



Dartmoor Forest Parish Council

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11th March 2025

Minutes for the Parish Council Meeting on 25th February 2025 in Princetown Community Centre

Present:

Hexworthy/Huccaby Ward:		Princetown Ward:	* Chair	** Vice Chair
Cllr Alison Geen **				Cllr Gregg Manning
Postbridge Ward:		Cllr Brenda Cotterill		Cllr Hazel Williams
Cllr Julian Greatrex		Cllr Gary Easton		Cllr Mark Williams*
Cllr Wendy Watson		Cllr Martin Grover		

Abbreviations used: **DFPC**: Dartmoor Forest Parish Council, **DCC**: Devon County Council,
DNPA: Dartmoor National Park Authority, **DoC**: Duchy of Cornwall, **WDBC**: West Devon Borough Council

Members of the public in attendance: 3

1. **Apologies** – Cllr Byrom
2. **Declarations of interest** – none
3. **Acceptance of minutes** - As previously circulated for meeting on 28th January 2025. Council approved the minutes which were then signed by Cllr Mark Williams.
4. **Urgent decisions since last meeting** – none
5. **Co-option of Councillor to fill vacancy** – One application received from Brenda Cotterill, circulated to Council prior to the meeting. Brenda Cotterill left the meeting while Council briefly discussed and agreed to co-opt him to Council. Proposed by Cllr Geen, seconded by Cllr Easton and agreed by all. Brenda Cotterill then returned to the meeting, signed the Acceptance of Office and took her place at Council for the rest of the meeting. Action: Clerk to send Notification of Interests form and Induction information to Cllr Cotterill.
6. **Governance Review** – Council discussed and decided whether to adopt documents as circulated prior to meeting – see email 24/02/2025
 - a) CCTV Data Protection Impact Assessment – Proposed Cllr Geen, seconded by Cllr Manning - Approved by all.
 - b) Play Park Inspections Procedure – Proposed Cllr Geen, seconded by Cllr Easton - Approved by all.
 - c) Community Engagement Policy — Proposed Cllr Easton, seconded by Cllr Glover - Approved by all.

Action: Clerk to publish updated documents to DFPC website

7. **DNPA Visitor Centre** – Cllr Mark Williams gave brief update noting that there was a meeting taking place at the same time at the Visitor Centre, with Princetown Business Network, Matthew Morris from DoC, and Richard Drysdale - DNPA. Council looks forward to hearing the outcome of the meeting, and continuing to be involved in the plans for the future of the Centre. See Appendix 2 for log of actions to date
8. **Devon & Somerset Fire & Rescue, Princetown - 4x4 Vehicle** – No further update from Simon Wallace (DSFRS), who attended last meeting. Clerk has received update from resident who raised a complaint directly with DSFRS – complaint has not been upheld, but nothing further heard from resident. Action: Cllr Williams offered to liaise with Simon Wallace, to be kept up to date regarding the 4x4 situation. To be put on agenda for March meeting.
9. **Princetown Youth Club** – Clerk received update from Cllr Byrom. There is a committee now in place to look at fund raising. She is speaking to Matthew Morris DoC this evening regarding the promise of some funding made by Tom Stratton prior to him leaving the role. There is a further meeting planned for the 3rd March to discuss the future of the club.
10. **Parking Issues** – no issues raised at time of publishing the agenda
11. **Residents' issues or concerns** – 25/03 Postbridge resident raised concerns by email regarding flooding of the lane beside the Cemetery, making it virtually impassable on foot. Action: Cllr Greatrex and another Councillor to look into the location and take photos, for further discussion at March meeting. It is necessary to identify who is responsible for the drainage, before taking any action. Clerk to put on agenda for March meeting
12. **1st PUBLIC SESSION** –
Cllr Sanders stated he had just come from the Visitor Centre meeting and reported it was a positive meeting, and well attended.
- Cllr Sanders gave a brief update on DCC Budget for 2025/6, Local Government Reorganisations/ devolution and reported the FiPL funding has been extended until March 2026.
13. **Planning** – none at time of publishing agenda.
14. **The Plot** – Cllr Hazel Williams reported that ASDA Outdoor Community Spaces Funding application, which has been provisionally accepted requires Council to have a Safeguarding Policy – Council were asked to consider draft policy as circulated prior to the meeting, and decide whether to adopt it. Proposed by Cllr Geen, seconded by Cllr Manning and agreed by all. Action: Clerk to publish policy on DFPC website.
15. **Play Park** – Cllr M Williams reported on inspections in February and that Cllr Grover is doing inspections in March. They reported that the swing seats/chains will need replacing at some point as they are starting to show signs of wear. Clerk to update Inspection record sheet and give access to Cllr Grover.
- Cllr M Williams reported good progress on completing the tasks on the Action Plan, in preparation of the RoSPA inspection. See appendix 3 for Play Park Action Plan 2024/5
- Report from Cllr Hazel Williams re Funding Application
- Consultation results received from Emma Byrom. Application drafted to National Lottery.

- Cllr Williams asked Council to support changes to the funding application, as suggested by the consultation with children from the Primary school. The schoolchildren unanimously agreed that they would prefer a Sensory Garden to a Communications Board. Therefore, for costing purposes, Council needs to agree:
 - Size/Construction/Location of Sensory Garden
 - Planting types
 - Wheelchair accessible pathway type

Note: Schoolchildren to be responsible for maintenance of the Sensory Garden.

Also to be agreed:

- Wheelchair access pathway to a wheelchair-friendly picnic table
- Provision of additional recycling bins (which type, how many)
- The schoolchildren unanimously agreed that picnic tables and Talk Tubes will be a great addition to the playpark.

Council agreed to form a working group to take this next phase of Play Park development and funding application forward and present back to the March meeting. Cllrs H Williams, Cotterill, and Grover agreed to form the working group.

16. **Litter Picker** – Cllr M Williams reported that Jake Cook has resigned from his Litter Picking role in the Play Park, effective from end February. Council expressed its thanks to Jake for his efforts over the past few years and asked that a letter of thanks to be sent to him. Council then discussed whether to replace this role, or look at alternative solutions. Council agreed to take on the role initially, and review the situation in the summer when the park is busier. Cllrs Easton, M Williams, Grover and Cotterill agreed to take on litter picking in the short term, and report back to Council each meeting.

17. **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
1855	Devon County Council INV 55448514 Welcome to Princetown Signs x2	£ 360.97	
1856	Duchy of Cornwall - INV 181764 Play Park Rent 29.09.24> 24.03.25	£ 48.00	
1857	David Cole - Lengthsman Pay	£ 528.00	£ 544.14
1858	David Cole - Lengthsman expenses	£ 16.14	
1859	Jackie Bennetts - Clerks pay Feb	£ 565.00	£ 620.18
1860	Jackie Bennetts - Clerks Expenses - Plastic Boxes for Document Storage	£ 55.18	
1861	Jake Cook - Litter Picker fee February	£ 46.00	
1862	Mark Williams - Re-imbused for Play Park bungs	£ 5.79	
1863	Joanna Grover - The Plot - reimbursed -wheelbarrows	£ 99.98	
1865	Sutcliffe Play - INV 7416 - Single Point Swing Universal Joint, delivery and installations	£ 5,686.56	
	Total	£ 7,411.62	

18. **Updates on correspondence/ actions from previous.**

- a) Two Bridges Hotel – illuminated sign - no update
- b) Adoption of BT phone box – Princetown - awaiting license from DoC, Clerk to chase with Matthew Morris
- c) DoE Groups – no update

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

- a) LOVE (Love Our Village Enthusiasts) Project – Cllr Hazel Williams - no update
- b) Tidy Princetown Sessions – Cllr Mark Williams - next session March 2nd 2025
- c) The Plot - Community Garden - Cllr Hazel Williams - see Item 14
- d) CCTV System Check & any requests – CCTV Working Group -
System Checks completed: 01/02 HW, 15/02 HW, 23/02 JB – all working
No requests received.
- e) Speedwatch - Cllr Gregg Manning – sessions are still taking place when weather/conditions permit, two body cams are now available for volunteers to wear whilst conducting sessions, but there are only 4 volunteers involved currently.
- f) Defibs – Cllrs Geen and Greatrex - no issues reported. New paed pads required for Princetown Defib by 6th May 2025 Action: Clerk to order new.
- g) Primary School and PTA – Cllr Byrom - no update
- h) Youth Club – Cllr Byrom see item 9.

20. 2nd PUBLIC SESSION - Residents are invited to give their views and question the Parish Council on agenda items, or raise issues for future consideration

Parish Lengthsman reported that the benches by the War Memorial need to be re-oiled. Cllr M Williams agreed to source some suitable oil, for the job to be completed in April when the weather is drier.

21. 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) Cllr M Williams reported that there are 4 panes missing from Memorial Phone box -
Action: Clerk to put on agenda for March meeting to discuss actions
- b) Cllr Easton – reported the drainage work on the footpath by Station Cottages has been completed.
- c) Cllr Grover – reported that signs to the DNPA carpark needs cleaning and could be more prominent, to encourage people to use the car park rather than parking on residential roads. Action: Clerk to put on agenda for March meeting.

22. Date of next meeting - 1930 on Tuesday 25th March 2025
Princetown Community Centre

Part 2. Proposed by Cllr Geen, seconded by Cllr H Williams – agreed by all.

23. Staff Appraisals - Council discussed and agreed a plan of action to conduct review of Job Descriptions, Contracts of Employment and Annual Appraisals to ensure they reflect current employment legislation and the roles/tasks being done currently by staff.

Meeting closed 2135