

# Mary Tavy Parish Council

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To all Members of the Council

You are hereby summoned to attend a Meeting of Mary Tavy Parish Council on **Tuesday 15<sup>th</sup> May, 7.30pm, at The Reading Rooms, Mary Tavy** for the purpose of transacting the business set out below.

Members of the public are welcome to attend.

***Parishioners wishing to raise relevant matters are welcome to speak during the 15 minutes preceding the main Council meeting (subject to a maximum of 5 minutes per person & 15 minutes of discussion time in total). Only items specific to the agenda may be raised.***

*S Honey*

Shane Honey, Locum Clerk to the Council

Wednesday 9<sup>th</sup> May 2018

## Agenda

1. **Apologies for Absence:**

2. **Declarations of Interest:**

Disclosure of pecuniary or other interests that may affect items on this Agenda.

3. **Approval of Meeting Minutes:**

- .1 Council Meeting 20<sup>th</sup> February 2018
- .2 Council Meeting 13<sup>th</sup> March 2018
- .3 Council Meeting 10 April 2018 (Part Two only)

**Motion** – That these minutes be accepted as an accurate record of the meetings – Cllr J Hill

4. **Matters Arising:**

Consideration of matters from the previous meeting, not otherwise on the Agenda

5. **Voice Recording Device.**

**Motion** - The Purchase of a new voice recorder to aid future Clerks with minute taking. Cllr J Hill

6. **Change of Address of TSB Bank Statements**

**Motion** -That the Clerk be authorised to change the address on the bank statements.

7. **Internal and External Audit**

The Parish must arrange its Internal and External Audits. The Clerk has offered to liaise with both auditors in order for the Council to comply with its legal requirements.

**Motion** -That the Clerk be authorised to arrange Internal and External paperwork and submit.

8. **To Re-join DALC**

The Devon Association of Local Councils (DALC) is a membership organisation run by and for its member councils for over 70 years. DALC seeks to uphold the interests of its diverse membership and to put forward the views of the tier of local government closest to the people and their communities in general.

# Mary Tavy Parish Council

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DALC is funded through member subscriptions. By paying the subscription members become entitled to the services of DALC and their national body the **National Association of Local Councils** (NALC) which represents local councils at a national level.

It is advisable to be a member of DALC as new legislation is constantly updated and disseminated to local parish councils. The cost to join is £210.96 (inc VAT).

**Motion** – To authorise the Clerk to arrange for the parish council to rejoin DALC ASAP Cllr. J Hill

9. **Personnel Committee**

DALC considers that it is good practice for Parish Councils to have a small Personnel Committee with which to manage its Clerk. It is proposed that a Personnel Committee is set up consisting of four councillors; comprising of the Chairman Cllr J Hill, Deputy Chair Cllr Jarvis, Cllr Bright and Cllr G Hill.

**Motion** That the Council accept the formation of the Personnel Committee and to start the interview process of the New Clerk Cllr. J Hill

10. **Change to Bank Signatory**

To add an additional signatory to the Bank Account.

**Motion** That the Council accepts the addition of Cllr. George Hill to the existing list of bank signatories. Cllr Jarvis

11. **The General Data Protection Regulations (GDPR)**

GDPR will take effect in the UK on 25 May 2018. It will replace existing law on data protection and give individuals more rights and protection regarding how their personal data is used. Although the advice note and action plan are very comprehensive the basic principles of the Data Protection Act are unchanged; you may only use personal data for the purpose for which it was collected and you must keep it securely. The new areas are around the need for people to positively choose to have their data stored and issuing advice about peoples' rights to end their consent and to have a copy of their personal data held by the Council. However the Council must appoint a Data Protection Officer.

At the moment it is recommended that the Clerk should not hold this post, however, due to the complicated nature of the new rules, discussion is being held at present as to whether clerks may hold the post in smaller parishes.

**Motion** That until the update is published the Council select and appoint a temporary DPO.

12. **Permission In Principle**

On 1 June 2018, an alternative way of obtaining Planning Permission: 'Permission in Principle' will be introduced.

Permission in Principle separates the consideration of matters of principle for a proposed development from the technical detail of the development and will be a different form of application to be determined within a quicker timescale and will have to be treated differently to planning applications. It is important that both Borough Council Members and town and parish councils have an understanding of how this new consent regime will operate and the constraints surrounding the issues that the Council can (and cannot) take into account.

**Motion** That Cllrs acquire an understanding of the new regime.

13. **Finance**

# Mary Tavy Parish Council

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- .1 Review and approval of monthly Financial Report

**Motion** – That the Financial Report and payments be approved – Cllr J Hill

14. **Communication with Parishioners:**

MTPC has breached the Terms and Conditions of the Local Government Act 1986, Section 4 Code of Recommended Practice on Local Authority Publicity. “The purchase of advertising space should not be used as a method of subsidising voluntary public or commercial organisations.

**Motion** - Now and in future MTPC can not advertise in the Jubilee Newsletter - Cllr J Hill

15. **Grants and Donations**

- .1 Allotment Association grant.

**Motion** – Following the vote taken at the meeting of the full Mary Tavy Parish Council on 13<sup>th</sup> March 2018 to approve the grant requested by Mary Tavy Community Allotment Garden Association, councillors must now enact the wishes of the Council by making payment to the MTCAGA, allowing them to order the erection of the fencing, water pipes and trough, lime and weed killer which were the subject of the application. - Cllr. John Bright

**Motion** – That this Council accepts that the information prepared for the Parish Council Meeting was misleading and that the approval of this motion was misguided and the Motion 9.1. is now rejected until a more appropriate request for a grant is made. Cllr R. Page

16. **Reports from Councillors and Outside Organisations:**

- .1 Emergency Warden & Snow Warden
- .2 Southern Parishes Link Committee representative
- .3 DNPA representative
- .4 Coronation Hall representative
- .5 Webmaster
- .6 MT Victory Memorial Recreation Ground
- .7 Cemetery Report

17. **Annual Parish Meeting**

Postponement of Annual Parish Meeting.

**Motion** – That the Annual Parish Meeting (APM) be confirmed as Tuesday 22<sup>nd</sup> May 2018 with the Annual Council meeting to be held directly after the APM, at the Coronation Hall, for election of positions on the Parish Council. Cllr. J Hill

18. **Other Matters for Discussion:**

Other topics admitted at the Chairman’s discretion for discussion only

19. **Next Meeting:**

- .1 Items to be brought forward for inclusion on next meeting Agenda
- .2 To confirm date of next Meeting