

**Minutes of the Dartmoor Forest Parish Council meeting held at 6:30pm on 26<sup>th</sup>  
May 2026 at Princetown Community Centre**



**Council Members Present:**

Cllr Mark Williams (Chair)

Cllr Brenda Cotterill

Cllr Lian Edis

Cllr Carole Murray

Cllr Wendy Watson

Cllr Hazel Williams

**In Attendance:**

Mrs A Horn (Clerk) Mr Cole (Lengths man)

**1. Elections**

**1.1 Election of Chair**

On the proposition of Cllr Watson and seconded by Cllr Edis it was **RESOLVED** to elect Cllr M Williams as Chair.

**1.2 Acceptance of Office**

Cllr M Williams signed the Acceptance of Office Form

**1.3 Election of Vice Chair**

On the proposition of Cllr Watson and seconded by Cllr H Williams it was **RESOLVED** to elect Cllr Geen as Vice Chair.

**2 Apologies for Absence**

On the proposition of Cllr M Williams and seconded by Cllr Edis it was **RESOLVED** to accept apologies from Cllr Geen (personal) and Cllr Grover (personal). Cllr Renders WDBC apologies were noted. Cllr Smerdon was absent.

**3 Committees of the Council**

**3.1 Staffing Committee**

On the proposition of Cllr M Williams and seconded by Cllr Cotterill it was **RESOLVED** to appoint Cllr H Williams and Cllr Watson to the Staffing Committee and agree the Terms of Reference.

**3.2 Complaints Committee**

On the proposition of Cllr M Williams and seconded by Cllr Watson it was **RESOLVED** to appoint Cllr Cotterill, Cllr H Williams and Cllr Murray to the Complaints Committee and agree the Terms of reference.

**4 Working Groups**

**4.1 Green Spaces Working Group**

On the proposition of Cllr Cotterill and seconded by Cllr Watson it was **RESOLVED** to appoint Cllr H Williams, Cllr Edis and Cllr M Williams to the Green Spaces Working Group and agree the Terms of Reference.

- 5 Representatives to External Bodies -** To appoint Councillors as representatives of the Council to other bodies and to agree reporting arrangements

## **5.1 Dartmoor National Park**

On the proposition of Cllr H Williams and seconded by Cllr Watson it was **RESOLVED** to appoint Cllr M Williams.

## **5.2 Vision for Princetown**

On the proposition of Cllr H Williams and seconded by Cllr M Williams it was **RESOLVED** to appoint Cllr Cotterill

## **6. Governance**

### **6.1 Asset Assessment**

This item was deferred until the next meeting.

### **6.2 Postbridge Cemetery**

On the proposition of Cllr H Williams and seconded by Cllr M Williams it was **RESOLVED** to appoint Cllr Watson

### **6.3 Financial Checks**

On the proposition of Cllr H Williams and seconded by Cllr Cotterill it was **RESOLVED** to appoint Cllr Edis to under take bank reconciliations and Cllr M Williams, Cllr Geen and Cllr Grover to be bank signatories.

### **6.4 Princetown CCTV**

On the proposition of Cllr M Williams and seconded by Cllr Cotterill it was **RESOLVED** to appoint Cllr H Williams and Cllr Edis

### **6.5 Princetown Play area**

On the proposition of Cllr H Williams and seconded by Cllr Watson it was **RESOLVED** to appoint Cllr M Williams and Cllr Grover.

### **6.6 The Plot**

On the proposition of Cllr Cotterill and seconded by Cllr Edis it was **RESOLVED** to appoint Cllr H Williams

### **6.7 Love project**

On the proposition of Cllr Edis and seconded by Cllr Cotteril it was **RESOLVED** to appoint Cllr H Williams

### **6.8 Snow Wardens**

It was agreed to defer this item until clarification had been received from DCC on the role and risks of being a snow warden.

### **6.9 The Sensory Garden**

On the proposition of Cllr M Williams and seconded by Cllr Murray it was **RESOLVED** to appoint Cllr H Williams

### **6.10 Tidy Princetown**

On the proposition of Cllr H Williams and seconded by Cllr M Williams it was **RESOLVED** to appoint Cllr Edis

## **7 Public Forum**

None

## **8 Declarations of Interest**

None

### **ITEMS REQUIRING A DECISION**

## **9 Minutes of the previous meeting**

On the proposition of Cllr H Williams and seconded by Cllr Cotterill it was **RESOLVED** to approve and sign the minutes of the Parish Council meeting held on 26<sup>th</sup> April 2026

## **10. Co option**

No applications had been received. It was agreed to readvertise the vacancy.

## **11. Insurance**

### **11.1 Insurance renewal**

It was noted that that the Council had renewed its insurance with Zurich at a cost of £569.58

### **11.2 Insurance declaration**

Any Councillor who had a declaration was asked to contact the clerk.

## **12. Finance**

### **12.1 AGAR- Internal Auditor Report**

The Clerk reported receipt of the Auditor's report, which identified areas for improvement. Actions will be taken during the year, and progress will be reported to the Council.

### **12.2 Annual Governance Statement**

On the proposition of Cllr H Williams and seconded by Cllr M Williams it was **RESOLVED** that the Chair and Clerk& RFO would sign Annual Governance Statement

### **12.3 Accounting Statement**

On the proposition of Cllr Watson and seconded by Cllr Cotterill it was **RESOLVED** that the Chair and Clerk& RFO would sign the Accounting Statement and restate the figure in Box 8 in the 2024-25 as £32,159.

### **12.4 Notice of Public Rights**

On the proposition of Cllr Cotterill, seconded Cllr Watson, it was **RESOLVED** to approve the dates for the Electors Rights, the period commencing on 3rd June 2026 and ending on 14th July 2026. This would be put on the noticeboards.

## **12.5 Finance Report**

On the proposition of Cllr M Williams and seconded by Cllr Watson it was RESOLVED to agree the bank reconciliation dated 30th April 2026 and the budget monitoring report, Cllr Edis signed the reconciliation.

## **12.6 Payments**

On the proposition of Cllr H Williams and seconded by Cllr Watson it was RESOLVED to approve the payment list totalling £3692.54 plus VAT

## **12.7 Website**

On the proposition of Cllr M Williams and seconded by Cllr Edis it was RESOLVED to approve a quotation from Western Web to alter the finance page of the website to comply with legislation

## **13. Policy**

### **13.1 Policy Review**

On the proposition of Cllr M Williams and seconded by Cllr Murray it was RESOLVED to adopt the Reserve Policy to comply with the revised Governance and Accountability for Smaller Authorities in England, the Safeguarding policy to comply with the insurance requirements, the Financial Risk Assessment and the Complaints Policy.

## **14 Planning**

Cllr M Williams declared an interest.

### **14.1 0148/26 Huccaby House, Hexworthy, Princetown, Yelverton, Devon, PL20 6SB**

On the proposition of Cllr H Williams and seconded by Cllr Murray (2 abstentions) it was **RESOLVED** to support the application

### **14.2 26/0044 1 Plymouth Hill, PL20 6QG**

It was agreed to follow the Tree officer's recommendation

## **13 Projects**

### **13.1 Sensory Garden**

A draft response would be circulated to councillors before being sent to the resident. New picnic benches and replacement swing parts would be ordered for the playground which was funded by the Nation Lottery as part of the grant.

### **13.2 The Plot**

Cllr H Williams reported that the boundary fence is now stockproof and the Polytunnel is being erected. The risk assessment has been updated and the new notice is awaiting collection.

## **14 Reports**

#### **14.1 Speed watch**

On the proposition of Cllr Cotterill and seconded by Cllr M Williams it was **RESOLVED** to transfer the money held for Speed watch to the Vision Zero ERM.

#### **14.3 LOVE Project**

Cllr H Williams reported that new fliers have gone out. On the proposition of Cllr Edis and seconded Cllr Watson it was **RESOLVED** to approve spending up to a limit of £300 for plants and planters

#### **14.4 Tidy Princetown Sessions**

Cllr Edis reported that the next session was 6<sup>th</sup> June and they met on the first Saturday of the month. Last month they had had some visitors join in the Tidy session.

#### **14.5 Defib Checks**

All defibs were reported as in working order

#### **14.6 Playpark and Litter Picking**

No issues were reported in the Playpark or with litter.

#### **14.7 Gardening in the Grounds**

Cllr Cotterill reported that the Balsam and brambles were being tackled and this is an ongoing job. The Conservation Trust were doing a tower tour on 13<sup>th</sup> June.

#### **14.8 CCTV System Check**

Cllr Edis and Cllr H Williams had completed the checks during May. It was agreed that as the Duchy Hotel reopens the CCTV equipment security will need to be checked.

#### **14.9 Princetown Community Centre**

No report

#### **14.10 School**

No report- Clerk to contact Head to ask for report

#### **14.11 Youth Club**

The Youth Clubs roof was currently being repaired and they were meeting in a new location.

### **15 Lengthsman Report**

Mr Cole reported that he had made the garage door safe and that a new belt was required for the ride on mower.

### **16 Items Brought Forward**

- Issues during 10 Tors with gates being left open and stock left out- Clerk to feed back to the organising team.
- Bellever carpark now charging and people are parking up the road towards the East Dart causing problems- Clerk to contact Forestry and DNPA
- Problems with ponies being killed on the road – collision hotspot signs needed

**EXCLUSION OF PRESS & PUBLIC**

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and having regard to the confidential nature of the business to be transacted to consider that the Press and Public be excluded from the Meeting for the following items of business.

Mark Wendy

(**CONFIDENTIAL** by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council)

**CONFIDENTIAL ITEMS CIRCULATED FOR INFORMATION ONLY**

**17. Sensory Garden**

On the proposition of Cllr Watson and seconded by Cllr H Williams (1 abstention) it was **RESOLVED** to award the tender of lots 1 and 3 to the Sensory Trust at a cost of £4465 plus VAT and lot 2 to at a cost of £8182 plus VAT

**18. Date of Next Meeting** 23<sup>rd</sup> June at 6:30pm

The meeting closed 8:30pm