

## **MARY TAVY PARISH COUNCIL**

1 September 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 8<sup>th</sup> September 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/95408393542>

LOGIN via landline or mobile telephone -

Landline: 0131 460 1196 **OR** 0203 481 5237; **Meeting ID: 954 0839 3542**

One tap mobile: 0131 460 1196, enter: 954 0839 3542# **OR** 0203 481 5237, enter: 954 0839 3542#

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 11<sup>th</sup> August 2020.

**6. Planning:** Dartmoor National Park have asked for comments from the Parish Council:

0386/20 - Proposed: convert outbuilding to ancillary annex and replace existing dilapidated rear conservatory on the main house with a new larger glazed unit at Prince Arthur House, Mary Tavy.

**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.

**i) To approve** the suggested wording for a permanent notice for the cemetery entrance gate, intended to draw the attention of visitors to Cemetery Rule No. 5, drafted by Cllr. Williams (circulated to councillors in advance.)

**ii) To consider** the quote received from Tavy Signs for an A4 size aluminium composite panel of the aforementioned notice for £30 plus VAT.

**9. Councillor motions submitted in advance of the meeting:**

**i) Planning:** submitted by Cllr. Page.

**To appoint** a standing committee for the following and vote on a Chairman:

To determine the Council's position on any PLANNING issue coming before the Parish Council.

The committee to be called 'The Planning Committee'

The committee to be appointed according to Mary Tavy Standing Orders Version 11.

Due to the often urgent reply requirements, the committee has the authority to arrange site visits and send report to DNPA.

The committee will comply with the requirements of Standing Orders Section 4.

**ii) Record keeping following consultation with the planning authority on planning applications submitted within the parish of Mary Tavy:** submitted by Cllr. Page.

**To consider** how the Council can improve upon its current system of record keeping, particularly, with regards to the retention and reporting of both the Parish Council's response to planning applications and the planning decisions determined by the planning authority.

**iii) Correspondence:** submitted by Cllr. Prosser. **To decide** whether to include 'correspondence' as a regular agenda item.

**iv) Climate Emergency:** submitted by Cllr. Butland.

**10. Ratify the following decisions, made between Council meetings, that received approval by the majority of councillors via the submission of a vote by email or telephone to the clerk:**

**i) To approve** commission of a Lengthsman to carry out urgent clearance of blocked ditches outside Zoar Cottages, Horndon, on 23<sup>rd</sup> August 2020.

**ii) To approve** attendance by Cllr. Williams on the following DALC training webinar: 'Chairing Remote Council Meetings' held on Tuesday 8<sup>th</sup> September 2020 at 11.00am. Cost of webinar = £15 plus VAT.

**11. Parishioner request for consideration by the Parish Council:**

**To consider** the request for a one-off clearance of overgrowth on Pump Lane, Horndon, by the Parish Council. Craig Gardiner has submitted a quote for £45 to clear hedgerow overgrowth. A Lengthsman may be required to clear the ditches as there is an issue with flooding. The clerk has made enquiries with WDBC regarding ownership and is awaiting a response. To approve any actions and authorise any expenditure.

**12. Internal Audit Report:** Upon the recommendation of the internal auditor, the Council is required to periodically review all of its policies and procedures.

It is standard practice to review the Council's policies, procedures and practices in respect of its obligations under the freedom of information and data protection legislation 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:

**To review and re-adopt** the Council's:

- Freedom of Information document. **To approve** the addition of the suggested 'introduction' section to the document (circulated to all councillors in advance)
- Privacy Notice
- Information & Data Protection Policy.

### **13. Finance:**

**To approve the following payments:**

Clerk Salary	£492.96
Clerk Salary (for Burial Clerk duties)	£14.32
Clerk Expenses (including use of home as office)	£19.41
Virtual meeting room hire: monthly subscription for Zoom Pro online platform	£14.39
DM Payroll Service Ltd: payroll service for Clerk for first half of 2020/21 financial year	£60.00
Tindle Newspapers Devon Ltd: advertisement in Public Notices of councillor vacancy	£48.60
Gardiner's World	£285.00
J. Jeffery (Lengthsman): ditch clearance outside Zoar Cottages, Horndon	£168.00

**To note income received since the last Council meeting:**

Cemetery- amendment fee for alterations to information contained within the Register of Graves and Burials and/or Certificates of Exclusive Right of Burial	£25.00
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Financial reports circulated to councillors with the agenda. Council **to resolve** to accept the accounts, bank reconciliation and year to date budget sheet.

**14. Remembrance Day 2020: to decide** whether to order a poppy wreath this year and, if necessary, **approve** an amount to donate to the Royal British Legion.

**15. Devon County Council's updated Local Flood Risk Management Strategy:** the draft documents, produced by Devon County Council and partner authorities, outline how the risk of flooding to property and infrastructure will be managed and reduced over the next six years from 2021-2027.

**To consider** the draft consultation documents and **determine the Parish Council's responses** to the questions supplied on the online consultation form. The deadline for the submission of consultation forms is 15<sup>th</sup> October 2020.

**16. DALC Annual General Meeting- 7<sup>th</sup> October 2020 to be held remotely via Zoom:** each member Council may appoint one person to act as its representative to attend, speak and vote at the Annual General Meeting. Its representative must be a councillor holding office in the Council, or an appointed person designated at a Council meeting to represent the Council.

Each member Council may also appoint one additional person as its representative to attend and speak. That person may be a councillor, clerk or other employee of the Council.

**To appoint** a representative(s) to attend the meeting.

**17. Website Accessibility Regulations: to receive** a report from the Clerk following attendance, on behalf of the Council, at the Devon SLCC Website Accessibility Meeting held on Monday 7<sup>th</sup> September 2020 and **approve** any suggested amendments to the Accessibility Statement in light of new information received at the meeting.

**18. 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
- v) Police and Crime Commissioner Councillor Advocate.

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

**20. Items for Information:** The date of the next Council Meeting: Tuesday 13<sup>th</sup> October 2020.