



Dartmoor Forest Parish Council

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21 March 2020

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

Princetown Community Centre

Hexworthy/Huccaby Ward:	Princetown Ward:	
Cllr. Alison Geen*	Cllr. Phil Henson	Cllr. Gregg Manning
Postbridge Ward:	Cllr. Stephen King	Cllr. David Worth**
Cllr. Julian Greatrex	Cllr. Nigel Tigwell	Cllr. Wendy Stones
Cllr. Wendy Watson	Cllr. Emma Byrom	<i>*chair, **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** It was agreed at the last meeting that the AGM and APCM would move to May 4th 2021, to allow for continue meeting via video. Therefore, under current guidance the first face to face meeting would be on 22nd June 2021. Clerk has written to Community Centre who have since responded to advise that unless guidance changes, there will be no restrictions in place and meetings can proceed as normal.
- 5) **Princetown Food Hub** Awaiting grant application. In addition, Clerk received call from Rachel Harrison-French at Dartmoor Community Kitchen Hub <https://communitykitchenhub.org.uk/> who also run a food bank. They wished to advise the parish council that they have been supporting the Princetown Food Hub and plan to assist them in the future with training, policies and procedures.
- 6) **Dartmoor Inn, Merrivale** Clerk has followed up with Nick Savin, DNPA Planning enforcement re. potential planning breaches. Mr Savin is speaking with owners to determine whether they will be submitting an application for the remaining wooden 'pods', or whether they will be removed. If no action is taken then DNPA will consider enforcement action.
- 7) **HMP Dartmoor** Any further update on recent reports of noise and disturbance to Princetown by prisoners.
- 8) **DFPC Governance – Policies & Procedures Update** Please see separate email from Cllr. Tigwell:
 - a) Re-adoption of unissued documents.
 - b) Adoption of new Risk Management Strategy.
 - c) Adoption of new Privacy Notice.

It is proposed that councillors and/or sub groups take the lead to review the updated procedures and report back to April's meeting.

A proposal for discussion is as follows:

- 2. Financial Regulations: Finance sub-group (Cllrs. Geen, Tigwell & Clerk)
- 2.1 Grants & Donations: Finance sub-group (Cllrs. Geen, Tigwell & Clerk)
- 5.1 Play Area Inspections Procedure: Play area sub group (Cllrs. Stones, Henson, Byrom & King)
- 5.2 Lengthsman and Grounds Maintenance Procedure & 5.2.1 Risk Assessment: Cllr. Worth & Clerk
- 5.3 Snow Warden Procedure & 5.3.1 Risk Assessment: Cllr. Worth & Clerk
- 5.4 Memorial Inspections Procedure: Cllr Greatrex

Owners of all other documents to be agreed at meeting.

- 9) **DNPA Grass Cutting Contract** DNPA have requested a quotation for grass cutting of the current areas in Princetown and for the area known as the Green or Recreation ground in Postbridge and around the Visitor's Centre in Postbridge. The Green is currently cutting on a voluntary basis by a local resident. It is

Dartmoor Forest Parish Councillor Notes

proposed that DFPC quote for all the work and if the local resident is unable to continue then the parish council will carry on. In addition, petrol and any other miscellaneous costs to be paid to volunteer resident. Insurance and risk assessment needs to be checked to ensure we can insure volunteers for grass cutting.

- 10) **Dartmoor 'Snow Tourism' Issues** Sub group to report on multi-agency meeting from 16th March 2021. Report used for meeting is saved on website and also attached.

FIRST PUBLIC SESSION

- 11) **Princetown CCTV Complaint** Council have received a complaint and a request for further information about the CCTV system. Concern raised that the system is not compliant. Clerk, in consultation with the Chair and CCTV sub-group, has sent a detailed response and proposed that Clerk and Chair meet with complainant. Date and time to be agreed. The privacy of the complainant should be respected and their individual details should not be raised in public.
- 12) **Devon Climate Emergency** this is a county-wide initiative <https://www.devonclimateemergency.org.uk/> to reduce carbon and address climate change. At this stage DFPC have not been involved, however it would be helpful to have a lead councillor for this initiative to find out what is required.
- 13) **Station Road, Princetown** Clerk has contacted Andrew Watson who advised that DNPA are aware the road requires repairing. It was repaired in October but requires further work. Mr Watson is waiting for confirmation on budget and funds.
- 14) **Planning** no applications to consider.
- 15) **Financial Management**

- a. Cheques to be authorised this month

Ref	Chq No	Date	Payee & Details	Amount
1408	1653	23/03/21	Duchy of Cornwall - Village Green/Play Area half year rent	£ 42.00
1409	1654	23/03/21	Western Web Ltd (additional functionality/Clerk's web cam)	£ 102.00
1410	1655	23/03/21	Playsafety Limited (Princetown play area inspection)	£ 124.20
1411	1656	23/03/21	Steve Cox (Clerk's Pay)	£ 397.55
1412	1657	23/03/21	WDBC (Cemetery Rates)	£ 229.98
1413	1658	23/03/21	Josh Cook - Litter Picker fee	£ 40.00
1414	1659	23/03/21	David Cole - Pay & Expenses (including holiday pay)	£ 1,812.10
1415	1660	23/03/21	HMRC - PAYE	£ 446.96

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

Dartmoor Forest Parish Councillor Notes

<u>End of Month Report of Accounts</u>			<u>March 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	£8,563.53	£7,610.00
Council Tax Support Grant	£0.00	£0.00	Dog Bins	£119.60	£119.52
Grass Cutting & Lengthsman	£2,985.85	£2,868.00	Toilets	£0.00	£3,938.00
Others	£2,956.35	£2,956.35	Play Area	£2,057.50	£1,844.00
<u>Total</u>	<u>£46,685.59</u>	<u>£46,567.74</u>	Running Costs	£61.95	£125.00
			Improve & Repair	£279.96	£2,256.00
			Tools & equipment	£4,277.63	£4,265.13
			Donations with Powers	£0.00	£150.00
<u>Bank Reconciliation</u>			Section 137	£153.50	£196.00
Cash in Bank	£31,529.46		Fees	£1,866.70	£1,636.72
Plus Outstanding Income			Admin Costs	£1,555.64	£1,631.62
Less Outstanding Cheque	£4,860.50		Clerk's Pay	£3,922.20	£3,939.24
Less spend this month	£3,194.79		Training	£105.00	£180.00
<u>Balance carried forward</u>	<u>£23,474.17</u>		<u>Total</u>	<u>£23,330.45</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	£23,561.20	£23,443.35			
VAT Rebate	£1,691.56	£1,691.56			
Total Expenditure (ex VAT)	£23,330.45	£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>£4,346.64</u>	<u>-£2,419.55</u>			
			<i>VAT to be reclaimed at end of year</i>		<i>£1,618.20</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 Reducion & 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
	<u>£12,526.50</u>	<u>£2,836.45</u>	<u>£5,260.78</u>	<u>£10,102.17</u>
<u>Unallocated:</u>				
General Reserve at start of year	£10,756.41	Expected at end of year		£8,336.86

Key Observations:

- Other Liabilities (ex VAT):
 - Lengthsman costs over budget. Due to additional work & NI for March's work.
 - Bellever notice board – labour cost estimate £26.

Dartmoor Forest Parish Councillor Notes

- 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.
 - 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.
- 14) **Committees, Sub-Groups & Special Interests:**
- a) **Princetown School:** Report from Cllr. Stones on recent PTFA meeting via Zoom on March 2nd:
 1. Six attended including the Head (Emma)
 2. Home Learning going well.
 3. Discussed raising funds by running Easter Raffle.
 4. Head mentioned raising money for a Gazebo for playground. Emma had looked at 2 sizes 1st would hold 50 people cost from £12,000 to £13,000. 2nd would hold 70, cost from £14,000 to £15,000. Fund raising would have to be raised by village and outside donation.
 5. It was discussed PTFA to fund Music Lessons for pupils. Emma to look into cost.
 6. School is collecting black bin bags of clean unwanted clothes and shoes in good condition as a fund raiser. Bags can be dropped off at school, any time. Collection day will be May 12th.
 7. I do not know of any other topics that came up as I lost Zoom connection 3 times during meeting.
 - b) **Princetown Youth Club** Cllr. Stones reports that good news Y. Club has been awarded £3,800 for Easter Project (food / activities) from HAF DCC fund.
- 15) **Reports from other meetings:** None.
- 16) **Urgent decision since last meeting** None.
- 17) **Exchange of Information** Limited to the exchange of information & items for next meeting.
- a) 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. **No further update.**
 - b) **Play Area Annual Inspection** has been completed and report received by Clerk. Cllr. Henson is reviewing the report to help compile a schedule of works.

SECOND PUBLIC SESSION

- 18) The next meeting of the Parish Council is **1930 Tuesday 27th April – via Zoom.**