

# Dartmoor Forest Parish Council



Parish Clerk: Jackie Bennetts

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22<sup>nd</sup> May 2024

Dear Councillor,

You are duly summonsed to attend the Annual Parish Meeting to be held at 19:00 on Tuesday 28<sup>th</sup> May 2024, to be followed at 19:30 by the Annual Council Meeting at Princetown Community Centre.

*Jackie Bennetts*

Jackie Bennetts - Clerk to Dartmoor Forest Parish Council

**Cllr Williams will chair the APM and the first part of the Council meeting**

## **Annual Parish Meeting 2024 - Agenda**

- 1. Apologies** – Cllr Manning, Cllr Geen
- 2. Annual Parish Meeting 2023 – Matters arising from last meeting**
- 3. Chair's Report – to be read by Cllr Williams**
- 4. Review of the past year and a look to the future** – a general discussion looking at what has worked well in past year, what improvements could be made and an opportunity to consider what Council may do in the coming year.
- 5. Matters raised by Electors** – Opportunity for members of the Public to raise matters of concern, or suggest actions for the coming year.

## **Annual Parish Council Meeting Agenda**

- 1. Apologies** – Cllr Manning, Cllr Geen
- 2. Declarations of interest** -
- 3. Acceptance of minutes** - As previously circulated for meetings on 26<sup>th</sup> March 2024 and on 23<sup>rd</sup> April 2024.
- 4. Urgent decisions since last meeting** – none
- 5. Election of Chair and Vice Chair** – Election of officers for the year May 2024 – April 2025.

**The newly elected Chair will preside for the remainder of the meeting**

- 6. Co-option of Councillors to fill vacancy in Princetown Ward**- Candidates to make short statement to Council regarding why they want to be a Councillor. Council will then vote for candidates to fill vacancies.
- 7. Governance Review** - Council to consider documents as circulated prior to meeting.
  - [Grants and Donations Procedure](#) – Cllr Greatrex & Cllr Geen
  - [Members Code of Conduct](#) - all Councillors
  - [Complaints Procedure](#) – Cllr Watson & Cllr Hazel Williams
  - [Transparency Code](#) – all Councillors
- 8. Public Meeting – Double Yellow Lines and CCTV.** Brief update on the meeting held on the 14<sup>th</sup> May. Item to be put on the agenda for further discussion at the June meeting to discuss each proposal and Council decide on further action to be taken.
- 9. Updates:** On various projects or events

- a) **LOVE (Love Our Village Enthusiasts) Project** – Cllr Hazel Williams to update on progress.
- b) **Tidy Princetown Sessions** – Cllr Mark Williams to update on the last session and plans for future sessions – next one 2<sup>nd</sup> June?
- c) **D-day Celebrations** – Cllr Mark Williams
- d) **Community Garden / Allotments** - Cllr Hazel Williams
- e) **Council e-mail addresses** – Clerk
- f) **Ride-on Mower** – Clerk
- g) **Play Park Inspections** – Cllr Mark Williams to report on May inspections, Cllr Wood on rota for June.

**10. 1<sup>st</sup> PUBLIC SESSION** - Residents are invited to give their views and question the Parish Council on agenda items, or raise issues for future consideration.

**11. Parking Issues** – no issues raised at time of publishing the agenda

**12. Residents' issues or concerns** – no issues raised at time of publishing the agenda

**13. Planning** – Council to consider and agree on response in relation to the applications listed below.

[0156/24](#) Application at The Forest Inn, PL20 6SD. Extension granted 22/04 to allow for discussion. Deadline 31/5/24. Cllrs Geen and H Williams agreed to review application.

[0190/24](#) Application at Upalong, Hexworthy, PL20 6SD Deadline 4/6/24

[0195/24](#) Application at Prison Farm, PL20 6RR Deadline 31/5/24

**14. Financial management** - see Financial Report for details

**15. 2023/24 Annual Governance and Accountability Return**

- a) Council to receive Bank Reconciliation and Variance Analysis
- b) Council to receive Internal Auditor report
- c) Council to consider and approve the Annual Governance Statement, to be signed by Chair & Clerk.
- d) Council to consider and approve the Accounting Statements to be signed by Chair

**16. Updates on correspondence/ actions from previous meetings -**

See 'Briefing Notes' for updates regarding ongoing matters being dealt with not covered already.

**17. Reports from Committees, Sub Groups and Special Interests:**

**18. 2<sup>nd</sup> PUBLIC SESSION** - Residents are invited to give their views and question the Parish Council on agenda items, or raise issues for future consideration

**19. Exchange of information** – Around the table discussion for any matters to be shared for information or to request they are put on agenda for next meeting

- a) [TTRO2456807](#) - Road Closure MERRIVALE BRIDGE TO RENDLESTONE CROSS, PRINCETOWN WEDNESDAY 26 JUNE 2024 Until FRIDAY 28 JUNE 2024 (both dates inclusive) Between the hours of 08:00 and 18:00

- b) Removal of Phone Box –Tavistock Road Princetown – due 12<sup>th</sup> September 2024

**20. Date of next meeting** - 1930 on Tuesday 25<sup>th</sup> June 2024  
Princetown Community Centre