

Minutes of the Parish Council Meeting

Date	8 August 2017
Location	Reading Rooms, Mary Tavy
Those present	Cllr M Fife Cook, Cllr G. Hill, Cllr J Hill (Chair), Cllr P Jarvis, Cllr R Page and Cllr G Ross (6)
Others present	Mrs K Higham (Clerk), plus three members of the public.

Proceedings

Parishioners' Time Mrs Ann Madigan attended the meeting to discuss concerns over the removal of an earthenware pot she had placed on her late husband's grave. She stated the pot had been placed on the mound as the burial had occurred very recently therefore a headstone could not yet be erected. Cllrs assured Mrs Madigan that this subject would be discussed in full later in the meeting. She was welcome to stay and hear the outcome. Mrs Pearl Duke and her son Simon attended the meeting to discuss the proposed inscription for her late husband's headstone. At a previous meetings the PC had rejected her proposed inscription as they believe it does not comply with Cemetery Rules and Regulations, specifically rule 9, which states inscriptions should be 'simple, reverent and in keeping with a rural Cemetery'. Mrs Duke passed a letter to the PC which in brief asked them to reconsider their position. It quoted an inscription Mrs Duke would ideally want and a shorter inscription she had verbally agreed to whilst speaking to the Clerk. The PC were due to vote on this shorter inscription during this meeting. Mrs Duke was informed the subject would have full discussion later in the meeting and she and her son were welcome to stay. Mrs Duke and her son had to leave the meeting before this item was discussed.

The Chairman declared the meeting open at 7.30pm.

08/08/2017/1 **Apologies for absence**
There were no apologies

08/08/2017/2 **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.

08/08/2017/3 **Approval of Meeting Minutes**

3.1 **Council meeting, 11 July 2017**

Cllr Fife Cook stated the telecommunications mast was discussed under planning and believed something should be added to the minutes to reflect that conversation. The discussion confirmed the telecommunications mast had received conditional permission although the Clerk had not received formal communication from DNPA. Hand written notes were made.

The minutes were approved.

Decision Proposed Cllr Page, seconded Cllr Jarvis, all present at the meeting were in favour.

3.2 **Planning meeting, 11 July 2017**

The minutes were approved

Decision Proposed Cllr Page, seconded Cllr Jarvis, all present at the meeting were in favour.

08/08/2017/4 **Matters arising**

There was nothing to discuss under this item.

08/08/2017/5 **Finance**

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

Cllr Fife Cook stated Cllrs had previously agreed that documentation should arrive with Cllrs at least 3 days in advance of the meeting. This had not been the case this month. The Clerk stated it had not been possible to forward documentation earlier as she had been on leave.

The financial report and all payments were approved.

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

5.2 **Methods of payment for online transactions**

Cllr Jarvis confirmed he would be visiting TSB Tavistock to discuss the item.

5.3 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.

08/08/2017/6 Correspondence

6.1 Update on previous correspondence

6.1a Zebra crossing

Cllr J Hill confirmed the Belisha beacons on the zebra crossing had been rectified.

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

6.2.a Drains on the A386

The Clerk received an email from Mr Ingram, a resident situated on the A386. He reported having issues with flooding and blocked drains. He had cleared one drain himself but asked the Parish Council to assist the clearing of another drain which he felt he could not do himself.

Cllrs asked the Clerk to request a gully sucker from Devon Highways as this was one of a number of similar enquiries including Moorview, Warne Lane and Bal Lane.

6.2.b Rat problems

A resident of The Oaks and another in Bal Lane reported sighting a number of rats in their gardens. The rats had been very close to their properties and felt they could no longer be ignored. The Clerk had already filed the complaint with West Devon Borough Council and await further contact from their pest control department.

6.2.c Dog waste bin, Horndon

A resident from Horndon contacted Cllr Jarvis to state that she felt the dog waste bin in Horndon was not only in the wrong place, believing that most dog walkers would not see or pass the bin, but stood out too much from its surroundings. She asked that if it had to remain permanently residents would prefer a green bin rather than red. Cllrs stated a number of complaints of dog waste had been made giving clear indication that the area around the telephone kiosk was a problem. Red had been chosen over green as it would be placed in the vicinity of the red telephone kiosk and it was sensible to match the two. No further action will be taken.

6.2.d Horndon noticeboard

Cllr Fife Cook stated the notice informing member of the public of the Parish Council's intention to adopt the land the noticeboard is situated on is still not being displayed. He asked the Clerk to email the group and provide the notice again stressing the importance of the notice.

Action Clerk to email Horndon Green Group.

08/08/2017/7 Reports from Councillors and outside organisations

7.1 Emergency Warden and Snow Warden

Cllr Page declared an interest in this item.

Cllr J Hill reported he had been called out four times since the last PC meeting to flooding issues in the vicinity of Brentor Road. He passed a number of photographs around for Cllrs to inspect. He believed the issue had now become too much for the PC to deal with and other authorities needed to be consulted. Cllr J Hill had already been in touch with James Kershaw at WDBC Flood Risk Management Specialist. Cllr J Hill believed the Environment Agency also needed to be consulted and intended to contact them himself. Cllr Fife Cook stated the flood defence equipment which was purchased through a grant by the Jubilee Group was only meant to deal with the possibility of a flood now and again. The rate the equipment was being used meant that some items such as hydro sacks, essentially sandbags but lightweight and filled with expandable grains, would soon run out. The Jubilee Group can purchase more and would like to know if any homeowners would like to purchase some for their own personal use as the cost per unit will go down if a larger order is made.

Cllr J Hill went on to inform Cllrs £550 of grant money was still available to the PC to use on Lengthsman services. The plan is to use this funding after September when all hedges had been trimmed and drains and gullies were in greater need of clearing. The time had come however to discuss further funding for a Lengthsman for the next 12 months. As some monies were still available from last year it was agreed to lower the amount requested to £1,200. Cllr J Hill asked the Clerk to obtain a street map of Mary Tavy which the Lengthsman could use to ensure the PC were aware of where work was taking place and also to ensure work was not repeated.

Action Clerk to provide the Lengthsman with a street map of Mary Tavy.

Cllr J Hill will remain in contact with WDBC Flood Risk Services whilst establishing a line of

communication with the Environment Agency.

7.2 Southern Parishes Link Committee representative

Cllr G Hill reported a meeting had taken place on 12th July. Brentor PC had reported issues receiving broadband as the new Airband service was only available to six properties within the Parish. It was reported that TAP funding will be available again but the level of funding is yet to be confirmed. A brief discussion took place regarding the amalgamation of WDBC and South Hams. It was noted that people in the West Devon area already paid £63 more per head on their Council Tax than those living in the South Hams.

7.3 Dartmoor National Park Authority representative

There has been no meeting.

7.4 Coronation Hall representative

Cllr Ross reported the Pantomime dates are 14th – 17th December. The Committee are looking into costs and funding to refurbish the toilet facilities. The refuse was not collected from the Coronation Hall as the lorry was unable to get past the van of a local trades person. The owner of the van has been asked to park in the Coronation Hall carpark but declined as he felt his van would not be secure. Cllrs suggested contacting PCSO Chapple and asking if he could speak with the owner as the position of the van was also making visibility an issue for those pulling out from the drive.

Action Clerk to contact PCSO Chapple.

7.5 Police report

There was nothing to report under this item.

7.6 Webmaster

Cllr J Hill reported the issue with uploading photographs had been resolved.

7.7 Mary Tavy Victory Memorial Recreation Ground

Cllr G Hill reported the Country Fayre had been held on Sunday 6th August. He thanked all those who helped to make the event a success and all those who attended. Footfall was down slightly on previous years but the profits had been similar. He had received a letter from the Secretary of the Allotment Association and early discussions were positive however the Trustees did not want a community composting site on the Recreation Ground. Cllr Fife Cook asked if they intended to hold a public meeting reference the allotments. Cllr G Hill informed the Council that the Trustees had not yet formally agreed to the allotments nor had they met with any of the allotment representatives. A public meeting was a possibility but it was too early to make that decision. Cllr G Hill still intends to meet with the Chair of the Coronation Hall before presenting their proposal to the PC.

7.8 Reports from outside organisations

Artful Toddlers – The Clerk reported on behalf of the Artful Toddlers that they were changing venue from the Methodist Hall to the Coronation Hall. Also the Artful Toddlers, Recreation Ground and Jubilee Group will be holding the 2nd annual Mary Tavy Play Day on Wednesday 9th August.

Mary Tavy Allotment Association – The Clerk reported on behalf of the Allotment Association that they had held their inaugural meeting at which they had appointed officers and agreed to approach the Recreation Ground in their search for appropriate land.

08/08/2017/8 Planning

8.1 Notification of new planning applications from DNPA

The Clerk received the following notifications of new planning applications.

0363/17 – Homer Barn, Mary Tavy.

0360/17 – Lighting Column, Mary Tavy Recreation Ground.

0390/17 – Wringworthy Farm.

8.2 A planning meeting to discuss Homer Barn and the Lighting Column had been held on Tuesday 8 August. A planning meeting to discuss Wringworthy Farm was to be arranged.

Notification of decisions on previous applications received from DNPA

The Clerk received the following decisions.

0279/17 – Pippins, Mary Tavy. Conditional permission granted.

0284/17 – Greystones, Mary Tavy. Conditional permission granted.

8.3 Local Plan

The Clerk asked Cllrs to confirm who would be making the response to DNPA on the Local Plan as it was due in September. Cllr Jarvis confirmed he would make the response on behalf of Mary Tavy Parish Council.

Mary Tavy Parish Council

08/08/2017/9 **Cemetery**

9.1 Report from Burial Clerk

The Burial Clerk reported she had received one application for interment and one application for the erection of a headstone with inscription, both were accepted. The Burial Clerk then read the letter handed to her earlier in the evening by Mrs Pearl Duke. Cllr Jarvis reminded the PC that in 2002 when the Cemetery Rules & Regulations were first adopted the advice of the then Rector of Mary Tavy, Ian Sykes was sought. The advice was that they should closely follow those laid out by the Diocese of Exeter for Rural Churchyards and the rule for inscriptions was clear. It did not allow for a detailed description of the deceased. Cllr Jarvis went on to assure Cllrs that the Rules & Regulations were up to date having only been reviewed this month. Cllr J Hill stated changing or bending the rule for Mrs Duke or any other would be a disservice to all those who have been buried before whose families might have liked something different but were denied. Cllr Jarvis stated compromises had already been made in Mrs Duke's case as the headstone she had chosen did not conform to the rules but had been allowed as local granite was difficult to come by and as a result very expensive. The PC agreed at the time that enforcing this rule would have been excessive. Cllr G Hill proposed the Council accept the shorter inscription of 18 words stated in Mrs Duke's letter which was due to be voted on regardless and that this would be the PC's last word on the matter. Cllr Fife Cook agreed with Cllr G Hill.

Decision Proposed Cllr G Hill, seconded Cllr Ross, all in favour.
Action Clerk to inform the applicants of the PC's decision.

9.2 Report from the Chair of the Cemetery Committee

Cllr Jarvis, Chair of the Cemetery Committee reported receiving several communications from visitors to the Cemetery who had concerns about items including pots and vases being moved from graves. Cllr Jarvis had discussed the matter with the Contractor who assured the Cllr that he did not move items unless they were damaged in some way. On those occasions he placed the item beside the bench so that the owner might recover it themselves. Cllr Jarvis had provided the Contractor with full guidance on allowable items and explained that graves without headstones must be allowed pots as they had no other way of leaving floral tributes. This prompted Cllr Jarvis to review the Rules and Regulation around floral tributes and he believed a change was required to ensure those without a headstone were not adversely effected. A change was also suggested to allow additional tributes to be placed on birthdays, anniversaries and around Christmas. A copy of the amended regulations were passed to each Cllr. Before accepting the changes Cllr Page felt the regulation for types of materials should be changed to read 'glass, plastic and any other brittle material is prohibited'. An increase in fees of 10% was included in the amended document which had been previously agreed by PC.

Decision Proposed Cllr Jarvis, seconded Cllr Page, all in favour subject to the addition of the word 'plastic'. Members of the public can obtain a set of Cemetery Rules & Regulations from the Burial Clerk.

Unfortunately it is still likely another person is interfering with items in the Cemetery but it would be difficult to identify them unless caught red handed. Cllr Fife Cook suggested a notice be placed in the noticeboard and in the Parish Council noticeboard asking that people refrain from touching items on graves which do not belong to them. Cllrs agreed.

Decision Proposed Cllr Page, seconded Cllr Fife Cook, all in favour.
Action Clerk to draw up notice and circulate before posting.

Cllr Jarvis also asked that visitors to the Cemetery be vigilant and report any suspicious behaviour to the Clerk.

Cllr Jarvis went on to report that the noticeboard refurbishment was complete and had been placed back in the Cemetery. A cork back still needed to be purchased but a copy of the Rules & Regulations would be placed in the noticeboard as soon as possible. The central path has been scraped clean and replaced with a weed suppressant membrane and new granite chippings. The spoil heap had been moved away from the fence line which should now allow the Contractor enough access to complete the replacement fence. A number of trees required work and Cllr Jarvis asked the Clerk to contact Brian Beasley, Tree Officer for DNPA.

Action Clerk to contact Brian Beasley

08/08/2017/10 **Maintenance**

10.1 Noticeboard

Cllr Jarvis confirmed he would speak to Mr Colin Grice in reference to the refurbishment of the Parish Council noticeboard.

08/08/2017/11 Grants and Donations

11.1 Coronation Hall

Prior to the meeting the Clerk circulated the original application with supporting evidence plus new information obtained recently. The most recent information was a quote for the parts if the Coronation Hall were to purchase them separately and then pay for installation. Cllr Fife Cook asked whether this was something the PC should consider given that they may be asked to take more of an interest in the running of the Hall. Cllrs were reminded that they could not base decisions on possibilities, only on the information they had been presented with. Cllr Fife Cook maintained a decision was difficult as a clear picture hadn't been provided. They did not know whether the heaters suggested were the best available, most suitable for the space or the most cost effective over the long term. At present the Coronation Hall had requested 50% of the total cost based on the lowest quote for the work making the requested amount approximately £2,000. Cllr Fife Cook reminded Cllrs that only £1,000 had been set aside in the budget for use on grants and donations. £500 had already been granted to the Recreation Ground for new picnic benches. Cllr J Hill stressed the need to heat the main hall as without heat the Hall could lose bookings. It was essential for the Artful Toddlers, Yoga and Pilates to have heat. Cllr Page proposed a grant of £1,000 be awarded in order to allow the Hall to progress and ensure they had heat before winter.

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

Cllr Fife Cook suggested the grant application form should include a section for total cost of the project.

Action Clerk to amend grant application form to include total cost.

08/08/2017/12 Projects

12.1 Beating the Bounds

Cllr Page confirmed all plans were in place for the event on 12th August. Approximately 25 people had registered to take part. The weather on the day looked dry and bright and all were looking forward to it. Meat for the Barbecue and pasties had been ordered and timings for the day looked set.

12.2 Mary Tavy Community Landing Site

The Clerk reported the application had been registered on 18th July and the timescale for a decision was 8 weeks. Cllr Jarvis asked the approximate cost to the PC so far taking into account the Clerk's time, application fee and maps. The Clerk stated it was in the region of £300. Cllr Jarvis believed the application fee of £195 was disgraceful considering the facility, if permission was granted, has the potential to save lives.

12.3 Japanese knotweed

The Clerk stated she had asked the Contractor to provide a quote to eradicate the plant in all areas known to him. He agreed to provide the quote and the Clerk waits to hear further.

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

The Clerk reported she had been in communication with John Doswell, Neighbourhood Highways Officer and he was very willing to meet with Cllrs. A time will be confirmed and circulated to Cllrs within the fortnight. She still has not received a response from Cllr Philip Sanders.

12.5 Allotments & community composting

The Clerk reported those who had written to the PC requesting allotments had held their first meeting and formed an Association. They have written to the Recreation Ground to ask if they could lease an acre of land to be divided into 10 plots, they await a response. The Trustees have stated they would not be willing to allow a community composting site on the Recreation Ground.

08/08/2017/13 Communication with Parishioners

Cllr Page commented that the most recent issue of the Jubilee Newsletter was very good, full of colour and interest. Thanks go to the Jubilee Group.

08/08/2017/14 Other matters for discussion

Cllr J Hill reminded Cllrs that a new head teacher would soon be starting at Mary Tavy & Brentor Primary and it would be a good idea to formally introduce themselves to her. This item will be added to the next agenda.

08/08/2017/15 Next meeting

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

Review Standing Orders and Financial regulations, new head teacher, Remembrance

Mary Tavy Parish Council

Sunday, Christmas Tree Festival.

15.2 Date of next meeting

The date was confirmed as 12 September 2017, 7.30pm, Reading Rooms.

This meeting was recorded to assist in writing accurate minutes.

There being no further business the Meeting closed at 10.56pm.

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

Signed: Cllr J Hill

Chair of the Parish Council _____

Date _____

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