



20th March 2024

Councillor Briefing Notes for Meeting on 26th March 2024 7.30pm in Princetown Community Centre

1. **Apologies – Cllr Byrom**
2. **Declarations of interest -**
3. **Acceptance of minutes** - As previously circulated for meeting on [27th February 2024](#).
4. **Urgent decisions since last meeting – none**
5. **Governance Review**
 - a) [Snow Warden Procedure](#) – Council to consider and approve updated document.
 - b) [Memorial Inspection Procedure](#) - Council to consider and approve reviewed document.
Please can everyone ensure they have read these documents prior to the meeting.
 - c) Identify who will lead on policy reviews for April meeting. See Appendix 1
6. **Princetown Pots and Plants –**
 - a) Love Our Village Enthusiasts Project (LOVE) - Cllr Hazel Williams to update on progress to date and proposed actions. See Appendix 2 for details as previously circulated.
 - b) 'Tidy Princetown' Sessions – Council to discuss when/whether to re-start these monthly sessions led by Cllr Mark Williams.
7. **Play Park – Council to consider and agree actions regarding**
 - a) Annual RoSPA Inspection Report – Council to consider and agree Action Plan to address issues identified in the recent inspection. See Appendix 3
 - b) Inspections – Cllr Byrom to report on March inspections. Cllr Mark Williams on rota for April.
8. **CCTV – Cllr Manning to lead on discussion.** He is currently researching the possibility of siting two new cameras to address current blind spots. He hopes to be able to explain at the meeting very briefly the reason why he feels we need more cameras, how these will be paid for and where they may be sited. He also plans to address issues relating to privacy and explain why he does not feel that this will impinge on anyone's rights.
9. **D-day 80th Anniversary – Council to discuss involvement in the celebrations.** <https://devonalc.org.uk/wp-content/uploads/2024/02/D-Day-80-Letter-to-towns-and-parishes.pdf> as raised by Cllr Hazel Williams.
10. **Parking Issues: Princetown – Council to agree next actions with regard to improving road safety, particularly at junctions on Tavistock Road and Two Bridges Road, following recent visit by DCC Neighbourhood Highways Officer.** For this to go forwards to DCC HATOC Committee in September it needs the support of Council and the local residents (public consultation) Item held over from February Agenda. Raised by Cllr Mark Williams and Cllr Charmaine Clarke-Major. See Appendix 4 for report circulated prior to February meeting.

11. **1st PUBLIC SESSION** - Residents are invited to give their views and question the Parish Council on agenda items, or raise issues for future consideration.
12. **Residents' issues or concerns** – none at time of issuing the agenda
13. **Planning** – Council to consider and agree on response to the following application.
 - a) [24/0022](#) Tree Conservation Consultation Letter - Application at Moorstones Tavistock Road, PL20 6RE
14. **Council e-mail Addresses** – Cllr Hazel Williams raised this following the [NALC Briefing](#) issued in February regarding current best practice. Council to consider what action may be taken.
15. **Financial management** - see Financial Report for details
16. **Lloyds savings account** – Council to consider opening a savings account to hold reserves and earn interest, as suggested by Cllr Geen.

Business Savings Accounts currently available from Lloyds

Fixed Term Account	Notice Account	Instant Access
2.02%>4.37%	2.53%>4.08%	1.31% > 1.92%
3 months > 24 months	31 days > 95 days notice	
£10,000 minimum	£10,000 minimum	

17. **Updates on correspondence/ actions from previous meetings** – Clerk to update verbally on the following
 - a) Venford Reservoir – SW Lakes Trust – tree concerns
 - b) Old Officers Mess-
 - c) Postbridge Cemetery – trees, rent review, plot purchase.
 - d) Mower service –
 - e) Removal of BT Landlines - See Appendix 5 for proposed poster from Cllr Geen who suggests this is put on the DFPC website, displayed on noticeboards and at Post Office. Copies of the Age UK information (4 pages) can be made available for people without access to internet/printers through Clerk/Post Office.
18. **Reports from Committees, Sub Groups and Special Interests:**
19. **2nd PUBLIC SESSION** - Residents are invited to give their views and question the Parish Council on agenda items, or raise issues for future consideration
20. **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
21. **Date of next meeting** - 1930 on Tuesday 23rd April 2024
Princetown Community Centre

Appendix 1

CLr Review of Governance Documents - All documents due for review by August 2024

Governance Docs	Policy	Procedure	Assessment	Notices
Documents		Suggested Lead Reviewers 2024		Completed
	Risk Register	Clerk, Cllrs Manning & Geen + vacancy	April	
1.	Standing Orders	All	April	
2.	Financial Regulations	Clerk, Cllrs Geen, Byrom + vacancy	April	
2.1	Grants and Donations Procedure	Clerk, Cllrs Geen, Byrom + vacancy	May	
3.	Members' Code of Conduct	All	May	
3.1	Complaints Procedure	Cllrs Manning & Watson + vacancy	May	
4.	Transparency Code	All	May	
4.1	Community Engagement Policy	Cllrs Watson, Byrom, Wood	June	
4.1.1	Publication Scheme	Clerk	June	Needs to include costs
4.1.2	Privacy	Clerk	June	
4.2	Princetown CCTV Policy	Cllr Manning & Cllr M Williams + vacancy	June	
4.2.1	Princetown CCTV Data Protection Impact Assessment	Cllr Manning & Cllr M Williams + vacancy	June	
5.	Risk Management Strategy	Clerk, Cllrs Manning & Geen + vacancy	July	
5.1	Play Area Inspections Procedure	Cllrs M Williams, Byrom, Wood, Greatrex	July	
5.2	Lengthsman and Grounds Maintenance Procedure	Clerk & Cllr Williams + vacancy	July	
5.2.1	Lengthsman and Grounds Maintenance Risk Assessment	Clerk & Cllr Williams + vacancy	July	
5.3	Snow Warden Procedure	Cllr Easton + Council	March	Full review/ re-write needed
5.3.1	Snow Warden Risk Assessment	Cllr Easton + Council	March	
5.4	Memorial Inspections Procedure	Cllr Greatrex & Watson + vacancy	March	Who does annual inspections? When? How recorded?
5.5	Burials Procedure	Cllr Greatrex & Watson + vacancy	Aug	
5.6	Public Seating	Cllr Greatrex & Vacancy (x2)	Aug	

Appendix 2

PRINCETOWN POTS AND PLANTS ACTION PLAN

Inspired by: <https://dartmouthgreenpartnerships.org>

Mission Statement

The aim of our group is to strive towards horticultural excellence, community involvement and environmental responsibility. The Pots and Plants team shares its enthusiasm for these aims with all sections of the Princetown population, helping to create community spirit and civic pride.

Pots and Plants will help to bring the joy of plants and flowers to the people of the village and its many visitors, in conjunction with local businesses, the primary school, and residents. The planting in the village will reflect the changing of the seasons, in line with our local climate, and we pledge there will always be interesting and beautiful displays to be seen. We also aim to educate people by demonstrating environmental good practice, creating sustainable plant displays which are insect and bird friendly.

Action Plan

1

Gather a team of volunteer gardeners. If we fail at this stage, we will not proceed. Although at this point we will only need a handful of people, possibly just Mark and myself to get things rolling. Other possibilities:

- Angela, Lian, and/or Brenda from Princetown Churchyard Maintenance Fund
 - Speak with them directly (HW)
- Others from the village
 - Put out social media posts, place posters in Post Office, Charity shop, Old Police Station cafe, Fox Tor cafe and the pubs, place write-up in the 'In the Clouds' flyer
- The 'Tidy Princetown' volunteers
 - Speak with them directly (HW)

2

Identify location for storage of materials, and for propagation and planting works - speak with our volunteers and put out social media requests etc.

- Youth Club? School? Local farmers? Local landowners? Duchy? DNP?

In the short term we can use a wheelbarrow.

3

Find means of transportation of pots - sack trucks

4

Source materials - Plants Galore, Tesco, Morrisons, Long Ash and other local garden centres. Also propagation by our volunteers from their own plants.

- Donations from local garden centres, with accompanying recognition on pots
 - Volunteers to canvass

5

Source sponsors -

- Local businesses
 - Door-to-door requests, issuing printed flyers to include:
 - Mission Statement as above
 - Benefits of Plan to sponsor (village looking pretty, looking inviting to visitors, encouraging visitors, sponsors' name promoted on pots, raising profile of sponsor, increasing footfall to- and spend with- sponsor)
 - Contact details for further info (HW)
 - Payment details for sponsorship (i.e. via Clerk to the Council).
- Local residents
 - Persons with connections to the churchyard - 'In Memorial'
 - Posts on social media to find interested persons
 - Notice within the Church
- Local community groups
 - WI, Football Club, Prison Officers, and many more, to be discussed
 - Posts on social media etc

6

All pots to carry prominent stickers denoting logo, sponsor, and other relevant details such as 'in Memory Of...'

7

A range of sizes of containers to be available with appropriately priced and scaled sponsorship costs. These may be hanging baskets, troughs, pots (as existing), or indeed feature plantings for the x3 village entrances, should the scheme progress well.

8

General costings:

Compost	£10 per pot
Plants	£40 per pot
Sticky labels	£
Pots (existing)	<u>£0.00</u>
Total per existing pot	<u>£55.00</u>

Sliding scale for other sizes.

9

Pots to be maintained all year by the volunteers. Planting plans, together with colour scheme / theme, to be agreed annually. Planting plans to enable colour all year long, whilst being suitable for our unique climate.

10

Princetown School children, together with other older local groups such as Cadets and Youth Club, to be encouraged to be involved in the planting-up of pots.

- Emma Byrom to be contacted by Clerk

Branding

Proposed new name for this initiative is 'the Love Our Village Enthusiasts' (LOVE), which succinctly describes it's purpose in an appealing way.

Proposed logo as below. The hand cradling a young sapling conveys notions of care and nurturing, suggesting that we take pride in our work. Subdued green tones lend a modern and mature feel to the design.

By creating a branding scheme for the project, we easily raise it's profile, making it prominent and memorable.



LOVE

the Love Our Village Enthusiasts

Proposed Flyer Content for Sponsors:

See next page

Our Purpose

The aim of this new initiative, led by Dartmoor Forest Parish Council, is to strive towards horticultural excellence, community involvement and environmental responsibility. The Love Our Village Enthusiasts (LOVE) team will share its enthusiasm for these aims with all sections of the Princetown population, helping to create community spirit and civic pride.

LOVE will help to bring the joy of plants and flowers to the people of the village and to its many visitors, in conjunction with local businesses, the primary school, and the residents. The planting in the village will reflect the changing of the seasons and we pledge that there will always be interesting and beautiful displays to be seen. We also aim to educate people by demonstrating environmental good practice, creating sustainable plant displays which are also insect and bird friendly.

What Will We Do?

Every year volunteers from the Love Our Village Enthusiasts team will work hard to design, create and plant wonderful displays throughout the village. There will be hanging baskets, planters and troughs across the village centre, and perhaps even other special features at each entrance to Princetown, all planted and maintained by volunteers from LOVE to ensure the village is inviting to visitors and attractive to residents and businesses alike.

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.*



To ensure the success of this initiative, and to help us to create and maintain the excellent floral standards we will set, please help us with a donation. Any amount you feel able to donate towards our floral displays will be greatly appreciated.

Further, if you wish to sponsor specific things:

£55 will pay for a planter

£30 will pay for a trough

£40 will pay for a hanging basket

All sponsorship will be recognised by appropriate and prominent plaques/signs.

Donations can be paid to Dartmoor Forest Parish Council by PayPal. Please check with the lead, Hazel Williams, on availability if you wish to sponsor specific items, before making a donation; email: hazeljanetwilliams@gmail.com

Payments to be made direct to the bank account if possible – Use surname/business name as the reference. And e-mail clerk@dartmoorparishcouncil.gov.uk at the same time as making the payment.

Lloyds Bank

Account Holder: Dartmoor Forest Parish Council

Sort Code: 30-96-23

Account No: 00741473

Cheques would need to be payable to 'Dartmoor Forest Parish Council' sent to Parish Clerk, c/o Applegarth, Walkhampton, Yelverton PL20 6JP

Appendix 3

Summary of Inspection Report 2024 – Action requires to address the following issues.
All issues either Low or Medium Risk (no Red)

Full report e-mailed to Cllrs Mark Williams, Byrom, Wood, Greatrex.

Page	Item	Action required
P1	Agility Trail	Replace notched chain link connections
P3	Cableway (zip wire)	Remove chain cover and inspect chain links
P5	Cycleway (ramps)	Repair damage to edges
P6	Cycleway (arches)	Reset in ground as they are loose
P9	Rocker Horse	Treat rust and repaint
P10	Rocker horse (matting)	Eliminate gaps (trip hazard)
P11	Rocker see-saw	Excessive sideways movement – repair (hinge)
P13	Rotator (stand on)	Replace tumber bungs
P14	Swings	Remove shackles/bolts, check and replace worn bushes
P15	Swings (surface)	Fill gaps casued by shrinkage (trip hazard)
P16	Swings (chain length)	Reset swing seats to correct heights
P17	Swing – Single Post	Replace worn bearings

Appendix 4

Mark Williams | DFPC | Report | 13.02.2024

DOUBLE YELLOW LINES IN PRINCETOWN

In attendance:

Phillip Sanders, Brad Elliot (Highways), Jackie Bennetts, Mark Williams

Apologies:

Charmaine Clarke-Major

We walked the village and looked at the site at Oakery Crescent first. Brad was very sympathetic on the safety aspect of this issue, and agreed that potentially the double yellow line at this location could be extended, as requested by the resident.

Brad suggested we recommend to the concerned resident that they erect mirrors, either on neighbouring walls (with their permission), or on the grass opposite the premises, again with permissions, as an interim measure to improve safety.

We then examined the junctions onto the Tavistock Road which do not have yellow lines on. Brad was sympathetic. He did, however, raise the point that there have not been any accidents and therefore marking of these junctions will be low on their priority list. Like other organisations, they only have a little money to go a long way.

Brad also raised concerns over the displacement of vehicles causing other parking problems.

We, as a Parish Council, will have to agree that this is the way forward. Brad will create a map of Princetown identifying where yellow lines should be. Highways will then progress the required actions, with Parish Council support.

If successful, the timeline for completion will be April 2025 – March 2026, following Highways procedures and protocols.

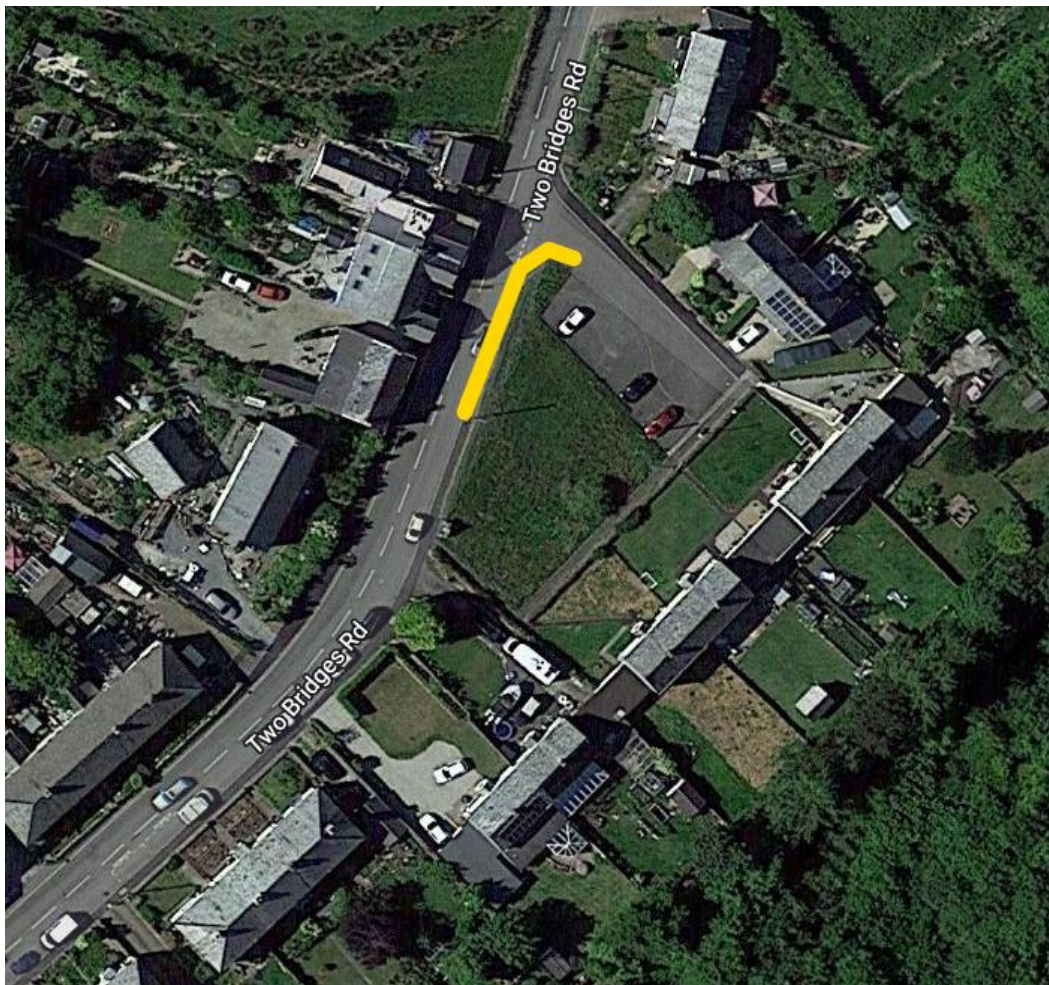
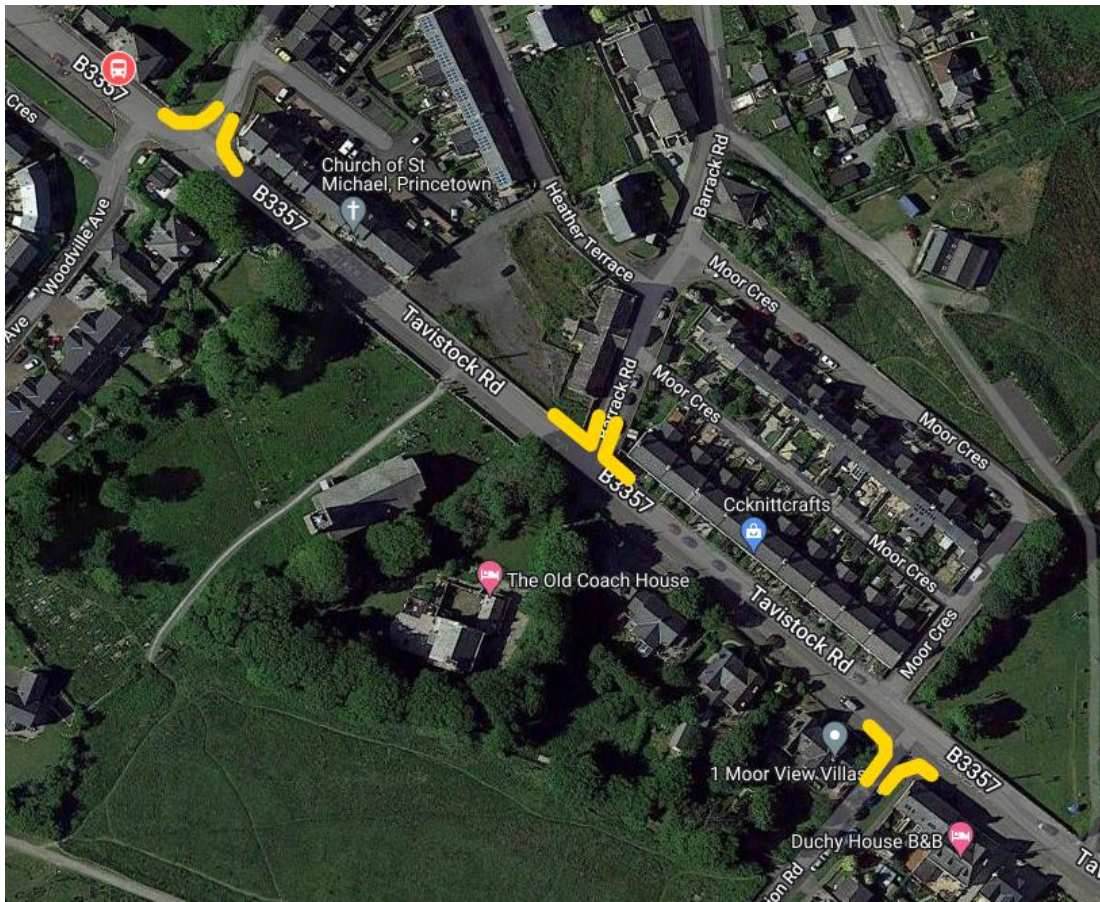
I found the meeting exceedingly useful, helping me put names to faces and understand how Highways work.

I believe that prevention is better rather than waiting for an accident to happen, and therefore I would like Council to vote on this motion at the next meeting (in my absence).

Cllr Mark Williams
15.02.2024

Link to map created by Neighbourhood Highways Officer following meeting showing the proposed location of double yellow lines.

<https://www.google.com/maps/d/edit?mid=1uWXZ83NdlxM1F4vwbK6ycQC90OFtoRg&usp=sharing>



2025 and Phone lines

1. BT Openreach plan to shut down the Copper Wire Telephone Network by end of 2025
2. You will have to switch to a digital system at some point
3. You will require internet access. If you don't have this your network provider will supply and this should be at NO EXTRA COST
4. This also requires a battery backup or access to mobile phone as digital won't work in a power cut – your provider should help with this

More information can be found at

<https://www.ageuk.org.uk/information-advice/money-legal/consumer-issues/changes-to-landline-telephones/>

If you don't have access to a computer please ask for a printed information sheet from the Parish Council or at the Post Office.