



## 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.*

5<sup>th</sup> June 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 11<sup>th</sup> June 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.*

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### AGENDA

**FC.24/89 (1) Welcome and Formal Opening**

The chair of the meeting to welcome and formally open the meeting.

**FC.24/90 (2) Apologies for absence**

To **receive** and **consider** for acceptance, apologies for inability to attend.

Cllr J Honey

Cllr J Dunn

**FC.24/91 (3) 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 Committee, at the Chairman's discretion, sets aside a short period of time for this at the commencement of the meeting.*

**FC.24/92 (4) 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.

**FC.24/93 (5) Minutes:**

- i) To **agree** as a correct record and **approve** the minutes of the meeting of 14<sup>th</sup> May 2024 (copy previously circulated).
- ii) To **receive** any update(s) on actions/items from the previous meeting.
  - a) D-Day

- b) Repair of fence on the permissive footpath between the coronation hall the Mary Tavy Inn
- c) Model Financial Regulations working group update
- d) Defibrillator Training
- e) Parish Council Insurance Premium Renewal

**Matters arising since the last council meeting**

**FC.24/94 (6) Highways**

- i) To **receive** and **consider** any updates in relation to Highways.
  - Updates Double white lines
  - Implementation of the 40mph speed limit near the Mary Tavy Inn,
  - Repaint of the white line forming the boundary of the former virtual footway
  - Parking near the school

**New items of business**

**FC.24/95 (7) Councillor Reports**

- i) Emergency Warden
- ii) Southern Parishes Link Committee Representative
- iii) DNPA Representatives
- iv) Mary Tavy & Horndon Broadband Champion
- v) Mary Tavy Community Field & Hall Representatives
- vi) Office of Police & Crime Commissioner Representative

**FC.24/96 (8) Consideration of Planning Application(s):**

DNPA Applications listed to 05.06.24:

- i) 0226/24 Change of use from Reading & Recreation Rooms to 2-storey dwelling at The Reading Rooms, Bal Lane, Mary Tavy, Tavistock, PL19 9QA (Observations due by 23.06.24)

**FC.24/97 (9) Co-option Councillor Vacancies**

- i) To **receive** an update following notification to WDBC of two vacancies
- ii) To **consider** the co-option process of co-opting two councillors.
- iii) If ii) is approved, to **consider** setting a date for applications, a date for deciding for consideration of candidates and their co-option, and to consider how the vacancies will be publicised.

**FC.24/98 (10) Provision of sandbags**

- i) To **receive** and **note** the availability of sandbags from the district authority and other agencies in Mary Tavy parish.
- ii) To **note** the parish council's budget line available for lengths man and floods.
- iii) To **consider** any further provision of sandbags and quotation obtained to create further provision.

**FC.24/99 (11) Annual Return - 2023/24:**

- i) To **receive** and **note** the Annual Internal Audit Report.
- ii) To **approve** the Annual Governance Statement. and agree that the Chairman and Town Clerk sign the document.
- iii) To **approve** the accounting statements and agree that the Chairman signs the document(s).

- iv) To approve the annual financial statement for year ended 31st March 2024 as an accurate reflection of the financial position of the Council and its income and expenditure and agree that the Chairman signs the document.
- v) To approve the year end bank reconciliation for 2023/24.
- vi) To approve the dates of 4<sup>th</sup> July – 13<sup>th</sup> August 2024 for the Period for the Exercise of Public Rights with the announcement (Date of Announcement of notice to be published on the Councils website advising public rights and publication of unaudited Annual Governance & Accountability Return) being posted on 13<sup>th</sup> June.

**FC.24/100 (12) HR Committee Meeting 22.05.2024**

- i) To **approve** and **consider** adopting the HR Committee Meeting Minutes of 22.05.2024.
- ii) To **receive** and **consider** the HR committee meeting recommendations to Full Council.

**FC.24/101 (13) Cemetery Land Working Group Environment Agency Pre-Planning Assessment**

- i) To **receive** and **consider** the Environment Agency Pre-Planning Assessment site visit report.
- ii) To **agree** any other actions as required.

**FC.24/102 (14) Accounts & Financial Statement**

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

Grass Cutting & Maintenance Contractor Mr C Ball May	£468
The Environment Agency Pre-planning Assessment (Invoice has not been received)	£950+VAT
HMRC P30 Employer's Payslip	£152.54
Clerk Salary                      June	£574.21
Reimbursement for laptop & printer (N.B. £315.83 exc VAT) (approved expenditure of up to £500 under agenda item AM.24/12 (FC.24/85)	£378.99 inc VAT
Reimbursement for portable hard drive	£47.99

- ii) **Receive** and **approve** payment and receipt transactions between 1<sup>st</sup> May 2024 and 31<sup>st</sup> May 2024

*Treasurer's Account*

<b>Date</b>	<b>Details</b>	<b>Payments</b>	<b>Receipts</b>
16.05.24	Grass Cutting & Maintenance Contractor Mr C Ball April	£468.00	
16.05.24	Mary Tavy Coronation Hall Trust	£20.00	
16.05.24	Parish Council Website gov.uk, domain registration, migration of website and email	£91.20	
16.05.24	HMRC P30 Employer's Payslip	£152.34	
16.05.24	Clerk Salary May	£652.91	

16.05.24	Reimbursement for keyboard and AAA batteries	£4.98
	car parking for annual audit	£2.70
31.05.24	Reimbursement Parish Noticeboard materials	
	Metal Sheets	£30.13
	PK10 MAGNITS ASS VK 10MM	£7.73

(NONE)

**FC.24/103 (15) Matters brought forward by Councillors: (for information only).**  
To receive any items for future agendas.

*The date of the next Full Council meeting is Tuesday 9<sup>th</sup> July 2024.*

**SIGNED** *A Christie*

**DATE: 5<sup>th</sup> June 2024**

**A CHRISTIE – PARISH CLERK**

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