



# Dartmoor Forest Parish Council

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18<sup>th</sup> April 2024

## Councillor Briefing Notes for Meeting on 23<sup>rd</sup> April 2024 7.30pm in Princetown Community Centre

1. **Apologies –**
2. **Declarations of interest -**
3. **Acceptance of minutes -** As previously circulated for meeting on 26<sup>th</sup> March 2024.
4. **Urgent decisions since last meeting – none**
5. **Governance Review -** Council to consider and approve the updated documents as circulated prior to meeting. Documents sent by e-mail to Councillors.
  - a) Snow Warden Procedure - revised by Cllr Easton
  - b) [Standing Orders](#) – reviewed by all Councillors
  - c) [Financial Regulations](#) – reviewed by Cllrs Geen, Byrom, M Williams
  - d) [Risk Management Strategy](#) & Risk Register – reviewed by Cllrs Manning, Geen, H Williams
  - e) Confirm who will review policies for May meeting: See Appendix 1 for full list.
    - i. [Grants and Donations Procedure](#) -
    - ii. [Members Code of Conduct](#) - all Councillors
    - iii. [Complaints Procedure](#) -
    - iv. [Transparency Code](#) – all Councillors
6. **LOVE (Love Our Village Enthusiasts) Project –** Cllr Hazel Williams to update on progress to date and proposed actions. See appendix 1 for examples of leaflet, labels and form. See Financial report for details of expenditure to date.
7. **Tidy Princetown Sessions –** Council to discuss and decide whether to continue these monthly sessions led by Cllr Mark Williams. If these sessions continue Council is asked to agree a budget for purchase of [weed killer](#) as suggested by DNPA which is £32.95 for 2.5lts (Amazon).
8. **Public Meeting – Double Yellow Lines and CCTV.** Council to agree a date for a public meeting where the two issues can be presented to residents, queries responded to. A general level of public support is required to take these issues forward, as agreed at the March 2023 meeting. Need to agree who will lead/present on these issues and how to advertise it. Suggested date 14<sup>th</sup> May 2024.
9. **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.
10. **Parking Issues –** no additional issues raised at time of publishing the agenda
11. **Residents' issues or concerns –**
  - a) Email received from L Huntley, Venville House 26/03/24 expressing concern regarding the large lorries turning in/out of Station Road when delivering to the Brewery. They are mounting the pavement to make the turn and recently damage was caused to a parked car. Council to consider if any action should be taken to address this.
12. **Planning –** No applications at the time of publishing the agenda.

Received 19/04/24 [0156/24](#) Application at The Forest Inn, PL20 6SD. Extension requested to allow Council to consider application and discuss at May meeting. Extension confirmed 22/04 from DNPA planning officer, Oliver Dorrel.

**13. Financial management** - see Financial Report for details

**14. DFPC WhatsApp group** – Council to consider using a WhatsApp group for informal communications between Councillors and Clerk, as raised by Cllr H Williams.

**15. Updates on correspondence/ actions from previous meetings -**

a) 'Welcome to Princetown' signs: email received from Brad Elliott DCC Highways 10/04/2024 Cost has increased slightly to £275 (previous estimate was £241 which was funded by donation from Charity Shop)

b) Council e-mail addresses: response from WesternWeb 16/04/24

Hi Jackie

Yes – it is possible, and we have done this for a number of parish councils.

The email addresses have to be in the same format as the website address – i.e.

[xyz@dartmoorforestparishcouncil.gov.uk](mailto:xyz@dartmoorforestparishcouncil.gov.uk) – this is mandated by the Cabinet Office.

The system we use allows the clerk to add, delete and inspect all the mail accounts, although for many councils we do the set-up and deletion at no charge.

Councillors have a Webmail access via a login link on the DFPC website or they can set up accounts on phones, tablets, PCs, etc. Each councillor can add a signature, out-of-office reply, etc., and can change their password.

The cost for the system is £72 + VAT per year (in total – not per councillor), based on the expected storage. If this increases the annual charge will increase, or we can advise on keeping storage to a minimum.

The accounts can be set up very quickly. The clerk account will be transferred to the new system, which can take 48 hours to migrate all the emails, although the account can be used before that. We need to know the email accounts you want – although normally we set them up as [firstname.lastname@councilname.gov.uk](mailto:firstname.lastname@councilname.gov.uk), and can use the councillor listing from the website to do this.

One consequence of moving the clerk account is that there will be a reduction in the annual hosting charge for the website of around £40 per year.

c) D-day Celebrations – 6<sup>th</sup> June - Lamp Light of Peace: no progress contacting DNPA to see if they will purchase a D-Day flag to fly from Visitor Centre.

d) Mower service: no progress

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

**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

**19. Date of next meeting - Annual Parish Meeting 1900 Tuesday 28<sup>th</sup> May 2024**

Annual Parish Council Meeting 1930 Tuesday 28<sup>th</sup> May 2024  
Princetown Community Centre

## Appendix 1

### Cllr Review of Governance Documents - All documents due for review by August 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
1.	<a href="#">Standing Orders</a>	All		April
2.	<a href="#">Financial Regulations</a>	Clerk, Cllrs Geen, Byrom, M Williams		April
2.1	<a href="#">Grants and Donations Procedure</a>	Clerk, Cllrs Geen, Byrom + vacancy		May
3.	<a href="#">Members' Code of Conduct</a>	All		May
3.1	<a href="#">Complaints Procedure</a>	Cllrs Manning & Watson + vacancy		May
4.	<a href="#">Transparency Code</a>	All		May
4.1	<a href="#">Community Engagement Policy</a>	Cllrs Watson, Byrom, Wood		June
4.1.1	<a href="#">Publication Scheme</a>	Clerk		June Needs to include costs
4.1.2	<a href="#">Privacy</a>	Clerk		June
4.2	<a href="#">Prinetown CCTV Policy</a>	Cllr Manning & Cllr M Williams + vacancy		June
4.2.1	<a href="#">Prinetown CCTV Data Protection Impact Assessment</a>	Cllr Manning & Cllr M Williams + vacancy		June
5.	<a href="#">Risk Management Strategy</a>	Clerk, Cllrs Manning, Geen & H Williams		April
5.1	<a href="#">Play Area Inspections Procedure</a>	Cllrs M Williams, Byrom, Wood, Greatrex		July
5.2	<a href="#">Lengthsman and Grounds Maintenance Procedure</a>	Clerk & Cllr Williams + vacancy		July
5.2.1	<a href="#">Lengthsman and Grounds Maintenance Risk Assessment</a>	Clerk & Cllr Williams + vacancy		July
5.3	<a href="#">Snow Warden Procedure</a>	Cllr Easton + Council		March Full review/ re-write needed
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		Aug
5.6	<a href="#">Public Seating</a>	Cllr Greatrex & Vacancy (x2)		Aug

## Appendix 2 – Flyer



### Who are LOVE?

We are a group of volunteers led by Dartmoor Forest Parish Council. We plan to adorn the village with a multitude of flowers and plants. We, the Love Our Village Enthusiasts (LOVE) team, will share our enthusiasm with everyone in Princetown, helping to create strong community spirit and pride in the village.

LOVE will help to bring the joy of plants and flowers to the people of the village and to its many visitors. The plantings will reflect the changing of the seasons and we pledge that there will always be interesting and beautiful displays to be seen.

### What Will We Do?

Every year, we will work hard to design, create and plant wonderful displays throughout Princetown. There will be hanging baskets, planters and troughs around 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*.

### PLEASE SPONSOR US!

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:

£75 will pay to fill a large planter

£50 will pay to fill a trough

£40 will pay to fill a hanging basket

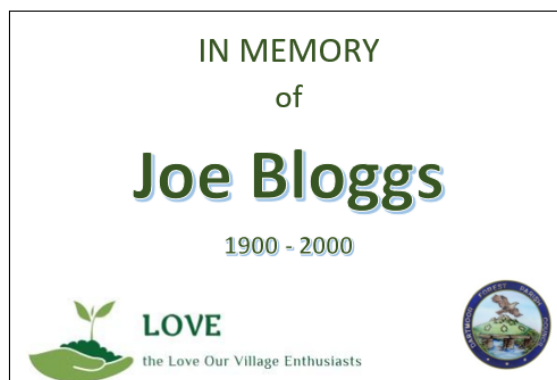
### ALL SPONSORSHIP WILL BE RECOGNISED BY APPROPRIATE AND PROMINENT PLAQUES / SIGNS ON EACH ITEM

These will raise the profile of each sponsor, increasing footfall to, and spend with, each sponsor.

- Donations must be paid 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](mailto:clerk@dartmoorforestparishcouncil.gov.uk) at the same time as making the payment.
- Please check with the LOVE lead, Hazel Williams, on availability if you wish to sponsor specific items, before making a donation. Email: [hazeljanetwilliams@gmail.com](mailto:hazeljanetwilliams@gmail.com). Tel: 07810 371036.

Parish Clerk: Jackie Bennetts | ☎01822 859104 [www.dartmoorforestparishcouncil.gov.uk](http://www.dartmoorforestparishcouncil.gov.uk)

## Labels





## Sponsor/Donate to LOVE

Name of Sponsor / Donor: .....

Business Name (if applicable) .....

Contact e-mail: .....

Telephone Number: .....

I would like to make a donation to LOVE: Enter amount £ .....: 00.

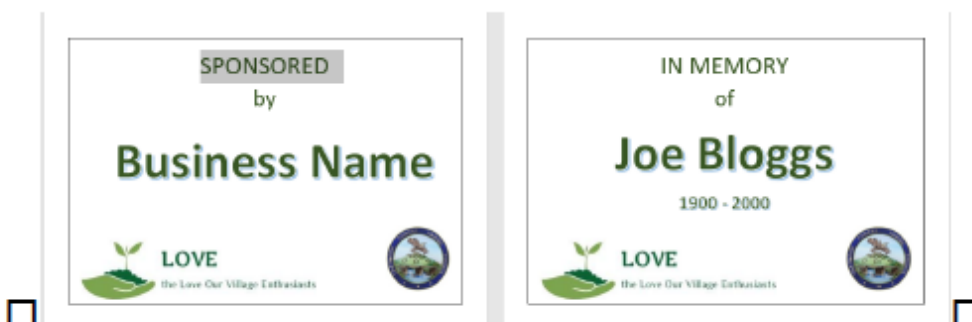
I would like to sponsor a:            Large Planter            £ 75   

   Trough                                    £ 50   

   Hanging Basket            £ 40   

- Donations must be paid 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](mailto:clerk@dartmoorforestparishcouncil.gov.uk) at the same time as making the payment.
- Please check with the LOVE lead, Hazel Williams, on availability if you wish to sponsor specific items, before making a donation.  
Email: [hazeljanetwilliams@gmail.com](mailto:hazeljanetwilliams@gmail.com)  
Tel: 07810 371038

Chose your label and complete the information below:



Business Name:	In Memory of:
Business website:	Dates:                    -
Business Logo: insert jpeg file	

I understand that my donation/sponsorship entitles me to have a label displayed on a planter/trough/basket for a period of 12 months from the date of application.

Signed: ..... Date: .....  
Labels will be removed after this period and the planter/trough/basket will become available for new sponsorship/donations.

You are very welcome to continue your sponsorship or renew your donation each year.

## Thank you for supporting LOVE!

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Received Form : ...../...../.....	Start Date: ...../...../.....
Received Payment: ...../...../.....	
Label Ordered: ...../...../.....	
Planter/Trough/Basket complete: ...../...../.....	End Date: ...../...../.....