



Dartmoor Forest Parish Council

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8th April 2025

Minutes for the Parish Council Meeting on 25th March 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 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: 1

1. **Apologies** – Cllr Byrom, Cllr Greatrex (25/03/25 notified of his resignation from Council with immediate effect)
2. **Declarations of interest** – none
3. **Acceptance of minutes** - As previously circulated for meeting on 25th February 2025. Council approved the minutes which were then signed by Cllr Mark Williams.
4. **Urgent decisions since last meeting** – none
5. **DNPA Visitor Centre** – Cllr M Williams reminded Council that DNPA still plan to close the Visitor Centre at the end of October, and hand the building back to the Duchy at the end of the lease. Duchy are keen that the building is used purposefully after this and are engaging with the local Community to look at the future opportunities. Council agreed it is important to continue to engage with the Princetown Business Network and Duchy on this matter. See Appendix 2 for Log of Actions
6. **Devon & Somerset Fire & Rescue, Princetown - 4x4 Vehicle** – Cllr M Williams provided a verbal update on behalf of Simon Wallace (DSFRS) following a recent meeting with the Assistant Chief Fire Officer, Nicola Bottomly. It looks as though Princetown is earmarked to receive a new 4x4 vehicle in the Autumn.
7. **Community Engagement and Annual Parish Meeting** – Cllr Hazel Williams and Cllr Easton reported that they had received a good response from local organisations invited to present at the Annual Parish Meeting on the 22nd April. Pam Law and one other from the HMWI, Rory and Nikki from the business network, Leslie from the Charity Shop, Max from the Library, Sheila from the PTFA (school) and Charmaine from Food Hub have all agreed to deliver a short (5 mins) presentation each. Council agreed to start the APM at 6.30pm.

Action: APM to be publicised in the next few weeks on DFPC website and FB, Posters etc. Clerk to create poster for distribution. Cllr H Williams to confirm the timings with each organisation.

8. Parking Issues –

- a) Cllr Grover raised concerns (at the February meeting) that signage to DNPA Car Park could be better. The lack of adequate signage contributes to visitors parking on residential streets as some are unaware of the car park. **Action:** Cllr M Williams offered to raise this issue with DNPA at the next meeting with a view to asking them to put improved signage in place.

9. Residents' issues or concerns –

- a) Drainage issue on track near Postbridge Cemetery – Council to consider and agree action to be taken. **Action:** Cllr Watson offered to take a look at the track and report back to the next meeting in order to ascertain where the drainage issue is, and who is responsible.

10. 1st PUBLIC SESSION – Resident raised the issue that dogs had recently been seen inside the Play Park on two occasions, despite the notices on the gates stating that dogs were not permitted. Council agreed that a larger sign mounted on a post just inside the gate may be more effective. **Action:** Clerk to investigate cost and order.

11. Planning – Council considered and discussed the applications listed below

- a) [0094/25](#) The Villa Plymouth Hill, PL20 6QL Deadline 04/04 Proposed by Cllr Easton, seconded by Cllr Manning, Council voted 6 in support, with 2 abstentions.
- b) [25/0020](#) Isca, Tavistock Road, PL20 6RP Deadline 03/04 Proposed by Cllr Grover, seconded by Cllr Easton, Council voted 6 in support, with 2 abstentions.

Action: Clerk to respond to DNPA.

12. Play Park – Cllr M Williams reported on Inspections and Action Plan. RoSPA inspection due to take place in March and report will form basis of action plan going forwards. See Appendix 3 for Action Plan

Cllr H Williams reported that the working group had met and were looking at the design and costing for the proposed sensory garden with wheelchair access. This is ongoing work and hope to have the costing for the funding application by the next meeting. Council agreed that the Duchy (as land owners) need to be consulted about the design, along with checking with RoSPA. **Action:** Clerk to consult with Duchy and RoSPA.

13. Annual Parish Meeting 22nd April 2025 – Update on plan for inviting local organisations to make short presentations to Council, and publicity. (duplicate of Item 7)

14. War Memorial/Museum Phone Box – Council discussed and agreed that once the BT phone box in the village centre had been adopted that the War Memorial information/resources would be re-located to be close to the War Memorial. **Action:** Clerk to chase Duchy regarding the licence which is required before BT will allow Council to adopt the box.

15. Financial management - see Financial Report for details

- a) Payments approved by Council, to be authorised by Cllrs Geen and Easton

Payment Authorisation Sheet		
Ref	Payee & Details	Amount
1869	Lloyds Bank Service Charge	£ 4.25
1870	Prinetown Community Centre Room hire Appraisal meeting 05/03/25 INV 1060	£ 8.00
1871	Prinetown Community Centre Room hire Appraisal meeting 19/03/25 INV 1064	£ 8.00
1872	David Cole - Lengthsman Pay March & outstanding hours	£ 415.80
1873	Jackie Bennetts - Clerks pay March	£ 565.20
1874	Jackie Bennetts - Clerks Expenses - Bin Key, Gloves	£ 15.78
	Total	£ 1,017.03

16. Updates on correspondence/ actions from previous

- a) Adoption of BT phone box – Prinetown – Clerk and Cllr H Williams spoke to Matthew Morris 17/3/25 (see item 14 for actions)
- b) Litter Picking – Play Park – Cllr Grover reported that the Play Park had been checked regularly for litter, and there was only very little found.

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

- a) LOVE (Love Our Village Enthusiasts) Project – Cllr Hazel Williams reported
 - Many compliments on how pretty the pots are looking.
 - Sponsorship opportunities for the coming year are now available.
- b) Tidy Prinetown Sessions – Cllr Mark Williams- 8 people attended 2/3/25 Next one 5th April.
- c) The Plot - Community Garden - Cllr Hazel Williams
 - Funding request submitted to ASDA Outdoor Community Spaces Fund was successful. £1,000 donation now in the bank. £250 received from SW Water for water butts. £250 funding received from Plot volunteer employer.
 - Negotiations underway with Youth Club and Duchy of Cornwall to secure a formal lease for The Plot at a peppercorn rent.
 - Schoolchildren and pre-schoolers to become involved. Council considered whether Plot volunteers will need DBS checks. Generally felt that as children would be attending as a school led activity this would be covered by the school. Action: Cllr H Williams to check with Cllr Byrom.
- d) CCTV System Check & any requests – CCTV Working Group
System Checks completed: 01/03 GM, 14/03 HW, 22/03 JB – all working
No requests received.
- e) Speedwatch - Cllr Gregg Manning - Nothing to report this month all going well.
- f) Defibs – Cllrs Geen reported no issues with Hexworthy. Cllr Watson agreed to check the Postbridge defib going forwards in place of Cllr Greatrex.
- g) Primary School and PTA – Cllr Byrom – no report
- h) Youth Club – Cllr Byrom – no report.

- i) Gardening The Grounds | PCMF - Swift nestboxes project has been approved by all parties. The project lead, Jerry Horn, has asked PCMF for £350 to cover additional costs, as he had to make a design change to comply with all parties.

- j) Bus stop signage - these are, at last, in place.

18. 2nd PUBLIC SESSION – nothing raised

19. 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) Hexworthy resident emailed Clerk reporting vegetation had been cleared from ditch, but arisings had been left and fallen back in to the ditch. Lengthsman to check and clear as necessary.
- b) Cllr M Williams reported on recent session he attended regarding possible devolution for Devon. He will update as more information is available.
- c) Cllr Manning announced his intention to resign from Council at the meeting on 22nd April after 13 years of service. Cllr M Williams thanked him, on behalf of Council for his time and contribution.

20. Date of next meeting - Annual Parish Meeting - 1830 Tuesday 22nd April 2025

Council meeting following at 1930
Princetown Community Centre

Council resolved to move to Part 2, proposed by Cllr M Williams, seconded by Cllr Geen, agreed by all. Member of the public left the meeting.

Part 2.

21. Staff Appraisals –

- a) Council agreed with proposed changes to Lengthsman Contract of Employment, to bring it in line with current Employment legislation and best practice and updates to the Job Description. Proposed by Cllr Geen, seconded by Cllr Easton and agreed by 7, with 1 abstention.
- b) Lengthsman Hours: Council agreed 360 hours per annum plus the statutory holiday entitlement of 12.07% of hours worked. Proposed by Cllr H Williams, seconded by Cllr Maning, agreed by 5, with 3 abstentions.

Action: Meeting to be arranged with Clerk, Lengthsman and Cllr Geen to discuss changes with him, and once agreed for the changes to be put in place.

22. Mileage Claim for Clerk travel - Council agreed to make a payment of 45p per mile for recent travel incurred by Clerk. Proposed by Cllr Geen, seconded by Cllr Easton, agreed by all.

Meeting Closed 2130