

# Dartmoor Forest Parish Council



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15 May 2024

## Minutes for the Council Meeting on 28<sup>3rd</sup> April 2024 in Princetown Community Centre

Present:

<b>Hexworthy/Huccaby Ward:</b>	<b>Princetown Ward:</b>	
Cllr Alison Geen		Cllr Hazel Williams
<b>Postbridge Ward:</b>	Cllr Gary Easton	Cllr Mark Williams**
Cllr Julian Greatrex		
Cllr Wendy Watson	Cllr Gregg Manning	* Chair      ** Vice Chair

Abbreviations used: **DFPC:** Dartmoor Forest Parish Council, **DCC:** Devon County Council,  
**DNPA:** Dartmoor National Park Authority, **DoC:** Duchy of Cornwall,  
**PCSO:** Police Community Support Officer, **PCC:** Parochial Church Council  
**PCMF:** Princetown Churchyard Maintenance Fund **WDBC:** West Devon Borough Council

### **Cllr Manning chaired the meeting**

There was 1 member of the public in attendance.

- Apologies** – Cllr Byrom, Cllr Clarke-Major (resigned 28/4/24)  
Cllr Wood (Absent)

Action: Clerk will notify WDBC of resignation and publish Notice of Vacancy. If after the notice period WDBC notify Council we can proceed to Co-opt at the May meeting.

- Declarations of interest** – None declared
- Acceptance of minutes** - As previously circulated for meeting on 26<sup>th</sup> March 2024. Cllr Manning queried Item No 8 – he recalled Cllr Renders offering to contribute £100 towards the cost. Action: Clerk to check recording and amend minutes as necessary. Minutes will then be approved at May meeting.
- Urgent decisions since last meeting** – none
- Governance Review** - Council considered the documents as circulated prior to meeting.
  - Snow Warden Procedure – as revised by Cllr Easton – Council approved
  - [Standing Orders](#) – reviewed by all Councillors – Cllr Easton queried the use of ‘he’ suggesting it should be more gender neutral. Cllr H Williams suggested removing the requirement to stand in 3.i. Council approved these amendments.
  - [Financial Regulations](#) – no changes proposed.
  - [Risk Management Strategy](#) & Risk Register – Strategy to remain unchanged, Clerk to remove ‘draft’ from document. Risk Register to be updated over the next 12 months to reflect current activities.  
Action: Clerk to update documents as agreed and publish on DFPC website.

28<sup>th</sup> May 2024

Signature of Chair



- e) The following policies were confirmed for review at the next meeting by Councillors as named below.
- i. [Grants and Donations Procedure](#) – Cllr Greatrex & Cllr Geen
  - ii. [Members Code of Conduct](#) - all Councillors
  - iii. [Complaints Procedure](#) – Cllr Watson & Cllr Hazel Williams
  - iv. [Transparency Code](#) – all Councillors
6. **LOVE (Love Our Village Enthusiasts) Project** – Cllr Hazel Williams updated on progress to date and proposed actions. Three example planters have been created and sited by the war memorial by LOVE volunteers, Brenda and Angela. Flyers have been circulated to 29 local businesses. Received two donations to date. Lottery funding was unsuccessful but application will be amended and re-submitted. Project has been offered the use of a garden at 9 Albert Terrace for storing and growing-on plants. See [Briefing Notes Appendix 1](#) for examples of leaflet, labels and form. See [Financial report](#) for details of expenditure to date.
7. **Tidy Princetown Sessions** – Cllr Mark Williams raised concerns that the sessions were not being supported by the village, outside of a few Councillors attending each month. However, he proposed the sessions continue each month with a focus on litter-picking. Cllr Geen suggested including the school and youth club, and tackling different areas each month. Council agreed to continue to tackle the weeds manually, rather than use weedkiller at this stage. Action: Clerk to advertise next session on 5<sup>th</sup> May and to investigate use of weedkiller particularly whether a licence is required to spray in public areas, and what weedkiller can be used within DNPA. Cllr Byrom to be asked to promote sessions within school to encourage parents to get involved.
8. **Public Meeting – Double Yellow Lines and CCTV**. Council agreed 14<sup>th</sup> May 2024 7pm – 8pm for public consultation. Cllr M Williams will present the Double Yellow lines proposal. Cllr Manning will present the CCTV proposal. Action: Clerk to publicise meeting on DFPC website, FB and noticeboard, giving a summary of each proposal.
9. **1<sup>st</sup> PUBLIC SESSION** – Nothing raised
10. **Parking Issues** – no issues raised
11. **Residents' issues or concerns** – Council discussed the e-mail received from L Huntley, Venville House 26/03/24 expressing concern regarding the large lorries turning in/out of Station Road when delivering to the Brewery. They are mounting the pavement to make the turn and recently damage was caused to a parked car. Council agreed this situation was causing issues and felt that the introduction of double yellow lines at the junction of Station Road with Tavistock Road may ease this by giving more room for vehicles to make the turn. Action: Clerk to ensure L Huntley is aware of the public consultation and to contact Dartmoor Brewery to make them aware of the concerns raised and recent incidents.
12. **Planning** – No applications at the time of publishing the agenda.
- Received 19/04/24 [0156/24](#) Application at The Forest Inn, PL20 6SD. Extension requested to allow Council to consider application and discuss at May meeting. Extension confirmed 22/04/24 from DNPA planning officer, Oliver Dorrel. Action: Cllr Geen and Cllr H Williams agreed to look at the application and report to the next meeting.
13. **Financial management** - see [Financial Report](#) for details

Payments approved by Council and to be authorised by Cllrs Geen and Manning



Payment Authorisation Sheet			Meeting:	
Ref	Date	Payee & Details	Amount	BACS amount
1735	02/04/24	West Devon Bourough Council - Cemetery Rates April 24 - Sept 24	109.56	
1736	04/04/24	West Devon Bourough Council - Dog bin emptying 4 bins fortnightly winter 2023/24	190.94	
1737	11/04/24	Transfer to Lloyds Savings Account	10000.00	
1742	23/04/2024	Jackie Bennetts - Clerk Pay	488.95	498.97
1743	00/01/1900	Jackie Bennetts Clerk Expenses Plot makers B61 (Amazon	10.02	
1744	23/04/2024	David Cole - Lengthsman Pay	726.00	
1745	23/04/2024	Jake Cook - Litter Picker fee	46.00	
1746	23/04/2024	RoSPA Play Safety - Annual Inspection fee	141.60	
1747	23/04/2024	DALC (NALC & DALC Affiliation fee and service charge)	423.54	
1748	23/04/2024	EB Champernowne - Plants - LOVE Project	174.19	
1749	23/04/2024	Re-imbursing Cllr M Williams - Compost for LOVE	19.18	
1750	23/04/2024	Re-imbursing Cllr H Williams - Compast and Troughs LOVE	55.99	

14. **DFPC WhatsApp group** – Cllr H Williams suggested Council consider creating a WhatsApp group for informal communications between Clerk and Councillors, but stated that it would need to include everyone. As Councillors do not use WhatsApp it was agreed not to take this further at this stage.
15. **Updates on correspondence/ actions from previous meetings -**
- 'Welcome to Princetown' signs: email received from Brad Elliott DCC Highways 10/04/2024 stating that the sign has been ordered but cost has increased slightly to £275 (previous estimate was £241 which was funded by donation from Charity Shop) Cllr Williams said that Council has been promised £60 from the High Moor WI which will cover the difference.
  - Council e-mail addresses: Clerk has received response from WesternWeb 16/04/24 stating it is possible using our current system to set up DFPC web addresses for all Councillors at a cost of £72ex vat each year. Council agreed to proceed. Action: Clerk to follow up with WesternWeb.
  - D-day Celebrations – 6<sup>th</sup> June - Lamp Light of Peace: no progress contacting DNPA to see if they will purchase a D-Day flag to fly form Visitor Centre. Cllr M Williams has contacted Mr Wildgoose to see what is being planned for the village.
  - Mower service: Clerk has e-mailed local company to request quote for service, awaiting response.
16. **Reports from Committees, Sub Groups and Special Interests:**
- Cllr H Williams reported that 29 people are interested in allotments within Princetown
  - Cllr M Williams reported that the 'Daughters of America' are visiting on the 24<sup>th</sup> May. A service will be held in St Michaels and All Angels and the Churchyard Maintenance Group are working hard to ensure the churchyard is looking at its best. The daughters of America have donated \$3000 USD to the group.

c) Cllr M Williams agreed to do the Play Park Inspections for May

17. **2<sup>nd</sup> PUBLIC SESSION** - nothing raised

18. **Exchange of information –**

a) Clerk reminded Council that the Annual Parish Meeting will take place at 7pm on the 28<sup>th</sup> May 2024, followed by the Annual Parish Council Meeting at 7.30pm where Council will elect the Chair and Vice-Chair for the coming 12 months.

b) Cllr Manning stated that he is unable to attend the next meeting and that he will be standing down as Chair. He will produce an annual report which can be read out by Cllr M Williams who agreed to Chair the Annual Parish Meeting.

19. **Date of next meeting - Annual Parish Meeting 1900 Tuesday 28<sup>th</sup> May 2024**  
**Annual Parish Council Meeting 1930 Tuesday 28<sup>th</sup> May 2024**  
**Princetown Community Centre**

**Meeting Closed 2045**