

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 December 2021, 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

2. Apologies for Absence

3. Declarations of Interest

4. Confirmation of Minutes of the last Council Meeting held on Tuesday 8th November 2021.

5. Open Session for Public Participation (15 minutes)

6. Standing Orders Amendment: - to consider inclusion of the following within the standing orders:

'8b. Where there are two or more eligible candidates for a position to be filled by the Council, the vote will be taken by a written ballot of those members present and eligible to vote. The outcome of the vote will be reported by the Clerk.'

7. Co-option of a Councillor to fill the Casual Vacancy on the Parish Council:

i) To receive a short verbal presentation from candidates who have submitted an application form to the clerk before the closing date (Friday 3rd December 2021).

ii) Chairman to propose to move to a written ballot as per standing orders (seconder required).

iii) Chairman to propose to co-opt the candidate that has received an absolute majority of votes in their favour (seconder required).

iv) Successful candidate to sign a declaration of acceptance of office form.

v) To approve expenditure on DALC's 'Good Councillor' training course for the new councillor.

8. To ratify the decision made at the last council meeting held on Tuesday 8th November under the correspondence item to grant permission to erect a miniature (12 inches high) headstone on cemetery plot E13.

9. Speeding Working Group: to receive an update from the working group. To approve any recommendations and agree any actions.

10. Public Meeting Working Group: to receive an update from the working group regarding the public drop-in meeting that was held on Saturday 20th November 2021. To approve any recommendations and agree any actions.

11. Climate Emergency Working Group: to receive an update from the working group. To approve any recommendations and/or agree any actions on any of the following subjects:

- Electric vehicle charging point
- Wilding
- Tree planting
- Any other sustainability ideas.

Matters arising since the last council meeting (items 12-15)

12. 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: to receive an update from Cllr. Reid. To agree any actions.

13. Parking situation at the junction leading to Horndon (near Mary Tavy and Brentor Primary School): to receive an update from Cllr. Reid. To agree any actions.

14. Parish Cemetery: to receive an update from Cllr. Reid, Cllr. Williams and the Clerk re: grave space allocation on the remaining consecrated area measured and marked by E. Pascoe & Son on Monday 6th December 2021. To agree any actions.

15. Leats, Drains and Culverts on Gibbet Hill and the bottom of the access track to Higher Spring: to receive an update from Cllr. Reid. To agree any actions.

16. War Memorial: - to receive an update from the Clerk re: advice received from the War Memorials Trust with regards to valuation and insurance of the war memorial.

17. Budget 2022/2023: to continue discussion on the budget for the next financial year.

18. Finance:

i) To approve the following payments:

Clerk Salary	£634.97
Clerk Salary (two hours per week to work towards CiLCA qualification; two weeks only)	£54.04
Clerk Expenses (use of home as office)	£15.00
HMRC: Employers National Insurance contribution	£0.83
Replacement paediatric pads for the parish council's defibrillator	£107.94
Bretonside Copy: two A2 size and one A3 size coloured laminated maps for the public drop-in meeting	£84.42
Refreshments (tea, coffee, sugar, biscuits, etc) for the public drop-in meeting	£7.94
DM Payroll Services Ltd:- payroll service: October 2021 - March 2022	£60.00
E. Pascoe & Son: fee to measure and mark grave spaces on the remaining consecrated area within the parish cemetery	£120.00
Gardiner's World	£235.00

ii) To note a Direct Debit payment processed since the last council meeting:

22nd November: Campaign to Protect Rural England (CPRE)- annual subscription fee £36.00

19. Adoption of Telephone Boxes from BT: to receive an update from Cllr. Reid.

20. West Devon Borough Council's Community Broadband Champion Programme: to consider appointing a representative from the parish council.

21. Consultation: - Devon and Somerset Fire and Rescue Service- draft Community Risk Management Plan: circulated to all councillors in advance by email. To decide whether to respond to the consultation. To decide whether to send a representative from the parish council to the virtual Q and A event to be held on Friday 7th January 2022 at 1pm.
Consultation deadline: Friday 14th January 2022.

22. Emergency Plan: to review and adopt the Emergency Plan recently amended by Cllr. Butland.

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

- Parishioner email re: road condition near the Brentor Road/A386 junction
- Parishioner email re: brambles on the boundary of the grass verge on the corner of Station Road.
- Correspondence exchanged with S. J Backwell Funeral Services re: new double grave purchase; funeral at St. Mary's Church and interment booked for Wednesday 15th December.

24. Clerk's Annual Leave request: to authorise the clerk's request to take two weeks annual leave from Tuesday 21st December 2021 to Tuesday 4th January 2022. To appoint a named member to oversee urgent cemetery matters during this period.

25. Councillor Reports:

- Emergency & Snow Warden
- Southern Parishes Link Committee Representatives
- DNPA Representatives
- Mary Tavy Community Field & Hall Representatives
- Office of Police & Crime Commissioner Councillor Advocate

26. Clerk's Report

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

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