

Dartmoor Forest Parish Council



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10 September 2024

Minutes for the Parish Council Meeting on 27th August 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 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

Members of the public in attendance: 24

- Guest Speaker- Governor Steven Mead - HMP Dartmoor** – gave an update on the current situation regarding the prison.

Members of the public in attendance: 5

- Apologies** - Cllr Byrom, Cllr Manning

Clerk reported that Hannah Wood had tendered her resignation from Council earlier that day, with immediate effect due to ongoing health issues. **Action:** Clerk to notify WDBC, and publish 'Notice of Vacancy'

- Declarations of interest** - none
- Acceptance of minutes** - As previously circulated for meetings on 25th June and 23rd July 2024. Council approved both minutes which were signed by Cllr Mark Williams.
- Urgent decisions since last meeting** – none
- Co-option of Councillor to fill vacancy in Princetown Ward** –

Two individuals had submitted personal statements, however one withdrew at the meeting. Kenneth Cowburn gave a brief introduction and responded to questions from Council. He then left the meeting while Council discussed and voted on his co-option.

Cllr Geen proposed he be co-opted, seconded by Cllr Easton. 5 Councillors voted in favour, with 1 abstention.

Statement of Eligibility and *Acceptance of Office* forms completed and signed by Kenneth Cowburn and Clerk. **Action:** Clerk to email *Register of Interests* form and Induction information to Kenneth.

27th August 2024

Signature of Chair



Cllr Cowburn joined the meeting

7. **Governance Review** – Update on progress to date
- i. [Princetown CCTV Policy](#) – CCTV working group continue to work on the policy (draft policy circulated prior to meeting in email 25/08/24) It is hoped this will be finalised in the next few months.
 - ii. [Princetown CCTV Data Protection Impact Assessment](#) – CCTV working group will work on this once the Policy is finalised.
 - iii. [Community Engagement Policy](#) - Cllr Easton and Cllr Hazel Williams - to be held over to future meeting
 - iv. [Publication Scheme](#) - Clerk – to be held over to future meeting
 - v. [Privacy](#) - Clerk – to be held over to future meeting
8. **Postbridge Cemetery** – Site visit took place on 21st August with six Cllrs attending. Cllr Mark Williams reported on the recent site visit by Councillors outlining the issues of large trees growing out of, or very close to the boundary walls, some of which are now causing damage to the walls. Cllr Hazel Williams contacted National Grid contractors ‘Birch Utilities’, to ask them to take a look at the trees in close proximity to the Electrical Cables on the South and East boundary. They will attend the site in early September to assess and action works as necessary. Cllr Geen asked if we have confirmed Council is responsible for the boundary, and trees. Council discussed and agreed that some action is necessary to prevent further damage to the boundary walls by the large trees. Council agreed to obtain three quotes for a tree survey and risk assessment, as previously suggested by DNPA Trees Officer Stuart Baker. **Action:** Clerk to contact Land Registry to ascertain Council’s responsibility for the boundaries and trees. Clerk to obtain three quotes and circulate prior to the next meeting for consideration.
9. **Updates:** On various ongoing projects
- a) **LOVE (Love Our Village Enthusiasts) Project** – Cllr Hazel Williams updated on progress, winter bulbs have been purchased for troughs and planters to ensure colourful displays throughout the year.
 - b) **Tidy Princetown Sessions** – Cllr Mark Williams updated on the last session and plans for future sessions – next one being 1st September, stressing that more publicity is needed to try to get more people involved. Cllr Hazel Williams has been approached by a resident who is qualified to supervise the spraying of weeds. Council to discuss and agree on action to tackle weeds in the village centre initially.
 - c) **Community Garden - The Plot** - Cllr Hazel Williams updated on the project and the funding application submitted to National Lottery. Funding decision due end October. Donations have been received from local businesses and individuals: pallets, coffee grounds, seedlings, topsoil and manure. Regular sessions are now taking place three times a week, but anyone is welcome to help out at other times too. There are 13 formal volunteers signed up, with 60 members of the FB group. Council then discussed how produce grown should be distributed/made available to villagers. Council agreed to placing any produce on a stall at the entrance to The Plot for anyone to take what they want/need, with a voluntary donation as suggested by a member of the public. This was proposed by Cllr Hazel Williams, seconded by Cllr Mark Williams and agreed by all Councillors.
 - d) **Council e-mail addresses** – Clerk to cease using Cllrs personal e-mail address in the next month. Most Councillors had transitioned to the council e-mails. Cllr Hazel Williams asked if there is a ‘Council e-mail signature’ which all could use to ensure consistency. Action: Clerk to send reminder to those who had not yet transitioned to new e-mail system. Clerk to



update the posters on noticeboards with new e-mail addresses. Clerk to investigate e-signatures.

10. **Play Park – Inspections and Action Plan.** Cllr Williams reported on inspections in August, and updated on action plan progress. He also stated that additional funding is necessary to replace the older equipment which is coming to end of its life and suggested a small working group be set up to take this forwards. He agreed to do the inspections for September. Clerk had been notified that one of the seats on the See Saw had fallen off. Lengthsman had attended the play park and made the equipment safe, but reported that both seats were in need of replacement. Clerk obtained price of £204.64 ex vat for two replacement seats and fixings. Council agreed this was necessary and approved the expenditure. Action: Clerk to purchase replacement seats and obtain quotes for other replacement items/bearings as identified in RoSPA inspection.
11. **DNPA – Dartmoor Dynamic Landscapes funding bid.** Council discussed and agreed to write letter of support. Action: Clerk to send letter on behalf of Council.
12. **1st PUBLIC SESSION** - Residents are invited to give their views and question the Parish Council on agenda items, or raise issues for future consideration.
 - a) Resident raised concerns about anti-social and dangerous driving in and around Woodville Avenue, which has resulted in an elderly neighbour nearly being hit by a car.
 - b) Resident raised concerns over flooding of the footpath from Station Cottages out to the moor, possibly caused by a drainage issue.
 Action: Clerk to put both items on agenda for September meeting for full discussion.
13. **Parking Issues** – no issues raised at time of publishing the agenda
14. **Residents’ issues or concerns** – no issues raised at time of publishing the agenda
15. **Planning** – Council considered and agreed that no response was necessary in relation to the application listed below, as Council had voted in support of the application in February 2024, and it had not altered significantly. No Action required.
[0028/24](#) - Land at Lakehead Hill, PL20 6TW
16. **BT Phone Box adoption:Tavistock Road, Princetown** – Council discussed and decided to adopt the phone box when BT disconnect in September, as proposed by Cllr Watson, seconded by Cllr Easton and agreed by all. The box is on land owned by the Duchy so their permission is needed. Council will then take on responsibility for maintenance of box and can decide how to use it. Clerk has registered Council’s interest with BT in adopting it. Action: Clerk to seek permission from Duchy for Council to adopt, and progress with BT.
17. **Council Equipment: Repair of Mower and Replacement of Brushcutter** – Council considered the cost of replacement brushcutter as the current one is deemed beyond economic repair. Cllr Geen proposed, seconded by Cllr Easton that Council purchase the [Echo 2621TES/U](#) at £399 inc VAT with free delivery. All Councillors agreed. Council also discussed the need to have a plan to replace the ride on mower in the next 12 months due to its age, and to avoid increasing servicing/maintenance costs. Price for replacing the ride on mower currently – [Mountfield MTF84M](#) £2299 inc VAT
Action: Clerk to purchase Brushcutter asap.
18. **Financial management** - see Financial Report for details
Payments approved by Council, to be authorised by Cllr Geen and Cllr Easton.



Ref	Payee & Details	Amount	BACS amount
1794	David Cole Expenses -August	£ 60.00	786.00
1795	David Cole - Lengthsman Pay plus 15hrs contracting from 2024/25	£ 726.00	
1796	Jackie Bennetts - Clerks pay August	£ 488.95	496.94
1797	Jackie Bennetts - Clerks Expenses - Gloves for litter picker 14/8	£ 7.99	
1798	Jake Cook - Litter Picker fee July	£ 46.00	
1799	Hazel Williams - LOVE - re-imburement for plants	£ 42.95	
1800	DALC INV 5872 - Training - Mark Williams £36.00	£ 36.00	
1801	INV 057 Mark Hutchins Grave Digger for BB5 (B Martin)	£ 100.00	
1802	Duchy of Cornwall - INV 177200 Play Park Rent 25.03.24> 28.09.24	£ 48.00	
	Total	£ 1,555.89	

19. Updates on correspondence/actions from previous meetings

- a) CCTV footage requests received by Clerk and actions taken
- i. 31.07.24 Request from PC Rich Wilson 16310 - Serious Collisions Investigation Team for footage from 14th July. 1hr of footage was downloaded by Cllr Manning and handed over to PC Wilson on 20.08.24
 - ii. 24.07.24 Request from PC Henbest 15115 CMIT Officer for footage hours of darkness 20th and 21st July. Following discussions with PC Henbest it was agreed that the cameras do not cover the area of interest and he could not reduce the timeframe. No footage was provided on this occasion.
- b) Public Toilets, Princetown – Clerk has received two separate complaints regarding access to and the cleanliness of the toilets via the website on 16.07.24 and 05.08.24. Complaints included being charged for access to toilets, but then not being able to get into them (in addition to being charged to park) and the charges and then the lack of cleanliness and smell. Both complainants stated this marred their visit to Princetown and would not encourage them to return. Clerk referred both complainants to DNPA and WDBC to make complaints directly, whilst also reporting the toilets directly to WDBC.
Action: Cllr Hazel Williams will check that notices on the toilets clearly state that it is WDBC who are responsible for the toilets.
- c) Claremont House – WDBC and Devon Building Control were notified in July of a fallen drain pipe and other structural concerns and are dealing with the matter. No further information available.
- d) [Mobile Boost Scheme](#) – information received via DNPA – Voucher scheme offers up to £1300 towards the cost of a receiver/transmitter that brings mobile signal indoors (you still need to have outdoor signal for this) Information to be shared with residents and businesses. **Action:** Clerk to publicise on FB and website.
- e) Duchy of Cornwall – Clerk was approached by Mark Butler for Lengthsman to cut grass at Tor Gate House. Quote was then submitted covering the cost of David Cole wages, fuel and wear and tear on equipment for 4 days. Work is now complete and invoice to be issued.
- f) Double Yellow Lines, Princetown – due to family bereavement Clerk has been unable to move this forward. Matter will be actioned as a priority in next few weeks.

20. **Reports from Committees, Sub Groups and Special Interests:** Council agreed that written reports from lead Councillors should be made available in advance of the meetings regarding Council projects and where possible reports obtained from external bodies eg Churchyard Maintenance Group, School PTA, Youth Club, Business group.
21. **2nd PUBLIC SESSION** - Residents are invited to give their views and question the Parish Council on agenda items, or raise issues for future consideration
- a) Issue of Himalayan Balsam growing in a local garden was raised. Cllr Geen suggested that although it is not a native plant it is not notifiable in the same way as other invasive species.
 - b) Question regarding the missing VAS sign at Leedon Tor – Cllr Mark Williams explained that DNPA had removed it temporarily as it was faulty. It will be replaced once it can be repaired. It was also noted that the collars on cattle and ponies did make them more visible.
22. **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) **Dartmoor Devil** – cycle ride 27th October. 200 cyclists – route from Postbridge, Two Bridges to Princetown, stopping at Fox Tor Café, before heading back to Two Bridges and on to Dartmeet. Expect roads to be busy with cyclists 11.45 – 4pm approx.
 - b) **David Carlshausen – Principal Housing Development Officer WDBC** contacted Clerk 23.08.24 regarding the proposed housing development Moorland View - a plot selected for 10 affordable homes. He is suggesting a meeting with Council to discuss the plans, or to attend a future meeting. Clerk has responded proposing either meeting with Council, public meeting or attending a future Council meeting. **Action:** Clerk publicise the consultation on website and FB when available and to arrange a meeting with David Carlshausen prior to the next Council meeting if possible.
 - c) Clerk informed Council that she will be losing her land line at the end of September (which is currently published as the Council contact telephone number) Clerk proposed getting a pay-as-you go mobile and utilise wi-fi calling to keep costs down. Number will be updated in due course.
 - d) Clerk handed over letter of thanks to Princetown Charity Shop and High Moorland WI for their recent donations. Cllr Mark Williams will deliver.
 - e) Cllr Greatrex reported on the Interment of Ashes which took place on 11th August, and which he attended as witness on behalf of Council. Clerk expressed thanks to Julian for taking on this role. Clerk mentioned that the costs associated with grave digging had increased and that the Cemetery Price List needed to be amended to ensure that Council cover this cost. **Action:** Clerk to update prices for consideration at a future meeting.
 - f) Cllr Greatrex reported he had received an anonymous letter of concern about vehicles/motor bikes speeding through Postbridge and requested the matter be put on the agenda for the next meeting. **Action:** Clerk to add to agenda
 - g) Cllr Watson reminded the Lengthsman that there are cones at Postbridge to be collected now the ditch opposite the church has been repaired.
 - h) Cllr Easton commented on the good public attendance for the guest speaker earlier.
23. **Date of next meeting** - 1930 on Tuesday 24th September 2024
Postbridge Village Hall