



Dartmoor Forest Parish Council

21st October 2025

Councillor Briefing Notes for Council Meeting on 28th October 2025 **7.30 pm in Princetown Community Centre**

1. **Apologies** – Cllr Mark Williams and Cllr Hazel Williams
2. **Declarations of interest** –
3. **Urgent decisions since last meeting** – none
4. **Acceptance of minutes** - As previously circulated for meeting on 26th August 2025.
5. **Emma Magee – Duchy of Cornwall Nature and Communities** - Update
6. **Updates from Devon County Councillor and West Devon Borough Councillor** – if in attendance
7. **Princetown Vacancy** – No applications received – put forward to November meeting.
8. **Residents' issues or concerns** –
 - a) Bus Shelter Princetown– Fascia rotten and split, guttering broken reported to Council by Devon Integrated Transport at end September. Cllr Easton has taken a good look and will report his findings. Council to discuss and agree on action to make repairs
 - b) Blocked road drains, Princetown –Cllr Easton expressed concerns over blocked road drains at the last meeting. Council to consider and agree action.
 - c) Bins, Princetown – Cllr Cotterill and Cllr Edis expressed concern about the state of the bins in Princetown at the last meeting. Council to consider and agree action.
9. **Policy Review** – Council to consider and adopt revised documents (appendix 1 for schedule)
 - a) Financial Regulations - moved to Nov meeting
 - b) Burials Procedure – see email 26/10 for revised policy
 - c) Public Seating – Cllrs Cotterill and Edis have reviewed the public seating in Princetown and reported that with the exception of the bench on the grass area at the top of Bellever Close, they are all in good condition with no obvious maintenance required. They are all solid, no damage and all securely fixed to the ground. They recommended a cost of oil/varnish annually would keep them in good condition. The seat at the top of Bellever has all slats broken, but this will be repaired (hopefully as part of the Sensory Garden) See updated policy in email 26/10
10. **Plot Purchase request by non-resident of Postbridge** - Council to consider request and decide whether to approve. Clerk has received request from a non resident wishing to purchase a plot in the cemetery. See completed request form emailed 26/10/25
11. **1st PUBLIC SESSION** - Residents are invited to give their views and question the Parish Council on agenda items or raise issues for future consideration.
12. **Planning** – None
13. **Princetown Sensory Garden** – Update on the National Lottery Funding Application. Additional information has been requested by Lottery, mainly around policies we have in place, they have requested Council adopt an Equality Diversity and Inclusion Policy and a Whistleblowing Policy. Clerk has drafted EDI, see email 26/10 for Council to approve and adopt. Clerk also will draft Whistleblowing Policy. Application will now be submitted to the November Panel meeting.

- 14. Parish Calendar 2026** – Cllr Cotterill to update on progress to date and next actions. Calendars have been printed and delivered to Cllr Cotterill for distribution and sale. A number outlets have agreed to stock the calendar and makes sales on behalf of Council. Calendars will be sold for £9.00.
- 15. 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
- 16. Financial management** - see Financial Report for details
- a) Payments to be approved
- 17. 2026/7 Budget and Precept Request** - Council to discuss and agree level of Precept request – proposed 5% increase on previous year from £19,462 to £20,435, an additional £973. This would take the contribution from a Band D house to £54.70
- 18. Updates on correspondence/ actions from previous**
- a) DCC Highways re B3357 cats-eyes Hexworthy junction to Dunnabridge
 - b) BT Phone Box – Princetown Village Centre – Duchy Licence has been received and copy sent to BT, BT contract has also been received to be signed by Council, and payment of £1 made to secure the box. See email sent 23/10
 - c) Christmas Trees & Power to Lights – Duchy have kindly agreed to supply two tress – one for village and one for the church. DNPA have agreed to provide power for the lights again this year.
 - d) Claremont House – Clerk has emailed Cllr Mark Renders for an update on the situation.
- 19. Reports and Updates from Committees, Sub Groups and Special Interests:** See 'Briefing Notes' for updates on issues listed below
- a) CCTV System Check & any requests – CCTV Working Group –
System Checks completed: 30/09 HW, 15/10 LE, 21/10 JB – all working
No requests for footage received.
 - b) LOVE (Love Our Village Enthusiasts) Project – Cllr Brenda Cotterill
 - c) Tidy Princetown Sessions – Cllr Lian Edis
 - d) The Plot - Community Garden - Funding £1000 received from DCC for purchase of poly tunnel to extend growing season.
 - e) Defibs – Cllrs Geen, Watson, Grover
 - f) Speedwatch - Greg Manning
 - g) Primary School and PTA – Josh Bullock (New Head Teacher)
 - h) Youth Club – Emma Byrom
 - i) Gardening The Grounds –
- 20. 2nd PUBLIC SESSION** - Residents are invited to give their views and question the Parish Council on agenda items, or raise issues for future consideration
- 21. 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) Poppy Wreath ordered & received in readiness for Remembrance Day Service
 - b) DNPA Better for Communities stakeholder workshop - Monday 17th November
 - c) Digital Landline Switchover - Free training and resources for rural areas 28/10 and 06/11
 - d) Devon and Somerset Fire and Rescue Service Precept Survey deadline 3rd Dec.

22. Date of next meeting - Council Meeting

1930 on Tuesday 25th November 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
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	Sept 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	

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4.2.1	Princetown CCTV Data Protection Impact Assessment	Dec 2024	Annual	CCTV Working Group Chair & Vice & Cllrs H Williams & Edis	Dec 2025	
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 &	Oct 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 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 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