



Dartmoor Forest Parish Council

20th January 2025

Councillor Briefing Notes for Council Meeting on 27th January 2027 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 25th November 2025.
5. **Updates from Devon County Councillor and West Devon Borough Councillor** – if in attendance
6. **Clerk Recruitment Update** – Introduction to new Clerk, Duncan Swift, who will take over the role from 2nd February 2026.
7. **Co-option to fill Princetown ward vacancy** – no applications received prior to issuing agenda.
8. **Recent Snow and Ice Events/ Snow Tourism** – Council to discuss recent events and agree on any action to be taken. UK Weather Chase have been using Plume of Feathers as a base and appear on Facebook to be encouraging people to come to Princetown to see the snow. [Great to see a little dusting from our... - UK Weather Chase | Facebook](#) This would be contrary to Council attempts to discourage 'snow tourism' and the antisocial driving which often accompany it.

See also Item 12 Residents issues
9. **Devon Community Action Group Membership** – Council to consider and agree whether to join, as proposed by The Plot. See email from Clerk sent on 19/01/26
10. **Citizens Advice funding request** – Council to discuss and agree whether to make donation as requested in letter received December 2025 See Appendix 1
11. **Urban Grass Cutting Contract Devon County Council Highways** – Council to discuss and agree whether to sign the agreement for 2026/7 grass cutting at a value of £138.00 See email from Clerk sent 19/01/26 for details.
12. **Residents' issues or concerns** – Council to consider and respond as agreed to issues raised:
 - a) Request for additional grit bin at the bottom of Burrator Avenue, Princetown two emails received 13/01/26, one contains personal information/address so not included in notes
*'Good evening,
I'm hoping you maybe able to help or point me in the correct location.
I recently spoke to Devon County Council in regards to a grit bin at the bottom of Burrator Avenue PL20 6RJ. I asked if this could be reinstated as we used to have one on the corner which was taken out of service by the prison. (big yellow one) Residents in this street and Blackabrook Ave and the garages have been left for days unable to get out due to icy or snowy conditions. I was told by the council it was down to the parish council to fund the bin. We live on a hill where we have seen cars slide into the fence at the bottom, hit other cars as unable to stop or turn. Residents have been purchasing grit and gritting ourselves but due to cost we are now unable to keep funding when this should be available. When the pavement*

and road is slippery it is not always possible to walk to the main road grit bin which services multiple roads and carry back down the hill as you can appreciate it is also very heavy. Residents are happy to continue to grit if this was available. I understand we have a village snow warden but this only services a small path from Belliver Close to the local shop which is a flat service.

The bin we had previously is now in wasteland opposite the flats but maybe salvageable. I would appreciate if this can be considered and look forward to hearing from you.'

Clerk contacted DCC Highways – their response: DFPC would need to purchase additional grit bin at cost of £350, which would be sited by DCC in an appropriate location. Highways would then take responsibility for filling and topping up the bin as necessary. No further cost to DFPC.

b) Dog mess in Jubilee Field, Princetown email received 18/01/26

'I am emailing you in your capacity as clerk to the parish council.

I am a frequent visitor to Princetown particularly as I have family living in the area. I usually take my dogs for a walk through the field behind the church and then via the gate onto the moors. Recently it has become almost impossible to walk in the field due to the huge amount of dog mess. There are so many dog bins in Princetown and yet people are too lazy to pick up the poo.

Is it possible for the parish council to do something about this? I have seen young families using the field in the past, what a shame that access to this beautiful piece of land could be stopped because of inconsiderate dog walkers.

I appreciate it is difficult to monitor but something really needs to be done.

I look forward to hearing from you.'

c) West Dart quarterly report – See email sent by Clerk on 22/01/25

13. Princetown Sensory Garden – Update on the National Lottery Funding - Cllr Hazel Williams.

14. 1st PUBLIC SESSION - Residents are invited to give their views and question the Parish Council on agenda items or raise issues for future consideration.

15. Planning – none at time of issuing agenda.

16. Financial management - see Financial Report for details

a) Payments to be approved

17. Updates on correspondence/ actions from previous

a) Parish Calendar 2026

- Error found on April dates, Dartprint have re-printed 150 Calendars (at no cost to Council) They will reprint a further 50 if needed.
- Retailers have been contacted regarding issuing refunds on unsold calendars.
- Council needs to agree on how to distribute the corrected calendars.

b) Bin replacement/repair Princetown – update from Cllr Renders if in attendance

c) Princetown Community Centre – Clerk in contact with Trustee to arrange meeting with Council to discuss concerns and agree how Council can support Centre.

d) Phone Box Memorial – Following recent damage the door and information has been removed and will be moved down to the phone box in the centre of the village.

18. 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: 31/12 HW, 15/01 LE, 22/01 JB – all working

No requests for footage received.

- b) Playpark – Inspections and Litter picking RoSPA Annual Inspection has been scheduled for sometime in March.
- c) LOVE (Love Our Village Enthusiasts) Project –
- d) Tidy Princetown Sessions – next session 07/02/26
- e) Defib Checks – new adult pads at Venville 30/12/25 following use on 26/12/25.
- f) Speedwatch – Clerk has been in contact to arrange the transfer of their funds out of the Council account following advice from DALC.

19. 2nd PUBLIC SESSION - Residents are invited to give their views and question the Parish Council on agenda items, or raise issues for future consideration

20. 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

21. Date of next meeting - Council Meeting

1930 on Tuesday 24th February 2026
Princetown Community Centre

Appendix 1



Torrige, North
Mid and West
Devon

PO Box 113
The Ockment Centre
Okehampton
EX20 1AR

Adviceline: 0808 2787 999

c/o Parish Clerk – Dartmoor Forest
Dear Councillors,

December 2025

Ref: Parish Council Donation to Citizens Advice

I am writing on behalf of Citizens Advice Torrige, North, Mid & West Devon to appeal for your support towards our vital community advice services.

We are a local charity and in 2024/25 We worked with 22 residents of Dartmoor Forest with 98 problems. Generating £5220 in additional household income as a result.

Our local offices are in the Ockment Centre, Okehampton and Abby Surgery Tavistock. We also have advisors in Tavistock Food Bank, and the Macmillan Cancer Support Centres in Okehampton Hospital. We offer advice over the telephone, face to face (in person or online video call) and email, on a wide range of issues, including welfare benefits, employment, energy, debt, housing and emergency support.

Our specialist training and advice giving is regulated by the Financial Conduct Authority (FCA) and the Advice Quality Standard (AQS). We are Cybersecurity certified - ensuring all our data is secure. In the first six months of 2024-25 we have helped 592 people in West Devon with 2227 problems, increasing household incomes by £683550.

We are addressing unprecedented levels of demand which continues to grow. We currently only have resources to answer 30% of calls that come through to us. Waiting times for appointments for specialist help are currently at 15 days.

We need help to overcome the challenges we face, which are:

- Competition for sustainable funding
- Recruiting and retaining volunteers
- Increased organisational costs
- Growing demand for our services
- Increasing complexity of problems people have
- Seeking out further partnership opportunities to focus on specific areas of concern such as energy and debt.

Only 33% of our income comes from local authorities, town and parish councils combined. Your support is essential in ensuring all local people have access to our advice services. Your funding will directly contribute towards the local service as follows

- Providing a face-to-face service for the most vulnerable residents.
- Assist with volunteer recruitment, training and expenses. It costs around £1,500 to train each new volunteer and this high-quality training needs to be continually updated.
- Supervision of advice-giving - technical, quality and pastoral support for all volunteer and staff advisors is provided by a qualified, experienced paid Team Leader.
- Telephone and email services that all local people can benefit from.
- Residents additionally benefit by being referred onto our specialist services as required. These are large grant-funded services by partners such as Macmillan Cancer Care and National

Lottery, to support specific advice needs including welfare benefits, energy, debt and money management, families with disabled children and those with cancer and life limiting illness.

We are extremely grateful for your donations. If possible, please can donations be made via BACS. This is because the banks charge us for each cheque donation we receive. If this is not possible, we do still accept cheques, which can be sent to the above address.

Donations can be paid by BACS directly to:

Account Name: Torridge, North, Mid and West Devon Citizens Advice
Sort Code: 30-90-78
Account Number: 22917160

We would also welcome your support in our appeal for new volunteers to help with the increased demand for our services amid the deepening standard of living crisis.

Based on our volunteer survey, 100% of our Volunteers who completed the survey, said they would recommend us to their friends or family as a place to work or volunteer. 93% said they felt Citizens Advice cared about their wellbeing.

As a volunteer at Citizens Advice, you don't need qualifications or experience, just good basic IT skills, to be willing to learn, and be part of our friendly team. Information can be found on our recruitment website: [Opportunities - Rural Devon Citizen's Advice \(citizensadvicetnmwd.org.uk\)](http://citizensadvicetnmwd.org.uk)

If you are not already in receipt of our regular monthly advice columns for your parish or village magazines and would like to receive these please contact rosanna.teale@citizensadvicetnmwd.org.uk

If you would like any further information, please feel free to contact me.

Thank you for your support.
Yours sincerely,

Linda Hipgrave
Finance Manager Citizens Advice TNMWD
linda.hipgrave@citizensadvicetnmwd.org.uk

Linda Hipgrave
Finance Manager

Working days: Tuesday, Wednesday, Thursday, Friday



Citizens Advice
Proud to support the
LGBTQ+ community



Citizens Advice Torridge, North, Mid and West Devon

Charity Number: 1068496

**For free, confidential, independent and impartial advice call our local (freephone) Adviceline:
0808 27 87 999**

Appendix 2 : - 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	
Risk Register	July 2025	3 monthly	All relevant	July 2026	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	Nov 2025	Annual	Clerk, Cllrs Geen & M Williams	Nov 2026		
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	Feb 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 Princetown CCTV Data Protection Impact Assessment	Dec 2024	Annual	CCTV Working Group Chair & Vice & Cllrs H Williams & Edis	Feb 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 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	Nov 2025	2 years	Clerk, Cllr Watson &	Nov 2027	Updated Adopted – Price increase
5.6 Public Seating	Oct 2025	2 years	Cllrs Cotterill & Edis	Oct 2027	Completed 28/10/25

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	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 & Seats replaced</i>	DC	Bushes ordered 17/6 & Fitted 19/08
	De-scale back to good base material and coat with lead free paint. Repairs may be necessary where corrosion is severe	DC	Autumn 2025
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