



Dartmoor Forest Parish Council

20th May 2024

Councillor Briefing Notes for Annual Parish Meeting and Annual Council Meeting on 28th May 2024

7.00pm and 7.30 pm in Princetown Community Centre

Annual Parish Meeting 2024 - Agenda

1. **Apologies** – Cllr Manning, Cllr Geen
2. **Annual Parish Meeting 2023 – Matters arising from last meeting** (See minutes May 2023)
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 26th March 2024 and on 23rd 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

7. **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. **Deadline for applications 26.5.24** Clerk will circulate applications prior to meeting.
8. **Governance Review** - Council to consider documents as circulated prior to meeting.
 - 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

Policies to be reviewed before the June Meeting:

- v. [Community Engagement Policy](#)
 - vi. [Publication Scheme](#) - Clerk
 - vii. [Privacy](#) - Clerk
 - viii. [Princetown CCTV Policy](#) –
 - ix. [Princetown CCTV Data Protection Impact Assessment](#) -
9. **Public Meeting – Double Yellow Lines and CCTV.** Brief update on the meeting held on the 14th May. Items to be put on the agenda for further discussion at the June meeting to discuss each proposal, respond to concerns raised at the public meeting and for Council decide on further action to be taken.

Meeting was attended by 5 DFPC Councillors, Mark Renders (WDBC), Philip Sanders (DCC) plus 12 members of the public. Notes of the meeting will be produced and published in the coming weeks.

Double Yellow Lines: Various concerns raised regarding displacement of cars if this proposal goes ahead, with some residents in support - appreciating the need to improve safety at junctions.

CCTV: Several questions were raised regarding the effectiveness of the current cameras, the policies and procedures currently in place, and the security of the proposed instalment. Council agreed to address these concerns and provide answers to questions outside of the public meeting. Some residents expressed their support for the proposal.

10. Updates: On various projects or events

- a) **LOVE (Love Our Village Enthusiasts) Project** – Cllr Hazel Williams to update on progress. See financial report for details of sponsors and expenditure.
- b) **Tidy Princetown Sessions** – Cllr Mark Williams to update on the last session and plans for future sessions – next one 2nd 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.

11. 1st PUBLIC SESSION - Residents are invited to give their views and question the Parish Council on agenda items, or raise issues for future consideration.

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

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

14. 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

15. Financial management - see Financial Report for details

16. 2023/24 Annual Governance and Accountability Return - see email sent 25/5/2024

- 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

17. Updates on correspondence/ actions from previous meetings -

18. Reports from Committees, Sub Groups and Special Interests:

19. 2nd PUBLIC SESSION - Residents are invited to give their views and question the Parish Council on agenda items, or raise issues for future consideration

20. 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 12th September 2024 Council have been given the opportunity to adopt it at a cost of £1, and take on responsibility for it maintenance. To be discussed at next meeting.

21. Date of next meeting - 1930 on Tuesday 25th June 2024
Princetown Community Centre

Appendix 1

CLL Review of Governance Documents - All documents due for review by August 2024

Governance Docs	Policy	Procedure	Assessment	Notices
Documents		Suggested Lead Reviewers 2024		Completed
	Risk Register	Clerk, Cllrs Manning, Geen & H Williams		April To be updated over next 12 months
1.	Standing Orders	All		April Completed and published on DFPC website
2.	Financial Regulations	Clerk, Cllrs Geen, Byrom, M Williams		April Completed and published on DFPC website
2.1	Grants and Donations Procedure	Clerk, Cllrs Gee & Greatrex		May
3.	Members' Code of Conduct	All		May
3.1	Complaints Procedure	Cllr Watson and Cllr H Williams		May
4.	Transparency Code	All		May
4.1	Community Engagement Policy	Cllrs Watson, Byrom, Wood		June
4.1.1	Publication Scheme	Clerk		June Needs to include costs
4.1.2	Privacy	Clerk		June
4.2	Prinetown CCTV Policy	Cllr Manning & Cllr M Williams + vacancy		June
4.2.1	Prinetown CCTV Data Protection Impact Assessment	Cllr Manning & Cllr M Williams + vacancy		June
5.	Risk Management Strategy	Clerk, Cllrs Manning, Geen & H Williams		April Completed and published on DFPC website
5.1	Play Area Inspections Procedure	Cllrs M Williams, Byrom, Wood, Greatrex		July
5.2	Lengthsman and Grounds Maintenance Procedure	Clerk & Cllr Williams + vacancy		July
5.2.1	Lengthsman and Grounds Maintenance Risk Assessment	Clerk & Cllr Williams + vacancy		July
5.3	Snow Warden Procedure	Cllr Easton + Council		March Completed and published on DFPC website
5.3.1	Snow Warden Risk Assessment	Cllr Easton + Council		March
5.4	Memorial Inspections Procedure	Clerk, Cllr Greatrex & Watson		March Who does annual inspections? When? How recorded?
5.5	Burials Procedure	Cllr Greatrex & Watson + vacancy		Aug
5.6	Public Seating	Cllr Greatrex & Vacancy (x2)		Aug