



Dartmoor Forest Parish Council

22nd August 2025

Councillor Briefing Notes for Council Meeting on 26th August 2025 **7.30 pm in Postbridge Village Hall**

1. **Apologies –**
2. **Declarations of interest –**
3. **Urgent decisions since last meeting –**
4. **Acceptance of minutes** - As previously circulated for meetings on 22nd July 2025.
5. **'Vision for Princetown'** - Update on developments and actions since last meeting. Council to discuss and agree any further actions to be taken. See Appendix 1 for record of actions.
6. **Residents' issues or concerns –**
 - a) Road markings on the B3357 Hexworthy Junction towards Dunnabridge
 - b) Damage to Bus shelter - notice board & graffiti
 - c) Dirt bikes on moor near Wistmans Wood 10/08/25
 - d) Coach stopping on single yellow lines opposite Sunnyside (Two Bridges Road), offloading passengers to take photos of prison, causing traffic to have to 'overtake' coach, resulting in damage to front porch. 20/08/25
7. **Policy Review –** Council to consider and adopt revised documents (See Appendix 2 for schedule)
 - a) Financial Regulations see email sent prior to meeting.
 - b) Burials Procedure - ongoing due to Clerk workload
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 (see email sent 19/08)
 - a) [0279/25](#) Consultation Request Letter - Application at Assycombe Hill, South of Fernworthy Forest
10. **Princetown Sensory Garden –** Cllr Hazel Williams to update on the National Lottery Funding Application and recent visit from funding officer. Need to identify working group to take this application forward to the next stage and Council to consider the implications funding application is successful.
11. **Princetown Calendar –** Cllr Cotterill to update on idea proposed at July meeting.
12. **Play Park –**
 - a) Update on Weekly Inspections
 - b) Action Plan – progress since last meeting see Appendix 3
13. **Financial management** - see Financial Report for details
 - a) Payments to be approved
 - b) Clerk Salary – National Pay Award on 3.2% confirmed, to be back dated to April 2025. Council to approve. Precept budget was set with anticipated 3% increase, so this will affect budget by additional £14.02 over the year.
14. **Updates on correspondence/ actions from previous meetings**
 - a) Drainage issue on track near Postbridge Cemetery – update from DNPA Ranger 19/08 'I am waiting to hear back regards the specifics of the path agreement.

It will soon have its annual trim, and I will investigate the ditch at the same time, and clear as necessary, to enhance drainage off the path. As expected after a prolonged dry spell, the surface is currently fine. All I can say at this point, is that I will keep a close eye and if there is a simple/ cost effective solution to mud issues, if/ when they arise, I will endeavour to sort them out. However, the overall budget for the definitive path network is usually under pressure, let alone for non-definitive routes, so I am unable to make grand promises.

- b) Bellever Notice Board – update on repairs
- c) DNPA – Partnership Plan Consultation [Your Dartmoor Click here](#) deadline 14/09
Individuals to respond, but also consider if Council want to make an official response.
- d) Traffic Order Consultation–Double Yellow Lines Princetown <https://devon.cc/alwrp>
[deadline 29/08](#) need to make residents aware and encourage them to submit response either for or against.
- e) Postbridge Cemetery – interment of ashes booked for 20th September 2025 – so we need to ensure it is looking at its best. Grave digger contacted.

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

- a) **CCTV System Check & any requests** – CCTV Working Group –
 - System Checks completed: 01/08 HW, 15/08 HW, 22/08 JB – all working
 - Cllr Edis still having difficulties accessing the system.
 - Request for footage received 07/08, uploaded to GoodSam 14/08
 - Request for footage received 21/08,
 - Issue with the fan overheating on the unit 22/07 within Visitor Centre required visit from contractor 25/08 to replace fan to prevent further overheating. CCTV was offline for 5 days as a result. Cost £160 plus vat.
 - Unsure if CCTV system will be supported when Visitor Centre is closed at end Oct. Have been unable to speak to DNPA IT Manager, left several messages over recent weeks.
- b) **LOVE** (Love Our Village Enthusiasts) Project– Cllr Hazel Williams – Nothing to update.
- c) **Tidy Princetown Sessions** – Cllr Edis
- d) **The Plot** - Community Garden - Cllr Hazel Williams - Shortlisted to final 5 out of 82 community gardens across the country for RHS Growing Together Award 2025. Film crew from The One Show filmed for 3 hours and interviewed lots of Plotters. Final result due late September.
- e) **Litter Picking Play Park** – Cllrs Grover, M Williams, Easton
- f) **Defibs** – Cllrs Geen, Watson, Grover – Report of possible use Princetown 16/08, checked by Cllr M Williams, unused, Clerk updated Circuit – defib back in service
- g) **Speedwatch** - Greg Manning
- h) **Primary School and PTA** – Cllr Byrom
- i) **Youth Club** – Cllr Byrom
- j) **Gardening The Grounds** – Cllr Hazel Williams - Community Payback team now back with us. They have begun cutting back the meadow grass.

Complaint received from neighbouring resident regarding the invasive Himalayan Balsam. DNPA have offered to deal with is next season.

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 23rd September 2025
Princetown Community Centre

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 – Cllr M Williams & Cotterill attended
17 July 2025	Meeting with Duchy – Emma Magee, Rural Solutions, PBN - Cllr M Williams & Cotterill attended
21 August 2025	Meeting with Duchy – Emma Magee, Rural Solutions, PBN - Cllr M Williams & Cotterill attended

Appendx 2: - 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	Updated July 2025 approved by Council
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	Princetown CCTV Policy	Dec 2024	Annual	CCTV Working Group Chair & Vice & Cllrs H Williams & Edis	Dec 2025	

4.2.1	Princetown 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	Will need to be moved later due to Clerk workload.
5.6	Public Seating	June 2023	2 years	Cllrs Cotterill & Edis	Oct 2025	

Appendix 3 - 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 Adhesive ordered 08/25
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 DC	Bushes ordered 17/6 & Fitted 19/08 Autumn 2025
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.		On hold due to responsibility for fence lying with PCC