



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.

6th May 2026

To: all members of Mary Tavy Parish Council

Cllr Dunn, Cllr Reid, Cllr Honey, Cllr Griffiths, Cllr Grindey, Cllr Banks and Cllr Longland.

Dear Councillors

You are hereby summoned to attend the **Annual Council** meeting of Mary Tavy Parish Council to be held in the **Coronation Hall on Tuesday 12th May 2026 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.26/01 (1) Welcome and Formal Opening

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

AM.26/02 (2) Election of a Chairperson 2026/2027

To **elect** a chairperson for 2026/2027

AM.26/03 (3) Election of a Vice Chairperson 2026/2027

To **elect** a Vice Chairperson for 2026/2027

AM.26/04 (4) Apologies for absence

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

AM.26/05 (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.26/06 (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.26/07 (7) Election of Committee:

To **consider** and **approve** nominations for the Parish Council's Committee for 2026/2027.

Standing Committee	Number of Members
HR Committee	3 Councillors (including Chair)

AM.26/08 (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
West Devon Matters 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.26/09 (9) Minutes:

- i) To **agree** as a correct record and **approve** the minutes of the meeting of 14th April 2026 (copy previously circulated).
- ii) To **receive** any update(s) on actions/items from the previous meeting.

AM.26/10 (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.26/11 (11) Highways

- i) To **receive** and **consider** any updates in relation to Highways and **consider** any action as appropriate:
- i) Flooding & drainage in the parish
- ii) Pothole Highways meeting (not open to public)
- iii) Gibbet Hill water run off
- iv) pavement & crossing near Down's Garage site

New items of business

AM.26/12 (12) Councillor Reports

- i) Emergency Warden
- ii) West Devon Matters Representative - West Devon Matters to be held on Wednesday 27th May 2026 at 6pm
- iii) Mary Tavy & Horndon Broadband Champion
- iv) Mary Tavy Community Field & Hall Representatives
- v) Office of Police and Crime Commissioner Representative

AM.26/13 (13) Standing Orders

To **consider** re-adopting the New Standing Orders.

AM.26/14 (14) Financial Regulations

To **consider** re-adopting the Model Financial Regulations.

AM.26/15 (15) Neighbourhood Plan Consultation Lamerton Parish Council

To **receive** and **note** the Neighbourhood Plan Consultation Lamerton parish Council: [Neighbourhood Plan Reg 14 Public consultation version | Lamerton Parish Council](#) and consider any other action as appropriate (copy previously circulated).

AM.26/16 (16) Co-option Policy & Councillor Co-Option

- i) To **consider** re-adopting the Co-option Policy.
- ii) To **consider** the co-option process of coopting two councillors.
- iii) To **consider** setting a deadline for co-option applications.
- iv) To **consider** a setting a date for consideration of candidates and their co-option such as the Full Council June meeting.
- v) To **consider** how the vacancies will be publicised.
- vi) To **consider** any other action as appropriate.

AM.26/17 (17) 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 2026/2027.

AM.26/18 (18) Grounds Maintenance Contract Tender

i) To **consider** part of the Mary Tavy for 2026-2030 Grounds Maintenance Contract Tender process by agreeing to set the timescales with dates for:

- a) Issue of tender document and advertising Friday 26th June
- b) closing date for receipt of interest Tuesday 7th July
- c) closing date for questions relating to the tender Friday 10th July
- d) closing date for receipt of tender Monday 17th August
- e) selection considered at Full Council Tuesday 8th September
- f) earliest tender award Wednesday 9th September
- g) contract start date Thursday 1st October 2026

ii) To **note** that the draft Grounds Maintenance Contract Tender Specification, Tender Invitation, Tender Form, advertisement, the setting of the meeting date for consideration of contractors will be considered and agreed at the next council meeting.

AM.26/19 (19) Data Protection Policy

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

AM.26/20 (20) Asset Register

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

AM.26/21 (21) Councillor Training Record

To **receive** the councillor training record and **note** that training is mandatory for councillors.

AM.26/22 (22) Parish Cemetery Noticeboard

To **receive** an update and **consider** arrangements for any cemetery notice provision.

AM.26/23 (23) Accounts & Financial Statement

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

Grounds Maintenance Chris Ball	£ 468.00
Salary Clerk May	£ 817.22
HMRC P30	£ 74.60
NEST Pension DD	£ 92.56
SLCC Membership Invoice MEM258149-2	£42.00

ii) **Receive** and **approve** payment and receipt transactions between 1st April 2026 and 30th April 2026.

Treasurer's Account

Date	Details	Payments	Receipts
08/04/26	WDBC DD	£ 381.89	
09/04/26	WDBC		£14,020.50
10/04/26	NEST DD	£92.56	
27/04/26	HMRC	£ 74.60	
27/04/26	Reimbursement Cllr Honey	£ 34.99	
27/04/26	SLCC Membership Clerk	£ 158.00	
27/04/26	DALC Membership	£ 378.44	
27/04/26	Clerk Salary	£ 817.42	
27/04/26	Coronation hall quarterly hire	£ 60.00	

30/04/26

Banking Service charge

£ 7.00

AM.26/24 (24) Matters brought forward by Councillors: *(for information only).*

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

Council Investment report

The date of the next Full Council meeting is Tuesday 9th June 2026 at the Coronation Hall.

SIGNED *A Christie*

DATE: 6th May 2026

A CHRISTIE – PARISH CLERK

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