



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.

7th May 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 13th May 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

AM.25/01 (1) Welcome and Formal Opening

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

AM.25/02 (2) Election of a Chairperson 2025/2026

To **elect** a chairperson for 2025/2026

AM.25/03 (3) Election of a Vice Chairperson 2025/2026

To **elect** a Vice Chairperson for 2025/2026

AM.25/04 (4) Apologies for absence

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

AM.25/05 (5) 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.

AM.25/06 (6) 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.25/07 (7) 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.25/08 (8) 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.25/09 (9) Minutes:

- i) To **agree** as a correct record and **approve** the minutes of the meeting of 8th April 2025 (copy previously circulated).
- ii) To **receive** any update(s) on actions/items from the previous meeting.

AM.25/10 (10) 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

AM.25/11 (11) Highways

- i) To **receive** and **consider** 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) Potholes and Road Warden work and to **consider** the hire of a compactor
 - iv) Hedges in the parish
 - v) Broken dog bin Warne Lane

New items of business

AM.25/12 (12) Councillor Reports

- i) Emergency Warden
- ii) West Devon Matters (Southern Parishes Link) Representative - West Devon Matters held on Wednesday 14th May 2025 at Okehampton Police station and two online drop-in sessions on 23rd and 25th April.
- iii) Mary Tavy & Horndon Broadband Champion
- iv) Mary Tavy Community Field & Hall Representatives & Football Shelter update
- v) Office of Police and Crime Commissioner Representative

AM.25/13 (13) Standing Orders

To **consider** adopting the New Standing Orders following the Procurement Act 2024 and any other actions as appropriate.

AM.25/14 (14) Planning Applications

- i) **0132/25 Installation of Portakabin for the purpose of a classroom** (PC observations due by TBC).
- ii) **0129/25 Higher Creason Farm, Horndon, Mary Tavy, Retention of garden room on the site of a former pole barn**, to be used for ancillary purposes incidental to Higher Creason Farmhouse and adjacent holiday let guests only, together with new boundary wall (PC observations due by 15/05/25).
- iii) **0130/25 Higher Creason Farm, Horndon, Mary Tavy Alterations to converted barn**, used as a single holiday let (approved under application 0338/09), including installation of rooflights, new door and window designs

and new boundary wall and use of ground floor kitchen for cookery classes for holiday let guests only; change of use of agricultural land to residential amenity area to serve the holiday let and dwelling (PC observations due by 15/05/25).

AM.25/15 (15) Councillor Co-Option

i) To **consider** proceeding with co-option (based on applications received to date) or to **agree** any other action as appropriate.

ii) To **consider** co-option applications (as below) to fill the Councillor vacancy (**applications circulated to elected members only*).

Applicant 1 *

Applicant 2 *

Applicant 3 *

AM.25/16 (16) Bus Stop

To **consider** the current condition of the bus stop and any action as appropriate.

AM.25/17 (17) Defibrillator

To **consider** an update on the status of the defibrillator located at the Mary Tavy Inn and any action as appropriate.

AM.25/18 (18) Cemetery

i) To **consider** appropriate cemetery signage for waste and compost disposal in consideration of a biodiversity policy and **consider** the purchase of signage.

AM.25/19 (19) Model Financial Regulations

To **consider** adopting the Model Financial Regulations following the Procurement Act 2024 and any other actions as appropriate.

AM.25/20 (20) Asset Register

To **consider** re-adopting the Asset Register.

AM.25/21 (21) Data Protection Policy

To **consider** re-adopting the Data Protection Policy.

AM.25/22 (22) IT Policy

To **consider** adopting an IT Policy.

AM.25/23 (23) Training & Development Policy

To **consider** re-adopting the Training & Development Policy and any other action as appropriate.

AM.25/24 (24) Health & Safety Policy Statement

To **consider** re-adopting a Health & Policy Statement and any other action as appropriate.

AM.25/25 (25) Council Investments

Deferred Item: To **consider** a Council Investments report to generate income for the parish council and any other actions as appropriate.

AM.25/26 (26) 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 2025/2026.

AM.25/27 (27) Accounts & Financial Statement

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

Grounds Maintenance Chris Ball March 2025 Invoice	£ 468.00
Clerk's Salary May 2025	£ 628.58
NEST Pension Employer's Payment (DD 21.04.25)	£ 79.70
HMRC P30 Employer's Payslip	£ 219.20
DALC training Clerk	£ 36.00
DD Banking Service Charge	£ 6.00

ii) **Receive** and **approve** payment and receipt transactions between 1st April 2025 and 30th April 2025.

Treasurer's Account

Date	Details	Payments	Receipts
01.04.25	NEST Pension Employer's Payment March (DD 01.04.25)	£ 80.48	
04.04.25	West Devon Borough Council Inv. 8000393586 DD	£ 624.00	
09.04.25	Grounds Maintenance Chris Ball March 2025 Invoice	£ 323.00	
09.04.25	Clerk's Salary April 2025	£ 628.53	
09.04.25	HMRC P30 Employer's Payslip	£ 169.96	
09.04.25	Donation to Devon Air Ambulance	£ 100.00	
09.04.25	DALC Invoice 6164 Training Jane Honey Chairing Council Meetings	£ 36.00	
09.04.25	DALC Invoice 6249 Planning Training Clerk	£ 36.00	
09.04.25	DALC Membership	£ 321.00	
09.04.25	SLCC Membership	£ 150.00	
22.04.25	West Devon Borough Council Refund Remittance		£ 224.11
28.04.25	NEST Pension Employer's Payment (DD 21.04.25)	£ 79.70	
29.04.25	West Devon Borough Council Precept		£ 13,227.00
30.04.25	DD Banking Service Charge	£ 6.00	

AM.25/27 (27) Matters brought forward by Councillors: (for information only).

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

To **put on the Agenda** draft Biodiversity Policy and consider a working group to bringing to Full Council in June.

To **put on the Agenda** obtaining and sharing information and guidance on Hedgehog Highways with residents and bringing to Full Council in June.

To **put on the Agenda** a carbon baseline and bringing to Full Council in June.

The date of the next Annual Council meeting is Tuesday 10th June 2025.

SIGNED *A Christie*

DATE: 7th May 2025

A CHRISTIE – PARISH CLERK

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