



Dartmoor Forest Parish Council

20th July 2025

Councillor Briefing Notes for Council Meeting on 22nd July 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 meetings on 27th May and on 22nd June 2025.
- 5. ‘Vision for Princetown’** - Update on the current situation, developments and actions taken since last meeting on 17th July. Council to discuss and agree any further actions to be taken. See Appendix 1.
- 6. Duchy of Cornwall Correspondence** – see e-mail 20/7/5
 - a) Licence for Phone Box in Princetown – Council to agree and sign.
 - b) Rate Abatement Notice for Play Park, Village Green and grass area at top of Bellever Close – Council to agree and sign.
 - c) Implications arising - Council to discuss and agree actions to be taken
 - Play Park boundary responsibility –
 - Grass area at top of Bellever Close -
- 7. 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) (Apologies not put on agenda) Drainage issue – in periods of heavy rain, run off down road from Postbridge Cemetery into Drury Head Cottage and towards towards B3212.
- 8. 1st PUBLIC SESSION** - Residents are invited to give their views and question the Parish Council on agenda items, or raise issues for future consideration.
- 9. Planning** – Council to consider, discuss and agree on response to DNPA regarding the application listed below
 - a) [0230/25](#) Consultation Request Letter - Application at 5 Moor Crescent, PL20 6RF
- 10. DFPC Committees** – Councillors are needed to fill vacancies on Fundraising Committee and Employment Committee. See Appendix 2
- 11. Policy Review** – Risk Register – Risk Assessments to be considered and adopted by Council. See Appendix 3 and email 20/7/25
- 12. Play Park –**
 - a) Update on Weekly Inspections Cllr Grover
 - b) Action Plan – progress since last meeting See Appendix 4
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).
 - c) Replacement of Fence - paused due to PCC responsibility

- d) Funding Application Phone call received from the National Lottery team regarding Sensory Garden application. They are exceedingly supportive of the cause, and think it a strong application. We discussed and made amendments to the application specifically around the consultation aspect, to help it be approved.

13. Financial management - see Financial Report for details

- a) Payments to be approved
- b) Cllr M Williams now added as full signatory, Cllrs Geen and Easton now full signatory. Cllr Manning removed. Clerk to now add Cllr Grover and remove Cllr Byrom from August.

14. Updates on correspondence/ actions from previous meetings

- a) Princetown Community Centre – grass cutting costs – meeting to be arranged with Trustees regarding this and replacement of fence.
- b) Drainage issue on track near Postbridge Cemetery – awaiting response from DNPA
- c) Bellever Notice Board – repairs – Cllr Easton has removed the notice board and feels it is beyond economic repair. Council to consider action to be taken. Replacement at Postbridge cost £252 in Oct 2024.

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

- a) CCTV System Check & any requests – CCTV Working Group - System Checks completed: 01/07 HW, 15/07 HW, 20/07 JB – all working
Cllr Edis has been added to the system but having difficulties accessing it.
No requests for footage received
- b) LOVE (Love Our Village Enthusiasts) Project – Cllr Hazel Williams - Two new large wooden planters purchased.
- c) Tidy Princetown Sessions – Cllr Mark Williams – next session Saturday August 2nd
- d) The Plot - Community Garden - Cllr Hazel Williams - Entered RHS Growing Together Award 2025 for community garden. An RHS Assessor was due to assess The Plot recently, but now postponed to the end of July
- e) Litter Picking Play Park – Cllrs Grover, M Williams, Easton
- f) Defibs – Cllrs Geen, Watson, Grover
- g) Speedwatch - Greg Manning
- h) Primary School and PTA – Cllr Byrom
- i) Youth Club – Cllr Byrom
- j) Gardening The Grounds - Big Meadow Count on 10th August at 10am. All welcome.

16. 2nd PUBLIC SESSION - Residents are invited to give their views and question the Parish Council on agenda items, or raise issues for future consideration

17. 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

18. Date of next meeting -

Council Meeting

1930 on Tuesday 26th August 2025
Postbridge Village Hall

Appendix 1:

	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 Keving 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, PBN
17 July 2025	Meeting with HRH, Duchy – Emma Magee, Rural Solutions, PBN

Appendix 2:

	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		

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	Edges rounded
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 - <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 & Fitted
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