

Dartmoor Forest Parish Council



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2 July 2024

Minutes for the Parish Council Meeting on 25th June 2024 in Princetown Community Centre

Present:

Hexworthy/Huccaby Ward:	Princetown Ward:	
Cllr Alison Geen **		Cllr Hazel Williams
Postbridge Ward:	Cllr Gary Easton	Cllr Mark Williams*
Cllr Julian Greatrex	Cllr Gregg Manning	
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,
PCMF: Princetown Churchyard Maintenance Fund **WDBC:** West Devon Borough Council

1. **Apologies** – Cllr Byrom, Cllr Woods (Absent)
2. **Declarations of interest** – none
3. **Acceptance of minutes** - As previously circulated for meeting 28th May 2024. Council approved minutes which were signed by Cllr Williams.
4. **Urgent decisions since last meeting** – none
5. **Co-option of Councillors to fill vacancy in Princetown Ward**- Unfortunately no applications were received prior to the deadline 20/06/24, so this item will move forward to July meeting. Subsequently two people have contacted the Clerk to express interest in the vacancies. Clerk has explained the process to them and invited them to submit an application. Action: Clerk to readvertise the vacancy.
6. **Governance Review** - Council to consider documents as circulated prior to meeting or updates on progress to be given.
 - i. **Community Engagement Policy** - Cllr Easton and Cllr Hazel Williams have reviewed the policy and made some suggestions. Cllr Easton queried Council representation on external groups. This list needs updating. Cllr Manning suggested inviting local groups to attend the meetings to update Council. Cllr Hazel Williams questioned whether the current methods of communicating were reaching all demographics. Clerk reminded Council that DALC offer training on community engagement for Councillors. Action: Item for further discussion at future meeting.
 - ii. **Publication Scheme** - Due to illness and workload Clerk has not had time to review this – held over to next meeting.
 - iii. **Privacy** - Due to illness and workload Clerk has not had time to review this – held over to next meeting.



- iv. [Princetown CCTV Policy](#) – Cllrs Manning, Geen, Hazel Williams, Mark Williams met recently to respond to questions which were posed at the public meeting regarding the CCTV system, policy and procedures. Cllr Easton requested the responses be circulated to all Councillors. This group will continue to review the policy and produce a draft for next meeting. Action: Clerk to circulate questions and responses to all Councillors. CCTV working group to meet prior to the next Council meeting to progress the policy review.
- v. [Princetown CCTV Data Protection Impact Assessment](#) – This will be updated along with the CCTV Policy.

Clerk introduced the Surveillance Code of Practice and Self-Assessment which should be completed as part of the review process. GDPR training is also available through DALC and 'Breakthrough Training'. CCTV group felt it might be useful for at least a couple of Councillors to attend training. Action: CCTV Policy to be put on the agenda for next meeting, with CCTV group meeting prior to keep this issue progressing

- 7. **Double Yellow Lines Princetown** – Council briefly reviewed the discussions at the Public Consultation meeting held on the 14th May, where there was some support for the proposal, some residents expressed concerns about displacement of vehicles and some were against the proposal. Council discussed whether to support the proposal and progress it further with Devon Highways and Traffic Orders Committee (HATOC), or to modify it and progress it, or to drop the proposal. Clerk reminded the meeting that DCC Highways Neighbourhood Officer made the proposals following his visit to the village. He identified four junctions within the village for double yellow lines which he believed would improve visibility, safety and potentially reduce the likelihood of an incident. HATOC make the final decision to take this forward, with wider public consultation before any action is taken. Cllr Mark Williams then asked Council to vote on whether to put the original proposal forward for consideration by HATOC for the four junctions to have double yellow lines. Proposed by Cllr Easton, seconded by Cllr Greatrex council then voted 6 in favour, with 1 abstention. Action: Clerk to contact DCC Highways Neighbourhood Officer to take proposal forward to HATOC.
- 8. **Additional CCTV Cameras Princetown** – Cllr Manning suggested this is paused until the CCTV Policy and Procedures review is complete. Council agreed to pause until it is confident the Policies and Procedures comply with current legislation and best practice.
- 9. **Updates:** On various projects
 - a. **LOVE (Love Our Village Enthusiasts) Project** – Cllr Hazel Williams reported that there are currently 4 sponsors, with 10 planters/troughs situated in the village. These have been positively welcomed and are looking good.
 - b. **Tidy Princetown Sessions** – Cllr Mark Williams stated he had spoken with owner of Dewerstone and agreed to join forces on the 1st Sunday on the month to help keep Princetown looking clean and tidy.
 - c. **Community Garden** - Cllr Hazel Williams introduced the project plan for 'The Plot' (circulated prior to the meeting) She has a keen group of 8 people, with more expressing interest. Council is asked to approve 'The Plot' as a Council project which will be self-funding. Cllr Hazel Williams has identified funding sources and will make applications if project is approved. Proposed by Cllr Mark Williams, seconded by Cllr Manning and voted all in favour. Action: Cllr Hazel Williams to progress the project as outlined in the project plan.
 - d. **Council e-mail addresses** – Clerk has circulated instructions to Councillors to set up DFPC email accounts with the plan to stop using personal emails for Councillors in the

next few months. Cllr Hazel Williams asked if all Councillors can have matching signatures with the DFPC logo. Action: Councillors are asked to set up their accounts and change their passwords. Clerk to contact Western Web re signatures.

- 10. Play Park - Inspections, Action Plan and Funding to replace equipment.** Cllr Mark Williams reported on inspections in June, proposed an action plan to address the issues raised in the annual RoSPA inspection. Clerk confirmed there is around £1500 in the budget for repairs to the Play Park. Cllr Byrom on rota for inspections in July.

11. 1st PUBLIC SESSION –

- a. Suspected knotweed has been spotted on the B3357 (on Duchy land) Clerk asked for specific location and will report to Duchy.
- b. Suggested that wooden tables/benches would be a good addition to the play park to provide somewhere for families sit/have picnics.
- c. Question raised whether another noticeboard in the village (up towards Woodville/ Burrator Ave) would help to inform residents who don't go to the village centre. Clerk reminded Council that all agenda, briefing notes and minutes are published on the DFPC website. There is no budget identified for an additional notice board this year and Postbridge noticeboard is in need of urgent replacement.

12. Parking Issues – no issues raised at time of meeting

13. Residents' issues or concerns – no issues raised at time of meeting

14. Planning – Council considered and agreed response in relation to the applications listed below.

[0235/24](#) 2 Windsor Villas, Tavistock Road, Princetown PL20 6RE - Council to Support (voted 5 in support, 1 no view)

[0237/24](#) Kitty Tor Raingauge, Okehampton - Council to Support (voted 5 in support, 1 no view)

[0238/24](#) Langstone Moor Raingauge, Moortown - Council to Support (voted 5 in support, 1 no view)

[0245/24](#) Princetown Primary School, Tavistock Road, PL20 6QE - Council to Support (voted all in support)

[0253/24](#) & [254/24](#) HPP Dartmoor, Tavistock Road, Princetown PL20 6RR - Council to Support (voted all in support)

Action: Clerk to respond to DNPA planning.

- 15. Council Equipment: Repair of Mower and Replacement of Brushcutter –** Council to consider options for replacement of brushcutter which is deemed beyond economic repair, and plan to replace mower in the future to avoid increasing maintenance and servicing costs. Cllr Mark Williams reported that brush cutters can be purchased for around £300. Clerk reported that £700 was budgeted for the ride on mower service, which only cost £324, so money is available. Cllr Mark Williams will investigate prices for brushcutters and report back to next meeting, and look to budget for replacement ride on mower in the next financial year. Council agreed in principle to replacing the brushcutter, subject to costs.

16. Financial management - see Financial Report for details

Payments below approved by Council, to be authorised by Cllr Geen and Cllr Manning

Ref	Payee & Details	Amount	BACS amount
1773	David Cole Expenses -June	61.01	£ 787.01
1774	David Cole - Lengthsman Pay plus 15hrs contracting from 2022/23 (Balance 11.5hrs)	726.00	
1775	Jackie Bennetts - Clerks pay	488.95	£ 543.87
1776	Jackie Bennetts - Clerks Expenses - Sealant x10 for Playpark	54.92	
1777	Jake Cook - Litter Picker fee May	£ 46.00	
1778	Zurich Insurance	£ 560.07	
1779	Dartmoor Garden Machinery £324.30 Service Ride on Mower	£ 324.30	
1780	Hazel Williams - LOVE - re-imburement for plants	£ 13.20	
	Total	£ 2,274.45	

17. Updates on correspondence/ actions from previous meetings - Due to increased workload on priority issues and recent illness, Clerk reported there are some actions outstanding from previous meetings. These will be addressed as soon as possible.

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

Cllr Manning – attended recent Police Councillor advocate meeting – report circulated prior to meeting.

Cllr Mark Williams – reported that DNPA is planning to replace the 40mph roundalls on some of the roads which have been re-tarmacked.

19. 2nd PUBLIC SESSION – Nothing raised

20. Exchange of information –

- 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. Cllr Geen raised concern that the Clerk is working more hours than contracted, mainly in relation the recent CCTV issues. Cllr Mark Williams suggested putting this on agenda for next meeting as Part 2 agenda item.

21. Date of next meeting - 1930 on Tuesday 23rd July 2024
Princetown Community Centre