

Minutes of the meeting of Mary Tavy Parish Council held on Tuesday 14th January 2020, 7pm, in the Reading Room, Mary Tavy

Present: Cllr. Williams (Chairman); Cllr. Page (Vice Chairman); Cllr. Butland; Cllr. Dunn; Cllr. Fife Cook; Cllr. Hill; Cllr. Prosser; Cllr. Reid; Cllr. Wright; Katherine Anness (Clerk); One member of the public.

1) Open Session for Public Discussion (15 minutes): The member of the public that was in attendance did not wish to make a representation.

2) Apologies for absence: Not applicable. The full Council was in attendance.

3) Declarations of Interest: Cllr. Dunn item 10; Cllrs. Hill and Williams item 14.

4) Confirmation of Minutes: of the last meeting (circulated) held on Tuesday 10th December 2019. It was **resolved** to accept the minutes as a true record. Proposed by Cllr. Page, seconded by Cllr. Fife Cook. All in favour by a show of hands. Cllr. Williams signed the minutes.

5) Speeding Working Group: to receive an update from the Working Group. To agree any actions and authorise any necessary expenditure.

Cllr. Reid provided the Council with a verbal update. The two-week hire of a SpeedSpy traffic speed logger has been arranged. The device should be delivered on Wednesday 15th January and could be affixed and ready for use by Thursday 16th January. The logistics of affixing the device to poles were discussed. Councillors intend to transport the SpeedSpy device to different locations around the parish during the hire period.

Actions

- Speeding Working Group to transport and affix the SpeedSpy device around the parish for the duration of the hire period.
- Speeding Working Group to organise regular data downloads from SpeedSpy for the duration of the hire period.
- Clerk to arrange temporary insurance cover for loss and damage of the SpeedSpy device for the duration of the hire period.

6) Verges Working Group: to receive an update from the Working Group. To agree any actions and authorise any new recommendations for maintenance.

Cllr. Dunn provided the Council with a verbal update. The grass cutting and maintenance contract is currently out for tender. The contract, maps and information related to the tender process can be accessed from the home page of the website. An advert will appear within the tender section of the Tavistock Times newspaper on Thursday 16th January. The deadline for the receipt of sealed bids is 29th February 2020.

Issues raised during the discussion:

- Cemetery Rules and Regulations: There are historic and ongoing issues with personal items being removed from the cemetery. Councillors discussed providing a copy of the cemetery rules and regulations to the contractor that is awarded the three-year contract, with the most relevant sections highlighted, as well as an initial verbal briefing.
- Dog bins within the parish: It has become apparent that there are five dog bins around the parish not four as originally perceived. The dog bins are located on Bal Lane, Warne Lane (opposite Great

Fellingfield), outside the Coronation Hall, on the Recreation Ground and within Horndon. The new specification includes maintenance (grass cutting, cleaning and tidying) of the surrounding area and the dog bins themselves. The dog bin on Bal Lane is missing from the contract, therefore, an amendment to include it is required.

Action

- Clerk to amend the grass cutting and maintenance contract on the website to include the dog bin on Bal Lane.

7) Budget 2020-21: To decide upon an amount to include within the 'public information' budget heading. To approve the proposed budget for the 2020-21 financial year.

Decisions

It was **resolved** to include £350 within the 'public information' budget heading to allow for expenditure related to keeping the public informed, e.g. local newspaper notices or advertisements and leaflet production.

It was **resolved** to accept the proposed budget for the 2020-21 financial year.

Proposed by Cllr. Page, seconded by Cllr. Fife Cook. All in favour by a show of hands.

8) Precept 2020-21: To approve a precept request for £16,689 for the 2020-21 financial year (no increase in the amount requested for the 2019-20 financial year).

Decision

It was **resolved** to set the precept at £16,689. Proposed by Cllr. Reid, seconded by Cllr. Butland. A vote took place by a show of hands. Eight in favour, one against. Motion carried.

Action

- Clerk to submit the precept request to West Devon Borough Council before 31st January 2020.

9) Earmarked Reserves 2020-21: To approve any changes in earmarked reserves as part of the budgetary control process.

Decision

It was **resolved** to ring-fence the Parish Council's total reserves accordingly:

£6,000 for cemetery land purchase.

£9,000 for road safety projects.

Remaining funds to form the general reserve.

Proposed by Cllr. Reid, seconded by Cllr. Fife Cook. All in favour by a show of hands.

10) Planning:

Planning Application- Dartmoor National Park have asked for further comments from the Parish Council.

0215/19 Amended Proposal: Construction of two detached dwellings with front and rear gardens at Land adjacent to Grace and Favour Cottage, Mary Tavy. The amendment relates to removal of the garage.

Decision: OBJECTION. All councillors eligible to vote (eight) moved to object by a show of hands.

The following statement was submitted to the allocated DNPA Case Officer on 15th January:

Mary Tavy Parish Council OBJECT to the proposal. The reason for the objection relates to concerns regarding contamination of the land, particularly the high level of arsenic within the soil, and the associated elevated risk of harm to health that is posed. Councillors are concerned by the content of the letter of objection submitted by West Devon Borough Council Environmental Health. Mary Tavy Parish Council cannot support the proposal until effective remedial action is carried out to bring the risk to an acceptable level.

11) Finance:

The following payments were approved during the Council Meeting:

Clerk Salary January	£492.96
Clerk Expenses (includes use of home as office, two weeks only)	£46.69
Advance payment to Bere Ferrers PC for Cemetery Management Course on 25 th February 2020 for the Clerk and Cllr. Prosser (£55 per person)	£110.00
J. Jeffery: Lengthsman work carried out from the dog bin on Bal Lane to the bridge at the bottom of Bullers Hill; the road up to Horndon to the last two metal grids below the Elephants Nest.	£408.00
Reading Room hire x three months (October-December 2019)	£30.00
Littlewood Hire: Hire of SpeedSpy traffic speed logger for two weeks	£455.94
Gardiner's World (Total amount on invoice = £370)	

It was **resolved** to pay £250. Proposed by Cllr. Prosser, seconded by Cllr. Page. A vote took place by a show of hands. Eight in favour, one abstention. Motion carried.

Actions

- Clerk to inform the contractor to carry over £120 to the next invoice as the date accompanying part of the itemised work on the current invoice was set in the future. The Parish Council cannot make prospective payments for work that has yet to be carried out.
- Clerk to remind the contractor of the resolution passed during the December Council meeting regarding Japanese knotweed.

Payment not approved during the Council Meeting:

Devon County Council: Road Signs near Mary Tavy and Brentor Primary School	£400.28
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Decision

It was **resolved** not to pay the invoice. Proposed by Cllr. Prosser, seconded by Cllr. Page. All in favour by a show of hands.

Councillors may reconsider their decision in the event of a change of hazard warning signage from 'no footway' to 'school' as was originally requested by the Parish Council. The installed 'no footway' signs do not provide sufficient warning to motorists of the specific likelihood of school children on that section of road.

Action

- Clerk to compose and send a letter to the Highways Management Department to inform of the above stated resolution and the reasons for it.

Income

Cemetery: Morris Bros (Tavistock) Ltd	£128.00
Return of grant donation from Mary Tavy Twinning Association	£258.00

Financial reports circulated with the agenda. Council **resolved** to accept the accounts. Proposed by Cllr. Fife Cook, seconded by Cllr. Wright. All in favour by a show of hands.

12) Parking Issue- ongoing illegal parking near the Station Road T-Junction: motion submitted by Cllr. Reid. To discuss and agree any further actions.

The issue with vehicles parked between the disabled bay and drop curve at the T-Junction, where Station Road meets the A386, is ongoing leading to reduced visibility for motorists using the junction to join the A386.

Decision

It was **resolved** to contact our local Police Community Support Officer (PCSO) to request further assistance. Proposed by Cllr. Reid, seconded by Cllr. Dunn. A vote took place by a show of hands. Eight in favour, one abstention. Motion carried. Clerk to action.

13) General Data Protection Regulation (GDPR): motion submitted by Cllr. Fife Cook. To decide whether to appoint an external Data Protection Officer (DPO).

Parish Councils are advised to record a decision on whether to appoint a DPO, who can be an existing employee or externally appointed, as this demonstrates compliance with the accountability principle.

Mary Tavy Parish Council have adopted an Information and Data Protection Policy which states that the Council has delegated the responsibility for ensuring compliance with Data Protection legislation day-to-day to the Clerk. The Clerk's name and contact details have been updated on the policy following the changeover of Clerk in 2019. Additionally, the Parish Council is registered to pay an annual data protection fee to the Information Commissioner's Office and has been issued with a certificate, valid until 17th July 2020, identifying the Clerk as the Parish Council's Data Protection Officer.

Decision

It was **resolved** not to appoint an external Data Protection Officer. Proposed by Cllr. Fife Cook, seconded by Cllr. Page. All in favour by a show of hands.

14) Dog bins outside Coronation Hall and on the Recreation Ground: motion submitted by Cllr. Fife Cook. To decide whether to take on responsibility for the emptying cost.

Decision

It was **resolved** to assume financial responsibility for the emptying cost of the two dog bins (outside the Coronation Hall; on the Recreation Field), that are currently funded by Mary Tavy Victory Memorial Recreation Ground Trust (MTVMRGT). To commence at the start of the new financial year (6 April 2020). Proposed by Cllr. Page, seconded by Cllr. Reid. All councillors eligible to vote (seven) were in favour by a show of hands.

Actions

- Clerk to liaise with West Devon Borough Council to assume financial liability for the emptying cost of the two dog bins from MTVMRGT.
- Clerk to write a letter to the Treasurer and Trustees of MTVMRGT to inform of the above stated resolution.

15) Councillor's Reports and External Meetings Attended (for information only):

i) Emergency and Snow Warden: The Emergency and Snow Warden (John Roy Hill) has received a further ton of salt from Devon Highways to add to last year's reserve which should be sufficient in case of ice or snow this winter.

ii) Southern Parishes Link Committee Representative: No report.

iii) DNPA Representative: No report.

iv) Mary Tavy Victory Memorial Recreation Ground Trust (MTVMRGT) Representative: Mother Goose pantomime was a success, money raised contributed to the fund for a new projector; MTVMRGT are currently considering changing their name, suggestions are welcome; the Recreation Ground now has a 'measured mile' for runners to use to assess their speed; the Villages in Action event held on 11th January was a success, approximately ninety people attended.

v) Cemetery Report: A suggestion was put forward to create a working group in the spring to carry out maintenance of the shed within the cemetery.

16) Items for Future Agenda: Annual Parish Meeting and formation of a cemetery working group or committee to constitute agenda items for the next Council meeting.

17) Items for Information: The date of the next Council meeting: Tuesday 11th February 2020.

MEETING CLOSED AT 8.39pm.

Signed..... Date.....