

Minutes of the meeting of Mary Tavy Parish Council held on Tuesday 14th July 2020, 7pm, in an online publicly accessible meeting room

Present: Cllr. Williams (Chairman); Cllr. Page (Vice Chairman); Cllr. Butland; Cllr. Dunn; Cllr. Hill; Cllr. Prosser; Cllr. Reid; Cllr. Wright; Katherine Anness (Clerk)

Also present: Borough Cllr. Pearce

1) Welcome and brief explanation on the use of online meeting controls by the Chairman.

2) To resolve to adopt the supplementary Standing Orders addendum (circulated) to meet the statutory requirements for the holding of remote Council meetings, and this lasts until May 7th 2021, or the repeal of legislation whichever is earlier.

Resolved

All in favour by a show of hands.

3) Open Session for Public Participation (15 minutes): No members of public were in attendance.

4) Apologies for Absence: Not applicable; all councillors were present. All members of Mary Tavy Parish Council have now attended at least one Council meeting in the six-month period since the last Council meeting that was fully attended by all councillors (held on 14th January 2020).

5) Declarations of Interest: None declared.

6) Confirmation of Minutes: of the last full Council meeting (circulated) held on Tuesday 10th March 2020.

It was **resolved** to accept the minutes as a true record. Proposed by Cllr. Prosser, seconded by Cllr. Reid. A vote took place by a show of hands. Four in favour, four abstentions (due to absence from the meeting held on 10th March 2020).

7) Confirmation of Minutes: of the extraordinary meeting (circulated) held on Monday 23rd March 2020.

It was **resolved** to accept the minutes as a true record. Proposed by Cllr. Reid, seconded by Cllr. Butland. A vote took place. Four in favour, four abstentions (due to absence from the meeting held on 23rd March 2020).

8) Speeding Working Group: to receive an update from Cllr. Butland. To recruit additional members to the Working Group. To approve any recommendations, agree any actions and authorise any necessary expenditure.

Cllr. Butland provided the Council with a verbal update. Since the last Council meeting, the Speeding Working Group have formulated six recommendations, based on discussion at Council meetings prior to lockdown and taking into account the wishes expressed by residents at the Speeding Public Meeting held in November 2019, to tackle the problem of speeding through the village.

A full discussion took place. The discussion included and referred to:

- The high likelihood that the Working Group will be in a position to recommend expenditure on a mobile solar-powered Evolis Radar Speed Sign at the next meeting of the full Council. This would allow for traffic speed monitoring in different locations within the village including the 40-mph zone on the A386, an area that residents have expressed particular concern.

- The importance of obtaining prior approval of potential locations for placement of a mobile Vehicle Activated Sign (VAS) from Tom Lee (Neighbourhood Highways Officer.) It will be necessary to obtain permission from Devon Highways prior to expenditure. Additionally, it would be useful to know the permitted locations in terms of their acceptability to the Parish Council; there are areas that residents have identified as particularly prone to speeding vehicles and councillors wish to represent the views of their constituents on these locations.
- Concern was expressed regarding a lack of members on the Speeding Working Group. Cllrs. Reid and Williams volunteered to join the Working Group. The Working Group is now comprised of the following members: Cllr. Butland, Cllr. Page, Cllr. Reid and Cllr. Williams.
- An update on the current position regarding the creation of a Speed Watch group. A group of volunteers were due to attend a training session on Saturday 4th April, however, this was cancelled due to the coronavirus pandemic. Seonaid Greenwood (PCSO) holds a list of volunteers that have both completed application forms and had their forms verified. An alternative date for the training session has not been provided yet.

Actions

- It was agreed to hold a meeting of the Working Group before the Council meeting in August to form concrete proposals to present to the full Council. Clerk to schedule a Zoom meeting on a date convenient for members of the Working Group.
- It was agreed to initiate further communication with Tom Lee (Neighbourhood Highways Officer) to obtain approval of potential locations for the placement of a mobile VAS. Cllr. Williams to action.

9) Cemetery Working Group: to receive an update from Cllr. Williams. To approve any recommendations, agree any actions and authorise any expenditure.

Councillors briefly discussed a recent issue regarding sheep escaping from the neighbouring field into the cemetery. Cllr. Williams to speak with the landowner and request that he ensure that the boundary is made stock proof. A working party will visit the cemetery within the next week, prior to a booked interment, to tidy the cemetery, tighten the fencing, etc.

ii) To consider a request received from a parishioner regarding permission to plant a hawthorn tree within the cemetery.

Approved

Proposed by Cllr. Butland, seconded by Cllr. Wright. All in favour by a show of hands.

10) Planning: Dartmoor National Park have asked for comments from the Parish Council.

0288/20 Proposed: Replacement of existing lean-to, removal of chimney breast plus addition and enlargement of first floor windows at Midlands House, Horndon.

Mary Tavy Parish Council **support** the application for planning permission.

Comment: Councillors were disappointed that they were unable to review the potential ecological impact of the proposal. The ecology report that has been uploaded to Dartmoor National Park's website, with the supporting documents for this planning application, is for a property in Sigford.

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

11) End of Year Accounts to 31/3/2020:

i) Bank reconciliation on 31/3/2020: To approve and sign off (at a later date) the bank reconciliation (circulated) which has been verified by Cllr. Butland against original bank statements.

Approved

Proposed by Cllr. Williams, seconded by Cllr. Hill. All in favour by a show of hands.

ii) End of year accounts to 31/3/2020: To approve and sign off (at a later date) the annual accounts (circulated).

Approved

Proposed by Cllr. Wright, seconded by Cllr. Dunn. All in favour by a show of hands.

iii) Certificate of Exemption 2019/2020: The Council is eligible to apply for an exemption from a limited assurance review as its annual turnover did not exceed £25,000 in the year of account ended 31st March 2020. To approve and sign off (at a later date) the completed Certificate of Exemption (circulated).

The Council **resolved** to certify itself exempt from a limited assurance review (external audit) for the financial year 2019/2020.

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

iv) Internal Audit: to note the Annual Internal Audit Report (circulated)

Noted and approved

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

Cllr. Williams noted that the issues raised by the internal auditor were minor.

Supplementary note added by the Clerk after the meeting (for information): The Clerk intends to commence work on the recommendations provided by the internal auditor and present the results to the Council at the next meeting for approval. There will be an agenda item related to the review and re-adoption of the Council's Standing Orders, Financial Regulations and Code of Conduct.

v) Statement of Internal Control: to approve and sign off (at a later date) the updated document (circulated).

Approved

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

vi) Annual Governance Statement (section one of the Annual Governance and Return, AGAR): Nine statements to be read aloud by the Clerk. To discharge the obligations of the Parish Council to approve the Annual Governance Statement as a corporate body and review the system of internal control for the year ended 31/3/2020.

Nine statements were read aloud by the Clerk. Following each statement, the Council considered and **agreed** a response of 'yes' to statements 1-8 and 'N/A' to statement 9.

It was **resolved** to approve all of the responses provided as a corporate body.

Proposed by Cllr. Williams, seconded by Cllr. Dunn. All in favour by a show of hands.

vii) Accounting Statements (section two of the AGAR): To approve and sign off (at a later date) the Statement of Accounts for the year ended 31st March 2020.

Approved

Proposed by Cllr. Williams, seconded by Cllr. Butland. All in favour by a show of hands.

vii) Explanation of Variances: to approve and sign off (at a later date) the pro forma document populated by the Clerk (circulated).

Approved

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

12) Finance:

The following payments were **approved** during the Council meeting:

Clerk Salary	£492.96
Clerk Expenses (includes use of home as office and postage costs associated with a remote internal audit)	£22.04
Virtual meeting room hire: monthly subscription for Zoom Pro online platform	£14.39
Annual renewal of the Clerk's Society of Local Council Clerks (SLCC) membership (1 st July 2020 – 30 th June 2021)	£109.00
Clerk training course (online): Introduction to Local Council Administration (iLCA)	£118.80
J. Gillard: internal audit fee	£125.00
Gardiner's World	£300.00

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

To note income received since the last Council meeting:

First half precept 2020/21	£8,344.50
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Noted

ii) To receive an update from Cllr. Butland on the quarterly verification of the bank reconciliation produced by the Clerk, dated 30 June 2020, against original bank statements.

Reported to and noted by the Council.

Financial reports circulated with the agenda including the bank reconciliation produced on 30th June 2020 and the year to date budget sheet.

Council **resolved** to accept the accounts, bank reconciliation and year to date budget sheet.

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

13) Grant Application: - Marie Curie Emergency Appeal (£300): Submitted by Riona Houghton, Marie Curie Community Fundraiser for Devon and Somerset. Grant application circulated to councillors by email. To agree any action and authorise any expenditure.

Cllr. Hill commented that he was pleased to have been provided with the following figure, by Ms. Houghton, to highlight a direct benefit to the parish of Mary Tavy: 'Over the last three years, Marie Curie have cared for forty-six patients with a terminal illness in Mary Tavy who were at the end of their life at home.'

Resolved that the Council in accordance with its powers under sections 137 of the Local Government Act 1972, should incur the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure: -

To donate £300 to Marie Curie's Emergency Appeal.

Proposed by Cllr. Butland, seconded by Cllr. Wright. All in favour by a show of hands.

14) Annual Meeting of the Council: Due to coronavirus pandemic, there is no legal requirement to hold the Annual Meeting of the Council this year. However, the Council can choose to hold the Annual Meeting if it so wishes and appoint a Chairman to preside until the next Annual Meeting in May 2021. To decide whether to hold an Annual Meeting of the Council this year.

Proposed Resolution

To not hold an Annual Meeting of the Council this year and to continue with Cllr. Williams presiding as Chairman of the Council until May 2021 unless government guidance changes, in which case, we will reconsider whether to hold an Annual Meeting.

Proposer: Cllr. Reid.

Amendment

Add to resolution 'or other circumstances.'

Proposer: Cllr. Page.

The amendment was accepted by the proposer of the resolution (Cllr. Reid).

Amended Resolution

The following resolution, as amended, was then put to the vote:

To not hold an Annual Meeting of the Council this year and to continue with Cllr. Williams presiding as Chairman of the Council until May 2021 unless government guidance or other circumstances change, in which case, we will reconsider whether to hold an Annual Meeting.

Proposed by Cllr. Reid, seconded by Cllr. Page. All in favour by a show of hands. Motion carried.

15) Co-option of a Councillor: The Parish Council currently have a casual vacancy for a councillor. It is likely that the Returning Officer at West Devon Borough Council will authorise the Parish Council to proceed to fill the vacancy by co-option; official confirmation is due on 16th July 2020.

i) To approve the draft Notice/advertisement (circulated) for placement on the noticeboard, Parish Council website and on local social media hubs.

Approved

Proposed by Cllr. Dunn, seconded by Cllr. Butland. All in favour by a show of hands.

ii) To consider placement of an advertisement within the Classified section of the Tavistock Times Gazette. To authorise an expenditure limit on newspaper advertising if required.

Proposed Resolution

To place an advert in the classified section of the Tavistock Times Gazette with an expenditure limit of up to £35.

Proposer: Cllr. Williams.

Amendment 1

Replace '£35' with '£50'

Proposer: Cllr. Reid.

The amendment was accepted by the proposer of the resolution (Cllr. Williams).

Seconder: Cllr. Butland.

Seven votes in favour of the amendment, Cllr. Page against. Cllr. Page proposed a further amendment.

Amendment 2

Insert: 'To wait until after the Notice has been posted on the noticeboard, website and on local social media hubs for free then, if there has been no response after one month,'

Proposer: Cllr. Page.

The amendment was accepted by the proposer of the original resolution (Cllr. Williams).

Amended Resolution

The following resolution, as amended, was put to the vote:

To wait until after the Notice has been posted on the noticeboard, website and on local social media hubs for free then, if there has been no response after one month, place an advert in the classified section of the Tavistock Times Gazette with an expenditure limit of up to £50.

Proposed by Cllr. Page, seconded by Cllr. Dunn. Three votes in favour, five councillors abstained from voting.

The amended resolution was therefore carried.

iii) To approve the template councillor application form supplied by the Clerk (circulated).

It was **agreed** not to use the template application form.

16) Items for Future Agenda: To receive suggestions for future agenda items.

Cllr. Prosser requested that 'correspondence' become a regular agenda item. A full discussion took place. Points in favour and against the inclusion of 'correspondence' as a regular agenda item:

- It would provide opportunity for discussion of correspondence received from official bodies, DALC, WDBC, DCC, DNPA, etc.

- It would mean that, in some cases, parishioners and official bodies would not have to wait for up to five weeks for a response from the Parish Council, for example, should correspondence be received just after the agenda for a meeting has been published.
- Information would not, necessarily, have been published on the agenda which would deny local residents the opportunity to attend a meeting to express their view on a particular issue.
- A 'correspondence' item may enter into the realm of 'any other business'; councillors should not make unexpected decisions.

A vote did not take place. Therefore, a formal decision, on whether to include 'correspondence' as a regular agenda item, was not made.

Cllr. Prosser submitted a polite request that councillors do not reply to written correspondence received that has been addressed to the Council as a whole without submitting a draft response to the Chairman, Clerk and possibly all members of the Council first. The request was well received and there was consensus that this was a good idea.

17) Items for Information: The date of the next Council Meeting: Tuesday 11th August 2020 at 7pm.

MEETING CLOSED AT 8.21pm

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