

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 11th April 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 14th March 2023.

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

0141/23: - Proposed: creation of sand school and associated fencing at Holditch Farm, Mary Tavy

Matters arising since the last council meeting (items 7-11):

7. Parish Cemetery:

i) Clerk to read aloud the email received from the legal team at the Diocese of Exeter regarding the parish council's proposal to use excess soil from the spoil tip in the cemetery to top-up the sunken graves in the closed churchyard of St. Mary's Church. To discuss and agree any actions.

ii) If applicable, to consider the quotes for skip hire and labour to fill a skip gathered by Cllr. Williams. To discuss, agree any actions and authorise any expenditure.

iii) To receive a report from the clerk re: recommendations from a training course recently attended regarding memorial inspections and safety. To discuss and agree any actions.

iv) To approve and adopt the Memorial Management Policy adapted by the clerk from a template to suit the parish council's needs.

Note: this is a new policy for Mary Tavy Parish Council

v) To approve and adopt the memorial application form adapted by the clerk from a template to suit the parish council's needs.

vi) If applicable, to approve an expenditure limit for the placement of a public notice within the Tavistock Times Gazette to notify the local public of the dates of an upcoming memorial inspection programme in accordance with the clerk's recommendations from agenda item 7iii.

8. Highways: Clerk to read aloud the email received from Brad Elliott (Neighbourhood Highways Officer, Devon County Council) dated 20th March 2023 supplying a summary of progress towards the agreed actions from the meeting between representatives from Devon Highways and Mary Tavy Parish Council that was held on 14th February 2023. To discuss and agree any actions.

9. The King's Coronation:

i) To discuss and agree how the commemorative Coronation metal water bottles will be distributed to local children in the parish.

ii) To continue discussion related to potential projects in Mary Tavy to enable residents to participate in 'The Big Help Out' scheme due to take place nationally on bank holiday Monday 8th May and agree any actions.

10. Parish Council's Laptop: to decide whether to fix problems with the parish council's laptop or purchase a new one.

Note: the latter option would require the decision made at the parish council meeting held on 10th January 2023 to be rescinded.

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

12. Finance:

i) To approve the following payments:

Clerk Salary	£765.00
Clerk Expenses (replacement black ink cartridge + large letter stamps + refreshments for the Annual Parish Meeting + use of home as office)	£58.04
HMRC: PAYE	£13.77
Mr. C Ball: monthly grass cutting service around Mary Tavy and Horndon	£323.00
Devon Association of Local Councils (DALC): annual membership fee	£247.01
Mary Tavy Reading Room: quarterly invoice for room hire	£40.00

ii) To note income received since the last council meeting:

20th March: - Cemetery: C. P Coombe Funeralcare- purchase of the right to erect a headstone £110.00

31st March: - Cemetery: E. Pascoe & Son- additional inscription to a headstone fee £54.00

iii) To receive a report from the Chairman (in Cllr. Butland's absence) on the quarterly verification of the bank reconciliations produced by the clerk (dated: 31st January; 28th February; 31st March 2023) against bank statements.

13. Policy Review: all due for review in April and May 2023. To review, amend if necessary, and readopt the following policies:

- Freedom of Information Policy- Publication Scheme
- Grant Awarding Policy
- Privacy Notice

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

14. Asset Register: to review and approve the asset register as a true record of the assets owned by Mary Tavy Parish Council for the benefit of new councillors that will join the parish council in May.

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

15. Review of the Council's expenditure under s.137 of the Local Government Act 1972 during the 2022/2023 financial year for the benefit of new councillors that will join the parish council in May.

Section 137 expenditure for the 2022-2023 financial year:

- £295 to purchase 100 commemorative Jubilee mugs to gift to local children in the parish
- £300 grant award to Mary Tavy Community Footpath Action Group for maintenance works to the permissive path between the Recreation Field and the Mary Tavy Inn
- £270 to purchase a digital version of the Ordnance Survey map of Mary Tavy parish dated 1897
- £100 to the Royal British Legion for a Remembrance Day poppy wreath
- £350 grant award to Mary Tavy Victory Memorial Recreation Ground Trust towards the provision of free warm space sessions in Mary Tavy for residents
- £468 to purchase 100 commemorative Coronation metal water bottles to gift to local children in the parish.

Total s.137 expenditure for the 2022/2023 financial year = £1,783

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

- Email received from a parishioner re: regular vehicular use of the bridlepath on Bal Lane that leads to the electricity cabinet at the top of the village to exit opposite Downs Garage.

17. Councillor Reports:

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

18. Clerk's Report

19. Items for Information:- the date of the next council meeting.