

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 16th May 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. Election of the Chairman of the Council

2. Election of the Vice Chairman of the Council

3. Delivery by the Chairman of the Council, Vice Chairman of the Council and all councillors of their acceptance of office forms

i) To **resolve** that Mrs. Jane Honey may deliver an acceptance of office form at the next council meeting.

4. Open Session for Public Participation (15 minutes)

5. Apologies for Absence: Mrs. Jane Honey

6. Declarations of Interest

7. Confirmation of Minutes of the last council meeting held on Tuesday 11th April 2023

8. Co-option of Councillors to fill two vacant seats on the Parish Council:

i) To **receive** short verbal presentations from the candidates who submitted an application form to the clerk by the closing date (Tuesday 9th May 2023)

ii) Chairman to **propose** to move to a written ballot in accordance with standing order 8b to fill the first vacancy

iii) Clerk to count the votes received and declare the outcome

iv) Chairman to **propose** to co-opt the candidate that has received an absolute majority of votes in their favour

v) Chairman to **propose** to move to a written ballot in accordance with standing order 8b to fill the second vacancy from the remaining candidates

vi) Clerk to count the votes received and declare the outcome

vii) Chairman to **propose** to co-opt the candidate that has received an absolute majority of votes in their favour

viii) Successful candidates to deliver acceptance of office forms.

9. Receipt of proposals to dissolve any existing committee

Existing committees: HR Committee; Planning Committee

10. Review of the terms of reference for existing committees

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

11. Appointment of members to existing committees

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

13. Review and adoption of appropriate standing orders and financial regulations

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

14. Review of representation on or work with external bodies and arrangements for reporting back:

Dartmoor National Park Authority

Devon & Cornwall Police (Tavistock Matters)

Devon County Council (Snow Warden Scheme): Mr. John Roy Hill

Note: this person is also the Council's Emergency Warden

Mary Tavy Community Hall & Field

Office of Police & Crime Commissioner, Devon and Cornwall (Councillor Advocate Scheme)

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

See appendix one: - summary of insurance cover arrangements on pages 4-5

i) To **approve** for payment the invoice received from Arthur J. Gallagher Insurance Brokers Limited for £482.86 to renew the insurance policy that will expire on 31st May 2023 with Hiscox Insurance Company Limited.

ii) To **decide** whether to enter into a long-term agreement with Hiscox Insurance Company Limited to fix the annual insurance premium at £482.86 for three years.

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 policy for dealing with the press/media

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

19. Review of arrangements for receiving the summons/agendas for Council Meetings

20. Determine the time and place of ordinary Council Meetings up to the next Annual Meeting of the Council.

21. Planning: - an appeal has been lodged with the Secretary of State against the Refusal of Full Planning Permission:

0139/22: Refusal of erection of equine field shelter and tack room (retrospective) at Holditch Farm, Mary Tavy

To **decide** on the parish council's comments to send to the Planning Inspectorate.

The relevant information is available to view at: <https://dartmoor-online.tascomi.com/planning/index.html?fa=getApplication&id=147994>

Matters arising since the last council meeting (items 22-25)

22. Parish Cemetery:

i) To receive a cemetery report from the clerk.

ii) To continue discussion related to removal of the excess soil from the spoil heap in the parish cemetery and the quotes received for skip hire and labour to fill a skip (circulated to all councillors in advance). To agree any actions.

23. Highways: to receive a report from Cllr. Reid and continue discussion related to ongoing highway issues in the parish. To agree any actions.

24. Grant Application to Devon County Council's Highway Maintenance Community Enhancement Fund (HMCEF): to receive a report from Cllr. Griffiths/Cllr. Reid and decide whether to submit a grant application for funding to purchase safety boots and gloves for the Council's Road Wardens.

25. West Devon Broadband Champion Scheme: to receive a report from Cllr. Reid and decide whether to continue membership of the scheme. To agree any actions.

26. Finance:

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

Clerk Salary	£765.00
Clerk Expenses (printer paper + use of home as office)	£19.20
HMRC: Employer National Insurance Contribution	£0.97
Mr. C Ball: monthly grass cutting service around Mary Tavy and Horndon (inclusive of the parish cemetery)	£468.00
Tindle Newspapers Devon Ltd: invoice for placement of a public notice in the Tavistock Times Gazette	£67.20
Reimbursement for upfront payment:- Cllr. Reid: online order for 2 litres of Roundup Natural Weedkiller and 2 litres of glyphosate to pass to the maintenance contractor	£67.99
Tavi Tech Computer Repair Service: invoice for repairs to the parish council's laptop	tbc

ii) To **note** a direct debit payment processed since the last agenda was published:

5 th April: - West Devon Borough Council: bi-annual dog bin emptying fee	£381.89
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iii) To **note** income received since the last council meeting:

24 th April: - first half precept payment for the 2023/24 financial year	£9,691.00
28 th April: - Wayleave payment for the 2023/24 financial year	£7.61

iv) To **resolve** to approve the payments listed at 26i, the payment schedule, bank reconciliation and budget monitoring sheet.

v) To **decide** upon new bank signatories in addition to Cllr. Jonas and Cllr. Reid.

vi) To **resolve** to continue to use BACS as the primary method for all payments for the foreseeable future.

27. Councillor Training:

i) To **receive** a report from the clerk regarding the provision of councillor training courses available through Devon Association of Local Councils (DALC). To agree any actions.

ii) to **decide** whether to proceed with an in-house informal training session one evening.

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

29. Items for Future Agenda: to receive suggestions for future agenda items from councillors.

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

Appendix One: Summary of Insurance Cover Arrangements

Renewal date: - **1st June 2023**

Renewal price: - £482.86 (inclusive of Insurance Premium Tax and £50 broker fee)

Current sums insured with Hiscox Insurance Company 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 = £27,024

Gates and Fences = £3,261

War Memorial = £8,344

Mowers and Machinery = £1,355

*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 £36.69 more expensive than last year's premium. Two factors need to be borne in mind when considering this:

1. The parish council is **not** in a three-year long-term agreement. 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 8% this year in line with the increase in inflation. This means that each item within a category listed above is valued at an 8% higher rate than the previous year to reflect the inflationary impact of changes to costs in the current market, such as higher material and labour charges.