

**MEETING OF MARY TAVY PARISH COUNCIL**  
**HELD AT THE READING ROOM, MARY TAVY**  
**ON 8<sup>TH</sup> APRIL 2025 AT 7:00PM**

**Present:**

Cllr P Reid                      Cllr J Honey  
Cllr D Herbert

**In attendance:**

Ms Amy Christie (Parish Clerk)

*The meeting was chaired by the Chair, Cllr Reid.*

**FC.25/59      Welcome and Formal Opening of the Meeting by the Chair:**  
Cllr Reid opened the meeting at 7pm.

**FC.25/60      Apologies for Absence:**  
Cllr J Dunn – personal commitment  
Cllr M Griffiths – personal commitment

**FC.25/61      Declarations of Interest and Requests for Dispensations:**  
None.

**FC.25/62      Business Raised by the Public**  
None.

**FC.25/63      Minutes:**

- i) The minutes of the meeting of 11<sup>th</sup> March 2025 (copy previously circulated) were approved.
- ii) Members received updates on actions/items from the previous meeting.
  - a) WDBC Local Government Reorganisation (LGR) update, some councillors attend the online session, Cllr Reid provided a short update.
  - b) The Parish Clerk provided an update on Local Government Reorganisation online events provided by sector bodies and will circulate information to councillors after the meeting. Town & Parish Councils have been urged to asset map in their parishes, identify costs associated with assets/services currently under the district for inclusion in the budget setting process from October 2025, for April 2026 budgets.
  - c) The Landmark tree planted by the Hall & Field Trust will place a plaque to commemorate Charles III.
  - d) WDBC Waste Collection, the Parish Clerk provided a verbal update from West Devon on Waste Collection cost increases in 2024/2025 and subsequent enquiry from the parish council as councils were not provided with advance notice of the increase. In addition, WDBC has alerted that there may be further increases in 2025/2026, the Parish Clerk confirmed the parish council receives 6-monthly invoices. Waste collection bins and frequency of collection will be brought to Full Council for discussion with advance notice of the second 6-monthly invoice being released.

**FC.25/64      Standing Item – Climate and Ecology Emergencies:**

Councillors noted that the council resolved to become a signatory of the Devon Climate Declaration and will focus on those activities where we as a parish, can make a difference to climate change, biodiversity and the environment.

### **Matters arising since the last council meeting**

**FC.25/65**

#### **Highways**

Members received and considered any updates in relation to Highways.

- i) Updates Double white lines.
- ii) Repaint of the white line forming the boundary of the former virtual footway.
- iii) Communication with Highways Management Team and any other action as appropriate.
- iv) Discussion about potholes.

#### **Resolved:**

- i) Following a reply from Highways Director Meg Booth to the Parish Council which stated double white lines at this location were not appropriate and confirming that this assessment 'aligns with national guidance, in particular Traffic Signs Manual, Chapter 5, section 3.1.8; "Double lines should not normally be used in built up areas, as preventing vehicles from stopping could be unduly restrictive. They might, however, be required at certain difficult positions on three lane hills or at level crossings."  
<https://assets.publishing.service.gov.uk/media/5c4ace6ded915d38a0611abc/traffic-signs-manual-chapter-05.pdf>' and following discussion, councillors resolved to take no further action at this time.
- ii) The repaint of the white line forming the boundary of the former virtual footway was completed between 20<sup>th</sup> and 21<sup>st</sup> of March 2025.
- iii) The parish councils' letter sent to Highways Director Meg Booth & Stuart Hughes about the double white lines repainting and the former virtual footway, Cllr Reid provided a verbal update about the reply from Highways Director Meg Booth.
- iv) A free full pallet of instarmac has been ordered and is pending delivery, and another parish council will take half the quantity provided on the pallet once it has been delivered. Councillors resolved to hire a compactor (whacker plate) compactor, if one is not offered free of charge under corporate social responsibility.

### **New items of business**

**FC.25/66**

#### **Councillor Reports**

- i) Emergency Warden – No report received.
- ii) West Devon Matters (Southern Parishes Link) Committee Representative – A meeting for 23<sup>rd</sup> April 25 has been called. Cllr Dunn will attend.
- iii) Mary Tavy & Horndon Broadband Champion – Following the previous update from Cllr Reid that that 'West Devon contract has been awarded to Openreach, scope & schedule of works not yet determined, however, Mary Tavy should receive Fibre between now and 2030', no further update has been received.

- iv) Mary Tavy Community Field & Hall Representatives – Cllr Reid updated about refurbishments works to the hall including an electrical contractor and a grant received. Cllr Herbert provided an update about the VE80 celebrations, live music and pasties obtained free of charge. The Summer Fair will be on 6<sup>th</sup> July 2025.
- v) Office of Police and Crime Commissioner – Cllr Griffiths was not in attendance, on this basis, no update received.

**FC.25/67**      **Co-option Councillor Vacancies**

- i) Councillors considered the co-option process of co-opting four councillors
- ii) Councillors considered setting a deadline for co-option applications.
- iii) Councillors considered a setting a date for consideration of candidates and their co-option such as the Annual Meeting in May.
- iv) Councillors considered publication of casual co-option vacancies.
- v) Councillors considered any other action as appropriate.

**Resolved:** Following discussion councillors resolved to:

- i) Councillors agreed to proceed with the co-opting four councillors following confirmation from the monitoring officer that the parish council can proceed.
- ii) Councillors agreed a deadline for co-option applications of Monday 5<sup>th</sup> May 12:00 noon.
- iii) Councillors agreed a date for consideration of candidates and their co-option of 13<sup>th</sup> May 2025 at the Annual Council Meeting.
- iv) The casual vacancies for co-option have been publicised in January & February 2025 and actions reported to Full Council 11<sup>th</sup> March 2025.
- v) Councillors agreed no further action in addition to the above.

**FC.25/68**      **Approach the Diocese**

No update has been received from the Diocese of Exeter about the parish council's approach about any land they may hold in the parish of Mary Tavy for a cemetery project.

**FC.25/69**      **Civility & Respect Pledge**

Councillors considered a resolution to sign up to the civility and respect pledge and noted the information previously circulated.

**Resolved:** Following discussion, councillors resolved to pass a resolution to sign up to the civility and respect pledge.

**FC.25/70**      **Dignity At Work Policy**

Councillors considered adopting a Dignity At Work Policy (copy previously circulated) to replace the Bullying & Harassment Policy.

**Resolved:** Councillors resolved to adopt the Dignity At Work Policy to replace the Bullying & Harassment Policy.

**FC.25/71**      **Communications Policy**

Councillors **considered** adopting a sole Communications Policy (copy previously circulated) to replace the Press & Media Policy and Social Media & Electronic Communications Policy and discussed email retention.

**Resolved:** Following discussion, councillors resolved to seek advice on email retention and the parish clerk will report back to council, item deferred for resolution at the next full council meeting.

**FC.25/72**      **Parish Council phone & SIM card**

Councillors considered purchasing a phone for the clerk and SIM card or any other action as appropriate.

**Resolved:** Following discussion, councillors resolved to purchase a phone for the clerk and obtain a SIM card on pay as you go.

**FC.25/73**      **Model Financial Regulations**

Councillors **noted** that a new version of the Model Financial Regulations has recently been released at the end of March following the Procurement Act 2024, and the parish council's Model Financial Regulations require updating and consider any other actions as appropriate.

**FC.25/74**      **Council Investments**

Item deferred.

**FC.25/75**      **Accounts & Financial Statement**

i) Councillors approved the following payments:

Grounds Maintenance Chris Ball March 2025 Invoice	£ 323.00
Clerk's Salary April 2025	£ 628.53
NEST Pension Employer's Payment (DD 21.04.25)	£ 79.70
HMRC P30 Employer's Payslip	£ 169.96
DALC Invoice 6164 Training Jane Honey Charing Council Meetings	£ 36.00
DALC Invoice 6249 Planning Training Clerk	£ 36.00
DALC Membership	£ 321.00
DD Banking Service Charge	£ 6.00
Donation to Devon Air Ambulance	£ 100.00
SLCC Membership	£ 150.00
West Devon Borough Council Inv. 8000393586 DD	£ 624.00

ii) ii) Councillors noted FC.25/57 Deferred Item NJC for Local Government Services (NJC) 2023/24 Pay Agreement Deferred Item: Full Council approved the salary scale point increase on the NJC for Local Government Services salary scale for the clerk for each year of continuous service applied from 13<sup>th</sup> February 2025 and subsequently the total sum of the contractual pay was applied to the payslip and payment made of £653.17.

iii) Councillors noted that in relation to FC.25/57 the corresponding pension employer's payment was set up as a direct debit (the combined total of the employer's and employee's contribution) of £80.48.

iv) Councilors received and approved payment and receipt transactions between 1<sup>st</sup> March and 31<sup>st</sup> March 2025.

*Treasurer's Account*

<b>Date</b>	<b>Details</b>	<b>Payments</b>	<b>Receipts</b>
03.03.25	Morris Brother's Funeral Directors		£ 484.00
12.03.25	Reading Rooms Quarterly Invoice	£ 40.00	
12.03.25	Reading Rooms March Room Hire Full Council plus HR meeting	£ 20.00	
12.03.25	Grounds Maintenance Chris Ball February 2025 Invoice	£ 178.00	
12.03.25	HMRC P30 Employer's Payslip	£ 163.09	
12.03.25	Reimbursement to Clerk for: Cemetery duplicate receipt book, A4 Printer paper and 2 <sup>nd</sup> Class stamps	£ 15.95	
12.03.25	Training DALC for Clerk	£ 36.00	
12.03.25	Training SLCC for Clerk	£ 36.00	
12.03.25	Community Grant Application	£ 150.00	
12.03.25	Internal Transfer to PC Savings Account Agenda Item AM.24/18	£ 550.00	
24.03.25	Clerk's Salary March 2025 including mileage	£ 653.17	
28.03.25	HMRC VAT refund		£755.76
31.03.25	DD Banking Service Charge	£ 6.00	

v) Councillors received and approved payment and receipt transactions between 1<sup>st</sup> March 2025 and 31<sup>st</sup> March 2025.

*Savings Account*

<b>Date</b>	<b>Details</b>	<b>Payments</b>	<b>Receipts</b>
12.03.25	Internal Transfer from Treasurer's Agenda Item AM.24/18		£ 550.00
31.03.25	Credit Interest received		

**FC.25/80 Matters brought forward by Councillors: (for information only).**

Cllr Reid provided an update from Cllr Oxborough in his absence about hedges and West Devon Borough Council are currently assessing a need to cut a hedge near the cemetery.

Cllr Reid provided a request from Cllr Oxborough to include the St Mary's Church path on a future agenda for consideration.

*The date of the next Full Council meeting is 13<sup>th</sup> May 2025.*

Meeting closed at 8.10pm

**Signed** ..... **Date** .....