

To all Members of Mary Tavy Parish Council,

You are hereby summoned to attend a Meeting of Mary Tavy Parish Council to be held **online on Tuesday 9<sup>th</sup> March 2021, commencing at 7pm**, for the purpose of transacting the following business.

Members of the public and press are invited to attend the meeting and may gain access by using the details below. To receive the login details direct to your email account, please contact the Clerk.

LOGIN via PC - <https://zoom.us/j/2273317082>

LOGIN via landline or mobile telephone -

Landline: 0131 460 1196 **OR** 0330 088 5830; **Meeting ID: 227 331 7082**

One tap mobile: 0131 460 1196, enter: 227 331 7082# **OR** 0330 088 5830, enter: 227 331 7082#

Please call the Clerk on 01822 616047 if you are experiencing any problems logging in.

*Katherine Anness*

Katherine Anness, Clerk to Mary Tavy Parish Council  
32 Oak Road, Tavistock, PL19 9EZ  
Email: [parishclerk@marytavyparishcouncil.co.uk](mailto:parishclerk@marytavyparishcouncil.co.uk)

**AGENDA**

**1. Welcome and brief explanation on the use of online meeting controls 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 9<sup>th</sup> February 2021.

**6i. Speeding Working Group:** to receive an update from the Working Group. To approve any recommendations, agree any actions and authorise any expenditure.

**ii)** The Council is advised to pass (or amend and pass, as appropriate) the following resolution (last carried on 11<sup>th</sup> August 2020):

To **approve** an expenditure limit of up to £2400, excluding VAT, to purchase an Elan City Evolis Radar Speed Sign (with two solar panels)

**7. Climate Emergency Working Group:** to receive an update from the Working Group. To approve any recommendations, agree any actions and authorise any expenditure.

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

**9. Councillor agenda items submitted to the Clerk in advance of the Meeting:**

**i) Condition of the A386 in Mary Tavy (potholes):** submitted by Cllr. Page. To discuss/agree actions.

**ii) Cornwall and West Devon World Heritage Site:** submitted by Borough Cllr. Pearce. To discuss Councillor views on the potential inclusion of Mary Tavy in Cornwall and West Devon's World Heritage Site. To agree any actions.

**10. Adoption of two telephone boxes by the Parish Council from British Telecom (BT):** to discuss the contract/agreement for the sale and purchase of telephone kiosk(s) to a local authority in England or Wales received from BT that has been circulated to all Councillors in advance. To agree any actions.

**11. Annual Parish Meeting:** The Annual Meeting for electors is due to be held virtually in April 2021. To discuss potential agenda items and/or a plan for the meeting. To agree any actions.

**12. Annual Review of Cemetery Charges:** a review of cemetery charges was last conducted by full Council in February 2019. Councillors received in advance a summary table outlining the cemetery charges levied by other local Town and Parish Councils. To conduct a review of the charges and agree any actions.

### **13. Finance:**

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

|                                                                                                            |           |
|------------------------------------------------------------------------------------------------------------|-----------|
| Clerk Salary                                                                                               | £515.19   |
| Clerk Salary (two hours per week study time to work towards CiLCA qualification)                           | £105.68   |
| Burial Clerk Salary                                                                                        | £41.39    |
| Clerk Expenses (use of home as office)                                                                     | £15.00    |
| Replacement set of adult pads for the Parish Council's defibrillator                                       | £83.94    |
| Virtual Meeting Room Hire: monthly subscription for Zoom Pro license                                       | £14.39    |
| J. Jeffery: completed schedule of ditch, drain and drainage feature clearance within Mary Tavy and Horndon | £1,320.00 |

#### **ii) To note income received since the last Council Meeting:**

|                                                                                                            |         |
|------------------------------------------------------------------------------------------------------------|---------|
| 10 February: - E. Pascoe & Son: fee for an additional inscription to a headstone                           | £49.00  |
| 1 March: - S. J. Backwell Funeralcare: Exclusive Right of Burial fee/new grave purchase + interment fee    | £374.00 |
| 2 March: Grant received from Devon County Council's Highway Maintenance Community Enhancement Fund 2020/21 | £319.00 |

**Total Income Received = £742.00**

**iii) To receive** an update from Cllr. Butland on the quarterly verification of the bank reconciliations produced by the Clerk (dated 31 October, 30 November and 31 December 2020) against original bank statements.

**14. Policy Review/Adoption:** to review, amend as appropriate, and adopt the following policies:

- Social Media Policy
- Press and Media Policy
- Members' Code of Conduct (amended to match West Devon's Members' Code of Conduct)

**15. Budget and Policy Working Group:** to consider the Clerk's suggestion in relation to potential set-up of a Budget and Policy Working Group of Councillors to, in the short term, review the policies/procedures due for re-adoption (in accordance with pages 10-12 of the Standing Orders) at the Annual General Meeting of the Council to be held on 4<sup>th</sup> May 2021. To agree any actions.

**16. Mary Tavy Parish Council Facebook Page:** to ratify the decision to appoint Cllr. Reid and Mr. Michael Jonas to the positions of administrators/moderators of the Parish Council's Facebook page. To receive, and approve as appropriate, any further nominations for the positions of administrator.

**17. Councillor Reports:**

- i) Emergency and Snow Warden
- ii) Southern Parishes Link Committee Representatives
- iii) DNPA Representative
- iv) Mary Tavy Community Field & Hall Representatives
- v) Police & Crime Commissioner Councillor Advocate
- vi) Cemetery Report

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

**19. Items for Information:** the date of the next Council Meeting: Tuesday 13<sup>th</sup> April 2021.