need to report suspicious activity to the Police.

6.2.c **Japanese knotweed**

Cllr Ross emailed the Clerk earlier in the month as he had been informed by a Parishioner of an outbreak of Japanese knotweed on Warne Lane. The position has been noted and will be added to the overall map.

11/04/2017/7 **Reports from Councillors and outside organisations**

7.1 **Emergency Warden and Snow Warden**

As requested the Clerk had enquired with WDBC Environment Services whether they could assist with flooding issues on Brentor Road. They have asked for specific evidence including photographs of any known issues. Cllr J Hill reported that he had begun to gather the necessary evidence and would be including a letter detailing the problems faced. The idea of a grit spreader for a quad bike is still being looked into. Cllr J Hill now needs to know whether WDBC would provide the salt/grit and for how long. The Emergency Plan needs to be reviewed and Cllr J Hill asked that Cllrs consider this in the coming year.

Action Clerk to look into the provision of salt/grit.

7.2 Southern Parishes Link Committee representative

Cllr Jarvis and the Clerk attended the meeting in March. Cllr Jarvis reported that Mary Tavy had been awarded the full amount requested from the TAP fund for the Public Access Defibrillator. The majority of the amount requested from the TAP fund had been awarded for the Community Landing Site. Inspector Mark Sloman attended the meeting to answer questions. He confirmed 150 new police officers will be employed and the role of PCSO's in the County will reduce by approximately 50%.

7.3 Dartmoor National Park Authority representative

There has been no meeting.

7.4 Coronation Hall representative

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

7.5 Police report

PCSO Chapple is no longer able to attend the Annual Parish Meeting due to other commitments.

7.6 Webmaster

The Clerk reported that she continues to learn through use of the website but still has a way to go. The home page now advertises the Annual Parish Meeting but needs to be updated to reflect current projects such as the Community Landing Site. The first set of 'minutes by email' had been sent successfully.

7.7 Mary Tavy Victory Memorial Recreation Ground

Cllr G Hill reported that the new picnic bench had met with approval and it was hoped a further four could be purchased. A grant application had been made to the PC to assist in this purchase. The Trustees had agreed to the Community Landing Site being situated on the Recreation Ground and permission had been given to lay the cable.

7.8 Reports from outside organisations

There were no other reports.

11/04/2017/8 Planning

8.1 Notification of new planning applications from DNPA

The Clerk received the following new planning applications.

8.2 0143/17 – Longford, Grendon.

0157/17 – Westhill, Brentor Road

0147/17 – Land adjacent to farm buildings, Lower Creason Farm

These applications were discussed at a meeting of the Planning Committee on Tuesday 11th April 2017.

Tree Works

The Clerk received the following applications for trees works.

17/0023 – No. 8 Warren Road

17/0029 – No. 8 Warren Road

Decision The Tree Warden has passed 'No comment' to DNPA.

8.3 Notification of decisions on previous applications received from DNPA

0236/16 – Furzemans Farm

The Clerk received notification that this application has been refused permission.

11/04/2017/9 Cemetery

9.1 Report from Burial Clerk

The Burial Clerk reported that one double plot had been sold followed by an immediate interment since the last meeting. She had visited the Cemetery prior to the funeral in order to ensure the rubbish was taken away and the Cemetery was generally tidy. It was her opinion that a mechanical digger would be required to move the earth away from the fence line in order that work on the fence could be finished. She suggested a site visit followed by a meeting of the Cemetery Committee to assess the extent of the work and discuss the way to move forward as several issues regarding the Cemetery needed to be discussed. Cllrs agreed and a meeting date will be arranged in the near future.

Action Clerk to organise a Cemetery Committee site visit and meeting.

11/04/2017/10 Maintenance

Cllr Fife Cook reported that Craig had applied weed killer to the War Memorial. Cllr Fife Cook reminded the PC of the small group who recently came to the PC regarding the

traffic on the A386. He stated that the Jubilee Group had provided them with information but the group itself has not been heard from recently. An idea which came from talks with the group was the possibility of something to mark the entrance and exit to the village. He asked Cllrs if they had any ideas. The general consensus was that they needed to use Mary Tavy's mining heritage as a focus. The Clerk mentioned that the entrance and exit to St Day in Cornwall is marked by replica mining carts used as planters for floral displays. Cllrs asked the Clerk to conduct some research.

Cllr J Hill declared an interest.

Cllr J Hill asked Cllrs if they thought it would be appropriate for the PC to fund the application of weed killer around the Coronation Hall. He suggested asking Craig Gardner to do the work. Cllr Fife Cook proposed the PC approve this request.

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

Action Clerk to research possibilities for focus points to mark the entrance and exit to the village.

11/04/2017/11

Grants and Donations

Cllrs G Hill, J Hill and Fife Cook declared an interest.

Prior to this meeting the Clerk received a grant application form and all supporting documentation from the Trustees of the Recreation Ground. The request was for £450. 50% of the cost of four new picnic benches. Cllr Fife Cook suggested the PC purchase the items in order that the PC can reclaim the VAT. The Clerk asked that she check this option is appropriate and available to the PC. Councillors agreed. Cllr Page proposed the PC support the application and grant the full amount requested.

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

11/04/2017/12

Recycling services

Prior to the meeting the Clerk circulated a link to DCC's website which took Cllrs to a page containing all the information requested. The information included a scale of charges and definitions of types of vehicle considered to be personal or commercial. The question remains, as to why this information isn't readily available at the Recycling Centre. As local elections are about to take place there would be little point in writing to the County Councillor. Cllrs decided to wait until after the local elections to decide whether any action could be taken

11/04/2017/13

Other projects

13.1 Beating the Bounds

Cllr Page had with him the letter he intends to send to landowners, which he read aloud for the benefit of all present. Since the last meeting the Clerk has spoken with Mr Paul Brookes, organiser of the Lydford Beating the Bounds. He has agreed to meet with Cllr Page immediately before the Annual Parish Meeting.

13.2 Night Flight landing site

The Clerk reported that at the recent SPLC meeting Mary Tavy were awarded £2,109 towards the cost of the Community Landing Site. As £2,750 was originally requested this leaves a shortfall. The Clerk suggested that after the AGM in May when a Chair to the Finance Committee would be voted in a Committee meeting be arranged. The specification and design statement had been received from Devon Air Ambulance and once an exact position was established a planning application could be made.

Action Clerk to apply for planning permission.

13.3 Japanese knotweed

Cllr Fife Cook reported that Craig had been put in touch with the volunteer who has been mapping the occurrences but has heard nothing further. He will chase Craig for an update.

13.4 Purchase of new dog waste bin

The Clerk stated she had conducted research and compostable dog waste bins were available but relied upon people using biodegradable bags. Cllr Fife Cook stated that although these bins sound like a good idea the use of an incorrect bag would cause a problem. The bin may need to be dug out in order to remove non-biodegradable items which would be costly and time consuming. A bin designed specifically for dog waste would be the better choice. One was definitely needed next to the telephone box in Horndon as most reports of dog fouling are in this area. Councillors were in agreement and asked the Clerk to circulate some options prior to the next meeting.

Action Clerk to circulate options.

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

The Clerk reported that despite sending several emails to Steve Brockman he still had not replied. As the reorganisation at Highways is taking place she felt it would now be better to attempt to contact Mr Brockman's replacement John Doswell.

Action Clerk to contact John Doswell to discuss road safety issues.

Mary Tavy Parish Council

13.6 Reading Rooms

The Clerk confirmed she had written to the Trustees. They had acknowledged the letter and stated they would discuss it at their next meeting. She waits to hear.

13.7 Defibrillators

The Clerk reported the application to the Town and Parishes fund for £1,249 had been successful. Once payment had been made the unit would be arrive by next day delivery. Quotations for fitting the unit had been sought and an electrician chosen. The quote for the work was approximately £95. The electrician believed he could have the work done within a fortnight.

13.8 Annual Parish Meeting

Councillors were asked if they were happy with the presentation of finances. Cllr Fife Cook had some concerns over the bottom line. The majority of Cllrs were happy that the profit was shown as the reasons for it are easily explained. Cllr Fife Cook asked questions of the asset register. The Clerk stated she would double check the insurance policy to ensure values were correct. 'Provisions' still needed to be added to the Financial Report. Cllr J Hill suggested Parishioners were asked if they had any land available which could be used as a Cemetery. The Clerk suggested asking those who attend what they would like to see money spent on.

11/04/2017/14 Communication with Parishioners

The Clerk asked Cllrs to consider using social media as a way to communicate with Parishioners.

11/04/2017/15 Councillor & Clerk matters

There was nothing to discuss under this item.

11/04/2017/16 Other matters for discussion

There was nothing to discuss under this item.

11/04/2017/17 Next meeting

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

Blackdown Garage

17.2 Date of next meeting

The date was confirmed as 9 May 2017, 7.30pm, Reading Rooms.

This meeting was recorded to assist in writing accurate minutes.

There being no further business the Meeting closed at 10.52pm.

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

Signed: Cllr P Jarvis

Chair of the Parish Council _____

Date _____