

Minutes of the Parish Council Meeting

Date	14 March 2017
Location	Reading Rooms, Mary Tavy
Those present	Cllr M Fife Cook, Cllr G. Hill, Cllr J Hill, Cllr P Jarvis (Chairman) and Cllr R Page (5)
Others present	Mrs K Higham (Clerk), plus one member of the public.

Proceedings

Parishioners' Time There were no Parishioners present who wished to speak.

The Chairman declared the meeting open at 7.30pm.

14/03/2017/1 **Apologies for absence**

There were no apologies for absence.

14/03/2017/2 **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.

14/03/2017/3 **Approval of Meeting Minutes**

3.1 **Council meeting, 14 February 2017**

The minutes were approved.

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

3.2 **Planning meeting, 14 February 2017**

The minutes were approved.

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

14/03/2017/4 **Matters arising**

Co-option of a new Councillor – Cllr Fife Cook suggested that as Mr Graham Ross was present at the meeting the vote whether to Co-opt him onto the Parish Council be moved up the agenda. All Councillors agreed. Cllr Jarvis proposed the PC make Mr Graham Ross a co-opted member.

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

14/03/2017/5 **Finance**

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

All payments were authorised.

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

Total provisional outgoings £566. Total income £769.37 made up from burial related fees, bank interest and the settlement of the insurance claim for the lawnmower.

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

Cllr J Hill stated that he was concerned with the level of detail on the Clerk's timesheet. He felt too much time must be being spent completing the time sheet when that time should be spent doing work for the Parish. Cllr J Hill circulated an example of the Clerk's timesheet as well as an example of a previous Clerk's timesheet. He felt they were opposite ends of a spectrum, one being overly detailed and the other too sparse. He asked Cllrs to consider whether a middle ground could be agreed upon. Cllr Fife Cook wanted Cllrs to remember that they must show due diligence and therefore be able to account for where time and money was spent. However he agreed the level of detail had exceeded that which was necessary. Cllr Fife Cook did not want to see the timesheet become worthless however. He asked that the Clerk still specify when long periods of time had been spent on specific projects. Cllr Page stated he also believed the timesheet needed to be simplified, which was echoed by all present. The Clerk circulated a specimen timesheet she was using this month which she felt could fit the Cllrs' wish for a simplified version whilst still providing enough information to satisfy the need for due diligence. Cllr Page proposed accepting this specimen document as a basis to move forward. Once a whole month had been completed, the document should be forwarded to all Cllrs. A final decision should be made at the next meeting.

Action Clerk to circulate timesheet to all Cllrs prior to the next meeting. Format of Clerk's timesheet to be added to the agenda for April.

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

14/03/2017/6 **Correspondence**

6.1 **Update on previous correspondence**

6.1.a **WDBC Locality Officer**

The Clerk reported that she had been unable to make contact with the Locality Officer. She will make a further report once information has been gathered.

6.1.b **Trees on the A386**

The Clerk reported she had communicated with a resident who had previously commented on the leaf litter on the A386. He added his concern over the height of the trees between the bus shelter and Walford House. He believes in adverse weather with high winds the trees have considerable movement in them. As they appear to grow rapidly at around 1 metre per year he considered them dangerous. The Clerk reported the condition of the trees to Highways. She awaits a response.

6.2 **Other previous correspondence**

Receive any recent correspondence or messages passed to the Parish Council

6.2.a **The Otter Trail**

The Clerk received communication from Dave Southern, DNPA. He asked the PC to consider sponsoring a 'Moor Otter'. These 3 foot tall decorated likenesses of otters would form part of the Otter Trail. The cost would be £500 plus VAT (or £4.50 per day as the project will run from 1st June – 15th September). Money raised would help support conservation projects. Cllr Fife Cook stated that £500 could be better spent elsewhere on community projects specific to Mary Tavy. All Councillors were in agreement.

Action Clerk to contact Dave Southern and inform him of the decision.

6.2.b **Mrs Stella Higman**

The PC received through Cllr Jarvis a letter from Mrs Higman. The letter thanked Cllr Jarvis for the letter of condolence sent to Mrs Higman on behalf of the PC last month.

6.2.c **Mrs Sykes**

Cllr J Hill received a letter from Mrs Sykes of Brentor Road, thanking him for his efforts to divert water and restore her drive following an episode of flooding last month.

6.2.d **Mrs Fife Cook**

The PC received a letter from Mrs Fife Cook. She was responding to a letter regarding web training. The PC did not recall any written or verbal agreement to pay Mrs Fife Cook. Mrs Fife Cook disputed this and cited two occasions when the Clerk, Cllr Page and Cllr Jarvis were present when a verbal agreement had been made. Cllr Fife Cook recalled these conversation but the Clerk any other Cllrs could not. Cllrs asked that the Clerk write and acknowledge Mrs Fife Cook's letter thanking her again for the contributions she has made over the past two years.

Action Clerk to write to Mrs Fife Cook acknowledging her letter.

14/03/2017/7 **Reports from Councillors and outside organisations**

7.1 **Emergency Warden and Snow Warden**

Cllr Page declared an interest. He reported he had recently conducted an inspection of the leats on Blackdown common. He had cleared a number of blockages with a further blockage still needing attention. He also informed the PC that he had joined the Commoners committee.

Cllr J Hill reported a grit bin had been knocked onto its side on the road to Brentor. He asked the Clerk to report it to Highways. Cllr J Hill also reminded dog owners that lambing season has started. Owners are advised to keep dogs on leads and ensure they clean up after them

Action Clerk to contact Highways reference fallen grit bin.

7.2 **Southern Parishes Link Committee representative**

The next SPLC meeting is to be held on Thursday 16th March. As Cllrs G Hill and Page cannot attend, Cllr Jarvis and the Clerk will attend in their place.

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. 'All out' performing arts will be running 2 week long summer schools for children aged between 7 and 18 years. The recent performance by Tamar Male Voice Choir and

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Mary Tavy & Brentor Primary Schools singing club was a success.

7.5 **Police report**

PCSO Chapple reported via email that a burglary had taken place at an address on The Oaks. Neighbouring residents had been informed and offered advice about locking doors and windows. The Police believe the culprits have been arrested. They were not from the West Devon area and they have been bailed and await a court date.

7.6 **Webmaster**

The Clerk reported she had updated the events calendar with regular community groups. The homepage now supplied information about the road closure on Bal Lane. An article advertising the Annual Parish Meeting was ready to be published. She continues to work through redundant articles, deleting or un-publishing where necessary.

7.7 **Mary Tavy Victory Memorial Recreation Ground**

Cllr Fife Cook declared an interest as he is a Trustee. He questioned why the Recreation Ground now had a specific place on the agenda. Cllr G Hill responded, stating that if either the Coronation Hall or Recreation Ground found themselves in difficulty it would be the PC's duty to take them on. Cllr Jarvis asked if all other Cllrs were happy for the Recreation Ground to remain named on the agenda.

Cllr G Hill reported he had taken delivery of the new picnic bench. The Trustees would meet to discuss the purchase and decide whether to make an application to the PC for a grant. They would use the grant money to assist the purchase of further benches.

7.8 **Reports from outside organisations**

There were no other reports.

14/03/2017/8 **Planning**

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

The Clerk has not received any new planning applications.

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

0653/16 – Homer Barn

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

Cllr Fife Cook reported he had attended the site inspection which as so happens was instigated unknowingly by the PC. DNPA was minded to refuse the application but as the PC was in favour the conflict induced the procedure of site inspection and subsequent committee hearing. Cllrs wished to make it clear that they fully supported the application and will continue to support the owners of the property. Cllr Jarvis stated that every property has a right to good access. Cllr G Hill also commented that the need to cross the road in order to unload deliveries presented a safety concern.

8.3 **Planning – Other**

Base station update – The Clerk reported she had spoken to DNPA regarding the prospective base station telecommunication mast in Horndon. DNPA confirmed via email that an application for pre-planning advice had been received although they could not comment on the outcome. They also confirmed that no formal planning application had been received.

14/03/2017/9 **Cemetery**

9.1 **Report from Burial Clerk**

The Burial Clerk reported that two funerals had taken place in the Cemetery since the last meeting. The green waste bin is being used effectively and significantly less general waste is being left. Craig Gardiner had trimmed the hedge and identified where the sheep are entering both Cemetery and Churchyard. He had made a temporary fence to stop the sheep getting in behind the shed in the Cemetery. They were also coming in through the hedge adjacent to the stile in the Churchyard. Cllr Jarvis asked the Clerk to contact WDBC and ask for a repair to be made to the hedge. Cllr Jarvis stated that the completion of works to the Cemetery fence was now a priority. Unfortunately work had been delayed due to adverse weather.

Action Clerk to contact WDBC reference repairing the hedge.

In an Extraordinary meeting of the Parish Council following the recent passing of the Rev. John Higman, Rector of Peter Tavy and Mary Tavy. A decision was made to waive all fees in relation to the Rector's burial in order to recognise his outstanding contribution to this community.

14/03/2017/10 **Maintenance**

Cllr J Hill asked if Craig Gardiner could be tasked with weed killing the War Memorial. Craig Gardiner had spoken to Cllr Fife Cook about obtaining a Chapter 8 certificate. Cllr Fife

Cook was aware the Road Warden Scheme was still open and wondered whether this could be an option. He asked the Clerk to carry out some research.

Action Clerk to carry out research regarding the Road Warden Scheme.

14/03/2017/11 Grants and Donations

The Clerk has not received any completed grant applications.

14/03/2017/12 Co-option of new Councillors

This item was moved to 'Matters arising'.

14/03/2017/13 Recycling services

The Clerk reported that despite contacting WDBC and DCC she had not yet obtained an official schedule of charges. A further report will be made when information becomes available. Cllr Fife Cook asked if the Community Compost Scheme on Church Road was still running. As nobody present could confirm, the Clerk was asked if she could find out.

Action Clerk to confirm whether the Community Compost Scheme is still in place.

14/03/2017/14 Other projects

14.1 Beating the Bounds

Cllr Page reported he was ready to write formally to all landowners having discussed with them the best route over their land. He asked Cllrs if they wished to see the letter before it was sent. Cllrs agreed that would not be necessary. The Clerk reported she was communicating with the gentleman who organised Lydford's most recent Beating the Bounds event. He had offered to help by outlining his own event and offering advice.

14.2 Night Flight landing site

The Clerk reported that the TAP application form had been submitted. The next SPLC meeting was Thursday 16th March when applications would be considered. A draft letter to neighbouring properties informing them of the PC's intentions was ready to be delivered. Prior to the meeting Cllr J Hill suggested the Clerk include information which could be provided by Devon Air Ambulance. The information has been requested and once it arrives the letters and information will be delivered. The Clerk believes the next phase will be to apply for planning permission once funding is in place.

14.3 Japanese knotweed

The Clerk reported that as TAP funding could not be used on public land the only places which could be considered were hedgerows. The use of poison on hedgerows would require permission from DCC Highways and DNPA, both of which she would seek in the coming month. Before an application could be submitted quotations for the work would be required. The Clerk had asked Craig Gardiner to map the occurrences. However, Cllr Fife Cook informed the PC that a volunteer had already started mapping the sites for the Jubilee Group and he had put Craig in touch with the volunteer. He did not know how close to completion the mapping was but stated he would find out.

14.4 Purchase of new dog waste bin

The Clerk circulated information from WDBC prior to the meeting. The information stated that each collection of waste from dog waste bins cost £1.15. They informed the Clerk that the PC could purchase refuse bins which were not specifically for dog waste. Stickers could be placed on these bins indicating dog waste could still be placed in them. Each collection of waste from these bins would cost £1.

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

The Clerk reported that the application made to the Locality Fund had been unsuccessful as the County Councillor had already used his budget for this financial year. Cllr J Hill therefore proposed the PC make provision to purchase the agreed signs from its own funds. Cllr J Hill suggested the unassigned grant monies could be used as no completed grant application forms were expected before the end of the financial year. Cllr Fife Cook pointed out that £550 remained in earmarked resources. Money originally set aside for the Okehampton Rail Project and key fobs for the defibrillator. These amounts were due to be re-evaluated as the money had been there for some time. Cllr Fife Cook suggested this amount could now be used to purchase the signs without making further changes to 'Provisions'.

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

14.6 Reading Rooms

The Clerk circulated a draft letter to be sent to the Trustees of the Reading Rooms prior to the meeting. There being no comments on the letter the Clerk will mail it as soon as possible.

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14.7 Defibrillators

An application for TAP funding has been made. The next SPLC meeting is Thursday 16th March when a decision will be made.

14.8 Annual Parish Meeting

The Clerk reported PCSO Chapple and Rob Taylor, DNPA have both confirmed their attendance at the meeting. Cllr Kevin Ball, Devon County Councillor Cllr has sent his apologies. The WI have confirmed they will provide refreshments. The Clerk confirmed she had secured the loan of a number of display boards for the occasion. The Clerk had asked Mrs Baish, editor of the Blackdown News, to place an advert in the next addition. Cllr Fife Cook added that the details of the APM would also appear in the Jubilee Newsletter. Information would be coming to Cllrs over the next month in preparation.

14/03/2017/15 Communication with Parishioners

Cllr Fife Cook confirmed submissions for the next Jubilee Newsletter needed to be in by March 20th. Cllr Jarvis will write the submission for both Blackdown and Jubilee News.

14/03/2017/16 Councillor & Clerk matters

Cllr Fife Cook questioned why the Council were having a Part 2. Cllr Jarvis confirmed that the matter to be discussed was not in the public interest and would say no more on the matter.

14/03/2017/17 Other matters for discussion

There was nothing to discuss under this item.

14/03/2017/18 Next meeting

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

Format of the Clerk's timesheet

18.2 Date of next meeting

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

This meeting was recorded to assist in writing accurate minutes.

There being no further business the Meeting closed at 10.17pm.

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

Signed: Cllr P Jarvis
Chair of the Parish Council _____

Date _____