

Dartmoor Forest Parish Council



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Minutes for the Parish Council Meeting at 1930 on 22 October 2019 in Princetown Community Centre

Present:

Hexworthy/Huccaby Ward:	Princetown Ward:	
Cllr. Alison Geen*	Cllr. David Worth**	Cllr. Nigel Tigwell
Postbridge Ward:		Cllr. Wendy Stones
Cllr. Julian Greatrex		
* Chair, **Vice-Chair		

2 members of the public were present.

- Apologies.** The Clerk, Cllrs Renders, Watson, Bishop, Druett, & Manning. In the Clerk's absence, Cllr Worth took the minutes.
- Declarations of Interest.** Cllr Worth declared an interest in Planning Application 0460/19. Cllr Tigwell declared an interest due to being appointed an Independent Person within the Dartmoor National Park Authority
- Minutes of the Last Meeting.** Accepted as being a true record and signed by the Chair.
- Delegation of Fund Raising and crowdfunding.** The Council discussed Cllr Tigwell's proposal that Dartmoor Forest Parish Council's Standing Order 15-19 Scheme of Delegation should be altered as following:

"The Fundraising Committee is authorised to:

17.5 To submit applications, liaise and negotiate on behalf of the Council to raise funds for

Council approved projects through external organisations, including but not restricted to:

Devon County Council officers and Councillors;

West Devon Borough Council officers and Councillors;

Dartmoor National Park Authority officers and Members;

Other public sector organisations offering grant funding;

National Lottery distributor organisations (in 2019 there are 12 distributors of funds);

Other quasi-autonomous non-government organisations offering grant funding;

Appropriate commercial organisations offering grant funding or sponsorship;

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Signature of Chair



National and local charities.

17.6 To initiate and manage on behalf of the Council public appeals for donations, including but not restricted to:

Online crowdfunding;

Street collections.

17.7 To commit the Council to expenditure necessary to achieve Council approved objectives subject to a limit of £100.

17.8 To be quorate with 3 elected or co-opted councillors. The chair will be appointed by majority vote of the Committee.

17.9 To be bound by the Standing Orders of the Parish Council.”

The Council Approved the Motion. Councillors Manning, Stones, Druett, and Renders were appointed to the Committee.

5. **Princetown Toilets future funding and budget.** The Council discussed the level of future funding and what representation they might wish to make at any future meetings. It was noted that Cllr Renders would be attending the meeting between West Devon Borough Council, The Duchy of Cornwall, and DNPA to discuss this matter. Cllr Render's attendance would not be as a representative of DFPC, but as a WDBC Councillor. Cllr Tigwell suggested that DFPC should attend any following meetings. It was suggested that if there were any developments that the November DFPC meeting should start earlier to allow for discussion. The Council resolved to take into account the reduction of the sum received from DNPA as a contribution to the costs of these facilities. It was agreed that DFPC would continue to follow the policy agreed at its' July meeting.

Action: Cllr Geen to write to WDBC to confirm the Council's stance.

6. **DFPC Website update.** The Council agreed to accept the quotation from WesternWeb Ltd to update the Council's website and re-host it. Cllr Worth requested that some training be made available to allow the Council to update, add to, and maintain the site.

7. **Community energy and Climate Change.** Whilst the Council was interested in taking this matter further it was noted that there was a great deal of confusion as to what the best course of action to follow was. The Council resolved to wait until guidance from the National Association of Local Councils was available and to re-visit the Council's position at that time.

8. **Station Cottages road condition.** A letter to the Council from a resident of Station Cottages was read out. The resident stated that there were ongoing problems with the condition of the road and with visitors missing the 'Private Road' signs and wandering into the cul-de-sac portion of the road, finding themselves lost. The council agreed that this was a long standing problem and they would seek to find a solution, especially in view of the expected increase in visitor numbers when the Distillery is completed. The signage along the road was agreed to be very lacking and would be the Council's immediate focus.

Action: Cllr Geen to write a letter of reply to the resident and to DNPA to request an on-site meeting to discuss the situation.

9. **Local Planning Consultation.** It was resolved that DFPC did not wish to make a formal reply to this consultation.

10. **Dog Waste bin provision at Postbridge.** After some discussion it was resolved to put forward to November any decision on this matter. The question of whether to pass on some of the costs to DNPA, and the siting of the bin to be discussed at that meeting.

11. **Citizens Advice Bureau donation.** The Council agreed to a donation of £60 being made to the CAB.

12. **Office allowances for delegated Councillors.** Due to the low number of councillors in attendance at the meeting, it was agreed to put forward the decision on this matter to the November meeting of DFPC.

First public session

A member of the public asked Councillor Tigwell to describe the role of an Independent Person on the DNPA, which he was able to do and clarify the role this entailed.

It was reported that there was a problem with a water course course blocked near a property on Plymouth Hill. Cllr Worth agreed to investigate.

Thanks were given to the Parish Lengthsman for work he had recently carried out in Tor Royal lane.

13. **Planning Applications.** The Council determined the following Planning Applications:

Ref.	Address	Ward	DFPC decision
0432/19	Powder Mills	Postbridge	Support
0460/19	Bellever Close	Princetown	Support

Cllrs Manning and Worth carried out a site visit for application 0432/19.

Cllrs Greatrex and Tigwell carried out a site visit for application 0460/19.

Action: Cllr Worth will inform DNPA of the Council's decisions in the Clerk's absence.

14. Financial Management.

a. Cheques signed this month:

Ref	Cheque No.	Date	Payee	Amount
1265	1522	22/10/19	WDBC Dog Bin Emptying charge	£71.76
1269	1523	22/10/19	Wendy Stones - repayment for RBL poppy wreath	£18.50
1270	1524	22/10/19	Steve Cox (Clerk's Pay)	£414.65
1271	1525	22/10/19	David Cole (Lengthsman's Pay)	£559.80

1272	1526	22/10/19	Harry Hooper-Noulton (Litter picker fee)	£66.73
1273	1527	22/10/19	Information Commissioner (Data Protection Fee)	£40.00

Other Movements In-Month:

- a. Receipt from DNPA for grass cutting - £1650
- b. Receipt from Duchy for grass cutting - £875
- c. Invoice issued to DCC for grass cutting - £109
- d. Receipt from WDBC for Precept and CTSG - £8512

Other Liabilities:

a. Notification from WDBC that contested election costs of £753.59 for Princetown, plus an estimated £49.20 admin cost for Postbridge and Hexworthy, will be recovered in 2020/21. This £802.79 will be paid from allocated reserves.

b. The ride on mower will require replacing at the end of this season or possibly next season. This was purchased at the start of the 2015 season with a nominal book life of 5 seasons. On a like-for-like replacement, online prices start at £1499 ex VAT delivered. One online company does automatic part exchange (from a higher price), reducing net cost to £1449.

Abbey Garden Machinery in Tavistock sells it at £1582 and offers bespoke part exchange (not yet assessed). Other local suppliers have not been approached as yet.

Cllr Worth asked if a like-for-like purchase of a replacement machine was advisable given the expenditure on repairs over the years to the council's current machine, and whether it might be advisable to purchase a more robust model more suited to public scale works. Cllr Tigwell agreed he would investigate this.

These costs are within the grass cutting reserve balance, but following this expenditure the Council will need to start to build up the reserve once more.

c. The Clerk reports the laser printer may require replacement shortly. On a like-for-like replacement, online prices start at £130 ex VAT. This is within the website and IT reserve balance.

d. The Clerk is obtaining a quote from Western Web for the migration of our website to a .gov.uk domain on a new platform, which would utilise the current content, as Weebly do not support .gov.uk addresses. The owner of Western Web is a Parish Councillor with experience of developing 35+ Parish & Town Council websites, see <https://www.westernweb.co.uk/index.php>.

The mandate for new signatures for cheques has been completed and forwarded to Lloyds. Lloyds sent a text on 17 October to state that this was now complete and the details amended. Cllrs Renders and Tigwell are now signatories. However, unless it is unavoidable, it is recommended Cllr Tigwell does not sign while he is Acting Responsible Financial Officer.

The Council discussed the financial implication of adding an area adjacent to Burrator avenue to the grass cutting scheme. The lengthsman was able to confirm that this would add approximately 1.5 hours to his working hours for each cut he carried out. This matter is to be discussed with the Duchy of Cornwall.

Draft Precept:

- a. The first draft of the budget and precept demand for 2020/21 is due to be presented to the Council at the November meeting.
- b. The biggest single uncertainty will be the Parish Council's contribution towards Princetown toilets.

DFPC have no control or visibility of WDBC costs, but are charged pro-rata. WDBC charges to DFPC increased by £491 (14.2%) from 2017/18 to 2019/20. Additionally, on 26 March 2019 WDBC agreed a report that recommended "*Subject to DNPA's and the Duchy's agreement, ... provision be reduced to possibly one unisex and disabled facility, open seasonally (March to October)*".

It is also unclear whether DNPA will continue their £1000pa contribution to DFPC for the toilets. DFPC have previously resolved to reduce our net contribution pro rata for any reduced opening hours and any loss of DNPA contribution. Consequently, unless Parish Councillors provide any clear guidance in October, the Council will be presented with the first draft budget with a range of financial options for the toilets. It is likely the Council will need to enter financial negotiations with DNPA and WDBC over the toilets, but the precept may need to be agreed before these are concluded. Therefore the final Precept will contain an element of financial risk. To help reduce this risk, Cllr Geen has requested an update from WDBC and has received a holding reply. Cllr Geen has also sought a DFPC invitation for the intended meeting between WDBC, DNPA and the Duchy to discuss the toilet's future. Attendance will help the Council understand the cost drivers and options being considered, make our position clear, and hopefully influence decisions.

15. **Project Progress Reports**

Princetown CCTV. Cllr Manning's previously circulated report were noted. The main focus of the projects progress remains fund raising. A concern was raised on the practice of encouraging Councillors to donate to Council projects.

Princetown Skatepark. Cllr Stones reported that the children of Princetown had written personally to Prince Charles to express their keenness on the project and ask for his help. They were also being encouraged to write to local charities to try to raise funds.

16. **Committees, Sub-Groups & Special Interests:**

Cllr Worth's Emergency Planning report was noted as having been read by the members of the Council present.

17. **Reports from Other Meetings:**

Cllr Tigwell reported his findings following attending the recent Standards Course. He reported that it was recommended that Parish Councils should follow a Standards

Model in line with the one adopted by the Borough council in which the Parish sits rather than the one issued by the National Association of Local Councils. It was agreed to re-visit the matter of Governance once WDBC have carried out their review.

18. **Other issues requiring decisions.** None
19. **Urgent decision since last meeting.** None.
20. **Exchange of Information.** Limited to the exchange of information and items for next meeting:

Considerable frustration has been caused to Parishioners by the recent road repairs and seeming lack of co-ordination thereof. Did the Council wish to add this item to the November Agenda? It was agreed that whilst this state of affairs had caused problems, it was beyond the scope of the Council to effect any change and would not be a suitable item for discussion.

Councillors were reminded that Remembrance Sunday was to take place on the 10th of November. Cllr Worth agreed to weed around the War Memorial. Mr. Jenner of the Old Police Station cafe is going to wash down the Memorial. Cllr Geen to investigate which Councillor was going to lay the wreath.

The status of the Combined Church in Princetown was also queried again.

A quotation of £114 has been sent to Walkhampton Churchwardens for the repair of the rear gate to Princetown churchyard.

The question was raised that if the Clerk was unavailable, would any Councillor be willing to meet with the organiser of the Dartmoor Legend Sportive cycling event. Due to the current situation with the Clerk's absence, further clarification as to the date of the meeting would be sought.

The Council's attention was brought to the existence of Devon Highway's Road Improvement scheme.

The status of the traffic lights adjacent to HMP Dartmoor was raised and it was agreed to put this on the November Agenda.

A request was made for the situation concerning the change to the Bye-laws re wild camping to be discussed.

A request for further progress on the status of the replacement of the Princetown Fire appliance was made.

SECOND PUBLIC SESSION

A member of the public asked if maintenance costs were included in the quotations received for the CCTV project. The Council replied that this would be looked at and added to the Agenda when the project was discussed.

Remarks were made by a member of the public regarding the use of public toilets within the Princetown Information Center.

17. The next meeting of the Parish Council is 1930 Tuesday 26th November 2019 at Princetown Community Centre.

The Chair closed the meeting at 21:38.