



MARY TAVY PARISH COUNCIL

Under 'The Openness of Local Government Bodies Regulations 2014' this meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media, the council or members of the public.

9th May 2024

To: all members of Mary Tavy Parish Council

Cllr Dunn, Cllr Reid, Cllr Honey, Cllr Jonas, Cllr Allen, Cllr Griffiths and Cllr Herbert.

Dear Councillors,

You are hereby summoned to attend a **Full Council** meeting of Mary Tavy Parish Council to be held in the **Reading Room on Tuesday 14th May 2024 at 7pm**, for the purpose of considering and resolving upon the business to be transacted at the meeting as set out below.

** The Parish Council invites members of the public to ask questions or raise issues relevant to the work of the Council. The overall time available for this session is restricted to 15 minutes unless the Chair decides otherwise.*

AGENDA

- AM.24/01** **Welcome and Formal Opening**
The chair of the meeting to welcome and formally open the meeting.
- AM.24/02** **Election of a Chairperson 2024/2025**
To **elect** a chairperson for 2024/2025
- AM.24/03** **Election of a Vice Chairperson 2024/2025**
To **elect** a Vice Chairperson for 2024/2025.
- AM.24/04** **Apologies for absence**
To **receive** and **consider** for acceptance, apologies for inability to attend.
- AM.24/05** **Declarations of Interest and Requests for Dispensations**
To **declare** any disclosable pecuniary interests or any other interest which members may have in the following agenda items and **consider** any dispensation requests.
- **Public Participation:**
We welcome the public to attend meetings and invite comments or questions regarding any of the agenda items. The Council, at the Chairman's discretion, sets aside a short period of time for this at the commencement of the meeting.
- AM.24/06** **Business Raised by the Public**
To **resolve** to refer any business raised by the public in public discussion and any other matters or items of information from Councillors, to the appropriate Committee or to resolve to agree on any other action.
- AM.24/07** **Election of Committee:**

To **consider** and **approve** nominations for the Parish Council's Committee for 2024/2025.

Standing Committee	Number of Members
HR Committee	3 Councillors (including Chair)

AM.24/08 Representatives on Outside Bodies

To **receive** and **approve** nominations for Parish Council representatives on outside bodies:

Outside Body	Number of Members
Emergency Warden	1
Southern Parishes Link Committee Representative	1
DNPA Representatives	1
Mary Tavy & Horndon Broadband Champion	1
Mary Tavy Community Field & Hall Representatives	1
Office of Police & Crime Commissioner Representative	1

AM.24/09 Minutes:

- i) To **agree** as a correct record and **approve** the minutes of the meeting of 9th April 2024 (copy previously circulated).
- ii) To **receive** any update(s) on actions/items from the previous meeting.
 - a) Official Portrait of King Charles III
 - b) Community Fridge Mary Tavy
 - c) Gov.uk registration, website and email update
 - d) D-Day
 - e) Repair of fence on the permissive footpath between the coronation hall the Mary Tavy Inn.

Matters arising since the last council meeting

AM.24/10 Highways

- i) To **receive** and **consider** any updates in relation to Highways:
Updates Double white lines

AM.24/11 Defibrillator Training

To **receive** an update from Cllr Reid and **consider** defibrillator training.

AM.24/12 (FC.24/85) Council IT equipment & software

- i) To **receive** an update from the Parish Clerk about the performance of the IT equipment & software and to **consider** any upgrades or replacements as required.

AM.24/13 Cemetery Fence Repair

To **consider** approving the cost of materials for repair of the cemetery fence in consideration that a cemetery fence repair of up to £500 is allocated in the budget for 2024-2025.

New items of business

AM.24/14 Councillor Reports

- i) Emergency Warden

- ii) Southern Parishes Link Committee Representative
- iii) DNPA Representatives – no report provided, no update.
- iv) Mary Tavy & Horndon Broadband Champion
- v) Mary Tavy Community Field & Hall Representatives – no report provided, no update.
- vi) Office of Police & Crime Commissioner Representative

AM.24/15 Consideration of Planning Application(s):

DNPA Applications listed to 08.05.24:

i) **0172/24** Formation of hardstanding / repair of existing bitumous macadam driveway and creation of new staff car parking (part-retrospective) at Blackdown Nursing Home, Mary Tavy, Tavistock, PL19 9QB and issuing any observations (Observations due by 16.05.24).

AM.24/16 Parish Council Reserves & Expenditure

- i) To **receive** and **consider** the recommended Parish Council Reserves and to **receive** and **note** DALC guidance on recommended level of reserves to be close to twelve months of reserves.
- ii) To **note** DALC guidance on a recommended risk assessment of any expenditure of reserves.
- iii) To **note** any additional expenditure not in the budget 2024-2025 be approved by Full Council.

AM.24/17 By-election costs and reserves

- i) To **receive** and **note** an update from the clerk on the by-election costs for Mary Tavy parish of around £2400 and to **note** that if WBDC was instructed by the parish council not to issue poll cards, the parish council could reduce the cost by around £750. The current number of electors is 740 (source: The Electoral Services Manager WBDC).
- ii) To **receive** and **note** the current election reserves held of £1,643.26, and following a reduction made to election reserves at Full Council January 2024 to **consider** the level of reserves held for election costs and any actions as appropriate.

AM.24/18 Cemetery Land Working Group Pre-Planning Assessment

i) To **consider** the approval of the Environment Agency Pre-planning Assessment of the proposed cemetery site, site visit and report on the suitability of the land for a cemetery as a first step to determine the viability of the project at the location and to **consider** the approval quotation as expenditure not included in the 2024/2025 budget.

AM.24/19 Accounts & Financial Statement

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

Grass Cutting & Maintenance Contractor Mr C Ball April	£468.00
Mary Tavy Coronation Hall Trust	£20.00
Parish Council Website gov.uk, domain registration, migration of website and email	£91.20
The Environment Agency Pre-planning Assessment	£950+VAT
HMRC P30 Employer's Payslip	£152.34

Reimbursement Parish Noticeboard materials	
Metal Sheets	£30.13
PK10 MAGNTS ASS VK 10MM	£7.73
Clerk Salary May	£652.91
Reimbursement for keyboard and AAA batteries	£4.98
car parking for annual audit	£2.70

ii) **Receive** and **approve** payment and receipt transactions between 1st April 2024 and 30th April 2024

Treasurer's Account

Date	Details	Payments	Receipts
18.04.24	Grass Cutting & Maintenance Contractor	£323.00	
18.04.24	Mr C Ball		
18.04.24	Reading Room Hire 1 st Quarter Jan-March 2024 INV.015	£40.00	
18.04.24	DALC 2024-2025 Annual Membership	£354.45	
18.04.24	SLCC 2024-2025 Annual Membership	£158.00	
18.04.24	Tax due to HMRC (due date 22.04.24)	£224.56	
18.04.24	A Christie Salary	£623.50	
18.04.24	A Christie April use of home as office	£20	
04.04.24	West Devon Borough Council Inv.8000367282	£381.89	
09.04.24	E Pascoe & Sons Memorial application		£121.00
18.04.24	West Devon Borough Council Precept		£10,854.50

AM.24/20 **Parish Council Insurance**

To **receive** and **consider** the tender of the parish council insurance and quotations and to **appoint** an insurer and insurance premium for the year 2024/2025.

AM.24/21 **Asset Register**

To **review** and **approve** the current Asset Register and to note that the parish clerk will review the current sums (values) insured.

AM.24/22 **Standing Orders**

To **review** and **re-adopt** the Standing Orders

AM.24/23 **HR Committee Terms of Reference**

To **review** and **re-adopt** HR Committee Terms of Reference

AM.24/24 **Financial Regulations**

To **review** and **re-adopt** Financial Regulations

AM.24/25 **Meeting Schedule 2024/2025:**

To **consider** adopting the draft meetings schedule for all meetings for the period from 14th May 2024.

AM.24/26

Councillor Training

To **receive** and **note** current training opportunities which can be booked via the parish clerk.

AM.24/27

Matters brought forward by Councillors: *(for information only).*

- i) LearnDevon Free Digital Skills for prevention of scams and fraud Training in person and to note organisations can register interest
- ii) Councillor resignations and notice of vacancy.
- iii) To receive any items for future agendas.

The date of the next Full Council meeting is Tuesday 11th June 2024.

SIGNED

A Christie

DATE: 9th May 2024

A CHRISTIE – PARISH CLERK

**Copies of correspondence circulated to Councillors with this agenda, which will be considered at the meeting.*