



Dartmoor Forest Parish Council

20th June 2025

Councillor Briefing Notes for Council Meeting on 24th June 2025
7.30 pm in Princetown Community Centre

Parish Council Meeting Agenda

1. **Apologies –**
2. **Declarations of interest –**
3. **Urgent decisions since last meeting –**
4. **Acceptance of minutes** - As previously circulated for meeting on 22nd April 2025
5. **Co-option to fill the Postbridge Vacancy –** Expression of Interest received from Elaine Smerdon - see email 23/06/25.
6. **Vision for Princetown / DNPA Visitor Centre** - Update on the current situation, developments and actions taken since last meeting. Council to discuss and agree any further actions to be taken. See Appendix 1 for action log. Suggest this changes to Vision for Princetown going forwards.
7. **Princetown Community Centre – grass cutting costs** - Council to discuss and agree action to be taken.

Council currently undertakes to cut the grass around the Community Centre and does not make a charge for this. This work involves an average of 75 hours per year of the Lengthsman, over the past 3 years. The cost in wages alone is in the region of £1089.00, plus fuel, wear and tear on machinery etc.

Community Centre currently charge Council for each meeting held @£8 per hour.

Council asked to consider whether PCC should be charged for cutting the grass around the building.

8. **Residents' issues or concerns –**
 - a) As raised at April meeting – lack of footpath from Stoneycliff to Tavistock Road – Update from Cllr Grover, Council to discuss and decide on any action to be taken.
 - b) As raised at May meeting - Email received 23/05 from resident Hexworthy regarding the debris still in the ditch opposite Jolly Mead - Update from Cllr Geen, Council to discuss and decide on any action to be taken.
 - c) Bellever resident has expressed concern to Clerk 11/06 regarding the noticeboard – in state of disrepair but is keen to retain it. Council to discuss and decide on any action to be taken.
 - d) Princetown resident emailed 14/6 reporting flooding on the road between Sunnyside and Oakery Crescent (by the gateway) during heavy rain on the 12th/13th June. Request for ditch to be cleared. Council to discuss and decide on any action to be taken.
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. **Planning –** no applications at time of issuing agenda

- 11. DFPC Committees and Working groups** – Councillors are needed to fill vacancies on various committees and working groups. See Appendix 2 for list of committees and vacancies.
- 12. Policy Review** – Council to decide which policies will be reviewed and by whom in 2025. See Appendix 3 for proposed review frequency and documents to be reviewed in 2025
- 13. Play Park –**
- a) Update on Inspections - completed June to date.
 - b) Action Plan – See Appendix 4 –
Replacement bushes for Seesaw ordered 17/6 Cost.£26.92 plus vat & delivery
Matting (34 squares) under rocking horse need to be lifted, area cleaned and then mats replaced. [Adhesive](#) for matting will cost in the region of £86.40, plus Lengthsmans time (2-3 days approx).
Awaiting quotes for replacing fencing.
 - c) Nothing further to report from working group on next phase of development and funding application – awaiting decision on application.
- 14. Financial management** - see Financial Report for details
- a) Payments to be approved
 - b) Lloyds signatory to replace Greg Manning – update on progress
- 15. Updates on correspondence/ actions from previous meetings**
- a) Adoption of BT phone box – Princetown – ongoing – still waiting on Duchy for licence
 - b) BT plan to remove BT phone at Rundlestone – Council to decide whether to adopt
 - c) Drainage issue on track near Postbridge Cemetery – Council to consider and agree action to be taken – awaiting response form Duchy/DNPA
 - d) Ride on Mower – mower is back and working. Cost of repairs £310. Slight oil leak found on sump, which has necessitated replacement drive belt. Needs to be monitored this season and decision taken to either replace seal or to replace with newer mower over the winter months.
- 16. Reports and Updates from Committees, Sub Groups and Special Interests:**
- a) CCTV System Check & any requests – CCTV Working Group –
System Checks completed: 01/06 HW, 15/06 HW, 23/06 JB – all working
Cllr Edis has been added to the system and will undertake checks from July.
No requests for footage received.
 - b) LOVE (Love Our Village Enthusiasts) Project – Cllr Hazel Williams
Entered RHS Village in Bloom
IBC at top of Bellever Close – to be topped up by Fire Service
 - c) Tidy Princetown Sessions – Cllr Mark Williams – next one July 5th
 - d) The Plot - Community Garden - Cllr Hazel Williams –
Entered RHS Growing Together Award 2025 for community garden
Facebook page <https://www.facebook.com/profile.php?id=61564523621728>
 - e) Litter Picking Play Park – Cllrs Grover, M Williams, Easton
 - f) Defibs – Cllrs Geen and Watson
 - g) Speedwatch - Greg Manning
 - h) Primary School and PTA – Cllr Byrom
 - i) Youth Club – Cllr Byrom
 - j) Gardening The Grounds – Installation of 16 swift boxes in church tower by Jerry Horn from Devon Swifts Project. Item in Tavistock Times.
 - k) Other – Facebook Co-ordinator page for volunteers in Princetown developed by Jo Grover <https://www.facebook.com/profile.php?id=61577297542624&sk=about>

17. 2nd 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

- a) Several Traffic Orders for B3357 in September 2025 – Clerk will post on FB and website nearer the dates.
- b) Cllr Edis – Overgrown footpath from Woodville to Moors
- c) Cllr M Williams - Drainage issue – in periods of heavy rain, run off down road from Postbridge Cemetery into Drury Head Cottage and towards towards B3212.

19. Date of next meeting - **Council Meeting**
1930 on Tuesday 22nd July 2025
Princetown Community Centre

Appendix 1:

Threatened Closure of DNPA Visitor Centre Princetown – Log of Actions

08 Nov 2022	Letter received from DNPA warning of potential closure
22 Nov 2022	DFPC Meeting Agenda Item No 5
25 Nov 2022	DFPC sent letter to Kevin Bishop DNPA cc Philip Sanders Sir Geoffrey Cox MP
28 Nov 2022	Response received Sir Geoffrey Cox
13 Dec	DFPC Meeting Agenda Item No 5
21 Jan 2023	2 nd Letter sent to Kevin Bishop DNPA Theresa Coffey – Sec of State DEFRA Tom Stratton Duchy of Cornwall
24 Jan 2023	Phone call received from Kevin Bishop – to Clerk and Gregg Manning - Chair
24 Jan 2023	DFPC Meeting Agenda Item No 5
13 Feb 2023	Statement received from Duchy to be read out at meeting
28 Feb 2023	DFPC Meeting Agenda Item No 6a
16 Nov 2024	Email sent to DFPC Councillors regarding the potential closure – news is out
26 Nov 2024	DNPA statement sent to DFPC by Guy Boswell Tavistock Times asking for comment, subsequently confirmed with DNPA
26 Nov 2023	DFPC Meeting Agenda Item No 7
10 Dec 2024	DFPC Statement issued to Tavistock Times – Guy Boswell Letter sent to Kevin Bishop DNPA cc Pamela Wood, Richard Drysdale Will Bax – Duchy of Cornwall, cc Tom Stratton Sir Geoffrey Cox – MP cc Philip Sanders, Mark Renders Prince William – Duke of Cornwall
11 Dec 2024	Email confirming receipt of letter to Sir Geoffrey Cox
17 Dec 2024	DFPC Meeting Agenda Item No 6
20 Dec 2024	Response received from Duchy
03 Jan 2025	Email and phone call from office of Sir Geoffrey Cox - Vicky Corenbloom Chief of Staff
	Focus changed more to Vision for Princetown
06 Jan 2025	Mark Williams (Chair) and Hazel Williams attended Business Network meeting Princetown
10 Jan 2025	DFPC Statement read at DNPA meeting (by Alison Geen) Decision to keep centre open until Oct 2025
13 Jan 2025	Mark Williams (Chair) and Hazel Williams attended Business Network meeting Princetown Kevin Bishop also attended.
28 Jan 2025	DFPC Meeting Agenda Item No 6
25 Feb 2025	Princetown Business Network Meeting with Matthew Morris DoC and Richard Drysdale DNPA
	DFPC Meeting Agenda Item No 7
17 Mar 2025	Clerk and Cllr H Williams met with Matthew Morris DoC
01 May 2025	Cllr Mark Williams attended 'Vision for Princetown' meeting with Business Hub and Matthew Morris (Duchy of Cornwall) see email for notes.
11 June 2025	Meeting with HRH, Duchy, Rural Solutions

Appendix 2:

	With Powers /Delegations				Without Powers/Delegations										
	Emergency	Fundraising	Employment		Finance	CCTV Working Group	Princetown Play Area Working Group / Inspectors	PLOT Working Group	LOVE Working Group	Tidy Princetown Working Group	Snow Wardens Working Group	Postbridge Cemetery Working Group	Dartmoor Local Plan Working Group	Snow Tourism	Dartmoor Speedwatch Working Group
Alison	All		x		x	x						x	x	x	
Julian	All	x										x		x	
Wendy	All		x									x	x		
Gregg	All	x	x											x	x
Emma	All	x	x		x		x								
Mark	All					x	x			x					
Gary	All														
Hazel	All	x	x			x		x	x						
Martin							x								
Brenda															
Lian						x									
Postbridge Vacancy												x			
Committee Vacancies		3	1		1	0	1	2	2	2	3	0	1	2	?
Relevant Policy/Procedures					Financial Regulations	Princetown CCTV	Play Area Inspections				Snow Wardens	Burials			
					Grants & Donations						Snow Wardens Risk Assessment	Memorial Inspections			

Committee	Delegations	Members
Emergency Committee	15.1 To take action on behalf of the Council in cases of urgency or emergency that cannot wait until the next normal Council meeting.	All available Councillors
	15.2 To incur expenditure on behalf of the Council that is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure.	
	15.3 To be bound by the Standing Orders of the Parish Council, with the exception of SO 6 - 8 which may be suspended by a majority vote of the Emergency Committee to remove the requirement for public notice and tendering for services exceeding £1000.	
	15.4 To be quorate with 3 elected or co-opted councillors. All Councillors of DFPC are appointed as members of the Emergency Committee. The chair will be a Chair or Vice-Chair of the Parish Council or in their absence appointed by majority vote of Councillors present.	
	15.5 To appoint specialist advisors to the committee but such advisors may not vote on committee decisions or expenditure.	
	15.6 An Emergency Committee meeting may be called by the Parish Clerk, a Chair or a Vice-Chair of the Parish Council, or in the absence of all of these, by any Councillor. Summonses to attend may be issued by telephone, text, email or other means as appropriate. There is no minimum notice required to convene the meeting after the summons has been issued.	
Fundraising Committee	17.5 To submit applications, liaise and negotiate on behalf of the Council to raise funds for Council approved projects through external organisations, including but not restricted to:	Cllr Manning
	Devon County Council officers and Councillors;	Cllr Greatrex
	West Devon Borough Council officers and Councillors;	Cllr Manning
	Dartmoor National Park Authority officers and Members;	Cllr Byrom
	Other public sector organisations offering grant funding;	Cllr H Williams
	National Lottery distributor organisations (in 2019 there are 12 distributors of funds);	
	Other quasi-autonomous non-government organisations offering grant funding;	
	Appropriate commercial organisations offering grant funding or sponsorship;	
	National and local charities.	
	17.6 To initiate and manage on behalf of the Council public appeals for donations, including but not restricted to:	
	Online crowdfunding;	
	Street collections.	
	17.7 To commit the Council to expenditure necessary to achieve Council approved objectives subject to a limit of £100.	
	17.8 To be quorate with 3 elected or co-opted councillors. The Chair will be appointed by majority vote of the Committee.	
	17.9 To be bound by the Standing Orders of the Parish Council.	
Employment Committee	17.10 To convene Committee face-to-face and virtual meetings.	Cllr Geen
	17.11 To be quorate with the Chair plus one Councillor, or in the absence of the Chair all other Councillors in which case a chair for the meeting will be appointed by majority vote of the Committee.	Cllr Watson
	17.12 To select and convene job interview panels.	Cllr H Williams
	17.13 To negotiate the detailed terms and conditions of service for prospective Council employees based on the NALC model employment contract and the Green Book.	
	17.14 To authorise the Chair to sign a contract of employment with a prospective Council employee.	
	17.15 To convene and conduct performance appraisal and probation interviews with any Council employee.	
	17.16 To give notice of termination of employment to any Council employee subject to the extant contract of employment and employment law.	
	17.17 To consult with the Devon Association of Local Councils, solicitors and other organisations and professional advisors as appropriate on employment matters.	
	17.18 To commit the Council to expenditure necessary to achieve Council approved objectives subject to a limit of £500.	
	17.19 To maintain strict confidentiality of all employment matters that are not legitimately in the public domain.	
	17.20 To maintain full records of all employment matters and to report all activities to the Council at the next appropriate meeting and in closed session if matters are confidential.	
	17.21 To be bound by the Standing Orders of the Parish Council.	

Appendix 3 - Cllr Review of Governance Documents -

Governance Docs		Policy	Procedure	Assessment	Notices	
Documents		Date of last Review	Review Frequency	Suggested Lead Reviewers 2025 At least two councillors needed to review each	Review Due	Notes
Risk Register		April 2024	3 monthly	All relevant	July 2025	Needs updating to include all current activities/projects
5.	Risk Management Strategy	April 2024	2 years	Clerk, Cllrs Geen & H Williams	June 2026	
1.	Standing Orders	April 2024	Annual	Clerk & All Councillors	April 2026	
2.	Financial Regulations	April 2024	Annual	Clerk, Cllrs Geen & M Williams	Aug 2025	Model Regulations amended 03/05 so DFPC need updating
2.1	Grants and Donations Procedure	May 2024	2 years	Cllrs Geen &	Aug 2026	
3.	Members' Code of Conduct	May 2024	Annual	All	July 2026	
3.1	Complaints Procedure	May 2024	2 years	Cllr Watson and Cllr H Williams	Aug 2026	
4.	Transparency Code	May 2024	Annual	All	July 2026	
4.1	Community Engagement Policy	Feb 2025	2 years	Cllr Easton & Cllr H Williams	Feb 2026	
4.1.1	Publication Scheme	Oct 2024	2 years	Clerk	Sept 2026	
4.1.2	Privacy	Oct 2024	2 years	Clerk	Sept 2026	
4.2	Prinetown CCTV Policy	Dec 2024	Annual	CCTV Working Group Chair & Vice & Cllrs H Williams & Edis	Dec 2025	
4.2.1	Prinetown CCTV Data Protection Impact Assessment	Dec 2024	Annual	CCTV Working Group Chair & Vice & Cllrs H Williams & Edis	Dec 2025	

Documents		Date of last Review	Review Frequency	Suggested Lead Reviewers 2025	Review Due	Notes
5.1	Play Area Inspections Procedure	Feb 2025	Annual	Cllrs M Williams & Grover	Feb 2026	
5.2	Lengthsman and Grounds Maintenance Procedure	May 2025	Annual	Clerk & Cllr M Williams	Feb 2026	
5.2.1	Lengthsman and Grounds Maintenance Risk Assessment	May 2025	Annual	Clerk & Cllr M Williams	Feb 2026	
5.3	Snow Warden Procedure	March 2024	2 years	Cllr Easton	March 2026	
5.3.1	Snow Warden Risk Assessment	March 2024	2 years	Cllr Easton	March 2026	
5.4	Memorial Inspections Procedure	March 2024	2 years	Clerk, Cllr Watson &	March 2026	
5.5	Burials Procedure	June 2023	2 years	Clerk, Cllr Watson &	Aug 2025	
5.6	Public Seating	June 2023	2 years	Vacancy (x2)	Oct 2025	

Appendix 4 - RoSPA Play Park Inspection March 2025 – Action Plan -

Element	What	Who	Notes / Completed
P1 - Agility Trail	Edges of new timber need to be radiused (3mm) or chamfered (3mm). Chain Link connectors notched – to be replaced Timber decayed – to be monitored	DC	
P3 – Cableway	Remove chain cover to inspect chain links to seat	DC	
P9 – Rocking Horse	De-scale back to good base material and coat with lead free paint. Repairs may be necessary where corrosion is severe Matting has shrunk back badly and needs lifting, surfaces cleaning and mats re-stuck.	DC DC	Rubbed down
P11 - Seesaw	Repair – wear to internal mechanism resulting in excessive sideways movement - Clerk to obtain quote for replacement nylon washers -emailed Sutcliffe 20/5/25 <i>25/01/25 Bearing & Seats replaced</i> De-scale back to good base material and coat with lead free paint. Repairs may be necessary where corrosion is severe	DC Clerk DC	Bushes ordered 17/6
P15 – Mixed Swings	Remove shackle bolt and check bushes and shackle pin wear – replacing as necessary Chain Links notched – replace as necessary	DC DC	
P16 – Swing – single point	Surface is uneven – make good small area where edge of matting is exposed and lifting (trip hazard)	DC	
Fencing – boundary with PCC bank/car park	Several posts are not secure (rotten at ground level) Top rail is missing in places and split in others Middle rail is also split in places Option A: To replace entire length of fence – 32x 4x4inch posts (5'6") and 16 12' rails 3.5"x1.5" plus stock netting Option B: Alternative measure could be to put new posts between existing posts and replace rails as necessary. 10 posts and 5 rails as above. Plus labour costs. DC to quote for time taken to make full repair. At least two additional quotes to be obtained for comparison.		Clerk awaiting quotes