



# Dartmoor Forest Parish Council

Parish Clerk: Jackie Bennetts,  
Applegarth, Walkhampton, Yelverton, PL20 6JP  
Telephone: 07508 330873

Email: [clerk@dartmoorforestparishcouncil.gov.uk](mailto:clerk@dartmoorforestparishcouncil.gov.uk)

Website: [www.dartmoorforestparishcouncil.gov.uk](http://www.dartmoorforestparishcouncil.gov.uk)

8<sup>th</sup> July 2025

## Minutes for the Council Meeting on 24<sup>th</sup> June in Princetown Community Centre

Present:

| Hexworthy/Huccaby Ward:       | Princetown Ward:      | * Chair | ** Vice Chair       |
|-------------------------------|-----------------------|---------|---------------------|
| Cllr Alison Geen **           |                       |         | Cllr Martin Grover  |
| <b>Postbridge Ward:</b>       | Cllr Brenda Cotterill |         | Cllr Hazel Williams |
| Cllr Elaine Smerdon :co-opted | Cllr Gary Easton      |         | Cllr Mark Williams* |
|                               | Cllr Lian Edis        |         |                     |

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,  
**PBN**: Princetown Business Network

**Cllr Mark Williams chaired the meeting**

Members of the public in attendance: 3 including Cllr Mark Renders (WDBC)

1. **Apologies** – Cllr Watson, Cllr Byrom
2. **Declarations of interest** – none
3. **Urgent decisions since last meeting** – none
4. **Acceptance of minutes** - As previously circulated for meeting on 22<sup>nd</sup> April 2025. Cllr H Williams requested a slight change to the wording of Item 12a. Action: Clerk to amend, minutes to be approved and signed at meeting 22<sup>nd</sup> July 2025.
5. **Co-option to fill the Postbridge Vacancy** – One expression of interest received from Mrs Elaine Smerdon, circulated to Council prior to the meeting. Mrs Smerdon left the meeting while Council briefly discussed and agreed to co-opt her to Council. Proposed by Cllr Easton, seconded by Cllr Geen and agreed by all. Mrs Smerdon 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 Smerdon.
6. **Vision for Princetown / DNPA Visitor Centre** – Cllr M Williams restated that DNPA still plans to close the Visitor Centre in October. Duchy is working with Rob Hind from 'Rural Solutions' to develop a 'Vision for Princetown' along with Council, PBN, Duchy and DNPA. They are looking to secure a future for the building, once the Visitor Centre closes. Next meeting is on 17<sup>th</sup> July, Cllrs M Williams and Cotterill will attend on behalf of Council, where they will have opportunity to meet with the newly appointed Head of Communities and Nature with Duchy – Emma Magee.
7. **Princetown Community Centre** – grass cutting costs – Council currently undertakes to cut the grass areas around the Community Centre each summer/growing season. This equates

to around 75 hours of Lengthsman time each year, with wages costing in the region of £1089.00 plus fuel, wear and tear on machinery etc. Council discussed whether a charge should be made to the Community Centre for this service, as we do with other land owners in the village. Council agreed that a meeting should be arranged with PCC Management/Trustees to discuss this. Council is charged by PCC room hire for meetings. Action: Clerk to contact PCC and arrange meeting. Cllrs M Williams and Easton volunteered to attend meeting.

**8. Residents' issues or concerns –**

- a) As raised at April meeting – lack of footpath from Stoneycliff to Tavistock Road – Cllr Grover has visited the site and is looking into the original planning application for more information and will report back at next meeting. It was suggested this could be something Emma Magee may be able to assist with, once she has had time to settle into the new role.
  - b) As raised at May meeting - Email received 23/05 from resident Hexworthy regarding the debris still in the ditch opposite Jolly Mead. Cllr Geen reported that she had spoken with the relevant land owner who is arranging for the cuttings to be removed. Clerk to respond to resident.
  - c) Bellever resident has expressed concern to Clerk 11/06 regarding the noticeboard – in state of disrepair but is keen to retain it. Council agreed to look at making repairs if it was viable/possible. Action: Cllrs Easton and Grover volunteered to look into it.
  - d) Princetown resident emailed 14/6 reporting flooding on the road between Sunnyside and Oakery Crescent (by the gateway) during heavy rain on the 12<sup>th</sup>/13<sup>th</sup> June. Request for ditch to be cleared. Council discussed and questioned if resident had reported it to Devon CC Highways, who are responsible for dealing with flooding on highways if certain conditions are met, if not, it is normally the responsibility of the adjacent landowner. Action: Council agreed on this occasion for the Lengthsman will take a look and see if it would be quick to clear the cause of the flooding and encourage the resident to take photos of the flooding when it occurs and report to DCC Highways. Clerk to respond to resident.
9. **1<sup>st</sup> PUBLIC SESSION –** Cllr Renders (WDBC & DNPA) gave brief update on DNPA, new Chair recently in post. No further news regarding the visitor centre, Ministry of Justice are still looking at refurbishing the prison, Duchy appear to be taking a more positive approach to the village. The issue of devolution in Devon continues to raise implications for Parish Councils going forwards, but nothing definite to report yet.
10. **Planning –** no applications at time of issuing agenda
11. **DFPC Committees and Working groups –** Councillors were asked to take up places on various committees and working groups to fill vacancies. It was decided to put the Committees forward to next meeting to allow Councillors to consider if they wanted to take on those roles. See Appendix 1 for updated list regarding working groups.
12. **Policy Review –** Council discussed and agreed to stagger the review of some policies, and reduce the frequency of the reviews. Council agreed the priority for 2025 is Risk Register (July), Financial Regulations, Burials Procedure and Public Seating (August) Princetown CCTV Policy & Data Protection Impact Assessment (December). Action: Project leads agreed to look at Risk Assessments for their projects/activities- Tidy Princetown, PLOT, LOVE, Play Park, Cemetery, Community Assets, Lengthsman.

**13. Play Park –**

- a) Cllr Grover updated on Inspections - completed June to date.
- b) Action Plan – Work is ongoing to address the issues identified by the RoSPA inspection. Replacement bushes for Seesaw ordered 17/6 Cost.£26.92 each 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 approved by Council, to be authorised by Cllr Geena and Cllr Easton.

| Ref                                                                                                             | Date | Payee                   | Details                                        | Amount   | BACS amount    |
|-----------------------------------------------------------------------------------------------------------------|------|-------------------------|------------------------------------------------|----------|----------------|
| 1922                                                                                                            | June | Lloyds Bank             | Monthly Service Charge 10/04 to 9/05           | £ 4.25   | DD on 19/06/25 |
| 1924                                                                                                            | June | HMRC                    | PAYE to June 2025                              | £ 27.25  | *              |
| 1925                                                                                                            | June | Postbridge Village Hall | Donation to Bore Hole Water Supply             | £ 75.00  | £ 95.00        |
| 1926                                                                                                            | June | Postbridge Village Hall | Room Hire 26.08.25 Council Meeting             | £ 20.00  |                |
| 1927                                                                                                            | June | Woodhouse Garden        | Mower repair                                   | £ 310.20 | £ 310.20       |
| 1928                                                                                                            | June | Jackie Bennetts         | Expenses - LOVE - Ashwood Nurseries - plants   | £ 135.30 | £ 784.59       |
| 1929                                                                                                            | June | Jackie Bennetts         | Expenses - Litter Picking -bin bags            | £ 22.00  |                |
| 1930                                                                                                            | June | Jackie Bennetts         | Clerk Pay                                      | £ 627.29 |                |
| 1931                                                                                                            | June | Hazel Williams          | Expenses - LOVE - plants Joyners/Plants Galore | £ 35.00  | £ 49.95        |
| 1932                                                                                                            | June | Hazel Williams          | Expenses - LOVE - Plants Galore                | £ 14.95  |                |
| 1933                                                                                                            | June | David Cole              | Lengthsman Pay + Contracting work              | £ 832.12 | £ 852.12       |
| 1934                                                                                                            | June | David Cole              | Lengthsman Expenses                            | £ 20.00  |                |
| 1934                                                                                                            | July | HMRC                    | PAYE to July 2025                              | £ 97.89  | *              |
| *HMRC payments are made via the Gov.uk website, not through Lloyds online but will still need to be authorised. |      |                         |                                                | Total    | £ 2,217.00     |
|                                                                                                                 |      |                         |                                                |          | £2,091.86      |

- b) Clerk is continuing to work with Lloyds to replace Greg Manning, with Mark Williams as signatory. Cllr Grover agreed to become additional signatory to replace Cllr Byrom, who will be standing down from Council in August.

**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 discussed and agreed not to adopt this box.

- c) Drainage issue on track near Postbridge Cemetery – It seems that DNPA have previously maintained the drainage along this track. Action: Clerk to contact DNPA Rangers to take this forward.
- 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 Council agreed with the location, Duchy have approved also. Action: Clerk to write letter of thanks to DSFRS.
- c) Tidy Princetown Sessions – Cllr Mark Williams – next one Saturday July 5<sup>th</sup>
- d) The Plot - Community Garden - Cllr Hazel Williams –  
Surplus produce is being taken to the Food Hub (Weds)  
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 – continues to be working
- f) Defibs – Cllrs Geen and Watson – not faults reported. Cllr Grover agreed to check Venville Defib going forwards.
- g) Speedwatch - Greg Manning – no report available
- h) Primary School and PTA – Cllr Byrom – no report available
- i) Youth Club – Cllr Renders (WDBC) updated on behalf of Cllr Byrom – new staff member has been recruited. Duchy have agreed to fund renovation of the building. Mini-bus has been repaired and Mot'd.
- 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. 2<sup>nd</sup> PUBLIC SESSION – nothing raised

#### 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 - to be put on agenda for July meeting.
- 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 – to be put on the agenda for July meeting.

#### 19. Date of next meeting -

#### Council Meeting

1930 on Tuesday 22<sup>nd</sup> July 2025  
Princetown Community Centre

Meeting closed 2133

## Appendix 1 – DFPC Committees and Working Groups July 2025

|                                          | Committees With Powers /Delegations |             |            | Working Groups Without Powers/Delegations |                    |                                                 |                    |                    |                               |                              |                                   |                               |                                                           |
|------------------------------------------|-------------------------------------|-------------|------------|-------------------------------------------|--------------------|-------------------------------------------------|--------------------|--------------------|-------------------------------|------------------------------|-----------------------------------|-------------------------------|-----------------------------------------------------------|
|                                          | Emergency                           | Fundraising | Employment | Finance Working Group                     | CCTV Working Group | Princetown Play Area Working Group / Inspectors | PLOT Working Group | LOVE Working Group | Tidy Princetown Working Group | Snow Warden                  | Postbridge Cemetery Working Group | Vision for Princetown /Parish | Dartmoor Speedwatch Working Group                         |
| Alison Geen                              | All                                 |             | x          | x                                         | x                  |                                                 |                    |                    |                               |                              | x                                 | x                             | Meeting to be arranged with Gregg Manning to discuss this |
| Wendy Watson                             | All                                 |             | x          |                                           |                    |                                                 |                    |                    |                               |                              | x                                 | x                             |                                                           |
| Emma Byrom (standing down from Aug 2025) | All                                 | x           | x          | x                                         |                    | x                                               |                    |                    |                               |                              |                                   |                               |                                                           |
| Mark Williams                            | All                                 |             |            | x                                         | x                  | x                                               |                    |                    | x                             |                              |                                   | x                             |                                                           |
| Gary Easton                              | All                                 |             |            |                                           |                    | x                                               |                    |                    | x                             | x                            |                                   |                               |                                                           |
| Hazel Williams                           | All                                 | x           | x          |                                           | x                  |                                                 | x                  | x                  | x                             |                              |                                   |                               |                                                           |
| Martin Grover                            | All                                 |             |            |                                           |                    | x                                               |                    |                    | x                             |                              |                                   |                               |                                                           |
| Brenda Cotterill                         | All                                 |             |            |                                           |                    |                                                 |                    | x                  |                               |                              |                                   | x                             |                                                           |
| Lian Edis                                | All                                 |             |            |                                           | x                  |                                                 | x                  |                    |                               |                              |                                   |                               |                                                           |
| Elaine Smerdon                           | All                                 |             |            |                                           |                    |                                                 |                    |                    |                               |                              | x                                 |                               |                                                           |
|                                          |                                     |             |            |                                           |                    |                                                 |                    |                    |                               |                              |                                   |                               |                                                           |
|                                          |                                     |             |            |                                           |                    |                                                 |                    |                    |                               |                              |                                   |                               |                                                           |
| Relevant Policy/Procedures               |                                     |             |            | Financial Regulations                     | Princetown CCTV    | Play Area Inspections                           |                    |                    |                               | Snow Wardens                 | Burials                           |                               |                                                           |
|                                          |                                     |             |            | Grants & Donations                        |                    |                                                 |                    |                    |                               | Snow Wardens Risk Assessment | Memorial Inspections              |                               |                                                           |