



# Dartmoor Forest Parish Council

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20 October 2024

## **Councillor Briefing Notes for Council Meeting on 22<sup>nd</sup> October 2024** **7.30 pm in Princetown Community Centre**

1. **Apologies –**
2. **Declarations of interest -**
3. **Acceptance of minutes -** As previously circulated for meeting 24<sup>th</sup> September 2024.
4. **Urgent decisions since last meeting – none**
5. **Co-option of Councillors to fill the two vacancies in the Princetown Ward.** West Devon Borough Council have given authorisation to co-opt for the second vacancy in Princetown. Deadline for applications was 15<sup>th</sup> October – no applications received. This matter will be put forward to the November meeting.
6. **Governance Review –** Update on progress to date see Appendix 1 for schedule
  - a) [Princetown CCTV Policy –](#) CCTV working group\_Visit to DNPA Visitor Centre 8/10/24 to see site of CCTV system attended by Cllrs Hazel and Mark Williams. CCTV Working Group meeting held 15/10/24- good progress made on policy/procedure wording. A few loose ends to tidy up/confirm.
  - b) [Princetown CCTV Data Protection Impact Assessment –](#) CCTV working group - ongoing
  - c) [Publication Scheme -](#) Clerk see draft circulated 20/10/24 by e-mail
  - d) [Privacy -](#) Clerk see draft circulated 20/10/24 by e-mail
7. **Old Officers Mess –** as raised at the previous meeting.
8. **Duke of Edinburgh Groups –** following recent incidents where gates were left open, littering and groups holding up traffic, Cllrs Watson and Geen ask Council to consider contacting DoE and DNPA to raise concerns about the planning, routing and preparation for groups undertaking DoE training. See e-mail circulated 18/10/24
9. **Play Park – Inspections, Action Plan and Funding Application.** Cllr Williams to report on inspections in October, and update on action plan and funding application to replace and renew equipment. Cllr Hazel Williams to update on funding application, consultation with children and young people. See Appendix 2 for Action Plan
10. **1<sup>st</sup> PUBLIC SESSION -** Residents are invited to give their views and question the Parish Council on agenda items, or raise issues for future consideration.
11. **Parking Issues –** no issues raised at time of publishing the agenda
12. **Residents' issues or concerns –** no issues raised at time of publishing the agenda
13. **Planning –** Council to consider and discuss the application below, and agree on response to DNPA.  
[0394/24](#) 22 Blackabrook Avenue, Princetown, PL20 6RH
14. **Financial management -** see Financial Report for details
  - a) Payments to be approved
  - b) Draft Budget 2025/26 to be considered. Council to consider whether to increase the precept request.

## 15. Updates on correspondence/ actions from previous

- a) Replacement of Strimmer/Brush-cutter – awaiting delivery due end of October
- b) Adoption of BT phone box – Princetown – awaiting response from Duchy
- c) Double Yellow lines – Princetown – Clerk to update on response from Highways Neighbourhood Officer
- d) Council e-mail addresses and e-mail signatures -
- e) Postbridge Cemetery – Tree Assessment – East Devon Tree Care awaiting notification that Birch Utilities have completed their work before setting date for survey/risk assessment.
- f) Postbridge - Speeding through the village – awaiting response from Highways Neighbourhood Officer

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

- a) LOVE (Love Our Village Enthusiasts) Project – Cllr Hazel Williams - See Appendix 3
- b) Tidy Princetown Sessions – Cllr Mark Williams
- c) The Plot - Community Garden - Cllr Hazel Williams - See Appendix 3
- d) CCTV System Check & any requests – no requests received
- e) Speedwatch - Cllr Gregg Manning – see Appendix 4
- f) Defibs -
- g) Primary School and PTA -
- h) Youth Club -

## 17. 2<sup>nd</sup> PUBLIC SESSION - Residents are invited to give their views and question the Parish Council on agenda items, or raise issues for future consideration

## 18. 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) **Devon Wildlife** – email received 15/10 with offer of trees for Parish
- b) **Fire Service** – Annual consultation – deadline 26<sup>th</sup> November – Appendix 5
- c) **Remembrance Day** – Wreath purchased
- d) **VZSW /Dartmoor Livestock Protection Society** - additional collars for cattle/ponies

## 19. Date of next meeting - 1930 on Tuesday 26<sup>th</sup> November 2024 Princetown Community Centre

## Appendix 1

### Cllr Review of Governance Documents - All documents due for review by end 2024

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

**Appendix 2 - RoSPA Play Park Inspection March 2024 – Proposed Action Plan - (Timescales need updating)**

When	Element	What	Who	Completed
JULY	P1 - Agility Trail	Replace worn shackles – chain link connectors notched	DC	
AUGUST	P3 – Cableway	Remove chain cover to inspect chain links to seat	SUPPLIER	
AUGUST	P6 – Cycle Course	Repair to edges of ramp section	DC	
SEPT	P9 – Rocking Horse	De-scale back to good base material and coat with lead free paint. Repairs may be necessary where corrosion is severe	DC	
JULY	P11 - Seesaw	Repair – wear to internal mechanism resulting in excessive sideways movement 8/24 Replace seats (ordered)	CARL/ LOCAL CONTRAC TORS	Parts ordered 30/8/24
JULY	P13 – Rotator – stand on	Replace smashed timber bungs	MW/DC	
OCT	P14 – Mixed Swings	Remove shackle bolt and check bushes and shackle pin wear – replacing as necessary	DC	
OCT	P15	Monitor chain wear		
JULY	P15	Shrinkage/separation of the surface – reglue and fill gaps and joints as necessary	IN HAND	
OCT	P16	Adjust swing seat height to give minimum of 350mm clearance for standard seats and 400mm clearance for tyres, baskets and other group seats.	DC	
JULY	P17 – Swing – single point	Replace worn bearings	SUPPLIER /CLERK	Quote received

## **Appendix 3 – Reports from Cllr Hazel Williams**

### **The Plot:**

- Article to be submitted to Moor Links magazine.
- The container has been cleared and can now be used as storage.
- 4-year plan agreed.
- Community Fund application was rejected. New application submitted.
- Voluntary 'Seed Fund' to be set up.
- Winter sessions Thurs 0900 – 1000, Saturdays 1000 – 1100.
- Everyone is additionally welcome at any time.

### **The LOVE Project:**

- Marketing flyer to be simplified, updated and re-issued. Ongoing.

### **Gardening The Grounds | PCMF:**

- Quiz Night made £470, split 50/50 with the School.
- Schoolchildren attended the Churchyard, setting up 2 hedgehog boxes and building several insect hotels. Article and photos submitted to Tavistock Times.
- The school have photos of the mini-meadows that the schoolchildren planted earlier in the year so they can create pictures to share.

## **Appendix 4 – Report from Cllr Gregg Manning**

**Speedwatch** - Conference attended 10<sup>TH</sup> October 2024 in Exeter

Key points from that day.

There were two presentations that day, The first was aimed at the new and younger driver. A course has been developed to aid young drivers when learning. This education course aims to point out the most obvious dangers which so many drivers fail to take note of in the first year of driving. From 2004 to 2016 the message to young drivers was based on fear and personal stories from deceased family members. From 2016 the emphasis has changed and it's now more about education. Devon and Cornwall police run special courses through a program called L(earn) to LIVE.

The second presentation was for older drivers who through age or perhaps a general deterioration of their health are no longer safe to drive.

So far in 2024 there have been 44 deaths in Devon and Cornwall and 19 of these deaths were aged over 70

Clearly there is some concern over the high percentage of drivers over 70 who have been killed this year.

There are currently 1280 Speedwatch volunteers working in Devon and Cornwall

Devon and Cornwall police now have 14 speed detection vehicles

New cameras to be trialled in Devon will not only detect and record speed but will also be able to identify vehicles that emit a noise louder than what is allowed.

Finally, one trick that motorists are using now is to put double sided tape across the number plate and then attach leaves to obscure the letters or numbers.

# Have your say



## About how much you pay



Each year, we ask communities about the amount of council tax we receive as your fire and rescue service.

You can tell us what you think by completing the survey by using this QR code.

If you require this in another format please contact the Communications and Engagement Team on 01392 872354. The consultation finishes at midday on Tuesday 26 November.

