



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.

2nd April 2025

To: all members of Mary Tavy Parish Council

Cllr Dunn, Cllr Reid, Cllr Honey, 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 8th April 2025 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

FC.25/59 (1) Welcome and Formal Opening

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

FC.25/60 (2) Apologies for absence

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

FC.25/61 (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.25/62 (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.25/63 (5) Minutes:

- i) To **agree** as a correct record and **approve** the minutes of the meeting of 11th March 2025 (copy previously circulated).
- ii) To **receive** any update(s) on actions/items from the previous meeting.
- a) WDBC Local Government Reorganisation update (email link to webinar recording previously circulated)

FC.25/64 (6) Standing Item – Climate and Ecology Emergencies:

To **note** 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 (7) Highways

i) To **receive** and **consider** (or **note** as appropriate) any updates in relation to Highways and **consider** any action as appropriate:

- i) Double white lines works' update.
- 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) Potholes and Road Warden work, to **note** Instarmac has been ordered pending delivery and to **note** confirmation of an offer from another parish council to take approximately half the quantity ordered, and **consider** seeking a compactor to assist with the work.

New items of business

FC.25/66 (8) Councillor Reports

- i) Emergency Warden
- ii) West Devon Matters (Southern Parishes Link) Representative - West Devon Matters to be held on Wednesday 23rd April 2025 at Okehampton Police station or can be attended remotely on Teams
- iii) Mary Tavy & Horndon Broadband Champion
- iv) Mary Tavy Community Field & Hall Representatives
- v) Office of Police and Crime Commissioner Representative

FC.25/67 (9) Co-option Councillor Vacancies

- i) To **consider** the co-option process of co-opting four councillors.
- ii) To **consider** setting a deadline for co-option applications.
- iii) To **consider** a setting a date for consideration of candidates and their co-option such as the Annual Meeting in May.
- iv) To **consider** how the vacancies will be publicised.
- v) To **consider** any other action as appropriate.

FC.25/68 (10) Approach to Diocese

i) To **receive** any update if 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 and consider any actions as appropriate.

FC.25/69 (11) Civility & Respect Pledge

To **pass** a resolution to sign up to the civility and respect pledge (copy of the pledge and civility and respect pledge website link information previously circulated).

FC.25/70 (12) Dignity At Work Policy

To consider adopting a Dignity At work Policy (copy previously circulated) to replace the Bullying & Harassment Policy.

FC.25/71 (13) Communications Policy

To **consider** adopting a sole Communications Policy (copy previously circulated) to replace the Press & Media Policy and Social Media & Electronic Communications Policy.

FC.25/72 (13) Parish Council phone & SIM card

To **consider** purchasing a phone for the clerk and SIM card or any other action as appropriate.

FC.25/73 (14) Model Financial Regulations

To **note** that a new version of the Model Financial Regulations has recently been released 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 (15) Council Investments

To **receive** and **consider** a report on Council Investments from the Parish Clerk and any action as appropriate.

FC.25/75 (16) Accounts & Financial Statement

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

Grounds Maintenance Chris Ball March 2025 Invoice	£ 323.00
Clerk's Salary April 2025	£ TBC
NEST Pension Employer's Payment (DD 21.04.25)	£ 78.41 TBC
HMRC P30 Employer's Payslip	£ 169.96
Training SLCC for Clerk	£ TBC
DALC Invoice 6164 Training Jane Honey Charing Council Meetings	£ 36.00
DALC Invoice 6249 Planning Training Clerk	£ 36.00
DALC Membership	£ 321.00
SLCC Membership	£ 150.00
Reimbursement purchase of phone, SIM and pay as you go phone credit for clerk. Total cost to be provided at meeting / on payment schedule	£ TBC
DD Banking Service Charge	£ 6.00
West Devon Borough Council invoice. 8000393586	£ 624.00

ii) To **note** 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 13th February 2025 and subsequently the total sum of the contractual pay was applied to the payslip and payment made of £653.17.

iii) To **note** 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) **Receive** and **approve** payment and receipt transactions between 1st March 2025 and 31st March 2025.

Treasurer's Account

Date	Details	Payments	Receipts
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 nd 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) **Receive** and **approve** payment and receipt transactions between 1st March 2025 and 31st March 2025.

Savings Account

Date	Details	Payments	Receipts
12.03.25	Internal Transfer from Treasurer's Agenda Item AM.24/18		£ 550.00
31.03.25	Credit Interest received		£ 128.86

FC.25/80 (22) Matters brought forward by Councillors: (for information only).

To **receive** any items for future agendas.

The date of the Annual Council meeting is Tuesday 13th May 2025.

SIGNED *A Christie*

DATE: 2nd April 2025

A CHRISTIE – PARISH CLERK

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