

MEETING OF MARY TAVY PARISH COUNCIL
HELD AT THE CORONATION HALL, MARY TAVY
ON 12TH MAY 2026 AT 7:00PM

Present:

| | |
|------------------|--------------|
| Cllr P Reid | Cllr J Honey |
| Cllr M Griffiths | Cllr J Dunn |
| Cllr A Grindey | Cllr J Banks |

In attendance:

Ms Amy Christie (Parish Clerk)
Cllr R Oxborough (District Councillor)

The meeting was chaired by the Chair, Cllr Reid.

AM.26/01 **Welcome and Formal Opening of the Meeting by the Chair:**

Cllr Honey opened the meeting at 7pm. Cllr Honey thanked Cllr Longland for her contributions to the parish council and wished her well.

AM.26/02 **Election of a Chairperson 2026/2027**

Cllr Honey requested nominations for a Chairperson for 2026/2027. Cllr Honey nominated Cllr Reid. There were no further nominations. Cllr Grindey seconded the nomination of Cllr Reid.

Resolved:

Cllr Reid was duly elected as Chairperson of Full Council for 2026/2027. Cllr Reid abstained.

The remainder of the meeting was chaired by Cllr Reid.

AM.26/03 **Election of a Vice-Chairperson 2026/2027**

Cllr Honey requested nominations for a chairperson for 2026/2027. Cllr Honey nominated Cllr Grindey. There were no further nominations. Cllr Banks seconded the nomination of Cllr Grindey.

Resolved:

Cllr Grindey was duly elected as Vice-Chair of Full Council for 2026/2027. Cllr Grindey abstained.

AM.26/04 **Apologies for Absence:**

None.

AM.26/05 **Declarations of Interest and Requests for Dispensations:**

None.

AM.26/06 **Business Raised by the Public**

Cllr Oxborough spoke in relation to WDBC Annual Meeting, service delivery and local government reorganisation.

AM.26/07 **Election of Committee:**

Consideration was given to the appointment of Members for the Parish Council's Committee for 2026/2027.

Resolved:

To make the following appointments:

| Standing Committee | Number of Members |
|---------------------------|--------------------------------------|
| HR Committee | Cllr Dunn Cllr Honey Cllr Reid |

AM.26/08

Representatives on Outside Bodies

Consideration was given to the appointment of members as Parish Council representatives on outside bodies:

| Outside Body | Number of Members |
|--|--------------------------|
| Emergency Warden | Jon Roy Hill |
| West Devon Matters Representative | None. |
| DNPA Representatives | Cllr Banks |
| Mary Tavy & Horndon Broadband Champion | Cllr Reid |
| Mary Tavy Community Field & Hall Representatives | Cllr Reid |
| Office of Police & Crime Commissioner Representative | Cllr Griffiths |

AM.26/09

Minutes:

- i) The minutes of the meeting of 14th April 2025 (copy previously circulated) were approved with amendments.
- ii) Members received no updates on actions/items from the previous meeting.

AM.26/10

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

AM.26/11

Highways

Members received and considered any updates in relation to Highways.

- i) No recent issues of flooding and drainage in the parish.
- ii) Pothole Highways meeting (not open to the public) was informative and positive, Highways are working to resolve backlog of potholes and have a new reporting system able to track individual repairs.
- iii) Cllr Honey will contact Commoner's Association to see if has had contact with landowners.
- iv) Pavement and crossing near the Down's Garage site, MTPC made observations in the planning application for the former Down's Garage site that a pavement on the A386 and crossing were required. Footfall to the shop has increased, there is limited visibility for pedestrians, the PC may consider a risk analysis to monitor footfall, S106 could fund the works. Cllr Reid will contact Highways to ask for an update.

New items of business

AM.26/12

Councillor Reports

- i) Emergency Warden – No report received.
- ii) West Devon Matters Committee Representative – West Devon Matters to be held on Wednesday 27th May 2026 at 6pm.
- iii) Mary Tavy & Horndon Broadband Champion – Cllr Reid spoke in relation to Broadband including fibre being connected in other parishes. Cllr Reid will continue to work with partners to work towards fibre connection in Mary Tavy.
- iv) Mary Tavy Community Field & Hall Representatives – Cllr Reid updated about the Hall roof timbers and capacity of timbers to support solar panels. A structural survey has been commissioned.
- v) Office of Police and Crime Commissioner – Cllr Griffiths said no meetings had been held and there was no update.

AM.26/13 (13) Standing Orders

Councillors discussed adopting the Standing Orders.

Resolved: Following discussion, councillors resolved to re-adopt Standing Orders.

AM.26/14 (14) Financial Regulations

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

Resolved: Following discussion, councillors resolved to re-adopt the Financial Regulations.

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

Councillors received and noted the Neighbourhood Plan Consultation Lamerton parish Council: [Neighbourhood Plan Reg 14 Public consultation version | Lamerton Parish Council](#).

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

- i) Councillors discussed re-adopting the Co-option Policy without the need for references in the application form as it was not a requirement in the policy wording.
- ii) Councillors discussed the co-option process of co-opting two councillors.
- iii) Councillors discussed setting a deadline for co-option applications.
- iv) Councillors discussed setting a date for consideration of candidates and their co-option at the Full Council June meeting.
- v) Councillors considered advertising of the vacancy online and through posters around the parish.

Resolved: Following discussion, councillors resolved to:

- i) Councillors re-adopted the Co-option Policy without the need for references in the application form.
- ii) Councillors resolved to open the process of co-opting two councillors.
- iii) Councillors resolved to set the deadline of Friday 5th June for receipt of applications for co-option.
- iv) Councillors resolved to consider applications at the next Full Council in June.

v) Councillors resolved to advertise the vacancy with posters around the parish.

AM.26/17 (17) Parish Council Insurance

Councillors received and discussed the tender of the parish council insurance and 3 quotations and appointing an insurer and insurance premium for the year 2026/2027.

Resolved: Following discussion, councillors resolved to renew the insurance premium with the existing provider.

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

Resolved: Councillors considered the Mary Tavy 2026-2030 Grounds Maintenance Contract Tender process and agreed the setting of the timescales with dates as follows:

- | | |
|--|--|
| a) Issue of tender document and advertising | Wednesday 1 st July |
| b) closing date for receipt of interest | Friday 10 th July |
| b 2 additional clause) Optional site visit for tenderers with parish councillors available upon advance request and prior arrangement only | Friday 10 th – Friday 17 th July |
| c) closing date for questions relating to the tender | Friday 17 th July |
| d) closing date for receipt of tender | Monday 24 th August |
| e) selection considered at Full Council | Tuesday 8 th September |
| f) earliest tender award | Wednesday 9 th September |
| g) contract start date | Thursday 1 st October 2026 |

AM.26/19 (19) Data Protection Policy

Councillors considered re-adopting the Data Protection Policy.

Resolved: Councillors resolved to re-adopt the Data Protection Policy.

AM.26/20 (20) Asset Register

Councillors discussed re-adopting the Asset Register.

Resolved: Councillors resolved to re-adopt the Asset Register.

AM.26/21 (21) Councillor Training Record

Councillors **received** the councillor training record and **noted** that training is strongly encouraged for councillors.

AM.26/22 (22) Parish Cemetery Noticeboard

Councillors received an update from Cllr Grindey and discussed arrangements for any cemetery notice provision. Cllr Dunn offered the donation of a noticeboard to the parish council, Cllr Reid offered to laminate a sign for the board. Councillors also discussed procurement of a composite sign.

Resolved: Following discussion, councillors agreed to trial the donated noticeboard from Cllr Dunn and Cllr Reids offer to laminate a sign for the noticeboard. Councillors resolved to display the council website address and a QR code. If the trial is not successful, the procurement of a composite sign will be brought to council. Cllr Reid thanked Cllr Grindey for storing the damaged noticeboard temporarily.

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

i) Councillors approved 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) Councillors received and approved payment and receipt transactions between 1st April 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).

Councillor Grindey has kindly offered to tidy the existing cemetery spoil heap.

The parish clerk highlighted the maturity of the council's investment and will bring a report to the June meeting.

Parish Council noticeboard A386 legs are rotting and will need replacement.

Cemetery bin replacement

Cemetery bench replacement

Subject to change, the date of the next Full Council meeting is currently scheduled for the 23th June 2026 at the Coronation Hall.

Meeting closed at 8:53pm

Signed **Date**