



Dartmoor Forest Parish Council

19th November 2024

Councillor Briefing Notes for Council Meeting on 26th November 2024 **7.30 pm in Princetown Community Centre**

Public Session at 7pm

Alex Rehaag (West Devon Borough Council – Principle Affordable Housing Officer) will provide feedback on the recent public consultation regarding the proposed housing development in Princetown – Moorland View/Station Road

Parish Council Meeting Agenda

1. **Apologies** – Cllr Geen
2. **Declarations of interest** -
3. **Acceptance of minutes** - As previously circulated for meeting 22nd October 2024.
4. **Urgent decisions since last meeting** – none
5. **Co-option of Councillors to fill the two vacancies in the Princetown Ward.**
 - a) We have received one application for the vacancies – see personal statement from Martin Grover - e-mailed 24/11/24
6. **Governance Review** – see Appendix 1 for revised schedule
 - Princetown CCTV Policy– CCTV working group- see draft Policy circulated by e-mail
7. **DNPA Visitor Centre** – Council to consider and discuss possible actions to ensure Visitor Centre is retained within Princetown.
8. **Play Park – Inspections, Action Plan and Funding Application.** Cllr Mark Williams to report on inspections in November and update on action plan. See Appendix 2
Cllr Hazel Williams to update on funding application to replace and renew equipment.
 - Funding consultation proposal has been submitted to Emma Byrom and Ross Wheeler, explaining that the funding application will seek to add accessible picnic benches, an interactive communications board, and 'Talk Tubes' to make the Play Park more 'inclusive'. In consulting with the schoolchildren, youth club members and parents, the main users of the Play Park, Council will demonstrate that we have sought and considered their opinions.
 - Awaiting response from Emma and Ross.
9. **1st PUBLIC SESSION** - Residents are invited to give their views and question the Parish Council on agenda items, or raise issues for future consideration.
10. **Parking Issues** – no issues raised at time of publishing the agenda
11. **Residents' issues or concerns** – no issues raised at time of publishing the agenda
12. **Planning** – none at time of publishing agenda
13. **Financial management** - see Financial Report for details
 - a) Payments to be approved
14. **Updates on correspondence/ actions from previous**
 - a) Replacement of Strimmer/Brush-cutter - Delivery due w/c 25th November

- b) Adoption of BT phone box – Princetown – awaiting issue of licence from Duchy
- c) Double Yellow lines, Princetown – proposal has been forwarded to HATOC
- d) Postbridge Cemetery – Tree Assessment – completed, and report circulated.
- e) DoE Groups – awaiting response.

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

- a) LOVE (Love Our Village Enthusiasts) Project – Cllr Hazel Williams
 - New, simplified marketing flyer to be re-issued in the Spring. See Appendix 3
- b) Tidy Princetown Sessions – Cllr Mark Williams
 - Our last session was attended by 6 persons, including 2 Councillors. We focussed on weeding and cleaning the War Memorial in preparation for Remembrance Day, as well as litter picking.
 - Saturdays appear to be a better day, attracting more attendance. We must continue to promote this.
 - Enhancing pride in the village is imperative.
 - These sessions are now noted within the ‘In The Clouds’ flyer.
- c) The Plot - Community Garden - Cllr Hazel Williams
 - Planted 60 saplings from the Woodland Trust. 45 donated to the Dartmoor Preservation Association.
 - 5 mixed fruit trees on order.
 - Application submitted to Princetown Charity Shop for £250 funding.
 - Garlic, herbs, leeks, cabbages, chard, spinach, strawberries, redcurrants and rhubarb all growing.
- d) CCTV System Check & any requests – CCTV Working Group
 - Request received 5/11/24, footage uploaded 08/11/24, DCP reviewed 14/11/24
- e) Speedwatch - Cllr Gregg Manning
- f) Defibs – Cllrs Geen and Greatrex - no reports of defib use or faults received
- g) Primary School and PTA – Cllr Byrom
- h) Youth Club – Cllr Byrom
- i) Gardening the Grounds – St Michaels Churchyard
 - Planted 30 saplings from the Woodland Trust. Photo sent to Tavistock Times.
 - Planted snowdrops and snakehead fritillary bulbs.
 - AGM on 28.11.2024.

16. 2nd PUBLIC SESSION - Residents are invited to give their views and question the Parish Council on agenda items, or raise issues for future consideration

17. 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

18. Date of next meeting - 1930 on Tuesday 17th December 2024
Princetown Community Centre

19. Proposal to exclude members of the public and press for the rest of the meeting, due to the confidential nature of the following agenda items.

Part 2.

- 20. Approval of Clerks pay increase** in line with National Pay Award (backdated to April 2024)
- 21. Review of Clerks hours.** Council to consider increasing Clerks hours to 40 hours per month with immediate effect. (Currently 35 hrs)
- 22. Review of Lengthsmans pay,** with proposal to increase from April 2025.
- 23. Draft Budget 2025/26v5.** Council to consider whether to increase the precept request further to cover unexpected additional costs (Bank Charges, Increase in National Minimum wage and Employer NI contributions) and any agreed changes to hours or pay as agreed in agenda items 20, 21 and 22.

Please look through the 2025/6 Budget V5 and the Notes and Assumptions document sent by e-mail prior to the meeting.

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
	Risk Register	Clerk, Cllrs Manning, Geen & H Williams		April To be updated over next 12 months
1.	Standing Orders	All	April	Completed and published on DFPC website
2.	Financial Regulations	Clerk, Cllrs Geen, Byrom, M Williams	April	Completed and published on DFPC website
2.1	Grants and Donations Procedure	Clerk, Cllrs Gee & Greatrex	May	Completed
3.	Members' Code of Conduct	All	May	Completed
3.1	Complaints Procedure	Cllr Watson and Cllr H Williams	May	Completed
4.	Transparency Code	All	May	Completed
4.1	Community Engagement Policy	Cllr Easton & Cllr H Williams	Nov	ongoing
4.1.1	Publication Scheme	Clerk	Oct	Completed
4.1.2	Privacy	Clerk	Oct	Completed
4.2	Princetown CCTV Policy	Cllr Manning & Cllr H Williams	Nov	ongoing
4.2.1	Princetown CCTV Data Protection Impact Assessment	Cllr Manning & Cllr H Williams	Dec	ongoing
5.	Risk Management Strategy	Clerk, Cllrs Manning, Geen & H Williams	April	Completed and published on DFPC website
5.1	Play Area Inspections Procedure	Cllrs M Williams, Byrom, Wood, Greatrex	Dec	
5.2	Lengthsman and Grounds Maintenance Procedure	Clerk & Cllr Williams + vacancy	Dec	
5.2.1	Lengthsman and Grounds Maintenance Risk Assessment	Clerk & Cllr Williams + vacancy	Dec	
5.3	Snow Warden Procedure	Cllr Easton + Council	March	Completed and published on DFPC website
5.3.1	Snow Warden Risk Assessment	Cllr Easton + Council	March	
5.4	Memorial Inspections Procedure	Clerk, Cllr Greatrex & Watson	March	Memorials Inspected
5.5	Burials Procedure	Cllr Greatrex & Watson + vacancy	Jan	
5.6	Public Seating	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	Replaced bearing and seats 26/8/24
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	ongoing	
JULY	P15	Shrinkage/separation of the surface – reglue and fill gaps and joints as necessary	DC	Completed
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	Part on order Oct



LOVE

the Love Our Village Enthusiasts

LOVE is a group of volunteers led by Dartmoor Forest Parish Council. The Love Our Village Enthusiasts wish to bring the joy of plants and flowers to the people of Princetown and to its many visitors, helping to create strong community spirit, increase pride in our village, and to create a welcoming space for all.

The value of these seasonal floral displays to Princetown will be immeasurable – they will make our village a happier place, and of course, *improve our economy.*

**PLEASE
SPONSOR US!**



**£75 will pay to fill a large planter all year
£50 will pay to fill a trough all year**

**But any amount you feel able to donate towards our floral displays
will be greatly appreciated**



**ALL SPONSORSHIP WILL BE
RECOGNISED BY APPROPRIATE
AND PROMINENT PLAQUES /
SIGNS ON EACH ITEM**



Please pay your donation to: Dartmoor Forest Parish Council | Lloyds Bank | Account Name: Dartmoor Forest Parish Council | Sort Code: 30-96-23 | Account No: 00741473. Please use your surname/business name as the reference, and email clerk@dartmoorforestparishcouncil.gov.uk at the same time as making the payment.

Any questions? Ask hazel.williams@dartmoorforestparishcouncil.gov.uk | 07810 371036