

Minutes of the Parish Council Meeting

Date	11 July 2017
Location	Reading Rooms, Mary Tavy
Those present	Cllr M Fife Cook, Cllr G. Hill, Cllr J Hill (Chair), Cllr P Jarvis and Cllr R Page (5)
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 update the Council on his progress regarding allotments. He submitted to the Parish Council thirteen signed letters from residents of Mary Tavy who wished to take up an allotment should they become available. The Parish Council accepted the letters and agreed to assist should the group require it. The next step in Mr Bright's opinion is to hold a meeting and organise those wishing to be involved into a committee whilst searching for an appropriate piece of land.

The Chairman declared the meeting open at 7.30pm.

- 11/07/2017/1 **Apologies for absence**
Cllr Graham Ross sent his apologies via email prior to the meeting.
- 11/07/2017/2 **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.
- 11/07/2017/3 **Approval of Meeting Minutes**
- 3.1 **Council meeting, 13 June 2017**
The minutes were approved.
Decision Proposed Cllr G Hill, seconded Cllr Page, all in favour.
- 3.2 **Planning meeting, 13 June 2017**
The minutes were approved
Decision Proposed Cllr Page, seconded Cllr J Hill, all present at the meeting were in favour.
- 3.3 **Finance Committee meeting, 6 June 2017**
The minutes were approved.
Decision Proposed Cllr Fife Cook, seconded Cllr J Hill, all in favour.
- 3.4 **Cemetery Committee meeting, 6 June 2017**
The minutes were approved.
Decision Proposed Cllr Jarvis, seconded Cllr Page, all in favour.
- 11/07/2017/4 **Matters arising**
There was nothing to discuss under this item.
- 11/07/2017/5 **Formally adopt the practice of recording meetings**
Proposed Cllr J Hill, seconded Cllr Page, all in favour.
Cllr J Hill stated he would donate the recording device provided it remained in the possession of the Parish Council.
- 11/07/2017/6 **Finance**
- 6.1 **Review and approve the monthly Financial Report including payments**
The financial report and all payments were approved.
- 6.1a Proposed Cllr Page, seconded, Cllr Jarvis, all in favour.
- As requested the Clerk added a VAT function to the financial report to allow Cllrs to view how much VAT is paid on a monthly basis. Cllrs requested a VAT accumulator in time for next month's meeting which will allow them to see how much VAT has accumulated since the last refund. The Parish Council is due to make a claim for a VAT refund in September.
- Action** Clerk to add VAT accumulator to the financial report.
- Total provisional outgoings £1,201.09. This included Clerk's wages and expenses, grounds maintenance, Burial Clerk's wages, Port a loo hire for Beating the Bounds, the annual insurance premium and the purchase of a new dog waste bin. The return of

£1,249 was received from the TAP fund in relation to the defibrillator plus a small amount of interest from the bank.

6.2 **Methods of payment for online transactions**

The Clerk informed the Council that a signatory was required to contact the bank regarding the application for a credit card. The Clerk would email the nominated Cllrs the telephone number and details required to verify identity. Cllr Jarvis offered to make the telephone call. The Clerk suggested Cllrs agree upon a credit limit prior to Cllr Jarvis contacting the bank. She stated DALC suggested via email that a limit not exceeding £250 was recommended however some smaller authorities have up to £500. Cllr Fife Cook suggested staying at £250 and requesting the bank do not make automatic increases to the credit limit. This could be reviewed at some point in the future.

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

6.3 **Risk register**

The Clerk asked that this item be deferred until next month as she had not had sufficient time to execute the task properly.

11/07/2017/7 **Correspondence**

7.1 **Update on previous correspondence**

7.1.a **Locality Officer**

Following communication between the Locality Officer, the Clerk and Ms Honey Foskett from WDBC, the Clerk had received confirmation that a Cemetery site visit between the Parish Council and Ms Foskett would take place on Thursday 17 July at 11am. Cllr Jarvis and the Clerk would attend. The meeting would take place to discuss the condition of the path as well as trees overhanging graves and a number of other issues.

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

7.2.a **Virtual footpath**

The Clerk had received an email from Mr Knight who resides in a property along the virtual footpath. He wrote to express his concern about unkempt hedges forcing pedestrians to walk in the busy A386 rather than within the virtual footpath. Cllrs suggested another reminder be sent to all residents on the virtual footpath in September. This would allow time for nesting birds to have vacated. The Clerk confirmed WDBC sends a road sweeper around November to clear leaf litter and debris from the path.

7.2.b **Zebra crossing**

The Clerk had received a report that the Belisha beacons on the zebra crossing were not working. It has been reported to Highways.

7.2.c **Removal of notices from PC noticeboard**

Cllr Fife Cook stated a number of residents asked why agendas and minutes were not removed from the noticeboard. It was agreed that new minutes and agendas would have more emphasis if the noticeboard was empty for a period of time before new items were added. The Clerk will aim to remove the previous month's agenda and minutes approximately ten days after the meeting.

11/07/2017/8 **Reports from Councillors and outside organisations**

8.1 **Emergency Warden and Snow Warden**

Cllr J Hill confirmed the Clerk had been researching Emergency Plans and would present her findings in the near future.

8.2 **Southern Parishes Link Committee representative**

Confirmation and an agenda had been received by the Clerk that a meeting of the SPLC would take place on Thursday 13 July. Cllr G Hill to attend.

8.3 **Dartmoor National Park Authority representative**

There has been no meeting.

8.4 **Coronation Hall representative**

Cllr G Hill was not present to make a report however Cllr J Hill confirmed preparations for this year's pantomime have begun.

8.5 **Police report**

There was nothing to report under this item.

8.6 **Webmaster**

Cllr J Hill reported that he had been in communication with Dave Large and the issues with

pictures and photographs was being dealt with.

8.7 **Mary Tavy Victory Memorial Recreation Ground**

Cllr G Hill reported the two picnic tables purchased by the PC as part of the grant award had arrived. He had not yet been able to arrange a meeting with Mike Allen, Chair of the Coronation Hall Committee but would give a follow up report soon.

8.8 **Reports from outside organisations**

Artful Toddlers – Cllr Fife Cook reported that the Artful Toddlers supported by Mary Tavy Jubilee Group and the Recreation Ground would be holding the second annual Mary Tavy Play Day on Wednesday 9 August.

11/07/2017/9 **Planning**

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

The Clerk had not received any new planning applications.

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

The Clerk received the following decisions.

0260/17 - Longford, Grendon. Conditional permission granted.

11/07/2017/10 **Cemetery**

10.1 **Report from Burial Clerk**

The Burial Clerk reported a request for one double plot with immediate interment had been made. Cllr Ross had conducted the 'tug test' on the headstones and found eight to have movement in them. A list of those headstones with plot numbers has been forwarded to Pascoe's. They will now inspect the headstones and rectify those which have an anchorage system and quote for any work necessary. Cllr Ross has also removed the noticeboard from the Cemetery in order to carry out the refurbishment. The Burial Clerk then read a letter from Mrs Duke in relation to her application for a headstone with inscription. Cllrs still agreed the inscription was not in keeping with the rules and regulations and asked that the Clerk write to the applicant again.

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

Action Clerk to write to the applicant.

10.2 **Approve suggested improvements to Mary Tavy Cemetery by the Cemetery Committee**

Cllr Jarvis, Chair of the Cemetery Committee asked the Parish Council to accept the Committee's finding and finance the improvements. The approximate amount required to fund the improvements is £3,500.

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

11/07/2017/11 **Maintenance**

11.1 **Noticeboard**

Following Cllr J Hill's request that all Cllrs take the time to inspect the PC noticeboard it was agreed the general condition was not as it should be.

11.2 **War Memorial**

Cllr J Hill commented that the War Memorial was in need of spraying with weed killer and asked the Clerk to inform the Contractor.

Action Clerk to request Contractor sprays the War Memorial with weed killer.

11/07/2017/12 **Grants and Donations**

12.1 **Coronation Hall**

Currently the Coronation Hall Committee has not provided the further information requested last month. Cllr J Hill stated he would be providing the Coronation Hall with details of a grant recently advertised by WDBC which could help fund the project.

12.2 **Adopt Grant Policy & Procedures**

The Clerk circulated the Grant Policy and Procedures including final amendment via email prior to the meeting. Cllr Jarvis proposed the PC accept and adopt the Policy.

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

11/07/2017/13 **Projects**

13.1 **Beating the Bounds**

Cllr Page confirmed the event will take place on Saturday 12th August. Tesco have agreed to donate the bread for the barbeque and bottled water. Cheryl Downham had kindly agreed to run the barbeque on the day. The Clerk reported that the Coronation Hall had been booked. A registration form would be placed inside the next Jubilee Newsletter as well as on the website. Transport had been arranged to take walkers to the second and

third start points. The Clerk confirmed she had booked the port a loo and was looking into food for both lunch and barbeque.

13.2 Mary Tavy Community Landing Site

The Clerk reported having some difficulty with the planning application process but would continue to chase DNPA. The grant confirmation had arrived from DAAT and both the PC and Recreation Ground as owner of the land were require to sign and agree to the terms and conditions of the grant. Both PC and Recreation Ground accept the terms and conditions.

13.3 Japanese knotweed

Cllr Fife Cook stated that providing an accurate map of the occurrences was proving difficult as he believed people were taking matters into their own hands and poisoning the plant when it was in close proximity to their property. Cllr Fife Cook suggested asking the Contractor to quote for the work of poisoning all occurrences of the plant that are known to him whether they are on public or private land. Once the cost is known the PC can discuss a process of awarding grants to help those affected to eradicate it.

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

The Clerk reported she had mailed the letter to Cllr Philip Sanders and awaited a response. Emails and messages had been left for John Doswell, Neighbourhood Highways Officer. He is currently away from the office on leave.

13.5 Remembrance Day tribute

All Cllrs agreed the wreath purchased last year was satisfactory and asked the Clerk to place the same order in time for this years' service.

13.6 Allotments

Following Mr Bright's request for assistance the PC formally adopted the project subject to the acquisition of appropriate land.

13.7 Community composting

As all parishioners will now be aware WDBC will be making a charge of £40 per year per household if the homeowner wishes their green waste to be removed from their property. Whilst in discussion with Mr Bright about the possibility of allotments the idea of combining a community composting scheme on the same site as the allotment was mooted. Mr Bright believed this to be a very good idea which would benefit both residents and allotment holders. Further discussion will take place once the allotment Committee is established.

11/07/2017/14 Communication with Parishioners

Cllr Fife Cook stated submissions for the next Jubilee Newsletter were required by the end of July.

11/07/2017/15 Other matters for discussion

The Clerk reported a dog loose on Blackdown Common which had been chasing sheep. The PC would like to remind all dog owners to keep their animals under control.

11/07/2017/16 Next meeting

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

There were no specific items to be brought forward.

16.2 Date of next meeting

The date was confirmed as 8 August 2017, 7.30pm, Reading Rooms.

This meeting was recorded to assist in writing accurate minutes.

There being no further business the Meeting closed at 10.07pm.

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

Signed: Cllr J Hill

Chair of the Parish Council _____

Date _____