

MEETING OF MARY TAVY PARISH COUNCIL
HELD AT THE READING ROOM, MARY TAVY
ON 11TH JUNE 2024 AT 7:00PM

Present:

Cllr P Reid Cllr M Allen
Cllr D Herbert Cllr M Jonas

In attendance:

Ms Amy Christie (Parish Clerk)
Cllr R Oxborough, West Devon Borough Council
Six members of the public.

The meeting was chaired by the Chair, Cllr Reid.

FC.24/89 Welcome and Formal Opening of the Meeting by the Chair:
Cllr Reid opened the meeting at 7pm and informed those in attendance that the meeting was being recorded for the purpose of the minutes.

FC.24/90 Apologies for Absence:
Cllr J Honey – Personal commitment
Cllr J Dunn – Personal commitment
Cllr M Griffiths - unwell

FC.24/91 Declarations of Interest and Requests for Dispensations:
Cllr Allen and Cllr Reid declared an interest in agenda item 0226/24 Change of use from Reading & Recreation Rooms to 2-storey dwelling at The Reading Rooms, Bal Lane, Mary Tavy, Tavistock, PL19 9QA.

FC.24/92 Business Raised by the Public
Four members of the public spoke in relation to agenda item 0226/24 Change of use from Reading & Recreation Rooms to 2-storey dwelling at The Reading Rooms, Bal Lane, Mary Tavy, Tavistock, PL19 9QA, raising concerns over roof windows and gable windows overlooking neighbouring properties' windows, and windows at 1.75 metres are not high enough, that a single storey property only appropriate for the site and a two storey building is an issue on the site, and properties could be open to further property extensions. Cllr Oxborough provided an update from West Devon Borough Council on Biodiversity Net Gain, which where possible needs to be within the boundaries of the planning site, or offset elsewhere. WDBC is one of two authorities to be provided a grant to enhance services.
Cllr Reid informed all parishioners that the meeting was not quorate for agenda item 0226/24 and an extension would be requested from DNPA Planning Authority. Cllr Reid urged parishioners, if desired, to make individual representations on the planning portal.

FC.24/93 Minutes:
i) The minutes of the meeting of 14th May 2024 (copy previously circulated) were approved, subject to a typing error being corrected.
ii) Members received updates on actions/items from the previous meeting.

- a) D-Day – Cllr Reid provided information on the success event and good attendance by the public. Cllr Reid has sent a message of thanks to the Headmaster on the Parish’s behalf for their work.
- b) Repair of fence on the permissive footpath between the coronation hall the Mary Tavy Inn - Cllr Reid provided an update that the landowner would likely not be eligible for the grant and the group is looking at fundraising from other sources.
- c) Model Financial Regulations working group update – Cllr Herbert provided an update from the working group and has identified areas requiring review.
- d) Defibrillator Training – Cllr Reid provided an update on the defibrillator training offered free of charge from the Devon Air Ambulance. The event will be advertised. Cllr Oxborough kindly asked that if training spaces were not filled from Mary Tavy, that the training be offered to other parishes.
- e) Parish Council Insurance Premium Renewal – agenda item AM.24/20 under delegated authority, the Parish Clerk confirmed that the insurance policy had been renewed.

Matters arising since the last council meeting

FC.24/94 Highways

- i) To **receive** and **consider** any updates in relation to Highways.
 - Updates Double white lines – no update
 - Implementation of the 40mph speed limit near the Mary Tavy Inn – Cllr Reid updates that the Highways Officer has referred the matter to the officer responsible.
 - Repaint of the white line forming the boundary of the former virtual footway – Cllr Reid updates that activity has been seen and is seeking an update.
 - Parking near the school – Cllr Reid and Cllr Allen state that any works would need a risk assessment, road safety for all road users would need consideration, and it may be difficult to make highways changes at this site, it was resolved not to pursue parking allocation at this location currently.

New items of business

FC.24/95 Councillor Reports

- i) Emergency Warden – no report, Cllr Dunn is not in attendance.
- ii) Southern Parishes Link Committee Representative – no report.
- iii) DNPA Representatives – no report.
- iv) Mary Tavy & Horndon Broadband Champion – Cllr Reid will follow up with Openreach.
- v) Mary Tavy Community Field & Hall Representatives – Cllr Herbert provides a short update.
- vi) Office of Police & Crime Commissioner Representative – no updates.

FC.24/96 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)

Cllr Reid and Cllr Allen declared an interest in agenda item 0226/24, in addition a further three councillors were not in attendance at the meeting, on this basis, the meeting was not quorate, and agenda item AM24.96 was deferred to the next full council meeting subject to DNPA Planning Authority granting an extension for parish council comments.

FC.24/97 **Co-option Councillor Vacancies**

- i) Members received an update following notification to WDBC of two vacancies.
- ii) Members discussed the co-option process of co-opting two councillors.
- iii) Members discussed setting a date for applications, a date for deciding for consideration of candidates and their co-option, and considered how the vacancies will be publicised.

Resolved: Following discussion, members agreed to pursue co-option of councillors, resolved to set the date for applications of the date of the next full council meeting of 9th July 2024, to advertise the vacancies on the parish council noticeboard and website.

FC.24/98 **Provision of sandbags**

- i) Members received and noted the limited availability of sandbags from the parish council's Emergency Warden. According to the WDBC website, this authority does not supply sandbags but advise residents to purchase their own.
- ii) Members noted the parish council's budget line available for lengths man and floods.
- iii) Members considered any further provision of sandbags and noted quotations obtained to create further provision. The Parish Clerk is to contact the Jubilee Group to identify supplies held and method of contact for parishioners.

FC.24/99 **Annual Return - 2023/24:**

- i) The Parish Clerk gave a verbal update on the Internal Audit Report and AGAR and deferred the item to the next meeting.

FC.24/100 **HR Committee Meeting 22.05.2024**

- i) Members adopted the HR Committee Meeting Minutes of 22.05.2024.
- ii) Members discussed the HR committee meeting recommendations to Full Council and noted the budget line for employment.

Resolved: Following discussion members resolved to adopt the recommendation of the HR committee and offer an employer's pension at the same rate as the employee's contribution.

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

- i) Members received an update on the Environment Agency Pre-Planning Assessment site visit report from Cllr Allen, the Environment Agency's recommendation is pending and subject to a Geotechnical Survey, if this is pursued by any party.

ii) Cllr Reid provided an update on the Geotechnical Survey quotations and Cllr Reid, put himself forward a private donor to fund the Geotechnical Survey and to gift the survey report to the parish council.

The Parish Clerk confirmed an estimated cost of the cemetery, and that current reserves are not sufficient to cover the estimated cost of a cemetery.

Resolved: Members received and noted that a private donor, external to the parish council, Cllr Reid, in his own name, if decided to pursue himself, will independently contract the geotechnical survey as third-party agreement with the landowner and gift the survey report to the parish council. The parish council holds no relationship to the contracted services, liability for any agreement made between third parties, nor has any obligation to take any further actions, regardless of the outcome of the geotechnical survey.

FC.24/102 Accounts & Financial Statement

i) Members approved 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) Members received and approved payment and receipt transactions between 1st May 2024 and 31st May 2024

<i>Treasurer's Account</i>			
Date	Details	Payments	Receipts
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 car parking for annual audit	£4.98 £2.70	
31.05.24	Reimbursement Parish Noticeboard materials Metal Sheets PK10 MAGNITS ASS VK 10MM	£30.13 £7.73	

(NONE)

FC.24/103 **Matters brought forward by Councillors:** *(for information only).*
None.

The date of the next Full Council meeting is 9th July 2024.

Meeting closed at 8.25pm

Signed **Date**

DRAFT