

To all members of Mary Tavy Parish Council,

You are hereby summoned to attend a meeting of Mary Tavy Parish Council to be held in the **Reading Rooms on Tuesday 10<sup>th</sup> January 2023, 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. Welcome and Formal Opening of the Meeting 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 held on Tuesday 13<sup>th</sup> December 2023.

**6. Budget 2023/2024:** to approve the final budget for the 2023/2024 financial year.

**7. Precept 2023/2024:** to set the precept for the 2023/2024 financial year.

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

Current earmarked reserves:

|                           |        |
|---------------------------|--------|
| Cemetery Land Contingency | £8,050 |
| Road Safety Projects      | £9,070 |
| Election Contingency      | £2,439 |

Matters arising since the last council meeting (items 9-14):

**9. Parish Cemetery:**

i) To receive an update from the clerk and consider the definition of 'parishioner' provided on page 7 of the cemetery charges and regulations booklet for continued applicability to ensure that there are clear parameters for the burial clerk to use when applications for interments are received.

Cemetery Charges and Regulations: <https://marytavyparishcouncil.co.uk/wp-content/uploads/2023/01/Cemetery-Charges-and-Regulations-Reviewed-February-2022.pdf>

ii) To re-address issues in relation to the spoil tip considering that the next grave space available to purchase is located next to it.

iii) To consider actions in relation to the handling of Christmas wreaths still present in the parish cemetery.

**10. Highways:** an opportunity to discuss matters arising since the last council meeting in relation to:

- i) the virtual footway on the A386 in Mary Tavy;
- ii) the campaign for a 40-mph zone on the A386 from the Mary Tavy village sign, past the Mary Tavy Inn, to the 30-mph limit that commences near the Station Road junction;
- iii) the parish council's Vehicle Activated Sign.

To agree any actions.

**11. Public Meeting:** to receive an update from Cllr. Dunn and Cllr. Griffiths and agree any actions.

**12. The King's Coronation:** to receive an update from Cllr. Lee and agree any actions.

**13. Devon Records Office Trip:** to receive an update from Cllr. Butland.

**14. Mary Tavy and Horndon Broadband Champion Update:** to receive an update from Cllr. Reid.

Councillor motions received in advance (items 15-16):

**15. Parish Council Laptop:** motion received from Cllr. Butland. To consider the proposal to spend some money on the parish council's laptop to safeguard it for future use.

**16. I-Fix-It Club:** motion received from Cllr. Butland. To consider the possibility of setting up an 'I-Fix-It' club in Mary Tavy.

**17. Finance:**

i) To approve the following payments:

|                                                                                                                                                                         |         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| Clerk Salary                                                                                                                                                            | £765.00 |
| Clerk Expenses (use of home as office)                                                                                                                                  | £15.00  |
| HMRC: PAYE                                                                                                                                                              | £134.56 |
| Primelux 12V/24V High Intensity LED Beacon - Magnet Mount - Low Profile Compact Strobe Flashing Emergency Safety Warning Light for the Parish Council's Village Gritter | £35.95  |
| Mary Tavy Reading Room: quarterly invoice for room hire                                                                                                                 | £30.00  |

ii) To note income received in December:

|                                                                                                    |         |
|----------------------------------------------------------------------------------------------------|---------|
| 20 <sup>th</sup> December: - Cemetery: E. Pascoe & Son- purchase of the right to erect a headstone | £110.00 |
|----------------------------------------------------------------------------------------------------|---------|

iii) To receive a report from Cllr. Butland on the quarterly verification of the bank reconciliations produced by the clerk (dated: 31<sup>st</sup> October; 30<sup>th</sup> November; 31<sup>st</sup> December 2022) against bank statements.

**18. Policy Review:** the council agreed at the meeting held on 13<sup>th</sup> December 2022 to review some of the policies due for re adoption at the Annual Meeting of the Council in May 2023 early to support the newly elected councillors, for which the Annual Meeting of the Council will be their first council meeting.

To review, amend if necessary, and readopt the following HR policies:

- Anti-harassment and Bullying Policy
- Disciplinary Policy
- Grievance Policy

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

**20. Councillor Reports:**

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

**21. Clerk's Training Request:** to consider the clerk's request to use some of the training budget to attend the following online course offered by the Society of Local Council Clerks (SLCC): 'Cemetery Safety and Memorialisation.' Cost = £30 + VAT.

**22. Clerk's Annual Leave Request:** to consider the clerk's request to take an **unpaid** period of annual leave from Monday 20<sup>th</sup> February to Monday 27<sup>th</sup> February 2023. If approved, to nominate a councillor(s) to respond to any urgent cemetery and/or other business in the clerk's absence.

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

**24. Items for Information:** - the date of the next council meeting: Tuesday 14<sup>th</sup> February 2023.