

**Minutes of the Meeting of Mary Tavy Parish Council held on Tuesday 11<sup>th</sup> August 2020, 7pm, in an online publicly accessible meeting room**

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

Also present: Borough Cllr. Pearce; two members of the public.

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

**2) Open Session for Public Participation (15 minutes):** No members of the public were in attendance at this point of the meeting.

**3) Apologies for Absence:** Cllr. Hill. Apologies accepted.

**4) Declarations of Interest:** Cllr. Dunn- item 6. Dispensation granted.

**5) Confirmation of Minutes:** of the last Council Meeting (circulated) held on Tuesday 14<sup>th</sup> July 2020.

Cllr. Page highlighted that a decision regarding the addition of 'correspondence' as a regular agenda item was not made during the last meeting; a vote did not take place. Therefore, there should have been an item on the agenda for this meeting to allow for a vote to take place and a decision to be made. Councillors agreed to vote, on whether to include 'correspondence' as a regular agenda item, during the next Council meeting in September. Clerk to ensure an agenda item is supplied to facilitate this.

It was **resolved** to accept the minutes as a true record. Proposed by Cllr. Dunn, seconded by Cllr. Page. All in favour by a show of hands.

**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.

Councillor discussion commenced.

Standing Orders were suspended four minutes into the discussion in order to:

- Allow admission of two members of the public who had been trying to access the meeting from the beginning but were prevented from doing so by a technical issue and
- to first allow Borough Cllr. Pearce, then, the two members of the public to speak and make representations on the issues, from their perspective, with the amended plan.

Borough Cllr. Pearce commented that the property that has been built is a substantial deviation from the approved plan and urged the Parish Council to submit a strong objection regarding the proposed amendment to the planning authority. Borough Cllr. Pearce further added that the building should be knocked down and built again according to the positioning that was approved in the original plan.

The two members of the public submitted verbal requests to the Parish Council to seriously consider the points raised within the two letters of objection, addressed to Dartmoor National Park Authority and copied to the Parish Council, that have been written by both sets of adjacent neighbours. It was felt that the proposed amendment would not substantially rectify the problems; a plea was made to the Parish Council to support the neighbouring property owners in their representations to the large body that constitutes the planning authority.

The Parish Council were informed that Dartmoor National Park Authority (DNPA) were notified, early in the construction of the building, of a problem with positioning. A member of the public stated, at the meeting, that it is believed that written correspondence was sent to the Applicant by DNPA to request suspension of building work. The member of the public reported to have been informed, by DNPA upon alerting them to a continuance with building work, that further work would be at the Applicant's own risk.

Standing Orders resumed.

Councillors recommenced discussion which included and referred to:

- Observations made during a recent site visit at 'Cloudstreet.' The councillors that conducted the site visit felt that the retaining wall was too intrusive in its height; likely caused by incorrect initial positioning of the building, understood to be the result of an error with the Ordinance Survey map, compounded by the natural downward slope of the rear garden.
- A suggestion that the adjacent neighbours have been accommodating in their proposals of the alterations they feel may help minimise the impact of the development.

#### Proposal

Mary Tavy Parish Council **strongly object** to the proposed amendment.

Proposer: Cllr. Williams

Seconder: Cllr. Prosser

Cllr. Page – insert: 'and our response is that we strongly object to the building being different from the original approved plan.'

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

#### Decision

Mary Tavy Parish Council **strongly object** to the proposed amendment and our response is that we strongly object to the building being different from the original approved plan.

All in favour by a show of hands.

#### Action

Clerk to circulate a draft response to send to the Planning Case Officer at Dartmoor National Park Authority by email the next day to all councillors for approval by 5pm and submit the approved response promptly to DNPA in accordance with our deadline for the consultation.

**7) Speeding Working Group:** to receive an update from Cllr. Butland. To approve any recommendations, agree any actions and authorise any expenditure.

Cllr. Butland provided the Council with a verbal update on the current recommendations of the Working Group, that were formulated during the last meeting of the Working Group held on 28<sup>th</sup> July, to present to the full Council.

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

- Vehicle Activated Signs (VAS): The Working Group recommend that the Council purchase a mobile solar-powered Evolis Radar Speed Sign which would allow for traffic speed monitoring in different

positions. The Working Group are awaiting permission from Tom Lee (Neighbourhood Highways Officer) prior to purchase. Additionally, the Working Group are awaiting confirmation from the manufacturer regarding current availability of the Evolis Radar Speed Sign for purchase and a final price although the provisional cost has been estimated.

The two members of the public left the meeting at this point (7.37pm).

### Decision

It was **resolved** to approve an expenditure limit of up to £2400 (excluding VAT) on an Evolis Radar Speed Sign with two solar panels **subject** to:

- 1) obtaining the necessary permission from the highways authority to proceed and
- 2) confirmation of availability for purchase and delivery.

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

- Village Gateways and Signs: The Working Group are contemplating whether to recommend purchase of village gateways and/or signs to aid traffic calming on the A386 through Mary Tavy. Councillors discussed possible positions for village gateways and signs in terms of locations felt to have the most impact on speed reduction. It was agreed that more concrete ideas and costings in this area would be useful as well as some research evidence that suggests whether village gateways and signs are effective in terms of traffic calming.
- 40-mph section on the A386 approach to the village from Tavistock, near the Mary Tavy Inn: The Council have approached Tom Lee (Neighbourhood Highways Officer) in the past to request the construction of a 40-mph zone on this approach to the village to aid traffic calming as currently the speed limit transitions from 60-mph to 30-mph. The request was politely refused by the Neighbourhood Highways Officer. Borough Cllr. Pearce suggested that the Council request assistance from our County Councillor, Cllr. Philip Sanders, on this issue.
- Speed Watch: The Council are awaiting confirmation from PCSO, Seonaid Greenwood, with regards to whether the training session for Speed Watch volunteers will be rescheduled following its cancellation due to government enforced lockdown in April. It was agreed to initiate email contact with the residents, who registered an interest in becoming a Speed Watch volunteer at the Speeding Public Meeting that was held in November 2019, to ascertain whether interest is maintained in an effort to try to recruit more volunteers. There is concern that Mary Tavy may have too few volunteers for a Speed Watch group to be viable.
- A suggestion that the Clerk write a letter to the residents of local properties with very overgrown hedges to request that the hedge(s) be trimmed for the safety of pedestrians using the virtual footways on the A386. At the time of writing the minutes, the Clerk has not been provided with a list of local properties that meet this criterion.

### Actions

- It was agreed to hold a further meeting of the Working Group to form concrete ideas, proposals, or recommendations with regards to village gateways and signs and examine research findings that suggest whether village gateways and signs are effective in terms of traffic calming on behalf of the Council.
- Clerk to contact our County Councillor, Cllr. Philip Sanders, to request assistance with regards to obtaining a 40-mph zone on the approach to the village from Tavistock, near the Mary Tavy Inn.

- Clerk to contact PCSO Seonaid Greenwood for an update on the creation of a Speed Watch team in Mary Tavy and to ascertain whether a training date for volunteers has been rescheduled.
- Clerk to initiate email contact with the residents that registered an interest in becoming a Speed Watch volunteer, during the Speeding Public Meeting that was held in November 2019, in an attempt to recruit more volunteers.

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

**i)** To discuss Health and Safety requirements for the maintenance contractor following a recent incident whilst grass cutting in the cemetery.

There was an incident this month whereby our maintenance contractor, whilst tidying overgrowth near graves, unearthed a glass jar that was half buried in the ground with a strimmer and became injured by flying glass shards. Our Cemetery Risk Assessment was inadequate in this circumstance whereby it is stated that grass should not be cut two feet in front of each headstone; the glass jar, in this instance, was buried approximately four feet away from the front of the headstone.

It was agreed that the best course of action, to prevent such an incident from reoccurring, would be to maintain clear signage in a prominent location that reminds visitors of Cemetery Rule No.5. Therefore, a laminated notice has been affixed to the cemetery entrance gate which states:

‘Following injuries to the gardener from flying glass, it is necessary to remind all visitors of Cemetery Rule No.5:

5. Graves are not allowed to have kerbs or earth mounds. Separate flower containers are permitted provided they do not exceed the width of the headstone base and remain within 12 inches or metric equivalent from the headstone. On the grounds of Health & Safety any additional containers must be made from a shatter-proof material. **Glass, plastic and other brittle materials are expressly forbidden** and the Parish Council reserves the right to remove and dispose of any found in the cemetery.

Please examine plots carefully and remove all potential hazards.’

It was further agreed that the Clerk would create a spreadsheet to log accidents that are reported.

#### Action

- Cllr. Williams to research costings, to present to full Council, for an appropriate aluminium or plastic sign that could be affixed to the cemetery entrance gate to permanently remind visitors of Cemetery Rule No.5.

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

The Clerk has suggested amendments to the Cemetery Risk Assessment and circulated these to all councillors by email, in advance of the meeting, for review and approval.

#### Decision

It was **resolved** to adopt the amended Cemetery Risk Assessment.

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

**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.

Decision

It was **resolved** to re-adopt the Council's Standing Orders, Financial Regulations and Complaints Procedure.

Proposed by Cllr. Dunn, seconded by Cllr. Prosser. Six in favour, Cllr. Page abstained. Motion carried.

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.)

Decision

It was **resolved** to adopt the Terms of Reference drafted by the clerk for the HR Committee.

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

**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	£285.00

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
---	--------

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

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

**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 all councillors by email in advance of the meeting. To agree any actions and authorise any necessary expenditure.

#### Decision

It was **resolved** to adopt the accessibility statement drafted by the clerk and its upload to the Parish Council's website was authorised.

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

**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 an advertisement in the Classified section of the Tavistock Times Gazette with an expenditure limit of up to £50.

#### Decision

It was **resolved** to place an advertisement in the Classified section of the next edition of the Tavistock Times Gazette with an expenditure limit of up to £50.

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

**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.

A full discussion took place. It was acknowledged that control of the spread of Japanese Knotweed is the responsibility of the landowner and the Parish Council have no power to take enforcement action on landowners that fail to act.

Borough Cllr. Pearce offered to speak to West Devon Borough Council Officers on our behalf to see what they advise.

#### Action

- To discuss further at the next Council meeting.

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

- i) **Emergency Warden:** no report.
- ii) **Southern Parishes Link Committee Representatives:** no report.
- iii) **DNPA Representative:** no report.
- iv) **Mary Tavy Community Field & Hall Representatives:**

The new children's playground is open and the response has been very positive; There was a committee meeting on 3<sup>rd</sup> August whereby members were shown the working of the new projector

and screen for the Film Club; The Film Club are hoping to plan a six-month schedule of film showings in the Coronation Hall shortly, although, that may be subject to change due to coronavirus restrictions; A VJ Day community cream tea picnic on the Recreation Field, free to over 75's, small fee for others, is due to take place on Saturday 15<sup>th</sup> August; Lamerton Football Club have recommenced holding friendly matches on the Recreation Field. Trustees are awaiting a third quote for the creation of an access path from the Coronation Hall toilets to the children's play park.

**15) Note 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.

**Approved**

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

Cllr. Butland requested 'Climate Emergency' on the agenda for the next meeting. Cllr. Reid requested the addition of 'Police and Crime Commissioner Councillor Advocate' to the regular 'Councillor Report' agenda item. Cllr. Prosser reminded the clerk to provide an item on the agenda for the next meeting to allow for a decision to be made on whether to include 'correspondence' as a regular agenda item.

**19. Items for Information:** The date of the next Council Meeting- Tuesday 8<sup>th</sup> September 2020 at 7pm.

**MEETING CLOSED AT 8.38pm**

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