

Draft minutes from the Peter Tavy Parish Council meeting held on

Wednesday 10th September 2025

Present: Cllr D Chanter (Chair), Cllr K Ball, Cllr A Barton, Cllr E Dodd, Cllr J Jeffery and Cllr N Litwinka

Others Present: The Clerk, Maj. W Lane and Ms Janna Sanders

School Bus

Parishioner Ms Janna Sanders was in attendance prior to the meeting to highlight her concerns over the recent withdrawal of the school bus. Ms Sanders was informed by DCC that the school bus would no longer be servicing the village of Peter Tavy. This information was received after purchasing the school bus ticket for her daughter who has just started year 7 at Tavistock Community College. Instead, Ms Sanders was informed that her daughter would need to walk and pick up the school bus from the corner of Langsford Rd. It was clear that Ms Sanders has explored every possible route via Cllr Michael Fife Cook at DCC, Cllr Robert Oxborough at WDC and the contractor Oakleys to establish why the service has been withdrawn and whether the route proposed has been assessed for safety. Ms Sanders continues to pursue this matter via the appeals process as communications received so far have been unclear and unhelpful.

Cllrs supported Ms Sanders concerns and agreed that the proposed route is unsafe and unacceptable. It was noted that the bus shelter in the village had been built specifically for children to go to school with funds from WDC. The majority of the route proposed does not have a pavement. The road is used by large agricultural transport and equipment and waste disposal vehicles for the local care home, in addition to a high volume of local traffic.

It was agreed that the Clerk would draft a communication (for approval by the Chair) to Cllrs Oxborough and Fife Cook and cc the Devon County Council Transport Officer outlining the PTPC concerns and disappointment with the decision.

Item No	Minute	Action by
25/9/1	Apologies for absence Apologies for absence received from Cllr Myott and Cllr Fife-Cook DCC	
25/9/2	Declarations of interest Noted: Cllr J Jeffery – No.1 Church Cottages and Finance	
25/9/3	Minutes and matters arising from the meeting held on Wednesday 20th August 2025 Noted: The draft minutes of the meeting were approved with one amendment under item 3, second line, clear should be Clerk. Agreed: The minutes can now be posted at the Village noticeboard and on the Peter Tavy Parish Council (PTPC) website. Matters arising: Noted: Cllr E Dodd provided the Clerk with contact details for Mr Colton (see Church Cottages below).	Clerk
25/9/4	Minutes from the Annual Parish Meeting held on 29 May 2025 Noted: As requested, a copy of the draft minutes (for information only) from the Annual Parish Meeting (APM) was made available. The draft minutes will need to be approved at the APM in 2026.	
25/9/5	Parish Communications including: Peninsula Transport £100k Rural Mobility Fund Noted:	

	<p>Communications from Peninsula Transport welcoming applications for funds from the Rural Mobility Pilot Scheme funding.</p> <p>Agreed: A copy of the communications should be included in the letter to DCC and Cllrs Oxborough and Fife-Cook regarding concerns around withdrawal of the school bus.</p> <p>Email from Russell Moore re Unlawful development</p> <p>Noted: Formal complaint from Mr Moore regarding demolition of an agricultural barn.</p> <p>Agreed: This is not a matter for PTPC and should be redirected to the Planning Enforcement Officer at Dartmoor National Park (DNP). Clerk to respond to Mr Moore and outline the advice from PTPC.</p>	<p>Clerk</p> <p>Clerk</p>
25/9/6	<p>Church Cottages</p> <p>Window replacement</p> <p>Noted: The Clerk has contacted Architect Stephen Whettem regarding the Listed Building planning application to DNP for the window replacement at Church Cottages. Mr Whettem has informed the Clerk that due to retirement, he is not in a position to assist.</p> <p>Agreed: Clerk to explore and contact an alternative architect who is local to the area and has experience of listed building planning applications with DNP.</p> <p>Soak away</p> <p>Noted: Issues with the soak away have been addressed by Cllr Jeffery.</p> <p>Radon test for no. 1 Church Cottages</p> <p>Noted: Despite a number of reminders, the radon test for no 1 has not been returned as requested by the tenant.</p> <p>Agreed: Clerk to send a formal communication to the tenant at no.1 asking for the completed radon test to be returned and also addressing the other items listed below ie EPC and chimney sweep.</p> <p>Energy Performance Certificate (EPC)</p> <p>Noted: EPC needed for no.1 Church Cottages. This information is expected to be needed for the window replacement work.</p> <p>Agreed: Clerk to arrange an EPC with a local contractor and inform the tenant at no.1 that access will be needed. Date and time to be confirmed. The Clerk will also look for the EPC for no.2.</p> <p>Legionella testing</p> <p>Noted: Some uncertainty whether legionella testing is needed for Church Cottages.</p> <p>Agreed: Clerk to check gov uk advice for Landlords on Legionella testing</p> <p>Completed Landlords in the UK are advised to conduct a legionella risk assessment to ensure the safety of their tenants. This assessment should be based on the type of water systems present in the property and the risk of stagnation. For properties with simple domestic-type water systems, such as standard combi boilers, no cooling towers, and no stored water, regular testing may not be necessary. However, landlords should document the risk of legionella growth and review the assessment if there are changes to the water system.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk completed.</p>

	<p>Chimney no 1 Noted: The chimney at no.1 needs to be swept. In addition, the cowl needs to be inspected. Agreed: Clerk to arrange for work to be completed by Moorsweep via the contact details provided by Cllr Dodd. The tenant at no.1 will need to be informed that access will be needed. Date and time to be confirmed.</p> <p>Gate posts for both cottages Noted: The current gates need to be replaced. Agreed: Clerk to contact Andrew Creber and ask for a quote to replace two gates and three gate posts. Cllr Chanter and Cllr Dood will meet with the contractor to discuss the work needed. Date and time tbc.</p> <p>Septic tank Noted: Cllr Jeffery has arranged for the contractor to inspect / maintain the septic tank.</p>	<p>Clerk</p> <p>Clerk</p>
25/9/7	<p>IT Equipment and Web Presence Noted: The Clerk outlined a number of issues with the PTPC laptop including the laptop being slow, the battery not retaining a charge and that Microsoft support will cease from November 2025. In addition, the laptop will not connect to the printer via a wireless connection or via hard wired.</p> <p>The Clerk also suggested that the PTPC website would benefit from an overhaul. Currently the Clerk is required to forward by email, agendas and minutes to a member of the Parish, Mr Steven Carrack, who updates the website on behalf of PTPC. Mr Carrack has informed the Clerk that going forward he will not be in a position to maintain the website or support the domain address. The Mary Tavy Parish Council was highlighted as an example of good practice, and which also reflects Parish Council practice elsewhere.</p> <p>Agreed: The laptop can be replaced. Clerk to purchase a new laptop with a budget of £500. Clerk to contact three IT specialists for quotes to refresh the PTPC website. Where possible the PTPC should adopt the gov.uk domain. In addition, it would be helpful for the new website to include a private area for Cllrs who may wish to access agendas, enclosures and minutes electronically.</p> <p>Proposed by: Cllr A Barton Seconded by: Cllr N Litwinska (all in favor)</p>	<p>Clerk</p> <p>Clerk</p>
25/9/8	<p>Storage of historical records Noted: PTPC has a high volume of historical documents currently stored in the Clerks garage which is dry and locked. Agreed: Clerk to investigate Document Retention and Disposal Policies in place at other Parish Councils and report back.</p>	<p>Clerk</p>
25/9/9	<p>Draft schedule of business Noted: The Clerk introduced a draft schedule of business to Cllrs. This document is for information only and going forward will inform items for the monthly / annual agendas. Agreed: Document to be updated following comments made at the meeting and ongoing as appropriate.</p>	<p>Clerk</p>

25/9/10	Draft key meeting dates and deadlines Noted: The Clerk introduced a draft key meeting dates and deadlines to Cllrs. This document is for information only. Agreed: The meeting scheduled for July 2025 will need to be rearranged as the Clerk will be away.	Clerk														
25/9/11	Planning No items noted.															
25/9/12	Highways Noted: A response from Cllr R Oxborough WDC to concerns raised PTPC via the previous Clerk has not been received. Agreed: Clerk to locate and resend the email requesting an immediate response. Clerk to bring the list of concerns to next meeting and clarify whether concerns remain current.	Clerk														
25/9/13	Playing Field Noted: Cllr Ball has inspected the playing field and raised no concerns.															
25/9/14	Finance Noted: The outgoings from the Precept Account to be approved are: - <table><tr><td>Outgoing Clerk Salary August 2025</td><td>£352.30</td></tr><tr><td>Incoming Clerk Salary August 2025</td><td>£172.30</td></tr><tr><td>Invoice from Cllr Jeffery for work clearing overgrown vegetation at the Village Hall, The Chapel and Village Way</td><td>£65.00</td></tr><tr><td></td><td>£589.60</td></tr></table> The outgoings from the Church Cottages Account to be agreed are: - <table><tr><td>Admin fee to precept account August</td><td>£26.66 standing order</td></tr><tr><td>Invoice from Cllr Jeffery for work completed on soakaway and blocked drain at Church Cottages</td><td>£164.20</td></tr><tr><td></td><td>£190.86</td></tr></table> Agreed: To pay the outgoings Proposed by: Cllr Chanter Seconded by: Cllr Ball	Outgoing Clerk Salary August 2025	£352.30	Incoming Clerk Salary August 2025	£172.30	Invoice from Cllr Jeffery for work clearing overgrown vegetation at the Village Hall, The Chapel and Village Way	£65.00		£589.60	Admin fee to precept account August	£26.66 standing order	Invoice from Cllr Jeffery for work completed on soakaway and blocked drain at Church Cottages	£164.20		£190.86	
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25/9/15	TSB Bank Noted: In order to maintain the monthly accounts, the Clerk requires access to the accounts with TSB as a matter or priority. Agreed: Clerk to work with the previous Clerk to resolve this issue.	Clerk														
25/9/16	Any other Business															

	<p>Peter Tavy Piper Magazine – request from Mr Carrack regarding PTPC continued support for publication of the Peter Tavy Piper magazine. Cllrs agreed to continue to support the publication.</p> <p>Email from Genesta – to be added to the agenda (under Communications) for the meeting on the 8th of October 2025</p> <p>Clerk contract – needs to be addressed as soon as possible. Clerk to contact DALC for contract template.</p>	Clerk
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The meeting closed at 8.50pm.

Date of next meeting – Wednesday 8th October 2025 at 7.30pm

Signed:

Dated:

Ms Julia Balsdon (Interim Clerk to the Parish Council)
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