

Minutes of the Meeting of Mary Tavy Parish Council held on Tuesday 9th January 2024 at 7pm in the Reading Room, Mary Tavy

Present: Cllr. Dunn (Chair); Cllr. Reid (Vice Chair); Cllr. Allen; Cllr. Griffiths; Cllr. Herbert; Cllr. Honey; Cllr. Macaskie; Katherine Anness (Clerk); West Devon Borough Cllr. Oxborough; one member of the public

1) Welcome and Formal Opening of the Meeting by the Chair: Cllr. Dunn opened the meeting at 7pm and informed attendees that the meeting was being recorded for the purpose of the minutes.

2) Open Session for Public Participation: the member of the public in attendance did not wish to make a representation.

3) Declarations of Interest: Cllr. Dunn- item 6 (dispensation granted).

4) Apologies for Absence: Cllr. Jonas; Cllr. Staniland; Devon County Cllr. Sanders. Apologies accepted.

5) Confirmation of Minutes of the last council meeting held on Tuesday 12th December 2023

It was **resolved** to accept the minutes as a true record. Proposed by Cllr. Griffiths, seconded by Cllr. Honey. Five votes in favour. Cllr. Herbert and Cllr. Macaskie abstained from voting due to absence from the last council meeting. Cllr. Dunn signed the minutes.

6) Planning: - Dartmoor National Park Authority (DNPA) have asked for comments from the council:

0533/23: - Proposed: install conservatory to the front of the property at Holditch Farm, Mary Tavy

Decision

Mary Tavy Parish Council SUPPORT the application for planning permission.

Additional comment to submit to DNPA:

The parish council would prefer to see materials used that are in keeping with a period property rather than white uPVC.

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

7) Budget 2024/2025: to approve the final budget for the 2024/25 financial year

Decision

It was **resolved** to approve a budget of £24,542.

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

8) Precept 2024/2025: to set the precept for the 2024/25 financial year

Decision

It was **resolved** to set the precept at £21,709.

The Band D parish rate for the 2024/25 financial year will be £57.80. This is an increase of £6.37 (12%) in comparison to the Band D parish rate for the 2023/24 financial year.

Proposed by Cllr. Herbert, seconded by Cllr. Honey. All in favour by a show of hands.

Agreed action

- Clerk to submit the precept form to West Devon Borough Council before Friday 26th January.

9) Annual Review of Earmarked Reserves: to review the earmarked reserves and approve any changes as part of the budgetary control process

The clerk reported that contact had recently been made with the clerk for Peter Tavy Parish Council (PTPC) with regards to the contested election fee PTPC will be charged by West Devon Borough Council for their contested election in May 2023. The figure that will be payable by PTPC in the next financial year for the contested election held in 2023 was declared at the meeting. There was a general consensus that the amount currently within Mary Tavy Parish Council's election contingency reserve is probably higher than it needs to be, therefore some of the money in the election contingency reserve could be transferred to the cemetery land contingency reserve to top-up that fund.

Decision

It was **resolved** to transfer £1,000 from the election contingency reserve to the cemetery land contingency reserve.

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

Following this transfer, the earmarked reserve figures are as follows:

Cemetery Land Contingency	£9,208
Road Safety Projects	£9,228
Election Contingency	£1,597

Working party and committee updates (items 10-11):

10) Cemetery Land Working Group: to receive an update from the working group and agree any actions if required

Cllr. Allen provided a verbal update. The cemetery land working group are currently waiting for an on-site meeting with a representative(s) from the planning department at Dartmoor National Park Authority. It has been established that the price for a desktop survey to begin the first phase of the process of assessing suitability of the proposed area of land for burials will likely be approximately £1,000.

11) HR Committee: to receive an update from the HR committee

Cllr. Dunn provided a verbal update. An advertisement for the Clerk, Responsible Financial Officer and Burial Clerk vacancy has been written and was published in the Tavistock Times Gazette, Thursday 4th January 2024 edition. The advertisement has been uploaded to: the parish council's website; the Devon Association of Local Councils (DALC) website; local Facebook hubs (Brentor, Lydford & Mary Tavy Facebook hub; Tavistock Jobs Facebook hub; Mary Tavy Parish Council Facebook hub). The closing date for applications has been set for Friday 19th January.

Agreed actions

- To re-post the advertisement on the local Facebook hubs listed above this week, as the initial post was uploaded before Christmas and it was felt that more people might be looking for a new job now that we are in the New Year. Cllr. Reid to action.

- To put a paper copy of the advertisement on the parish noticeboard. Cllr. Reid to action.

Matters arising since the last council meeting (items 12-18):

12) Thermal Heat Loss Camera: to receive an update from Cllr. Dunn and agree any actions

Cllr. Dunn provided a verbal update. Cllr. Dunn completed the online form to request to borrow a thermal imaging camera from West Devon Borough Council (WDBC) for the two-week period between 19th January to 2nd February in December, but had not yet received confirmation from WDBC regarding the booking.

Agreed action

- Borough Cllr. Oxborough to make enquiries with WDBC regarding the booking on behalf of the parish council.

13) Highways:

i) To continue discussion and agree any actions re: parking issues surrounding Mary Tavy & Brentor Primary School, including opposite the junction that leads to Horndon.

A brief discussion took place. There was a general consensus that it would be advantageous to request to hold a site visit with our Neighbourhood Highways Officer, Brad Elliott, at the top of the road between Dowerland Farm and the bridge at the bottom of Bal Lane regarding a possible project to create a parking area there, as the road is at its widest at that point; space could potentially be maximised by scraping the areas of compacted soil next to the road back to the field boundary.

Agreed action

- To continue discussion at the next council meeting.

ii) To discuss and agree any actions in relation to any other highway issues

A full discussion took place regarding the decision made at the December 2023 council meeting to ask Devon Highways to relocate the grit bin situated between Midlands Farm and the hamlet of Horndon (grit bin 3603, just down from The Willows) to the centre of Horndon. In hindsight, it could be the case that the cluster of properties surrounding Midlands Farm rely upon that grit bin. It is not too late to reverse this decision as the clerk had not yet submitted a request to Devon Highways to relocate grit bin 3603. An alternative suggestion presented at the meeting was that the parish council could purchase a grit bin for the centre of Horndon for between £150-£200 which would effectively ensure ongoing grit bin provision for the cluster of properties surrounding Midlands Farm and solve the problem of inadequate grit bin provision in the centre of Horndon. However, there is some uncertainty as to whether grit bin 3603 is still at the location specified on the map supplied on Devon County Council's Roads and Transport web pages.

The matter of the timing of the public consultation period regarding Devon County Council's proposals to introduce on-street parking meters in Tavistock and Okehampton town centres was briefly discussed. There was a general consensus that it was unfair to hold the public consultation over the Christmas period and it was further felt that the introduction of on-street parking meters to Tavistock and Okehampton would impact the residents of Mary Tavy and Horndon greatly.

Agreed actions

- To attempt to locate grit bin 3603, which should be located near Midlands Farm (just down from The Willows) according to the online map supplied on Devon County Council's Roads and Transport web pages. Cllr. Dunn and Cllr. Reid to action.
- To continue discussion re: a grit bin for the centre of Horndon at the next council meeting.
- To email Devon County Cllr. Sanders as a corporate body to request that he oppose Devon County Council's proposals for the introduction of on-street parking meters to Tavistock and Okehampton and further oppose the proposals when they are brought to Cabinet. Cllr. Dunn to action.
- To email Devon County Cllr. Sanders on an individual basis to request that he oppose Devon County Council's proposals for the introduction of on-street parking meters for Tavistock and Okehampton and further oppose the proposals when they are brought to Cabinet. Councillors to action.

14) Meeting for Parish Councillors in the Mary Tavy Ward with Sir Geoffrey Cox KC MP: to receive a report from Cllr. Dunn re: the meeting for parish councillors in the Mary Tavy ward held on Friday 5th January with Sir Geoffrey Cox KC MP to raise and discuss local issues

A meeting was held with the Rt Hon Sir Geoffrey Cox KC MP for Parish Councillors from the Mary Tavy ward on 5th January. Cllr. Dunn provided a summary on the matters discussed at the meeting and a full discussion followed.

Much of the discussion at the meeting held with Sir Geoffrey Cox centred around issues with poor broadband in Mary Tavy, Horndon, Peter Tavy and Brentor. Two external representatives were also present at the meeting held on 5th January: Simon Palmer (Airband Devon Project Manager) and Matt Barrow (Stakeholder Engagement Officer, Connecting Devon and Somerset). The Gigabit Voucher Scheme was discussed in terms of the many problems that both Mary Tavy and Brentor Parish Councils have encountered with the scheme.

As a follow-up to the meeting, Borough Cllr. Oxborough has proposed that each parish council within the Mary Tavy ward gather extensive information from their parishioners regarding current broadband speeds, provision and coverage with the eventual aim of creating a broadband speeds/provision/coverage map of the Mary Tavy ward in order to make a case for change. Cllr. Reid (Mary Tavy and Horndon Broadband Champion) stated that much data has already been gathered and collated for the Horndon area and a spreadsheet of the data had been created.

Another issue discussed extensively at the meeting: the many problems that all three parish councils within the Mary Tavy ward encounter with Devon Highways. Lack of communication from Devon Highways, e.g., replies to emails sent, etc, seems to be an issue for all of the parish councils in the Mary Tavy ward.

Other issues that were briefly discussed at the meeting held on 5th January included: planning issues; the need for the provision of more electric vehicle charging points, walking/cycling routes and transport links.

Agreed action

- Cllr. Reid to send the spreadsheet of data regarding current broadband speeds/provision/coverage within the Horndon area to Borough Cllr. Oxborough.

15) Parliamentary Petition for the Government to allocate funds to Devon County Council earmarked for use to improve the road network in West Devon and Torridge.

To discuss and agree any actions in relation to the return of signed paper copies of the petition to the House of Commons by Friday 26th January 2024.

Agreed action

- Cllr. Dunn to collate all signed paper copies of the petition and send to the House of Commons by Friday 26th January.

16) Local Walking Routes in Mary Tavy Parish Project: to continue discussion and agree any actions.

No update

Agreed action

- To discuss at the next council meeting.

17) Additional Dog Bin for the Parish: to continue discussion and agree any actions.

No update. It was **agreed** to defer consideration to April 2024.

Agreed action

- To add an item to the agenda for the April 2024 council meeting to discuss.

18) Defibrillator for the Horndon area:

i) To approve the following payment:

London Hearts: proforma invoice for a Mindray C1A Automatic Defibrillator and External Heated Cabinet with keypad lock	£750.00
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Approved

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

ii) To discuss and agree any actions related to installation of the new defibrillator and external heated cabinet.

Decision

It was **resolved** to authorise an expenditure limit of up to £30 (excluding VAT) to spend on external signs to install around Horndon to direct people to the precise location of the newly installed defibrillator.

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

Agreed actions in chronological order

1. To submit a grant application to West Devon Borough Council for £100 from Borough Cllr. Oxborough's locality budget to put towards the purchase of the new defibrillator and external heated cabinet. Clerk to action.
2. To pay the proforma invoice after the money from the grant application listed above has been received. Clerk to action.

3. To contact and liaise with both MRP Electrical and Cllr. Staniland following delivery of the new defibrillator to arrange for installation of the external heated cabinet. Clerk to action.

4. To decide at a council meeting in the near future, once the new defibrillator has been installed, where to place external signs to direct members of the public towards the precise location of the new defibrillator due to the fact that Horndon is rural and isolated.

19) Finance:

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

Clerk Salary	£833.50
Clerk Expenses (use of home as office + stamps)	£21.00
HMRC	£163.94
Tindle Newspapers Ltd: invoice for placing an advertisement in the Tavistock Times Gazette to advertise the parish clerk vacancy	£78.00
Mary Tavy Reading Room: quarterly invoice for room hire	£50.00

ii) To **note** income received in December:

7 th December 2023: - Albery & Redstone Funeral Directors: interment fee, plot G5	£154.00
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Noted

iii) To **receive** a report from Cllr. Herbert on the quarterly verification of the bank reconciliations produced by the clerk (dated: 31st October; 30th November; 31st December 2023) against bank statements.

Received and noted

It was **resolved** to approve all of the payments listed at 19(i); and approve the payment schedule, bank reconciliation and budget monitoring sheet.

Proposed by Cllr. Herbert, seconded by Cllr. Reid. All in favour by a show of hands. Cllr. Dunn signed the payment schedule, bank reconciliation and budget monitoring sheet.

20) Annual Review of Parish Cemetery Charges and Regulations: to conduct the annual review of cemetery charges and regulations

Cemetery Charges and Regulations: <https://marytavyparishcouncil.co.uk/parish-documents/cemetery/>

Decisions

It was **resolved** to make no changes to the cemetery charges.

It was **resolved** to approve the cemetery regulations contained within the current cemetery charges and regulations booklet.

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

21) Correspondence: an opportunity to discuss correspondence received, both from members of the public and official bodies, by the council this month

Email received from a parishioner re: Dartmoor National Park Authority (DNPA)

The clerk read aloud the email received.

Agreed action

- To contact Nick Savin (Planning Officer, Enforcement & Development Management) to request an update regarding a specific enforcement case. Clerk to action.

Email received from a trustee for the Museum of Dartmoor Life, Okehampton:

The clerk read aloud the email received. The trustees of the Museum of Dartmoor Life in Okehampton are seeking community views regarding how the museum can progress and develop. A link was supplied to an online survey with a request for completion by parish councillors.

Noted

Agreed action

Clerk to forward the email received to all parish councillors to allow for completion and submission of the online survey.

Cllr. Reid added that an email had been sent to him from a parishioner to thank the parish council for requesting a sweep of the virtual footway on the A386 by West Devon Borough Council (WDBC). Thanks were extended to the WDBC employee who did the sweep as it was felt that he went above and beyond and did a very thorough job.

22) Councillor Reports:

- **Emergency Warden:** no report.
- **Southern Parishes Link Committee Representatives:** no report.
- **DNPA Representatives:** no report.
- **Mary Tavy & Horndon Broadband Champion:** Cllr. Reid to complete the action agreed under agenda item 14.
- **Mary Tavy Community Field & Hall Representatives:** the hall committee last met on 8th January 2024. The trustees are currently focusing on grant applications and quote gathering for the planned refurbishment of the Coronation Hall. The Village Fayre will be held in June this year instead of August.
- **Office of Police & Crime Commissioner Representative:** an email had been sent to Cllr. Griffiths listing dates for information events due to be held in 2024; there will be a road safety seminar in December 2024.

23) Items for Future Agenda: to receive suggestions for future agenda items

Cllr. Reid requested an agenda item to discuss and agree a plan of action to fix the noticeboard in the parish cemetery that recently fell down.

24) Items for Information: - the date of the next council meeting: Tuesday 13th February 2024.

PART ONE CLOSED at 8.53pm

PART TWO

26) The Council is recommended to pass the following resolution: -

‘To **resolve** that under section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded from the meeting for the remaining item of business as it involves the likely disclosure of information regarding a specific case which could potentially identify a living individual.’

Reason: the council has obligations under data protection legislation with regards to the protection of personal data.

Resolved to exclude members of the public from the meeting for the remaining items of business.

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

Borough Cllr. Oxborough and the member of the public in attendance left the meeting at this point (8.54pm)

26) Parish Cemetery Enquiry: to receive a report from the burial clerk regarding an enquiry from a member of the public seeking permission from the council to inter cremated ashes within a specified full burial plot in the future. To discuss and decide upon the case.

The clerk provided a verbal report and a full discussion took place.

Permission was **granted** to inter **cremated ashes only** within burial plot E6, provided that the family follow the correct legal process first to either transfer ownership of the Exclusive Right of Burial or obtain written permission for the interment from the person bequeathed the Exclusive Right of Burial by the grave owner.

MEETING CLOSED at 9.03pm

Signed

Date