



Dartmoor Forest Parish Council

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24 April 2021

Councillor Notes for the Parish Council Meeting at 1930 on 27 April 2021

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

- 1) **Apologies** Cllr. Wendy Watson
- 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) **Princetown Public Toilet Costs** West Devon Borough Council have issued an invoice for £2,000. Finance sub-group queried on 16th April 2021 on what basis this invoice has been calculated and issued. Awaiting response. Therefore, this invoice has not been submitted for approval.
- 5) **Princetown Food Hub** Council to determine grant application of £210.00 for purchase of food to assist families in the village. Grant application has been circulated and can also be found here: <https://www.dartmoorforestparishcouncil.gov.uk/reports.php?id=168> .
- 6) **Devon & Somerset Fire & Rescue Service – Community Risk Management Plan** Council consider responding to survey: <https://www.dsfire.gov.uk/index.cfm?siteCategoryId=1>
- 7) **Princetown CCTV** Report from Cllr. Manning: I am pleased to be able to say that the CCTV system is now fully functional. Shortly after it was installed, we had a slight problem with one of the cameras but that was quickly fixed and now all four cameras are working. We were able to test it for real when it was reported that a parked car had reversed into another car. When we were given the details of time and date, we were quickly able to identify the footage which was then downloaded in case the police required it. This also helped identify an acceptable process to be used. Outside of regular system checks the process for accessing specific footage involved a simple email to the clerk to ask authority for the search to take place. In this instance the clerk was seen to be authority from the Council. I am not sure but this may need to be agreed by full council at the meeting.
- 8) **DFPC Governance – Policies & Procedures Update** Council to approve the below documents:

Documents	Reviewers
1. Standing Orders	ALL
2. Financial Regulations	Cllrs. Tigwell, Geen & Clerk
3. Members' Code of Conduct	ALL
4. Transparency Code	ALL

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5.	Risk Management Strategy	APPROVED
4.1	Community Engagement Policy	Cllr. Watson (Clerk has received notification from Cllr. Watson that she recommends this approves this policy is approved (this document is an existing policy)).
4.2	Princetown CCTV Policy	APPROVED
2.1	Grants and Donations Procedure	Cllrs. Tigwell, Geen & Clerk
3.1	Complaints Procedure	Cllr. Manning
5.1	Play Area Inspections Procedure	Cllrs. Stones, Henson, King & Byrom
5.2	Lengthsman and Grounds Maintenance Procedure	Cllr. Worth & Clerk
5.3	Snow Warden Procedure	Cllr. Worth
5.4	Memorial Inspections Procedure	Cllr. Greatrex
4.2.1	Princetown CCTV Data Protection Impact Assessment	APPROVED
5.2.1	Lengthsman and Grounds Maintenance Risk Assessment	Cllr. Worth & Clerk
5.3.1	Snow Warden Risk Assessment	Cllr. Worth
4.1.1	Publication Scheme	Clerk
4.1.2	Privacy	Clerk

- 9) **Dartmoor 'Snow Tourism' Issues** Clerk's notes on meeting held with OPCC and D & C Police on 8th April:
- a) D & C Police were supportive of any community effort to help manage this problem.
 - b) However, due to staffing levels any preventative initiative would have to be resourced outside of D & C Police staffing.
 - c) D & C Police did not rule out snow gates, or clearways.
 - d) D & C Police suggested that some form of temporary one-way system i.e., up from Yelverton to Princetown and down from Princetown to Tavistock be evaluated by Highways. It is recognised that this would inconvenience residents, however it may be the only effective means of keeping the Yelverton road clear enough for the Emergency Services.
Council to consider next steps.

FIRST PUBLIC SESSION

- 10) **Princetown Play Area Safety Inspection** Council to consider annual report and plan remedial action. Full report has been circulated. Cllr. Henson's summary of this report and proposed actions, I have added comments in red if there have been any developments:

I'll start with what I think are the most important items and work my way down

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1. Single point swing (p 25) the chain links are indeed badly worn (but not immediately dangerous) this can be repaired by removing the 2 links and re anchoring them (this would raise the height of the swing by 50mm) this in my opinion would have to be done professionally for insurance and safety regs requirements also special anti tamper "torx " keys would be needed to unscrew the anchor points. The squeaking chain /bearings will most likely only need oiling
2. P11 & 12 Agility trail the wood below the surface is indeed rotting quite badly and may need to be replaced (recycled plastic would be ideal) or unfortunately removed which would be a great pity (perhaps we could get a lottery grant or sponsorship to get it replaced) **One of the uprights did come down and was taped up for safety. David Cole using post from garage to repair.**
3. P28 Space net there are trip points around 2 of the anchor points these could be rectified by being covered with earth and tamped down but a permanent solution escapes me (as a note I looked at the same equipment in Tavistock park and they have the same problem)
4. P22 Stand on Rotator, caps have already been fitted, the handles (in my opinion) are not loose **CLOSE**
5. P20 ,Rocker seesaw again a "torx" key will be needed to remove the end caps to get a more in depth inspection of the bearings
6. P 19 Rocking Horse ,Mother nature being what she is grass and dirt will exploit any and every gap they can find so the gaps in the safety matting will need to be dug out and closed up (maybe our grass cutter could do this for us?)
7. P17 Multiplay, loose screws ,these again are special anti tamper screws and can easily be retightened (when we can visit B&Q Ill purchase some "torx keys" and do them
8. P14 Climber "A" Frame this one I'm not sure of they state that appropriate surface needs installing but then go on to say that grass is acceptable to a free fall height of 1.5 metres I measured the top of the A Frame at 1.45 metres so grass "should" be ok **CLOSE**
9. P 13, Cableway, The matting needs to be lifted and repositioned where needed
10. P6 General surface a couple of holes will need to be filled in **COMPLETE**
11. Signage the fire assembly label just needs re-attaching using a plastic tie what they mean by an "ownership" sign I am not sure **Clerk recalls (vaguely) ordering sign before absence – does any Cllr recall anything further?**

In addition, I have further escalated the issue of the loose zip wire (recently installed) to Sutcliffe's.

- 11) **Devon Climate Emergency** please see separate report circulated by Cllr. Tigwell, which can also be found here: <https://www.dartmoorforestparishcouncil.gov.uk/reports.php?id=168>
- 12) **Planning** Council to determine the below planning application:
0129/21 Duchy House, Tavistock Road, Princetown - Alternative parking arrangement to that approved and erection of two sheds
- 13) **Financial Management**

Dartmoor Forest Parish Councillor Notes

a. Cheques to be authorised this month

Ref	Chq No	Date	Payee & Details	Amount
1420	1663	27/04/21	Steve Cox - Pay	£ 445.55
1421	1664	27/04/21	David Cole - Pay & Expenses	£ 528.00
1422	1665	27/04/21	Josh Cook - Litter Picker fee	£ 40.00
1423	1666	27/04/21	Zurich Municipal (Insurance)	£ 472.21
1424	1667	27/04/21	DM Payroll Services Ltd (Payroll)	£ 142.00
1425	1668	27/04/21	West Devon Borough Council (dog bin emptying)	£ 71.76

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

Dartmoor Forest Parish Councillor Notes

<u>End of Month Report of Accounts</u>			<u>April 2021-22</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 1/4/21	£24,605.81	£24,605.81	Litter Picking	£40.00	£544.40
Precept	£0.00	£17,995.00	Grass Cutting, Lengthsman	£528.00	£8,080.00
Council Tax Support Grant	£0.00	£0.00	Dog Bins	£59.80	£362.00
Grass Cutting & Lengthsman	£0.00	£2,914.88	Toilets	£0.00	£2,938.00
Others	£0.00	£0.00	Play Area	£0.00	£500.00
<u>Total</u>	<u>£24,605.81</u>	<u>£45,515.69</u>	Running Costs	£0.00	£200.00
			Improve & Repair	£0.00	£390.00
			Tools & equipment	£0.00	£0.00
			Donations with Powers	£0.00	£150.00
<u>Bank Reconciliation</u>			Section 137	£0.00	£79.00
Cash in Bank	£27,029.76		Fees	£0.00	£925.00
Plus Outstanding Income			Admin Costs	£614.21	£1,210.00
Less Outstanding Cheques	£4,123.47		Clerk's Pay	£445.55	£5,431.60
Less spend this month	£0.00		Training	£0.00	£100.00
<u>Balance carried forward</u>	<u>£22,906.29</u>		<u>Total</u>	<u>£1,687.56</u>	<u>£20,910.00</u>
			<u>Notes</u>		
<u>Annual Budget Reconciliation</u>	<u>To Date</u>	<u>To Year End</u>	Monthly bank reconciliations correct.		
Brought Forward 1/4/21	£22,906.29	£22,906.29			
Total Income	£0.00	£20,909.88			
VAT Rebate	£0.00	£0.00			
Total Expenditure (ex VAT)	£1,687.56	£20,910.00			
Allocated Reserves	£10,874.91	£10,874.91			
General Reserve 1/4/21	£10,379.79	£10,379.79			
<u>Balance carried forward</u>	<u>-£35.97</u>	<u>£1,651.47</u>			
			VAT to be reclaimed at end of year		£11.96
Reserves Held by the Parish Council					
<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 & Anim	£0.00	£1,336.45		£1,336.45	
Contested Election	£3,000.00		£40.00	£2,960.00	
Grass cutting equipment	£5,000.00			£5,000.00	
	£12,526.50	£2,836.45	£4,488.04	£10,874.91	
<u>Unallocated:</u>					
General Reserve at start of year	£10,379.79	Expected at end of year		£12,031.26	
Assets Held by the Parish Council					
Playground Equipment	£63,485.63		Tools and Other Equipment	£6,520.73	
Community Assets	£17,512.71		Miscellaneous	£601.71	
Information Technology E	£904.56		Long Term Investments	£0.00	

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Key Observations:

- 2020-21 Accounts are closed. Clerk to check records before sending to Internal Auditor.
- Highlighting is to remind Clerk to check that he has treated reserves correctly.
- Other Liabilities (ex VAT):
 - Bellever notice board – labour cost estimate £26. **Do any Cllrs. have an update on this?**
 - 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. I have not heard from church wardens however removed as a liability – any future commitment should be submitted as a grant application.
- Risks: Ongoing issue of costs for Princetown toilets. Recommend that WDBC provide evidence of any agreement of financial commitment. Unless there is a contractual commitment this must be treated in the same manner as an annual grant application. We have budgeted £2,938, however this is dependent on a grant of £1,000 from DNPA which is unlikely.

14) Committees, Sub-Groups & Special Interests:

- a) **Princetown School:** Cllr. Stones attended PTFA meeting via Zoom Tues. April 20th 2021.
- b) **Princetown Youth Club** Cllr. Stones reports that over the Easter Break Y. Club was well attended. During sessions children cooked two course meals which they then shared. Games took place on football field plus crafts around fire pit. Play Park was used at request of children which is good to hear.

15) Reports from other meetings/activities: Speedwatch report from Cllr. Manning:

I am glad to say that Speedwatch has once again started up with full covid precautions in place. Last year 142 deaths were recorded and 29 injuries. This year so far there have been 14 RTAs. Considering the reduction in travel for a large part of 2020 that shows how the lack of Speedwatch does really have an effect. We can only assume that had the traffic been as busy as usual then that number would have been considerably higher.

On our first session this year we identified more than 25% were speeding with the highest being 57mph. When we were out normally in 2019, we would usually get around 10% speeding so we now have an uphill struggle to get back to where we were before Covid.

As well as losing a couple of volunteers I am also down because some are still isolating so if anyone knows someone who would like to join, please get them to email me.

16) Urgent decision since last meeting None.

17) Exchange of Information Limited to the exchange of information & items for next meeting.

SECOND PUBLIC SESSION

18) The next meeting of the Parish Council is **1930 Tuesday 4th May – via Zoom.**

19) **Proposal to exclude members of the public and press for next part of this meeting.** It is proposed that due to the confidential nature of the following agenda item that members of the public & press are excluded from the meeting.

20) **Parish Grass Cutting** As agreed at last month's meeting DFPC submitted a quotation for grass cutting in Princetown (an existing contract) and in Postbridge (a new contract). On 12th April DFPC advised the Clerk the following:

Thank you for your email. As you are aware the Authority recently went out for competitive quotations to provide a grass cutting service for our car parks at Princetown, Postbridge, Meldon Reservoir and Brentor for this spring and summer. This was carried out in line with the Authority's Financial Regulations and Procurement Procedures and on this occasion a more competitive quotation was received than the one submitted by the Parish Council. Therefore, you have not been successful this time around.

This is not a reflection on the standard of service we received when the Parish Council cut the grass at Princetown car park and I hope that the Parish Council will consider quoting again in future years.

Council to consider impact of loss of revenue on budget - £1,717 in 2021/22 and wider impact.