

## Minutes of the Parish Council Meeting

<b>Date</b>	13 June 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 one member of the public.

## Proceedings

**Parishioners' Time** Mr John Bright of Great Fellingfield attended the meeting to update the Council regarding the allotment project he hopes to initiate. He informed the Council he currently has 8 residents who would like to take up an allotment should the opportunity arise.

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

13/06/2017/1 **Apologies for absence**  
None received.

13/06/2017/2 **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.

13/06/2017/3 **Approval of Meeting Minutes**

3.1 **Council meeting, 09 May 2017**

The minutes were approved.  
Proposed Cllr Page, seconded Cllr Jarvis, all in favour.

3.2 **Planning meeting, 09 May 2017**

The minutes were approved  
Proposed Cllr Page, seconded Cllr Jarvis, all in favour.

13/06/2017/4 **Matters arising**

There was nothing to discuss under this item.

13/06/2017/5 **Finance**

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

The financial report and all payments were approved.  
Proposed Cllr Jarvis, seconded, Cllr Page, all in favour.

Total provisional outgoings £1,713.14. This included Clerk's wages and expenses, grounds maintenance, Burial Clerk's wages, Internal auditor's fee, Jubilee Newsletter invoice and a grant awarded to the Recreation Ground. A small amount of interest was received from the bank.

At a meeting of the Finance Committee on Tuesday 6<sup>th</sup> June the following provisions were agreed.

Reserve - £12,000

Beating the Bounds - £500

Elections - £1,500

Cemetery improvements - £3,500

Cemetery Land Purchase - £6,376

Defibrillator shortfall - £249 (*this amount is the VAT on the purchase price and will be reclaimed from HMRC*)

New dog waste bin - £200 (*this amount includes VAT which will be reclaimed from HMRC*)

Community Landing Site - £3205 (*this includes VAT which will be reclaimed from HMRC*)

Road safety signs for MT & B Primary School - £1,000

New Projects - £9,997 (*these projects may include provision of allotments, community composting, entrances to the village*)

5.2 **Methods of payment for online transactions**

Having conducted research the Clerk confirmed that the use of either PayPal or a Debit card are not considered appropriate for use by a Parish Council. This is due to the unsecure nature of debit cards and the possibility that either method of payment could

be used inappropriately. The Clerk was advised that a credit card with a low credit limit, under £500, would be the most suitable option.

## 5.3 Internal audit report

The Clerk confirmed an internal audit had recently taken place. The finances and internal controls were checked. Everything was found to be in order with only minor recommendations made. Only one recommendation required immediate attention. In order to evidence that the PC have carried out an assessment of risk, a risk register needed to be in place. The Clerk confirmed she has drafted a version for approval.

## 5.4 Approve draft risk register

The Clerk circulated a draft risk register prior to the meeting. This document aims to list all known risks to Mary Tavy Parish Council, state the procedure to combat the risk and the likelihood of it occurring. Cllrs agreed it was a good start but more work was required. Cllrs were asked to give thought to the document and contact the Clerk with further items to be listed. Cllr Page proposed accepting the draft document provided it received further attention in order to ensure it was complete and all Cllrs were happy with the content.

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

*Action* Clerk to add risk register to next month's agenda.

## 5.5 Approve end of year figures

Prior to the meeting the Clerk circulated the cashbook detailing all receipts and payments for the year as well as the bank reconciliation. Cllr Jarvis proposed the end of year figures should be accepted.

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

## 5.6 Approve changes to the Clerk's contract in relation to hours

Prior to the meeting the Clerk circulated the existing contract and an amended version. The amendment changed the wording in relation to hours from 36 hours plus 3 hours for Burial Clerk duties, to up to 39 hours including Burial Clerk duties. If agreed the new version would need to be re-issued and signed by both Chairman and Clerk. Cllr Jarvis proposed the changes were accepted.

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

## 13/06/2017/6 Correspondence

### 6.1 Update on previous correspondence

#### 6.1a Telecommunications mast

The Clerk and Cllr J Hill reported that Mrs Pratten, head teacher at Mary Tavy & Brentor Primary School had been written and spoken to regarding the proposed mast. She was unaware of the application and has since included information about the application in a newsletter delivered to all parents of children attending the school.

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

#### 6.2.a Lavender Cottage

The new occupants of Lavender Cottage (formally Lavender House) contacted the Clerk regarding tree works at their property. As the property is not in a conservation area they were not obliged to inform either DNPA or the PC but did so as a courtesy and the PC would like to thank them for doing so.

#### 6.2.b Mrs June Pearce

The Clerk received an email from Mrs June Pearce. Mrs Pearce was concerned about what she described as the felling of mature trees and the attempted urbanisation of a rural village. She asked the PC to do something constructive for the community and to work with DNPA to stop what she felt was outright destruction. Cllrs responded by stating that the procedure for tree works is clearly laid out on DNPA's website. Permission to fell or work on trees is only required if the property in question is within a conservation area or the tree itself already had a Tree Preservation Order placed upon it. Cllr Ross suggested the Clerk write to Mrs Pearce directing her to DNPA's website for further information and explain the procedure currently used by DNPA when informing the PCs of intended tree works.

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

*Action* Clerk to write to Mrs Pearce.

#### 6.2.c Unstable sign and noticeboard

Cllr J Hill reported a Parishioner had informed him that the wooden directional sign outside the PO pointing to the Coronation Hall was unstable and moved significantly if pushed. Cllr J Hill went to inspect this and whilst doing so tested the PC noticeboard which was also found to sway under pressure. Cllr G Hill believed the directional sign

was the responsibility of WDBC and asked the Clerk to inform them of the problem. Cllrs agreed that they would each inspect the noticeboard and report back next month. Clerk to inform WDBC of the unsafe directional sign and add 'noticeboard' to next month's agenda.

**Action**

**13/06/2017/7 Reports from Councillors and outside organisations**

**7.1 Emergency Warden and Snow Warden**

Cllr J Hill reported that although the village had experienced heavy rainfall in the last month there had been no reports of flooding.

**7.2 Southern Parishes Link Committee representative**

There has not been a meeting of the Link Committee and recent information received indicated the next meeting would not be until October.

**7.3 Dartmoor National Park Authority representative**

Cllr G Hill reported he had attended a forum at DNPA regarding the Local Plan. He reported that he had been informed all future development in Mary Tavy would be affordable accommodation only. Since this meeting DNPA have forwarded a questionnaire and asked that all PCs complete the questions. Cllr J Hill proposed all Cllrs read the questionnaire and answer the questions as individuals. A working group would then meet and discuss the questions and responses before reaching a final decision.

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

**7.4 Coronation Hall representative**

Cllr Ross reported that the Spring Fayre had been very successful and very well attended.

**7.5 Police report**

The Clerk reported she had not heard from PSCO Chapple but had made a report to the Police. A farm in Horndon had been visited by two men driving a transit type van and were asking about scrap metal. They were sent away by the farm worker but were later found looking around a shed without permission. The van was missing its front number plate but the rear number plate was in place and written down. This information has been passed to the Police along with a mobile telephone number of one of the men in question. The PC asks all residents to be vigilant. If something similar happens to you dial 999 immediately.

**7.6 Webmaster**

Cllr J Hill reported that the website will not currently allow photographs to display properly and asked the Clerk to contact DAL Solution to resolve the issue. The number of residents signing up to 'minutes by email' continues to increase.

**7.7 Mary Tavy Victory Memorial Recreation Ground**

Cllr G Hill reported that the Country Fayre will take place on Sunday 6<sup>th</sup> August. The recycled plastic tables are no longer available on Amazon and so will be ordered directly from the company. Regrettably Cllr Fife Cook and his wife, Ali Fife Cook, have resigned as Trustees of the Recreation Ground.

Cllr G Hill also reported that it is the belief of the Trustees that the situation in future would be improved if the PC was responsible for the Recreation Ground and Coronation Hall. In theory the Committees for both organisations would remain in place and events would be organised under the Parish Council. Cllr Fife Cook advised Cllrs that this was something not to be looked at lightly, as the PC could end up financially responsible for the organisations but with no power to do anything. He suggested that Cllr G Hill, as Chair of the Recreation Ground, should discuss with Mike Allen, Chair of the Coronation Hall, exactly what the organisations were expecting of the Council, and report to the next meeting. Cllrs agreed this would be the best way to move forward.

**7.8 Reports from outside organisations**

There was nothing to discuss under this item.

**13/06/2017/8 Planning**

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

The Clerk received the following new planning applications.

0279/17 – Pippins, Mary Tavy

0284/17 – Greystones, Mary Tavy

0260/17 – Longford, Grendon

The application for Longford was discussed at a meeting of the Planning Committee on Tuesday 13<sup>th</sup> June 2017.

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

The Clerk has not received any notifications of decisions.

0192/17 – South Warne Farmhouse. Application has been withdrawn.

## 13/06/2017/9 Cemetery

### 9.1 Report from Burial Clerk

The Burial Clerk reported one double plot with immediate interment had been sold since the last meeting. Following last month's application for the erection of a headstone the Burial Clerk circulated an amended version of the inscription requested by the applicant. Cllr Jarvis stated that having read the inscription he had referred to the Cemetery Rules and Regulations which stated inscriptions should be, 'simple, reverent and in keeping with a rural Cemetery'. Cllr Jarvis did not believe the proposed inscription met with the ruling. Cllr J Hill agreed and Cllr Page commented that he felt the rule was reasonable and already allowed generous scope. Cllr Jarvis proposed the application be denied in this case and asked that the Clerk write to the applicant informing them of the decision. The letter should include a reminder of Rule 9 of the Rules and Regulations, a copy of which was provided to them some time ago.

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

*Action* Clerk to write to the applicant.

## 13/06/2017/10 Maintenance

The Clerk reported the contractor had cut the grass in the centre of the Brentor Road/Chapel Lane crossing as requested. Cllr J Hill thanked the gentleman who cut the grass on the corner of Warren Road and Bal Lane.

## 13/06/2017/11 Grants and Donations

### 11.1 Mary Tavy Victory Memorial Recreation Ground

*Cllrs, G & J Hill all declared an interest.*

Cllr J Hill confirmed the picnic benches would not be available on Amazon any longer and asked the PC to go directly to the company in order to purchase the two benches previously agreed.

*Action* Clerk to order two picnic benches.

### 11.2 Review Grant Policy and Procedures

The Clerk stated she had made the suggested change to the grant policy following last month's meeting in order that the policy stated the percentage of total cost awarded to an organisation was at the discretion of the PC. This should ensure any organisation who may be starting up or have little in the way of reserve would not be put off applying for a grant. The amended policy was circulated to Cllrs prior to the meeting. In response to other amendments the Clerk commented that while the PC could retain the overall ownership of items purchased through a grant they would have to be very careful to ensure organisations and Cllrs understood who was responsible for maintaining and insuring the items. A log of all items purchased would need to be kept and a record of which organisation held which items if they were ever redistributed following the winding up of an organisation. Cllrs agreed a statement should be placed in the policy which explained the organisation was responsible but the PC reserved the right to recall items of value should an organisation close. By signing the application form the organisation were agreeing to this. The Clerk was asked to amend the policy and application form to reflect this.

*Action* Clerk to amend policy and application form.

### 11.3 Coronation Hall

The Clerk reported receiving a completed grant application form from the Coronation Hall. The Hall wished to replace a number of heaters within the hall and had obtained a number of quotations for the work. They are requesting a sum of £1,978 which is 50% of the total project cost. Cllrs were supportive of the application but had concerns over the difference in price from one quote to another. The electrician chosen by the Coronation Hall to carry out the work had provided little detail and had not broken down the cost sufficiently to satisfy the PC. They asked the Clerk to contact the Coronation Hall and ask that more information be provided.

*Action* Clerk to contact the Coronation Hall

## 13/06/2017/12 Projects

### 12.1 Beating the Bounds

Cllr Page confirmed the event will take place on Saturday 12<sup>th</sup> August. He also reported that Tesco had agreed to provide the bread for the barbeque and bottled water for the event. Preliminary walks of the route had taken place and a number of issues had been raised including a broken bridge. Remedial work would be organised. 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. Posters need to be made to advertise the event throughout the village.

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

During the month the Clerk received documentation from Mr Tim Hortopp, resident of Field Cottage. The documents contained artists' impression of the lighting column situated at various points around the Recreation Ground. These included the proposed site and three other sites Mr Hortopp asked the PC to consider as alternatives due to the proposed site being in his line of vision from his home. Having reviewed the information provided Cllr J Hill stated that he did not believe any of the other sites were viable options based on cost. Moving the lighting column further away from the power source would mean additional cable length plus the labour for additional trenching and laying of cable. Consideration was given to solar power as an alternative energy source. However, DAA informed the PC the cost would increase significantly and reliability could be an issue. Cllrs agreed the original proposed site still allowed for the best possible outcome in terms of cost and more importantly optimum lighting for the helicopter crew. Cllr Fife Cook expressed concern over the anticipated cost of the project and asked the Clerk to provide a definitive cost prior to the next meeting.

## 12.3 **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 Page suggested asking the PC Contractor for a quote to poison the occurrences he is aware of in the village even if they are on private land. Cllr Page then suggested this service could be offered to residents and funded by the PC.

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

## 12.4 **Purchase of new dog waste bin**

Having checked the lids of dog waste bins around the village the Clerk confirmed the only requirement was that the lid opened completely allowing the bag to be lifted out without difficulty. Cllrs agreed to buy the bin only, without post, as Cllr G Hill could provide a cheaper alternative. Cllrs asked the Clerk to order a bin which will be placed next to the telephone box in Horndon.

*Action* Clerk to order dog waste bin.

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

During a meeting of the Finance Committee Cllr J Hill asked that the budget for this project be raised from £550 to £1,000. The new signs already agreed used the original budget however, Cllr J Hill intended to consult with DCC Highways about the possibility of green 20mph advisory signs to be placed either side of the school. The exact cost of these is currently unknown. Cllr J Hill believed £1,000 would be sufficient to cover the cost of all the new signs. He will report to the PC when the total cost is known.

## 12.6 **Defibrillator**

The Clerk reported she had researched replacement parts for the unit plus the possibility of training. She confirmed the company the unit was originally purchased from offered training at £299 plus VAT for up to twelve people. It also stocked replacement parts, a list of which will be held by the Clerk. An application to reclaim the TAP fund award for the cost of the defibrillator has been made.

## 13/06/2017/13 **Communication with Parishioners**

Cllr Jarvis confirmed he would write the submission for the upcoming Blackdown News. Within that he would ask if anybody had land available which could possibly be used as a Cemetery.

## 13/06/2017/14 **Mary Tavy & Brentor Head teachers' retirement**

Cllr Jarvis stated he would write a letter of thanks to the head teacher, Mrs Pratten, for all her years of dedicated service to the children of our Parish and surrounding areas.

## 13/06/2017/15 **Councillor & Clerk matters**

There was nothing to discuss under this item.

## 13/06/2017/16 **Other matters for discussion**

There was nothing to discuss under this item.

## 13/06/2017/17 **Next meeting**

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

Adopt recording meetings  
Noticeboards  
Approve Cemetery improvement works

# Mary Tavy Parish Council

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Local Plan  
Allotments  
Community composting

17.2 **Date of next meeting**

**The date was confirmed as 11 July 2017, 7.30pm, Reading Rooms.**

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

*There being no further business the Meeting closed at 10.54pm.*

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

**Signed: Cllr J Hill**  
**Chair of the Parish Council** \_\_\_\_\_

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

DRAFT