

# Dartmoor Forest Parish Council



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4 June 2024

## Minutes for the Annual Parish Meeting & Annual Parish Council Meeting on 28 May 2024 in Princetown Community Centre

Present:

|                                |                         |                            |
|--------------------------------|-------------------------|----------------------------|
| <b>Hexworthy/Huccaby Ward:</b> | <b>Princetown Ward:</b> |                            |
|                                | Cllr Emma Byrom         | Cllr Hazel Williams        |
| <b>Postbridge Ward:</b>        | Cllr Gary Easton        | Cllr Mark Williams**       |
| Cllr Julian Greatrex           |                         |                            |
| Cllr Wendy Watson              |                         | * 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

- Apologies** – Cllr Manning, Cllr Geen, Cllr Byrom (APM only) Cllr Woods (Absent)
- Annual Parish Meeting 2023 – Matters arising from last meeting** - none
- Chair's Report** – read by Cllr Williams. The report summarises of some of the work undertaken by Council over the past year, and highlights Council's role and responsibilities.
- Review of the past year and a look to the future** – a brief 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.
- Matters raised by Electors** – Brief discussion was had regarding how to engage more with the community, so that residents are more aware of the work of the Council and more inclined to get involved in project such as 'Tidy Princetown, and attend meetings etc.

Meeting Closed at 1928

### Annual Parish Council Meeting Agenda

- Apologies** – Cllr Manning, Cllr Geen, Cllr Woods (Absent)
- Declarations of interest** – Cllr Geen expressed an interest, prior to the meeting, in the planning application 190/24 as the applicant had been in contact with her husband regarding the potential supply of building materials. Cllr Geen therefore made no comment on this application.
- Acceptance of minutes** - As previously circulated for meetings on 26<sup>th</sup> March 2024 and on 23<sup>rd</sup> April 2024. Council approved both minutes which were signed by Cllr Williams.
- Urgent decisions since last meeting** – none

25<sup>th</sup> June 2024

Signature of Chair



5. **Election of Chair and Vice Chair** – Election of officers for the year May 2024 – April 2025. Cllr Easton proposed Cllr Williams as Chair, seconded by Cllr Byrom. Council voted – all in favour. Cllr Williams signed the ‘Acceptance of Office’. Cllr Byrom proposed Cllr Geen as Vice Chair. Cllr Hazel Williams seconded, Council voted, all in favour. Although Cllr Geen was unable to attend, she had stated a willingness to take on role as Vice Chair prior to the meeting.

Cllr Mark Williams presided for the remainder of the meeting

6. **Co-option of Councillors to fill vacancy in Princetown Ward**- Unfortunately no applications were received, so this item will move forward to June meeting. Cllr M Williams proposed a further discussion regarding how Council can engage more with residents  
Action: Clerks to readvertise the vacancy.
7. **Governance Review** - Council to consider documents as circulated prior to meeting.
- i. [Grants and Donations Procedure](#) – reviewed by Cllr Greatrex & Cllr Geen, Council approved changes to wording : sign cheques changed to make withdrawals, to reflect the move to online banking.
  - ii. [Members Code of Conduct](#) - all Councillors approved document with no changes
  - iii. [Complaints Procedure](#) – reviewed by Cllr Watson & Cllr Hazel Williams, Council approved with one typo/correction identified.
  - iv. [Transparency Code](#) – all Councillors approved the document with update reference Data Protection Act 1998 changed to Data Protection Act 2018.

The following policies are to be reviewed before the June meeting:

- v. [Community Engagement Policy](#) – Cllr Easton and Cllr H Williams
- vi. [Publication Scheme - Clerk](#)
- vii. [Privacy - Clerk](#)
- viii. [Princetown CCTV Policy](#) – Cllr Manning and Cllr H Williams
- ix. [Princetown CCTV Data Protection Impact Assessment](#) - Cllr Manning and Cllr H Williams. Clerk made Council aware of two documents published by the Surveillance Camera Commissioner that may prove helpful when reviewing the Council policy and procedures: ‘Surveillance Camera Code of Practice – A Guide for Councillors’, and the ‘Self Assessment tool’.

8. **Public Meeting – Double Yellow Lines and CCTV**. Cllr Mark Williams gave a brief update on the meeting held on the 14<sup>th</sup> May. Council agreed that the items would 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.

Public Meeting was attended by 5 DFPC Councillors, Mark Renders (WDBC), Philip Sanders (DCC) plus 12 members of the public.

**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.

9. **Updates:**

- a) **LOVE (Love Our Village Enthusiasts) Project** – Cllr Hazel Williams updated on progress. Ten planters have been sponsored by four local businesses and are situated around the village. See financial report for details of sponsors and expenditure.
  - b) **Tidy Princetown Sessions** – Cllr Mark Williams suggested that the focus on the next session on the 2<sup>nd</sup> June would be on weed clearance rather than litter picking. Cllr Byrom stated that school children are also keen to keep the village tidy and asked Cllr Williams to liaise with her regarding which areas are being targeted, so they don't duplicate.
  - c) **D-day Celebrations** – Cllr Mark Williams has spoken to Mr Wildgoose who advised that a small ceremony will be held at the War Memorial on the 6<sup>th</sup> at 11am.
  - d) **Community Garden / Allotments** - Cllr Hazel Williams reported that the previous private garden offered to the project was no longer feasible, but she had met with Princetown Youth Club leader, Ross, to discuss using the area near the Youth Club. Cllr Byrom suggested Council check with Duchy to ensure they are happy with proposal as the land owners. Action: Cllr H Williams to put together a project proposal for consideration at the next meeting.
  - e) **Council e-mail addresses** – Clerk reported that the work has not yet been completed but would follow-up with WesternWeb.
  - f) **Ride-on Mower** – Clerk reported that the mower is currently in for repair, and unfortunately a fault had occurred during a week when Council had committed to cut the Football pitch and the Churchyard. Cllr Williams thanked the Lengthsman and his son who, despite the ride on mower being out of action, ensured that the Churchyard was cut and looking at its best for the 'Daughters of America visit which took place on the 24<sup>th</sup> May.
  - g) **Play Park Inspections** – Cllr Mark Williams reported on May inspections, and requested another 10x silicon tubes to repair the matting. He said he would continue with inspections in June. He raised the point that Council needs to create an action plan to address the issues identified by the RoSPA inspection earlier in the year. He also queried the inspection checklist point 'Insurance inspection for all areas for defects or risks to health or safety' Action: Clerk to investigate what this actually means in practice and order silicon.
10. **1<sup>st</sup> PUBLIC SESSION** – Resident L Huntley (Venville House) raised the point that some people she had spoken to were not aware of the Public Consultation meeting and asked how it was publicised. Clerk responded it was posted on the DFPC website, FB page and on the Princetown notice board for around two weeks prior to the meeting. She also raised a number of concerns regarding the proposal for additional Double Yellow Lines. She is strongly against them at the junction of Station/Tavistock Road as she believes they would seriously affect her ability to run her business. She asked Council to take this into consideration when deciding whether to proceed with the proposal. Cllr Williams stated that no decision has been taken as yet, and the proposal could be modified to include all or some of the proposed double yellow lines before being going before DCC HATOC. He thanked her for coming to the meeting and stating her position.
11. **Parking Issues** – no issues raised
12. **Residents' issues or concerns** – no issues raised
13. **Planning** – Council considered and agreed on the response to the applications listed below. Cllr M Williams abstained from the vote in each case due to his role as Member of DNPA.

[0156/24](#) Application at The Forest Inn, PL20 6SD. Council considered the application and statement given by Cllr H Williams. Council is supportive of the plans to improve the site, but felt the application lacked sufficient detail for it to support. Council then voted: 1 in support, 2 abstained, 2 objected to the application.

[0190/24](#) Application at Upalong, Hexworthy, PL20 6SD Council considered the application and thought it was modest, considered and sensitive to the location. Council voted 5 in support, 1 abstained.

[0195/24](#) Application at Prison Farm, PL20 6RR Council considered the application and given that it is a continuation of existing situation all voted in support.

Action: Clerk to respond to DNPA on each application.

**14. Financial management – Payments approved by Council, to be authorised Cllr Easton and Byrom.**

| Ref   | Date       | Payee & Details  | Amount     | BACS amount |
|-------|------------|--|------------|-------------|
| 1756  | 28/05/2024 | Re-imburse Hazel Williams - EB Champernowne - Plants - LOVE Project May 2024 | 49.02      | £ 84.01     |
| 1757  | 28/05/2024 | Re-imburse Hazel Williams - Shop4allsorts - LOVE - Planters                  | 34.99      |             |
| 1758  | 28/05/2024 | DALC Training Fee - Good Councillor 4 - Hazel Williams                       | 18.00      |             |
| 1759  | 28/05/2024 | Princetown Community Centre Room Hire May 14th Public Consultation INV 14/24 | 12.00      |             |
| 1760  | 28/05/2024 | WesternWeb - INV 24382 - set up e-mail accounts for all councillors          | 86.40      |             |
| 1761  | 28/05/2024 | David Cole - Expenses April  | 40.00      | £ 786.00    |
| 1762  | 28/05/2024 | David Cole Expenses - May  | 20.00      |             |
| 1763  | 28/05/2024 | David Cole - Lengthsman Pay plus 15hrs overtime from 2022/23                 | 726.00     |             |
| 1764  | 28/05/2024 | Jackie Bennetts - Clerks pay   | 488.95     | £ 495.94    |
| 1765  | 28/05/2024 | Jackie Bennetts - Clerks Expenses - Gloves for litter picker                 | 6.99       |             |
| 1766  | 28/05/2024 | Jake Cook - Litter Picker fee May  | 46.00      |             |
| 1767  | 28/05/2024 | Don Agnew - Internal Audit Accounts 2022/23                                  | 50.00      |             |
| 1768  | 28/05/2024 | Dart Engraving - LOVE Labels & CCTV sign labels                              | 127.95     |             |
| Total |            |  | £ 1,706.30 |             |

See [Financial Report](#) for more details.

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

- Council received, considered and approved the Bank Reconciliation and Variance Analysis
- Council received, considered and approved the Internal Auditor report
- Council received, considered and approved the Annual Governance Statement, which was then signed by Clerk/RFO and Chair.
- Council received, considered and approved the Accounting Statements which were then signed by the Chair.

Action: Clerk to submit AGAR to external auditor and publish the Notice of Public Rights and Publication of Unaudited AGAR.

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

25<sup>th</sup> June 2024

Signature of Chair



- a) Clerk reported an e-mail received from a resident who could not attend the Public Consultation Meeting, stating they are in support of additional yellow lines.

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

- a) Cllr Greatrex and Cllr Watson reported they have conducted a provisional inspection of memorials in Postbridge Cemetery and found one memorial just inside the gate on the right which is in need of attention, and may need to be repaired or laid down. Action: Lengthsman to look at this next time he is out there and to make safe as appropriate.
- b) Some of the plot markers also need replacing, Cllr Greatrex thinks that 5 new markers are required. Action: Lengthsman to obtain wood to make replacements. Clerk to attend the Cemetery with the plan to ensure the plots are correctly marked.

#### 18. 2<sup>nd</sup> PUBLIC SESSION –

Lengthsman reported that the tress at the top of Bellever Close have outgrown the tree guards which now need removing, and the fir trees need cutting back near the pavement. This is Duchy responsibility. Action: Clerk to contact Duchy to inform them and request trees are cut back.

He also reported that the benches at the War Memorial need re-oiling. Cllr M Williams has had a recent conversation with a member of Prison staff regarding this, who has offered to supply the oil used in the refurbishment. Action: Cllr M Williams will follow this up.

Lengthsman also reminded Council there are 6 cones still marking the roadside ditch opposite St Gabriels, Postbridge. Council noted.

#### 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 Action: Clerk to post on DFPC website and FB.
- b) Removal of Phone Box –Tavistock Road Princetown – due 12<sup>th</sup> September 2024 Council have been given the opportunity to adopt it at a cost of £1, and take on responsibility for its maintenance. To be discussed at a future meeting.
- c) Cllr M Williams reported the hedge down the side of the Play Park (along the road to Community Centre) is over-grown and in need of a trim. Clerk confirmed the hedge is Duchy responsibility and has previously contacted them regarding this and asked for it to be addressed in the Autumn. Action: Clerk to contact Duchy to ensure this is done. HI Andy
- d) Cllr M Williams also reported that the trees in the Play Park are overhanging the road and Moor View Crescent. Action: Clerk to investigate who is responsible for the trees as it is also Duchy land.

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

Meeting Closed at 2027

