



# Dartmoor Forest Parish Council

20<sup>th</sup> September 2025

## **Councillor Briefing Notes for Council Meeting on 23<sup>rd</sup> September 2025** **7.30 pm in Princetown Community Centre**

1. **Apologies –**
2. **Declarations of interest –**
3. **Urgent decisions since last meeting –**
4. **Acceptance of minutes** - As previously circulated for meeting on 26<sup>th</sup> August 2025.
5. **Princetown Vacancy –** co-option at October meeting
6. **‘Vision for Princetown’** - Update on developments and actions since last meeting. Council to discuss and agree any further actions to be taken.
7. **Residents’ issues or concerns –**
  - a) Claremont House – ongoing state of disrepair
8. **Updates from Devon County Councillor and West Devon Borough Councillor -** council to consider and discuss having standing item on agenda for these updates.
9. **Policy Review –** Council to consider and adopt revised documents See appendix 1 for schedule
  - a) Financial Regulations -
  - b) Burials Procedure - ongoing due to Clerk workload
  - c) Public Seating – due Oct 2025 - Cllrs Edis and Cotterill agreed to review.
10. **1<sup>st</sup> PUBLIC SESSION** - Residents are invited to give their views and question the Parish Council on agenda items or raise issues for future consideration.
11. **Planning –** Council to consider, discuss and agree on response regarding the application listed below
  - a) Pre Application Consultation- Proposed Telecommunications installation at: Land at Greyhound Farm, Near National Park Visitor Centre, B3212, Postbridge PL20 6TH
12. **Princetown Sensory Garden –** Cllr Hazel Williams to update on the National Lottery Funding Application. Stage 2 fully costed application submitted to National Lottery 18.09.2025. Total requested: £46,264.00. Letter of support received from Duchy of Cornwall, and letter of approval confirming no planning permissions required received from DNPA.
13. **Princetown Calendar –** Cllr Cotterill to update on progress to date and next actions. Images donated by Helen Jackson (Dartmoor Photographer) have been uploaded to DFPC FB page and public are currently voting for their favourites. Closes end September. Sponsors being approached to help with funding the calendars this year, and outlets being approached for sales. Need to finalise the arrangements for point of sale etc. Copy and images will be finalised in early October for printing. Aiming for distribution end October onwards.
14. **Play Park –**
  - a) Update on Weekly Inspections
  - b) Action Plan – progress since last meeting See Appendix 2
  - c) Litter Picking - Cllrs Grover, M Williams, Easton
15. **Financial management** - see Financial Report for details

- a) Payments to be approved
- b) AGAR complete – External Auditor Report received and uploaded to DFPC website as required,
- c) Budget planning for 2026/27

**16. Updates on correspondence/ actions from previous**

- a) DCC Highways re B3357 cats-eyes Hexworthy junction to Dunnabridge – Cllr Geen to draft letter for Clerk to send.

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

- a) CCTV System Check & any requests – CCTV Working Group
  - System Checks completed: 31/08 HW, 15/09 LE, 21/09 JB – all working
  - Duchy have agreed to supply power, broadband to the system once DNPA leave the building at end March 26. DNPA confirmed current arrangement will continue until then.
  - OPCC's CCTV funding scheme 2025 -
- b) LOVE (Love Our Village Enthusiasts) Project – Cllr Hazel Williams - nothing to report
- c) Tidy Princetown Sessions – Cllr Mark Williams
- d) The Plot - Community Garden - Cllr Hazel Williams- Donated weekly Harvest Boxes to Food Hub over the Autumn.
- e) Defibs – Cllrs Geen, Watson, Grover
- f) Speedwatch - Greg Manning
- g) Primary School and PTFA – Josh Bullock (New Head Teacher)
- h) Youth Club – Emma Byrom
- i) Gardening The Grounds – Hazel Williams - nothing to report

**18. 2<sup>nd</sup> PUBLIC SESSION** - Residents are invited to give their views and question the Parish Council on agenda items, or raise issues for future consideration

**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) **20 is Plenty** has been adopted by Devon County Council, but it will fall to individual Parish Councils to fund the changes.
- b) **BT / EE Digital Voice Engagement Event** 15th October, Princetown Visitor Centre
- c) **Cemetery** – Clerk has received enquiry 19/09/25 regarding purchase of plot from non - Postbridge resident. To be on agenda for October meeting.

**20. Date of next meeting -**

**Council Meeting**

1930 on Tuesday 28<sup>th</sup> October 2025  
Princetown Community Centre

## Appendx 1: - 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
<a href="#">Risk Register</a>		April 2024	3 monthly	All relevant	July 2025	Updated July 2025 approved by Council
5.	<a href="#">Risk Management Strategy</a>	April 2024	2 years	Clerk, Cllrs Geen & H Williams	June 2026	
1.	<a href="#">Standing Orders</a>	April 2024	Annual	Clerk & All Councillors	April 2026	
2.	<a href="#">Financial Regulations</a>	April 2024	Annual	Clerk, Cllrs Geen & M Williams	Sept 2025	Model Regulations amended 03/05 so DFPC need updating
2.1	<a href="#">Grants and Donations Procedure</a>	May 2024	2 years	Cllrs Geen &	Aug 2026	
3.	<a href="#">Members' Code of Conduct</a>	May 2024	Annual	All	July 2026	
3.1	<a href="#">Complaints Procedure</a>	May 2024	2 years	Cllr Watson and Cllr H Williams	Aug 2026	
4.	<a href="#">Transparency Code</a>	May 2024	Annual	All	July 2026	
4.1	<a href="#">Community Engagement Policy</a>	Feb 2025	2 years	Cllr Easton & Cllr H Williams	Feb 2026	
4.1.1	<a href="#">Publication Scheme</a>	Oct 2024	2 years	Clerk	Sept 2026	
4.1.2	<a href="#">Privacy</a>	Oct 2024	2 years	Clerk	Sept 2026	
4.2	<a href="#">Prinetown CCTV Policy</a>	Dec 2024	Annual	CCTV Working Group Chair & Vice & Cllrs H Williams & Edis	Dec 2025	

4.2.1	<a href="#">Princetown CCTV Data Protection Impact Assessment</a>	Dec 2024	Annual	CCTV Working Group Chair & Vice & Cllrs H Williams & Edis	Dec 2025	
<b>Documents</b>		<b>Date of last Review</b>	<b>Review Frequency</b>	<b>Suggested Lead Reviewers 2025</b>	<b>Review Due</b>	<b>Notes</b>
5.1	<a href="#">Play Area Inspections Procedure</a>	Feb 2025	Annual	Cllrs M Williams & Grover	Feb 2026	
5.2	<a href="#">Lengthsman and Grounds Maintenance Procedure</a>	May 2025	Annual	Clerk & Cllr M Williams	Feb 2026	
5.2.1	<a href="#">Lengthsman and Grounds Maintenance Risk Assessment</a>	May 2025	Annual	Clerk & Cllr M Williams	Feb 2026	
5.3	<a href="#">Snow Warden Procedure</a>	March 2024	2 years	Cllr Easton	March 2026	
5.3.1	<a href="#">Snow Warden Risk Assessment</a>	March 2024	2 years	Cllr Easton	March 2026	
5.4	<a href="#">Memorial Inspections Procedure</a>	March 2024	2 years	Clerk, Cllr Watson &	March 2026	
5.5	<a href="#">Burials Procedure</a>	June 2023	2 years	Clerk, Cllr Watson &	Oct 2025	Will need to be moved later due to Clerk workload.
5.6	<a href="#">Public Seating</a>	June 2023	2 years	Cllrs Cotterill & Edis	Oct 2025	

## Appendix 2 - 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	DC	Rubbed down Adhesive ordered 08/25
	Matting has shrunk back badly and needs lifting, surfaces cleaning and mats re-stuck.	DC	
P11 - Seesaw	Repair – wear to internal mechanism resulting in excessive sideways movement - <i>25/01/25 Bearing &amp; Seats replaced</i>	DC	Bushes ordered 17/6 & Fitted 19/08  Autumn 2025
	De-scale back to good base material and coat with lead free paint. Repairs may be necessary where corrosion is severe	DC	
P15 – Mixed Swings	Remove shackle bolt and check bushes and shackle pin wear – replacing as necessary	DC	
	Chain Links notched – replace as necessary	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