

## Minutes of the Annual Parish Council Meeting

<b>Date</b>	22 May 2018
<b>Location</b>	Coronation Hall, Mary Tavy
<b>Those present</b>	Cllr J Hill (Chair), Cllr P Jarvis, Cllr G Hill, Cllr R Page, Cllr J Bright and Cllr M Fife-Cook (6)
<b>Others present</b>	Ms S Honey (Locum Clerk), plus 4 members of the public.

## Proceedings

**Parishioners' Time** None requested.

**The Chairman declared the meeting open at 8.00pm.**

01:2018/19 **Apologies for Absence**

None. All present.

02:2018/19 **Confirmation of the minutes of the Annual meeting held on 9<sup>th</sup> May 2017**

Cllr Page proposed the minutes be accepted and Cllr G Hill seconded the motion. Cllr M Fife-Cook abstained.

03:2018/19 **Election of a Chairman**

The Clerk had not received any nominations for the post. Cllr Jarvis nominated Cllr J Hill to stand again. Two were in favour: Cllrs Page and Fife-Cook abstained. Cllr J Hill accepted the nomination.

04:2018/19 **Election of a Vice Chairman**

The Clerk had not received any nominations for the post. Cllr G Hill nominated Cllr Jarvis to stand again. Seconded by Cllr Bright, Cllr Jarvis accepted the nomination. Cllrs Fife-Cook and Page abstained.

05:2018/19 **Election of Chair to the Cemetery Committee**

The Chairman asked if it was really necessary to form small committees especially as there are only six councillors and suggested Cemetery, Finance and Planning reports should all be included within the main Agenda.

Cllr Page felt individual committees were necessary. Cllr Fife Cook felt it was too much to ask of a Clerk to administer both the Cemetery and Finance information and that as the Council had always run like this why change?

Cllr Fife-Cook suggested that planning documents could be long and complicated and needed to be studied in depth and that the title of Chair of planning is beneficial when speaking to Dartmoor National Park as the title lends more authority.

Cllrs G Hill, Page and Jarvis felt no changes were necessary. Cllr Bright felt the Council had enough individual expertise without the need to create individual committees.

The Chairman proposed that individual committees were abandoned. Cllr Bright seconded the motion. Only two councillors were in favour. The motion was **not carried**.

Returning to the Election of a Chair to the Cemetery Committee, Cllr Page nominated Cllr Jarvis, who accepted the nomination. Cllr Fife Cook seconded the motion which was then **agreed by the Council**.

06:2018/19 **Election of a Chair to the Planning Committee**

Cllr Page nominated Cllr Fife Cook who accepted the nomination. Seconded by Cllr Page, **the Council agreed** the decision.

07:2018/19 **Election of a Chair to the Finance Committee**

Cllr Fife Cook nominated Cllr Page who accepted the nomination. Seconded Cllr G Hill; **three abstained**.

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08:2018/19 **Election of a Snow Warden and Emergency Warden**  
Cllr Page nominated Cllr J Hill who accepted the nomination. Seconded by Cllr Jarvis, **the Council agreed** the decision.

09:2018/19 **Election of a representative to the Coronation Hall**  
Cllr J Hill was nominated and accepted the nomination. **The Council agreed** the decision.

10:2018/19 **Election of a representative to the Southern Parishes Link Committee**  
Cllr Page nominated Cllr G Hill who accepted the nomination. Cllr Fife Cook suggested that as two members were permitted to attend each SPLC meeting and each DNPA meeting the second space should be left open for any member to take as and when needed. This motion was seconded by Cllr J Hill, **all the Council were in favour**.

11:2018/19 **Election of a representative to Dartmoor National Park Authority**  
Cllr Page nominated Cllr G Hill who accepted the nomination. Seconded by Cllr Jarvis, **all the Council were in favour**.

12:2018/19 **Election of a Webmaster**  
Cllr Page nominated Cllr J Hill who accepted the nomination. **The Council all agreed** the decision.

13:2018/19 **New Chairman's address**  
Cllr J Hill thanked members for the nomination and election to the position of Chairman.

He explained that he was very pleased with the Council's achievements to date (all had been itemised and displayed on a notice board as part of the Annual Parish Meeting held earlier in the evening, but he hoped the Council could achieve many more in the coming year.

#### School Safety Signs

The parish school safety signs had not yet been received but the Council had the ability to pay for them itself if the necessity arose. The Council had managed to arrange and hold a meeting with the local Highways engineer. It had been very proactive with the officer consenting to erect new safety signage between the school field and the actual school. However, that was now over eight or nine months ago and the Council are still waiting for the signs to arrive.

Devon Highways explained that they will only speak on the matter with the Clerk to the Council. Hopefully this can be actioned upon in the near future when the new Clerk is appointed.

#### Sycamore Tree by grave

West Devon Borough Council had arranged for the tree to be cut down but the work had not been carried out as yet.

#### Freeman of the Village

The Chairman proposed the Council create a Freeman of the village award. This would be a role of honour for parishioners who go that extra mile in order to help the community and village. Just an honorary award with nominations coming from the parishioners. This would be a good way to say thank you. Perhaps a small blue plaque could be erected and displayed inside the Coronation Hall.

The Chairman expressed his thanks and explained that he was looking forward to the coming year and the Council's continued success.

14:2018/19 **Declarations of interest**  
The Chairman asked if everyone had completed a Declaration of Interests Form where necessary.

15:2018/19 **Asset Inventory**  
The Clerk checked through the following list of assets with the Council which were **agreed** as a correct record:

Asset	Value
Notice Boards (2)	2,109
War Memorial	7,144

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Bus Shelter	10,404
Defibrillator	1,498
Lighting Column	7,000
Gritter	1,000
Cemetery Fencing	1,000
<b>Total</b>	<b>£30,155</b>

16:2018/19 **Insurance Cover**

The Clerk had received four quotes based on the schedule of Assets, the cheapest of which was offered by Inspire through Cane & Company. The Council **all agreed** to accept the Inspire quote of £344.74 and instructed the Clerk to renew.  
Due to problems with internet banking a cheque was signed. Number:001273

17:2018/19 **Review of standing Orders and Financial Regulations**

The Council reviewed the Standing Orders and Financial Instructions. DALC have just issued new model standing orders. The Clerk will review the need for any changes to the Council's Standing Orders and report back.

18:2018/19 **Risk Assessment**

The Chairman asked that all councillors, and the individual Chairs of each committee, consider any risks that might be apparent in their particular areas and report back so that the Council's Risk Register can be updated.

19:2018/19 **Provision of allotment fence**

Cllrs Bright, G Hill and the Chairman declared an interest.

Brought forward from the 15 June meeting. Due to the problems previously encountered over the agreement of funding for the allotment fence, Cllr Bright suggested the project was split into three areas of funding:

1. The fence
2. Water pipes and troughs
3. Lime and weed killer

As the land is owned by the parish all councillors were keen to develop a recreational asset for the community.

**9.12pm: The meeting was interrupted by an outside member of the public with a matter unrelated to the discussion. The Chairman re-opened the meeting at 9.14pm.**

Cllr Fife Cook suggested it was not the Council's responsibility to fence the allotment area. Cllr G Hill suggested that a fence would be required in order to encase the land for allotments.

After a lively discussion, Cllr Bright hoped the issue could be solved and the allotments in use in time for the growing season, November 2018. It was then suggested that Cllrs Bright and Page work together to find a solution and perhaps arrange an Allotment Meeting and report back to the Council at a later date.

20:2018/19 **Purchase of hard drive for Computer**

The Clerk enquired if there was any form of back up for the laptop. The Council all agreed to purchase some form of back up storage if there was none already available. The Clerk was instructed to enquire as to the existence of any back up already in use.

21:2018/19 **Annual Parish Meeting**

Held directly before the Annual Council Meeting at 6.30pm. A report would be produced for the next parish meeting.

This meeting was recorded to assist in writing accurate minutes.  
The Meeting closed at 9.37pm.

Signed: Cllr J Hill (Chairman):  
Date: