

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 Room on Tuesday 14th February 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 full council meeting held on Tuesday 10th January 2023.

6. Confirmation of Minutes of the public meeting held on Thursday 2nd February 2023.

7. Ratification of a Decision made between Council Meetings (councillors consulted via email):

Decision: to write a letter to Nick Savin (DNPA) re: planning application 0552/15

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

0045/23: - Proposed: change of materials to wrap around balcony and window to sliding door with Juliette balcony on first floor at Devon Friendship, Bal Lane, Mary Tavy

0056/23: - Proposed: create access ramp to front door at 14 Great Fellingfield, Mary Tavy

0062/23: - Proposed: an art studio/garden room 30 metres from the main dwelling at The Old School House, Mary Tavy

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

9. Parish Cemetery:

i) To conduct the annual review of cemetery charges.

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

ii) To receive an update from the clerk re: the legality of a proposal to use the current (and previous) electoral roll(s) to confirm whether a deceased person lived in the parish area for the purpose of determining eligibility for the sale of a new grave plot and, if applicable, 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.

iii) To receive an update from the clerk re: investigations with the Diocese of Exeter regarding the proposal to use excess soil from the spoil tip to top-up sunken graves in the closed churchyard of St. Mary's Church.

iv) To receive an update from the clerk re: an unstable memorial, plot G3.

v) The five-year safety test of all memorials in the parish cemetery is due. This should be done by someone suitably qualified. To discuss whether to enrol the clerk on the Institute for Cemetery and Crematorium Management's (ICCM) Inspection Workshop for the Management of Memorials due to take place in Bodmin on 17th March for £185 plus VAT; or continue to search for quotes for a safety test of all memorials in the parish cemetery by someone suitably qualified.
To discuss and agree any actions.

iv) To discuss whether the graveyard behind Zoar Methodist Chapel could potentially be used for future burials and agree any actions.

10. Highways: - to receive an update from Cllr. Reid re: the meeting held in Mary Tavy with representatives from Devon Highways on the morning of 14th February.

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

12. Mary Tavy Repair Café: to discuss and agree any actions.

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

14. The King's Coronation:

i) To consider the quotes received for the purchase of commemorative Coronation Mugs. To agree any actions and authorise any expenditure.

N.B. If a quote is approved for payment, expenditure under section 137 of the Local Government Act 1972 would be required.

ii) To discuss any other ideas related to celebration of The King's Coronation and agree any actions.

New Items of Business (items 15-18):

15. Grant Application received from Mary Tavy Victory Memorial Recreation Ground Trust: to consider the grant application received for funds to provide an event in Mary Tavy to celebrate The King's Coronation in May 2023, agree any actions and authorise any expenditure.

16. Grant Application received from Mary Tavy Victory Memorial Recreation Ground Trust: to consider the grant application received for funds to replace the damaged football shelter on the Recreation Field in Mary Tavy, agree any actions and authorise any expenditure.

17. Potholes: to decide whether to submit an application to Devon County Council's Highway Maintenance Community Enhancement Fund (HMCEF) for materials that our Road Wardens could use to fill potholes that do not meet Devon Highways' criteria for repair.
Deadline for the receipt of applications for the next round of funding: 28th February 2023.

18. Annual Parish Meeting: due to be held in April 2023. To commence discussion and agree any actions.

19. Finance:

i) To approve the following payments:

Clerk Salary (three weeks only)	£573.75
Clerk Expenses (use of home as office)	£15.00
HMRC: PAYE	£13.77
Mary Tavy Victory Memorial Recreation Ground Trust: room hire for the public meeting held on 2 nd February 2023	£18.00
Society of Local Council Clerks (SLCC): Clerk's attendance at the Cemetery & Churchyard Safety and Memorialisation webinar held on 20 th January 2023	£36.00

20. Policy Review: the council agreed at the meeting held on 13th December 2022 to review some of the policies due for readoption 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:

- Equality & Diversity Policy
- Training & Development Policy

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

22. 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

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

24. Items for Information:

- The date of the next council meeting: Tuesday 14th March 2023.
- To note: the clerk will be on annual leave from Monday 20th February - 27th February 2023.