

To all members of Mary Tavy Parish Council,

You are hereby summoned to attend the **Annual Meeting of Mary Tavy Parish Council** to be held in the **Reading Room on Tuesday 10<sup>th</sup> May 2022, commencing at 7pm**, for the purpose of considering and resolving upon the business to be transacted at the meeting as set out below.

Members of the public and press are invited to attend the meeting.

*Katherine Anness*

Katherine Anness, Clerk/Proper Officer to Mary Tavy Parish Council

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**AGENDA**

**1. Election of the Chairman of the Council**

**2. Election of the Vice Chairman of the Council**

**3. Apologies for Absence**

**4. Open Session** for Public Participation (15 minutes)

**5. Declarations of Interest**

**6. Confirmation of Minutes** of the last Council Meeting held on Tuesday 12<sup>th</sup> April 2022.

**7. Appointment of members to the planning committee**

Current members: Cllr. Butland; Cllr. Dunn; Cllr. Hill; Cllr. Jonas; Cllr. Prosser; Cllr. Reid; Cllr. Williams

Quorum: minimum of three

**8. Review of delegation arrangements to the planning committee and the committee's terms of reference**

Terms of reference available at: <https://marytavyparishcouncil.co.uk/parish-documents/policies/>

**9. Appointment of members to the HR committee**

Current members: Cllr. Dunn; Cllr. Jonas; Cllr. Reid

Quorum: minimum of three

**10. Review of delegation arrangements to the HR committee and the committee's terms of reference**

Terms of reference available at: <https://marytavyparishcouncil.co.uk/parish-documents/policies/>

**11. Appointment of any new committees** in accordance with standing order 4

**12. Review and adoption of appropriate standing orders and financial regulations**

**13. Review of representation on or work with external bodies** and arrangements for reporting back

Current representation on external bodies: -

Dartmoor National Park Authority: Cllr. Jonas; Cllr. Reid

Devon & Cornwall Police (Tavistock Matters): Cllr. Reid

Devon Climate Emergency Council Support Network: Cllr. Butland

Mary Tavy Community Field & Hall: Cllr. Hill; Cllr. Williams

Office of Police & Crime Commissioner, Devon and Cornwall (Councillor Advocate Scheme): Cllr. Reid

Southern Parishes Link Committee: Cllr. Hill; Cllr. Williams

**14. Review of inventory of land and other assets (asset register)**

Asset register available at: <https://marytavyparishcouncil.co.uk/parish-documents/asset-register/>

**15. Confirmation of arrangements for insurance cover** in respect of all insurable risks

Appendix one: summary of insurance arrangements (circulated to all councillors in advance by email)

**16. Review of the Council's and/or staff subscriptions** to other bodies:

Council subscriptions: Campaign to Protect Rural England; Devon Association of Local Councils; Information Commissioner's Office (data protection fee).

Staff subscription: Society of Local Council Clerks

**17. Review of the Council's complaints procedure**

Available at: <https://marytavyparishcouncil.co.uk/parish-documents/policies/>

**18. Review of the Council's policies, procedures and practices** in respect of its obligations under freedom of information and data protection legislation (see standing orders 11, 20 and 21)

- Data Protection Policy
- Document Retention and Disposal Policy
- Freedom of Information Policy
- Privacy Notice

Available at: <https://marytavyparishcouncil.co.uk/parish-documents/policies/>

i) To adopt the Model Publication Scheme that has been prepared and approved by the Information Commissioner (available to view on pages 1-4 of the Freedom of Information policy).

**19. Review of the Council's policy for dealing with the press/media**

Available at: <https://marytavyparishcouncil.co.uk/parish-documents/policies/>

**20. Review of the Council's employment policies and procedures**

- Anti-harassment and Bullying Policy
- Disciplinary Policy
- Equality and Diversity Policy
- Grievance Policy
- Training and Development Policy (new for 2022)

**21. Review of the Council's expenditure incurred under s.137** of the Local Government Act 1972

Section 137 expenditure for the 2021-2022 financial year: £100 to the Royal British Legion for a Remembrance Day poppy wreath; £130 grant award to Mary Tavy Victory Memorial Recreation Ground Trust to provide defibrillator and CPR training to a group of Mary Tavy residents.

Total s.137 spend for the 2021-2022 financial year = £230

**22. Planning:** - Dartmoor National Park Authority have asked for comments from the parish council:

0139/22: - Proposed: erection of equine field shelter and tack room (retrospective). Currently a mobile field shelter is present. This is to be extended to include a tack room and permanently located on hardcore.

Location: the field to the south east of the Holditch Farm access lane, Mary Tavy.

**23. Finance:** -

**i) To approve the following payments:**

Clerk Salary	£658.94
Clerk Expenses (use of home as office + printer paper + stamps + refreshments for the Annual Parish Meeting)	£36.16
HMRC: Employer National Insurance Contribution	£3.38
Mr. M Vosper: invoice for construction of a Jubilee beacon brazier	£300.00
Gardiner's World	£285.00
Mary Tavy Reading Room: quarterly invoice, room hire for parish council meetings	£40.00

**ii) To note a direct debit payment processed since the last Council Meeting:**

West Devon Borough Council: dog bin emptying service October 2021–March 2022	£381.89
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**iii) To note income received since the last Council Meeting:**

14 <sup>th</sup> April: first half precept payment	£8,964.00
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**iv) To receive** an update from Cllr. Butland on the quarterly verification of the bank reconciliations produced by the Clerk (dated: 31<sup>st</sup> January; 28<sup>th</sup> February; 31<sup>st</sup> March) against bank statements.

**Councillor motion received in advance (item 24):**

**24. Virtual Pavement on the A386:** motion received from Cllr. Griffiths. To discuss and decide on the next action(s).

**25. The Queen's Platinum Jubilee:** to continue discussion re: final arrangements, agree any actions and authorise any expenditure.

**26. Defibrillators:** to continue discussion re: the notion of two parish council funded defibrillators for the parish- one at the Mary Tavy Inn and one at Horndon. To agree any actions.

**27. Devon County Council's Road Warden Scheme:** to discuss and agree any actions.

**28. Correspondence:** an opportunity to discuss any correspondence received, both from members of the public and official bodies, by the council this month.

## **29. Councillor Reports:**

- Emergency Warden
- Southern Parishes Link Committee Representatives
- DNPA Representatives
- Mary Tavy Community Field & Hall Representatives
- Office of Police & Crime Commissioner Representative

**30. Items for Future Agenda:** - to receive suggestions for future agenda items

**31. Items for Information:** - the date of the next Council Meeting: Tuesday 14<sup>th</sup> June 2022

## **PART TWO**

**32.** 'To **resolve** that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the public and press be excluded from the meeting for the remaining items of business as they involve the likely disclosure of sensitive and confidential information.'

**Reasons:** publicity of the purchase price being considered for additional land to extend the parish cemetery is likely to jeopardise the commercial position of the council in making its offer. Information about a staff member is confidential between the council and the staff member.

**33. Chairman to dismiss members of the public and press following passing of the above stated resolution.**

**34. Parish Cemetery:** to consider the purchase price proposed (if available) by the landowner of the field next to the parish cemetery for 0.5 acres of land for a cemetery extension.

**35. Clerk's Annual Leave Request:** to authorise a period of annual leave for the clerk between Monday 30<sup>th</sup> May and Monday 6<sup>th</sup> June. To authorise a named councillor to deal with any urgent matters during that time period.

**36. Clerk's Hours:** to consider the clerk's request to **reduce** weekly hours from June onward.

## Appendix One: Summary of Insurance Cover Arrangements

Renewal date: - 1<sup>st</sup> June 2022

Renewal price: - £446.17 (inclusive of IPT and £50 broker fee)

Current sums insured with Hiscox Underwriting Limited (insurance broker: Gallagher, formerly Came & Company)

General Contents = £0.00

Office Contents = £0.00

(General and office contents are included as standard up to £5,000)

Defibrillator = £0.00

(Defibrillators are included as standard up to £5,000)

\*Street Furniture = £25,022

Gates and Fences = £3,019

War Memorial = £7,726

Mowers and Machinery = £1,255

\*Street furniture includes: bus shelter, DAAT lighting column, two noticeboards, shed in cemetery, Vehicle Activated Sign (plus solar panel and stand-off sign bracket) and two K6 red telephone boxes.

Current sums insured correspond to the asset register:

<https://marytavyparishcouncil.co.uk/parish-documents/asset-register/>

Excess: £250 (applies to each and every loss)

Note: The annual premium is £90.74 more expensive than last year's premium. Several factors need to be borne in mind when considering this:

1. The parish council's three-year long-term agreement has expired. Although, the three-year long-term agreement is still available, there is no longer a discount for choosing this option. It may be unwise in the current unstable economic climate to agree to tie in to a three-year long-term agreement.
2. Index linking was set at 5% this year in line with the increase in inflation. This means that each item within a category listed above is valued at a 5% higher rate than the previous year to reflect the inflationary impact of changes to costs, such as higher material and labour charges.
3. The parish council owe the insurance company £23.59 (plus IPT), as the addition of two K6 red telephone boxes mid-term in the previous year incurred a fee that was waived until the next renewal.
4. The parish council have increased the sum insured under the street furniture category quite substantially recently with the purchase of a Vehicle Activated Sign and accessories; and two K6 red telephone boxes which, although were adopted at zero cost, have an estimated reinstatement cost of approximately £3,000 each; therefore, each kiosk is insured at this level.