

## **MARY TAVY PARISH COUNCIL**

5 August 2020

To all Members of Mary Tavy Parish Council,

You are hereby summoned to attend a Meeting of Mary Tavy Parish Council to be held **online\* on Tuesday 11<sup>th</sup> August 2020, commencing at 7pm**, for the purpose of transacting the following business.

Members of the public and press are invited to attend the meeting. Members of the public and press may access the meeting, without providing notice, using the details specified below. To receive the login details direct to your email account, please contact the Clerk.

LOGIN via PC - <https://zoom.us/j/97129791734>

LOGIN via landline or mobile telephone -

Landline: 0208 080 6591 **OR** 0208 080 6592; **Meeting ID: 971 2979 1734**

One tap mobile: 0208 080 6591, enter: 971 2979 1734# **OR** 0208 080 6592, enter: 971 2979 1734#

Please call the Clerk on 01822 616047 if you are experiencing any problems logging in.

*Katherine Anness*

Katherine Anness, Clerk to Mary Tavy Parish Council

32 Oak Road, Tavistock, PL19 9EZ

Email: [parishclerk@marytavyparishcouncil.co.uk](mailto:parishclerk@marytavyparishcouncil.co.uk)

\* A 'virtual' Meeting is permitted by the Local Authorities (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020, No.392.

### **AGENDA**

- 1. Welcome and brief explanation on the use of online meeting controls by the Chairman.**
- 2. Open Session for Public Participation** (15 minutes).
- 3. Apologies for Absence.**
- 4. Declarations of Interest.**
- 5. Confirmation of Minutes:** of the last Council meeting (circulated) held on Tuesday 14<sup>th</sup> July 2020.
- 6. Planning:** Dartmoor National Park have asked for comments from the Parish Council:  
0389/18: - Amended Plan: Erection of two storey replacement dwelling, new garage and summerhouse at Meadow Laws, Brentor Road.  
  
Conditional planning permission was granted on 24<sup>th</sup> October 2018. The amendment relates to retaining wall repositioning.
- 7. Speeding Working Group:** to receive an update from Cllr. Butland. To approve any recommendations, agree any actions and authorise any expenditure.

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

ii) To discuss Health and Safety requirements for the contractor following a recent incident whilst grass cutting in the cemetery. To agree any actions.

iii) To amend, approve and sign off (at a later date) the Cemetery Risk Assessment (circulated) that was last approved in April 2019.

**9. Internal Audit Report:** Upon the recommendation of the internal auditor, the Council is required to periodically review all of its policies, procedures and Standing Orders and determine Terms of Reference for the HR Committee.

It is standard practice to review and adopt Standing Orders, Financial Regulations, Complaints Procedure and determine Terms of Reference for Committees during the Annual Meeting of the Council; however, the Council have resolved not to schedule an Annual Meeting of the Council this year (unless circumstances dictate otherwise). Therefore:

i) To review and re-adopt the Council's:

- Standing Orders
- Financial Regulations
- Complaints Procedure

ii) Terms of Reference for the HR Committee do not currently exist. To consider, amend if necessary, and adopt the Terms of Reference drafted by the Clerk for the HR Committee (circulated).

#### **10. Finance:**

To approve the following payments:

Clerk Salary	£492.96
Clerk Salary (for Burial Clerk duties)	£31.60
Clerk Expenses (including use of home as office and replacement black printer cartridge)	£40.50
Virtual meeting room hire: monthly subscription for Zoom Pro online platform	£14.39
Gardiner's World	tbc

To note payment processed by direct debit on 17<sup>th</sup> July 2020:

Information Commissioner's Office (ICO): annual data protection fee	£35.00
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To note income received since the last Council meeting:

Cemetery- received from E. Pascoe & Son: right to erect a headstone fee	£83.00
Cemetery- received from Walter C. Parson: re-opening and interment fees	£211.00

Financial reports circulated to councillors with the agenda. Council to resolve to accept the accounts, bank reconciliation and year to date budget sheet.

**11. Website Accessibility Regulations/Accessibility Statement:** The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018 require local Councils to ensure reasonable adjustments are made to websites so they are accessible to people with various disabilities. From 23<sup>rd</sup> September 2020, all local Council websites will have to comply with these regulations and have an accessibility statement in place.

To discuss the Clerk's report and draft accessibility statement circulated to councillors by email in advance of the meeting. To agree any actions and authorise any necessary expenditure.

**12. Co-option of a Councillor:** The Parish Council currently have a casual vacancy for a councillor. A Notice has been posted on the noticeboard, website and local social media hubs for one month. No applications have been received.

To consider whether now is the right time for placement of a draft advertisement in the Classified section of the Tavistock Times Gazette with an expenditure limit of up to £50.

**13. Japanese Knotweed:** email correspondence has been received (circulated to councillors by email) from both a parishioner and Dilys Lord (Locality Engagement Officer, WDBC) regarding damaged Japanese Knotweed adjacent to the path that connects Coronation Hall car park to Bal Lane. To agree action(s) if required.

**14. Councillor Reports (for information only):**

- i) Emergency Warden.
- ii) Southern Parishes Link Committee Representatives.
- iii) DNPA Representative.
- iv) Mary Tavy Victory Memorial Recreation Ground Trust Representatives.

**15. Notice of Annual Leave period for the Clerk:** To authorise a period of annual leave (total of five working days) between 22<sup>nd</sup> August and 1<sup>st</sup> September 2020.

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

**17. Items for Information:** The date of the next Council Meeting: Tuesday 8<sup>th</sup> September.