

Dartmoor Forest Parish Council



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25 September 2024

Minutes for the Parish Council Meeting on 24th September 2024 in Postbridge Village Hall

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

Members of the public in attendance: 2

1. **Apologies** - Cllr Byrom,

Clerk reported that Kenneth Cowburn had tendered his resignation from Council earlier that day, with immediate effect due to a change in personal circumstances. **Action:** Clerk to notify WDBC, and publish 'Notice of Vacancy'. Aim to fill both vacancies at next meeting if given authorisation by WDBC

2. **Declarations of interest** - none

3. **Acceptance of minutes** - As previously circulated for meeting on 27th August 2024. Council approved the minutes which were signed by Cllr Mark Williams.

4. **Governance Review** – Update on progress to date

- i. [Princetown CCTV Policy](#) – CCTV working group: visit to DNPA Visitor Centre to view the set-up is arranged for Tues 8th Oct. Cllr Manning has spoken to Plymouth City Council CCTV & Street Lighting Engineer who agreed that Council's responsibility to comply with GDPR legislation when sharing footage. Action: Clerk to arrange next working group meeting to take place before next Council meeting.
- ii. [Princetown CCTV Data Protection Impact Assessment](#) – CCTV working group ongoing
- iii. [Publication Scheme](#) - Clerk reported ongoing work to bring this policy up to date.
- iv. [Privacy](#) - Clerk reported ongoing work to bring this policy up to date.

See [Councillor Briefing Notes](#) Appendix 1 for schedule of policy review



5. **Postbridge Cemetery** – Cllr Hazel Williams updated on Birch Utilities visit to site on 18/09/24 and their planned action to clear branches from electricity power cables on the South and East boundary of Cemetery.

Council considered three quotes received for the tree survey and risk assessment survey circulated prior to meeting by email, sent 10/09/24. Cllr Wendy Watson proposed that East Devon Tree Care be used, seconded by Cllr Easton and agreed by all. Action: Clerk to contact all who provided quotes and ask East Devon Tree Care to schedule the survey once Birch Utilities had completed their work.

Clerk to confirm responsibility for the boundary. Original Cemetery land is not registered, although the extension is. Clerk to submit necessary forms to Land Registry to register the Cemetery in due course.

6. **Housing Development – Princetown** – Council discussed the proposed development at Moorland View. Cllr Mark Williams updated Council on the meeting with WDBC Principal Housing Development Officer which took place earlier in the day. WDBC consultation is live until 04/10/24 <https://moorlandviewprincetown.commonplace.is/> See also [WDBC Housing Needs Assessment 2023 - Dartmoor Forest](#) and [Councillor Briefing Notes](#) Appendix 2. It was agreed nothing further to be done at this stage other than to encourage residents to complete the WDBC consultation.

7. **Play Park – Inspections and Action Plan.** Cllr Williams to reported on inspections in Sept, and updated on action plan. See [Councillor Briefing Notes](#) Appendix 3

- a) Cllr Mark Williams has sourced timber to make repairs to the Agility Frame – replacing uprights and the plank and has asked Lengthsman David Cole to fit them asap.
- b) Gaps in the matting have been repaired and filled by David Cole
- c) The rocking horse is being rubbed down to remove rust flakes, in preparation for repainting as necessary.
- d) Clerk had placed order for replacement seats 30/08/24 and bearing for the See Saw. These have now been delivered and are ready to be fitted.
- e) Clerk has received quote for replacement of the bearing in the single point swing £4098.80 plus vat. The part is manufactured in Germany. Action: Clerk to obtain quote for replacing whole piece of equipment, not just the bearing or alternative bearing sourced from the UK.

Cllr Mark Williams then asked for volunteers to form a small working group to continue the progress so far, conduct the weekly inspections, share the work-load and put together a funding application to repair and replace some of the aging equipment and make the Play Park more accessible and family friendly. Cllr Hazel Williams agreed to put a draft funding application together for the National Lottery, circulate by e-mail to Councillors before the next meeting. Given the timescale for funding decisions is around 12 weeks, the application needs to be submitted asap. The formation of the working group was held over due to lack of people coming forwards. It is hoped that with the recruitment of two new Councillors this can be actioned. Action: Cllr Williams to put together options for funding application for Clerk to circulate prior to the next meeting.

8. **1st PUBLIC SESSION** - Residents are invited to give their views and question the Parish Council on agenda items, or raise issues for future consideration.

Cllr Mark Renders (WDBC) reported that he had heard no further news regarding the HMP Dartmoor as to when it would be re-opened to Prisoners.

9. **Parking Issues** – no issues raised at time of publishing the agenda or at meeting
10. **Residents' issues or concerns** – Council discussed and agree action to be taken over issues raised at the last meeting
- a) Anti-social/dangerous driving Woodville Avenue. Action: Residents are to be encouraged to report any antisocial driving using 101, and provide as much detail as possible. If number plates, video footage photo's can be obtained they can be submitted via Devon & Cornwall Police [Operation Snap](#).
- b) Drainage issue on footpath from Station Cottages onto moor. Action: Clerk to contact Duchy, as they are believed to be the landowners, and request action to clear the blocked drain.
11. **Planning** – no applications to consider at the time of publishing agenda.
12. **Financial management** - see [Financial Report](#) for details
- a) Payments approved by Council and authorised by Cllr Geen and Cllr Easton

Ref	Payee & Details	Amount	BACS amount
1805	David Cole Expenses -September (BACs payemnt is less £1 to balance overpayment from July)	£ 40.00	765.00
1806	David Cole - Lengthsman Pay plus 15hrs contracting from 2024/25	£ 726.00	
1807	Jackie Bennetts - Clerks pay September	£ 488.95	995.41
1808	Jackie Bennetts - Clerks Expenses - Magnolia Pain & A5 laminating pouches Echo Strimmer	£ 506.46	
1809	Jake Cook - Litter Picker fee September	£ 46.00	
1810	Mark Williams - re-imburement Timber for play park & acrylic, sealant and wood for bus shelter	£ 166.18	
1811	Hazel Williams - LOVE - re-imburement for compost	£ 9.59	
1812	Postbridge Village Hall Room Hire 24 Sept £10per hour	£ 20.00	

- b) AGAR – Clerk reported the External Audit for 2023/24 was now complete.
- c) Clerk reminded Council that the time is fast approaching for the 2025/26 budget to be drafted, in time for it to be approved and the Precept request submitted in December. Action: Clerk to draft budget for next meeting. Councillors to identify any large items of expenditure expected in the coming financial year and make Clerk aware.
13. **Princetown Bus Stops Refurbishment** – Cllr Mark Williams updated on actions taken to refurbish, with the addition of acrylic windows to keep the weather out. Cllr Hazel Williams asked Council to consider request for notice board, for reminders not to litter and other matters of interest to local residents. Council agreed (proposed by Cllr Manning, seconded

by Cllr Easton) and approved the purchase of an A2 lockable noticeboard at a cost of £75 ex vat. Action: Clerk to order.

14. Postbridge -

- a) **Speeding through village** – Cllr Greatrex asked Council to consider the issue raised by a Postbridge resident. Cllr Watson agreed that the incidence of speeding seemed to be increasing, often with loud motor bikes accelerating out of the village. Concerns were raised about pedestrians often standing on the bridge to take photos with the 40mph speed limit over the bridge, and cars often in excess of this driving through the village. Action: Clerk to contact DCC Highways Neighbourhood Officer to see if additional signage can be put in place reminding drivers to reduce speed through the village.
- b) **Noticeboard** – Council discussed and agreed to replace the notice board which is now beyond repair/function. Proposed by Cllr Greatrex, seconded by Cllr Manning and agreed by all. Action: Clerk to order external A2 noticeboard at a cost of £262 ex vat.

15. Updates on correspondence/ actions from previous meetings

- a) Vacancy – Princetown Ward - WDBC have given go ahead 18/9/24 to co-opt to fill vacancy. Due to short time between that and meeting Clerk to advertise vacancy and invite applicants to be co-opted at Oct meeting. Action: Clerk to update vacancy poster and display on notice boards, FB and website.
- b) Replacement of Strimmer/Brush-cutter – Order placed 30/8/24 and paid for. Notified 17/9/24 currently out of stock, due into distributors at end of October.
- c) Adoption of BT phone box – Princetown – Duchy have agreed to issue a no-cost licence for DFPC to adopt the phone box. Action: Clerk to continue process with BT and Duchy.
- d) Double Yellow lines – Princetown – Clerk submitted request 10/09/24 to DCC Highways Neighbourhood Officer for this proposal to be put to DCC HATOC. Action Clerk to obtain update.
- e) Council e-mail addresses and e-mail signatures – Action: Clerk to circulate instructions for Councillors to set up DFPC signature.

16. Reports and Updates from Committees, Sub Groups and Special Interests:

- a) LOVE (Love Our Village Enthusiasts) Project – Cllr Hazel Williams
 - Bulbs planted in sponsored pots for winter flowering.
 - Marketing flyer to be simplified, updated and re-issued.
- b) Tidy Princetown Sessions – Cllr Mark Williams
 - Attendance is very poor. Needs more promotion. Changing the day to Saturday was discussed and agreed to try for the 5th October. Action: Clerk to publicise on FB.
 - Need a solution to weedkilling. Sprayer license for Groundsman to be discussed at a future meeting
- c) The Plot - Community Garden - Cllr Hazel Williams
 - Awaiting clarification of insurance cover for Plot items in the container owned by the Youth Club. Update: Clerk has received confirmation that insurance will cover equipment in the container, subject to their policy requirements.
 - Awaiting confirmation that Clerk has access to the online Volunteer Forms. Update: this has been confirmed.
 - Been given permission by the Youth Club to stock-proof the fence around The Plot.
 - 14 planting beds cleared.



- 105 tree saplings arriving in November from Woodland Trust.
 - Sessions Tues 1830, Thurs 1430, Sat 0930.
 - Everyone is additionally welcome at any time.
- d) CCTV System Check & any requests – CCTV Working Group - No requests for footage received
- e) Speedwatch - Cllr Gregg Manning reported that sessions were happening
- f) Defibs
- i. Hexworthy – Clerk notified of potential use 13/9/24 Cllr Geen was asked to check and reported that Defib had been moved but not used. Action: Cllr Geen to ask local resident to check power supply to Defib cabinet.
- g) Gardening The Grounds | PCMF -
- Assessment has been done of the Church Tower for installing swift boxes, which appears positive. Cllr Easton has the information.
 - Community Payback team have cut back all the meadow grass ready for the winter.
 - Annual Quiz Night booked at the Prince of Wales for 1830 on 13th October. Opportunity for community engagement. See [Councillor Briefing Notes](#) Appendix 4 for Poster.
 - Rotten and broken 5-bar to Jubilee Field replaced with new. Costs shared 50/50 with Parochial Church Council.
 - Liaising with the Primary School for the children to do paintings of their wildflower meadows, instal hedgehog boxes and bug hotels.
17. **2nd PUBLIC SESSION** - Residents are invited to give their views and question the Parish Council on agenda items, or raise issues for future consideration – nothing raised
18. **Exchange of information –**
- a) **Old Prison Officers Mess** – reports of dangerous driving within the site to be on agenda for next meeting
- b) Cllr Watson asked if would be possible to get updates from the school, PTA and youth club as has happened in the past. Acton: Clerk to ask Cllr Byrom if this can be done for next meeting, and periodically throughout the year.
- c) Clerk raised the issue of the Bellever Garages used by the Lengthsman to store Council equipment doors have failed and need to be propped up. Action: Clerk to contact Duchy to request move to alternative garage if possible.
19. **Date of next meeting -** 1930 on Tuesday 22nd October 2024
Princetown Community Centre

Meeting closed 2130