

To all members of Mary Tavy Parish Council,

You are hereby summoned to attend a meeting of Mary Tavy Parish Council (MTPC) to be held in the **Reading Room on Tuesday 18th July 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

32 Oak Road, Tavistock, PL19 9EZ

Tel: 01822 616047

Email: parishclerk@marytavyparishcouncil.co.uk

AGENDA

1. Welcome and Formal Opening of the Meeting by the Chair

2. Open Session for Public Participation (15 minutes)

3. Apologies for Absence

4. Declarations of Interest

5. Confirmation of Minutes of the last council meeting held on Tuesday 20th June 2023

Matters arising since the last council meeting (items 6-12)

6. Parish Cemetery Extension: to receive an overview of matters arising since the last council meeting from Cllr. Reid. To discuss and agree any actions

7. Highways: to discuss any highway issues within the parish and agree any actions

8. Parking Issues near Mary Tavy & Brentor Primary School and Opposite the Junction that leads to Horndon: to discuss the issues raised by a parishioner at the last council meeting and agree any actions

9. MTPC Informal Councillor Training Session: to be held in the Coronation Hall on Tuesday 25th July at 7pm. To discuss and agree upon topics that councillors would like to cover in the training session

10. Local Walking Routes within Mary Tavy Parish Project: to receive an update from Cllr. Honey and agree any actions

11. Thermal Heat Loss Camera: to receive an update from Cllr. Dunn and agree any actions

12. MTPC Representation at Mary Tavy Country Fayre: to be held on Sunday 6th August. To discuss and agree any actions

Councillor motion received in advance (item 13):

13. Additional Dog Bin for the Parish: motion received in advance from Cllr. Herbert. To discuss and agree any actions

14. Finance:

i) To approve the following payments:

Clerk Salary	£765.00
Clerk Expenses (black printer cartridge for the council's printer + use of home as office)	£34.91
HMRC: Employer National Insurance Contribution	£0.97
Mr. C Ball: monthly grass cutting service around Mary Tavy and Horndon (June)	£649.00
Councillor Training: invoice received for enrolment of Cllr. Herbert, Cllr. Honey and Cllr. Macaskie on the DALC full day Being a Good Councillor course held on 27 th June	£270.00

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

6th July: - Devon County Council: grant received from the Highway Maintenance Community Enhancement Fund (HMCEF) to purchase PPE for the road warden scheme £148.73

iii) To appoint Cllr. Herbert to complete the quarterly verifications of the bank reconciliations produced by the clerk against bank statements in accordance with the council's internal control statement following Cllr. Butland's retirement from the parish council.

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

- Correspondence received by Cllr. Herbert from a parishioner
- Correspondence received by Cllr. Reid from a regular parish cemetery user

Policy review (items 16-17)

16. Mary Tavy Emergency Plan: the details supplied on page 5 of the emergency plan are out-of-date. To review the emergency plan as a whole and agree upon any amendments

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

17. Anti-Fraud and Corruption Policy: the internal auditor has recommended the council adopt an anti-fraud and corruption policy. To review, amend if necessary, and adopt the anti-fraud and corruption policy adapted by the clerk from a template supplied by the internal auditor (circulated to councillors in advance)

18. Councillor Reports:

- Emergency Warden
- Southern Parishes Link Committee Representative
- DNPA Representatives
- Mary Tavy Community Field & Hall Representative
- Mary Tavy & Horndon Broadband Champion
- Office of Police & Crime Commissioner Representative

19. Clerk's Report

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

21. Items for Information: - the date of the next council meeting: Tuesday 8th August 2023