



# Dartmoor Forest Parish Council

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10<sup>th</sup> December 2025

## **Councillor Briefing Notes for Council Meeting on 16<sup>th</sup> December 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 25<sup>th</sup> November 2025.
5. **Updates from Devon County Councillor and West Devon Borough Councillor –** if in attendance
6. **Resignation of Clerk & actions to be taken to recruit replacement**
7. **Residents' issues or concerns –**
  - a) Stoneycliffe footpath (lack of) as raised at meeting in April 2025 – update from Cllr Grover.
  - b) Request from Hexworthy resident for ditches to be cleared between Sherberton turning and Saddlesbridge received 23/11/25.
8. **Princetown Sensory Garden** – Update on the successful National Lottery Funding Application. Council to discuss and agree to accept the funding and formation of working group to deliver the project going forwards. See email sent 02/12/25 for details.
9. **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.
10. **Planning** – Council to consider, discuss and agree on response regarding the applications listed below
  - a) [0390/25](#) Land at Greyhound Farm, Postbridge, Yelverton, PL20 6<sup>TH</sup>  
HW - I have had a good look at the documentation for this one, although I have not visited the site. The applicants have consulted widely, with, as far as I can see, no Material Planning Considerations raised.
  - b) Update on 0168/25 Moorland View
11. **Cemetery Plot Purchase request by non-resident of Postbridge** - Council to consider request and decide whether to approve purchase. See application emailed 12/12/25
12. **PLOT** – request from PLOT team for CCTV camera to be installed following recent damage to water butts. Council to consider and agree on action.
13. **Financial management** - see Financial Report for details
  - a) Payments to be approved
14. **Updates on correspondence/ actions from previous meetings**
  - a) Parish Calendar 2026 – Cllr Cotterill to update on sales to date. See Financial Report for details of sales/income & expenditure.
  - b) Bin replacement/repair Princetown -
  - c) Princetown Community Centre -

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

- a) CCTV System Check & any requests – CCTV Working Group –  
System Checks completed: 01/12 HW, 10/12 JB – all working  
No requests for footage received.
- b) Playpark – Inspections and Litter picking
- c) LOVE (Love Our Village Enthusiasts) Project – Cllr Hazel Williams – nothing to report
- d) Tidy Princetown Sessions – Cllr Lian Edis
- e) Defibs – Cllrs Geen, Watson, Grover

**16. 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

**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

- a) Clerk attended recent AGAR Assertion 10 training session – which requires Councils to ensure Digital and Data Compliance: website accessibility, IT policy, .gov.uk emails, data protection and GDPR which will be included in AGAR from 2026. NALC has created a 'hub' for information, example policies, Data Protection Roadmap etc.

**18. Date of next meeting - Council Meeting**

1930 on Tuesday 27<sup>th</sup> January 2026  
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 At least two councillors needed to review each	Review Due	Notes
<a href="#">Risk Register</a>		July 2025	3 monthly	All relevant	July 2026	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>	Nov 2025	Annual	Clerk, Cllrs Geen & M Williams	Nov 2026	
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="#">Princetown CCTV Policy</a>	Dec 2024	Annual	CCTV Working Group Chair & Vice & Cllrs H Williams & Edis	Jan 2026	

Documents		Date of last Review	Review Frequency	Suggested Lead Reviewers At least two councillors needed to review each	Review Due	Notes
4.2.1	<a href="#">Princetown CCTV Data Protection Impact Assessment</a>	Dec 2024	Annual	CCTV Working Group Chair & Vice & Cllrs H Williams & Edis	Jan 2026	
4.3	Safeguarding Policy	Nov 2025	2 years	Adopted	Nov 2027	
4.4	Equality, Diversity and Inclusion Policy	Nov 2025	2 years	Adopted	Nov 2027	
4.5	Whistleblowing Policy	Nov 2025	2 years	Adopted	Nov 2027	
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>	Nov 2025	2 years	Clerk, Cllr Watson &	Nov 2027	Updated Adopted – Price increase
5.6	<a href="#">Public Seating</a>	Oct 2025	2 years	Cllrs Cotterill & Edis	Oct 2027	Completed 28/10/25

## 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 &amp; 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