



# Dartmoor Forest Parish Council

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22 February 2020

Councillor Notes for the Parish Council Meeting at 1930 on 23 February 2021

Princetown Community Centre

<b>Hexworthy/Huccaby Ward:</b>	<b>Princetown Ward:</b>	
Cllr. Alison Geen*	Cllr. Phil Henson	Cllr. Gregg Manning
<b>Postbridge Ward:</b>	Cllr. Stephen King	Cllr. David Worth**
Cllr. Julian Greatrex	Cllr. Nigel Tigwell	Cllr. Wendy Stones
Cllr. Wendy Watson	Cllr. Emma Byrom	* <i>chair</i> , ** <i>vice-chair</i>

- 1) **Apologies** None received at time of writing.
- 2) **Declarations of Interest** Any changes to the Register of Councillors Interests must be submitted through a completed Amendment Form to the Parish Clerk. We have a legal requirement to notify the Monitoring Officer at WDBC of any changes within 28 days.
- 3) **Minutes of the last meeting** as previously circulated.
- 4) **Face to Face Meetings** Please see the guidance from DALC (issued separately by email), specifically that councils will need to meet face to face from 7th May 2021. Although this may be extended by the government, we are advised to plan for the return of face-to-face meetings. Therefore, video call meetings and votes will not be permissible from 7th May 2021. Cllr Geen has written to Sir Geoffrey Cox MP to seek his support in extending the regulations that permit meetings by video call. However, in the interim the council will need to consider how to manage its affairs at our meeting on 23rd March 2021. One of the most important meetings, is the election of officers that must take place in at the annual parish council meeting in May. To manage that safely it is proposed that we hold that meeting on 4th May by video call. Council to determine how best to safely return to face-to-face meetings.
- 5) **Princetown Food Bank** Cllr. Stones to raise request from Princetown Food Bank for a donation of approximately £100 for cost of insurance for using the former Methodist chapel. I today provided Cllr. Stones with a copy of the DFPC grant awarding procedure.
- 6) **Turbo Salt Spreader** Cllr. Stones to raise request from parishioner for the council to purchase a towable salt spreader, to be used in Princetown. Additional notes from Cllr. Stones: Horrabridge it appears has a salt spreader which they bought second hand which cost £2,700. new £4,915. It was mentioned that it could be used by Snow Wardens in the village to keep side roads open. I have been informed that it can be used behind a 4by 4 or a quad bike.
- 7) **HMP Dartmoor** Any further update on recent reports of noise and disturbance to Princetown by prisoners.
- 8) **Governance** Note from July 2019 (prior to the Clerk's ill health): *much progress was made during Cllr Tigwell's tenure as parish clerk in formalising the processes and procedures of the council. Clerk believes that this area is now overdue for review and updating. Clerk proposes where possible that model NALC Standing Orders and Financial Regulations are adopted by the council. In addition, the Clerk believes that the council should consider applying for Foundation Status of the NALC Local Council Award Scheme <https://www.nalc.gov.uk/our-work/improvement-and-development/local-council-award-scheme> as a method of achieving and demonstrating good governance.*

Full list of Policies and Procedures can be found here:

<https://www.dartmoorforestparishcouncil.gov.uk/documents.php>

Including Risk Assessments there are 14 documents, of which CCTV Policy has just been approved and therefore will not require approval for another 11 months. There should also be a Risk Assessment for Lengthsman Work. This is a requirement of our insurance policy.

## Dartmoor Forest Parish Councillor Notes

Can I propose that each Councillor ‘adopts’ a policy and works with the Clerk to ensure it remains up to date?

In addition, it has been identified that the electronic cemetery records are not up to date and require details of funerals, from approximately 1999/2000 transcribing from the Burial Registers. This could be a task for a volunteer?

- 9) **Oak Tree Project** a parishioner has asked whether the council would be willing to support <https://savetheoaks.org/> and plant oak saplings in the parish. There are no costs for the actual saplings. Clerk enquired to the feasibility of planting oaks in parish with Brian Beazley, Tree Officer at DNPA, who reported the following:  
*Oaks will grow in Princetown, the more protected the site the better they will grow. If the trees survive planting, they will be slow growing and not reach the size of a tree planted on a lowland site, but that’s not a reason not to plant them. A couple of trees are to be felled in the play area and planting oak replacements would be ideal. The Duchy own lots of land in and around Princetown and I’m sure they can find numerous sites for you to plant oak trees.*  
*Oak trees will also survive in the cemetery at Postbridge. I haven’t seen the cemetery for many years, but my recollection of the site is that it heavily overgrown. Oak trees are light demanding and will struggle to survive if they are planted in shaded areas. Presuming there is enough light there is no reason the oak trees will not flourish in Postbridge.*
- 10) **Dartmoor ‘Snow Tourism’ Issues**
- a) Meeting with parishes of Plasterdown, Burrator & Buckland Monochorum scheduled for 25<sup>th</sup> February. Although Clerk has just been informed this clashes with Burrator’ s full parish council meeting. Awaiting response from Clerk as whether any councillors can join an earlier meeting.
  - b) Full multi-agency meeting scheduled for 16<sup>th</sup> March 2021. Attendees confirmed from Highways, Duchy, OPCC, Dartmoor Commoners, South West Ambulance. Cllrs Renders & Sanders also attending.
  - c) Proposed solutions drafted by Cllr. Manning and shared with sub group for comment.
  - d) Cllr. King researching how other National Parks manage this issue.
  - e) Clerk to gain feedback from residents on impact of inconsiderate parking and driving.
- 11) **Princetown CCTV Project** system received final commissioning from manufacturer and installer. Cllrs. Worth & Manning have system software installed and have received training on using the system. No reports of dangerous and anti-social driving since the system went live. Clerk has issued press release to a number of media outlets. Featured in Tavistock Times, Plymouth Herald/Plymouth Live.

## **FIRST PUBLIC SESSION**

12) **Planning** Council to consider the following application(s):

Ref.	Address	Description	Received	Reply Due	Meeting Targeted	DFPC View
027/21	HMP Dartmoor, Princetown	Works to retaining wall.	21/01/2021	11/02/2021	23/02/2021	SUPPORT (provisional view of council that requires ratification at meeting)

## Dartmoor Forest Parish Councillor Notes

### 13) Financial Management

a. Cheques to be authorised this month:

Ref	Chq No	Date	Payee & Details	Amount
1399	1644	23/02/21	Josh Cook - Litter Picker fee	£ 40.00
1400	1645	23/02/21	Steve Cox - Clerk's Pay	£ 397.55
1401	1646	23/02/21	David Cole - Pay & Expenses	£ 528.00
1402	1647	23/02/21	Castle CCTV Ltd (25% of installation & equipment costs)	£ 1,233.00
1403	1648	23/02/21	BCW Office Products Ltd (CCTV Signs)	£ 203.57
1404	1649	23/02/21	DALC - New Councillor Training - Stephen King (in Nov 20)	£ 18.00
1405	1650	23/02/21	Steve Cox - Expenses (mileage to Postbridge cemetery x 2)	£ 32.58
1406	1651	23/02/21	Sutcliffe Play (South West) Ltd - replacement zip wire cable	£ 2,212.80

b. Report of Accounts (please see next page):

**Key Observations:**

- Precept request submitted.
- Castle CCTV Costs includes an additional £65.00, over the previously quoted price, for a POE switch to connect to the DNPA's internet, as they had no available ports to use. This is therefore an unknown but justified expenditure.
- Other Liabilities (ex VAT):
  - Bellever notice board – labour cost estimate £26.
  - St Raphael's Carpark Extension £117 – contacted church wardens who have submitted planning application. Advised that council will now not be able to submit on their behalf. Kept as a liability until I have had confirmation back.
- Risks: WDBC have not indicated what our costs may be for Princetown Toilets. We have the same provision as last year £3937.81.
- Tools & Equipment – updated to include CCTV installation, equipment and sign costs.
- Fees – forecast updated to include cost of elections.
- Reserves – transferred in £1,500 donation and transferred out remaining balance of £3,896.50. Remaining cost of CCTV project will be funded by £500 grant from Duchy of Cornwall that will be received in next financial year. This will result in a remaining balance of £142.

Dartmoor Forest Parish Councillor Notes

<u>End of Month Report of Accounts</u>			<u>February</u>	<u>2020/21</u>	
<u>Report of Accounts</u>	<u>To Date</u>	<u>Forecast</u>		<u>To Date</u>	<u>Budget</u>
<u>Income</u>			<u>Expenditure (ex VAT)</u>		
Brought Forward 1/4/20	£23,124.39	£23,124.39	Litter Picking	£367.24	£396.00
Precept	£17,619.00	£17,619.00	Grass Cutting, Lengthsman	£5,935.47	£7,610.00
Council Tax Support Grant	£0.00	£0.00	Dog Bins	£119.60	£119.52
Grass Cutting & Lengthsman	£3,513.85	£2,868.00	Toilets	£0.00	£3,938.00
Others	£2,956.35	£2,956.35	Play Area	£1,879.00	£1,844.00
<u>Total</u>	<u>£47,213.59</u>	<u>£46,567.74</u>	Running Costs	£61.95	£125.00
			Improve & Repair	£279.96	£2,256.00
			Tools & equipment	£4,265.13	£4,265.13
			Donations with Powers	£0.00	£150.00
<u>Bank Reconciliation</u>			Section 137	£78.50	£196.00
Cash in Bank	£36,836.33		Fees	£1,636.72	£1,636.72
Plus Outstanding Income			Admin Costs	£1,470.64	£1,631.62
Less Outstanding Cheque	£5,555.36		Clerk's Pay	£3,380.65	£3,939.24
Less spend this month	£2,452.70		Training	£105.00	£180.00
<u>Balance carried forward</u>	<u>£28,828.27</u>		<u>Total</u>	<u>£19,579.86</u>	<u>£28,287.23</u>
			<u>Notes</u>		
<u>Annual Budget Reconciliation</u>	<u>To Date</u>	<u>To Year End</u>	Monthly bank reconciliations correct.		
Brought Forward 1/4/20	£23,282.91	£23,282.91			
Total Income	£24,089.20	£23,443.35			
VAT Rebate	£1,691.56	£1,691.56			
Total Expenditure (ex VAT)	£19,579.86	£28,287.23			
Allocated Reserves	£10,102.17	£10,102.17			
General Reserve 1/4/19	£10,756.41	£12,447.97			
<u>Balance carried forward</u>	<u>£8,625.23</u>	<u>-£2,419.55</u>			
			<i>VAT to be reclaimed at end of year</i>		<i>£1,571.00</i>

<u>Reserves Held by the Parish Council</u>				
<u>Allocated:</u>	<u>Start of Year</u>	<u>Transfer In</u>	<u>Transfers Out</u>	<u>Balance</u>
CCTV	£2,396.50	£1,500.00	£3,896.50	£0.00
Skate Park	£500.00			£500.00
Princetown Toilets	£1,000.00			£1,000.00
Website & IT	£630.00		£551.54	£78.46
Speed Reducenon & Anirn	£0.00	£1,336.45		£1,336.45
Contested Election	£3,000.00		£812.74	£2,187.26
Grass cutting equipment	£5,000.00			£5,000.00
	£12,526.50	£2,836.45	£5,260.78	£10,102.17
<u>Unallocated:</u>				
General Reserve at start of year	£10,756.41	Expected at end of year		£8,336.86

## Dartmoor Forest Parish Councillor Notes

### 14) **Committees, Sub-Groups & Special Interests:**

- a) **Princetown Youth Club:** Ross Wheeler is stepping down from Lead Centre Worker to Youth Worker. Natalie Knight, Youth Worker has given her notice in. At the moment with COVID-19, this will not affect Y. Club as we continue with two Youth Workers. Adrian Kemp applied to Devon Coronavirus Response and Recovery Fund and was awarded £4,086. for Y. Club. Youth Club remains meeting on line and doing well considering these difficult times.

### 15) **Reports from other meetings:** None.

- 16) **Urgent decision since last meeting** Clerk and Cllrs. Geen, Greatrex, Worth and Henson met to review the protocol for Marking the Death of a Senior National Figure. Much of the previously agreed actions were now no longer practical due to COVID-19 restrictions. Agreed to add functionality to make formal announcements on website at a cost of £60+VAT. This is now implemented.

### 17) **Exchange of Information** Limited to the exchange of information & items for next meeting:

- a) Clerk is organising for the internment of ashes of the mother of Ms Hannah Willoughby on 22<sup>nd</sup> April 2021. Previously a resident of Bellever, her parents were John and Fanny Newman and grandfather was Samuel Newman who are all buried in Postbridge Cemetery. Due to local connection, there is no requirement for the council to formally approve this internment.
- b) Clerk has written to Andrew Watson, DNPA, to ask whether boulders could be installed in Princetown car park to further deter anti-social driving. Mr Watson advised this could be possible in next financial year and asked for further information. Mr Mark Willcocks, local resident, provided the Clerk with a comprehensive report, which has been shared with Mr Watson.

## **SECOND PUBLIC SESSION**

- 18) The next meeting of the Parish Council is **1930 Tuesday 23<sup>rd</sup> March 2021 – via Zoom.**