



Dartmoor Forest Parish Council

Parish Clerk: Mr S J Cox,
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20 June 2021

Councillor Notes for the Parish Council Meeting at 1930 on 22 June 2021

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

- 1) **Apologies** none received prior to the meeting.
- 2) **2020 Annual Parish Meeting** no matters arising to my knowledge.
- 3) **Chair's Report** Cllr Alison Geen to provide report.
- 4) **Matters Raised by Electors** none received prior to the meeting

Parish Council Meeting

- 1) **Apologies** none received prior to the meeting.
- 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) **2020-21 Accounts** Council to receive Internal Auditor's Report, Bank Reconciliation and Variance Analysis Reports.
- 5) **2020-21 Annual Governance Statement** Council to approve the Annual Governance Statement (previously circulated). Chair and Clerk to sign statement.
- 6) **2020-21 Accounting Statements** Council to approve the Accounting Statements (previously circulated). Chair and Clerk to sign statement.
- 7) **Princetown Public Toilet Costs** West Devon Borough Council have issued an invoice for £2,000. Finance sub-group have queried on what basis this invoice has been calculated and issued. Clerk advised that the council had not approved a payment and WDBC advised that they had waived invoice. Awaiting credit. Council to consider whether they wish to make a contribution for 2020-21 and 2021-22.
- 8) **Princetown Food Hub** Council requested a copy of budget and constitution to evaluate grant application. Not received at time of writing.
- 9) **Parish Clerk Recruitment Plan** In addition to the job advert and description, please see below a DRAFT plan and timeframe for the recruitment of a new clerk:
 1. It is proposed that recruitment and selection of a new clerk is delegated to a sub group of councillors. This should be no more than 3 to 4 councillors. To be agreed at meeting of 22/06.
 2. Propose that closing date for applications is Monday 5th July (this allows two full weekends for applications to be submitted).
 3. Propose that candidates submit a CV and a covering letter outlining their suitability and experience.
 4. Clerk to ask Devon Association of Local Councils and the Devon branch of the Society of Local Council Clerks to circulate details of the vacancy. 23/06 onwards.
 5. Clerk to post details of vacancy on local, community Facebook sites. 23/06 onwards.

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6. Advert placed in Tavistock Times. Dependent if it can feature in 24/06 edition. Clerk has contacted TT for information and costs.
7. Interviews to be held w/c 5th July 2021.
8. Decision conveyed to successful candidate by 9th July 2021.
9. Dependent on availability and experience of new Clerk then handover from current Clerk should start as soon as possible.
10. New Clerk to assume responsibility for council meetings from 27th July onwards.
11. Current Clerk will be available to support new Clerk in post.

I appreciate this is quite an ambitious timeframe, however I think it's important to get a new Clerk in post as soon as possible.

- 10) **SWQR (highways signage & safety) training** a requirement for the Lengthsman to carry out grass cutting and ditching work on the highway is to hold current certification in Reassessment of O1 - Signing, lighting and guarding. Can any councillors attend with David Cole to ensure we have sufficient knowledge within the council?
- 11) **DFPC Governance – Policies & Procedures Update** Council to approve the below documents:
 - Snow Warden procedures.
 - Risk Register.
- 12) **Former Prison Officer's Club, Princetown**
Copy of latest correspondence with Duchy of Cornwall (email sent by Clerk 20/06):

Dear Tom,

Thank you for the update. In our original letter the council proposed the use of wrapping to shield the eyesore from residents and visitors to the village. I am afraid that has not been addressed in your correspondence to date. Can you please provide a prompt and detailed response without any further need for the council to escalate this matter.

Yours sincerely

Steve Cox

From: Tom Stratton <tstratton@duchyofcornwall.org>
Sent: 16 June 2021 09:51
To: 'clerk@dartmoorforestpc.net' <clerk@dartmoorforestpc.net>
Cc: Anne Kelly <akelly@duchyofcornwall.org>
Subject: Former Prison Officers' Club - Safety Fencing

Dear Steve

Thank you for your email of 1st June. Apologies for the delay in replying; I was away for a few days and am catching up on correspondence.

Since my last email to you, we have instructed a contractor to replace certain panels of the protective fencing and to repair others, including provision of new warning signage. Speaking to the contractor, there are problems with the flow of materials at the moment and this affects the panels in particular.

Whilst we hope to start work within 4 weeks and complete shortly thereafter, we are in the hands of the supplier but we will complete as soon as possible. We can however obtain the signs without delay and these will be fitted as soon as they arrive.

I will update you once we have more information.

Yours sincerely

Tom Stratton

FIRST PUBLIC SESSION

13) **Princetown Play Area Safety Inspection** Please see original plan. Council to provide update and prioritise next actions:

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

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.
12. Sutcliffe's have tightened the loose zip wire. **COMPLETE**

14) **Planning** Council to determine the below planning applications:

- **0253/21 0254/21 0257/21 0258/21** St Raphael's Church, Hexworthy

15) **Financial Management**

a. Cheques to be authorised this month

Ref	Chq No	Date	Payee & Details	Amount
1429	1672	22/06/21	Steve Cox - Pay	£ 445.55
1430	1673	22/06/21	David Cole - Pay & Expenses	£ 528.00

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1431	1674	22/06/21	Josh Cook - Litter Picker fee	£	40.00
1432	1675	22/06/21	Devon Association of Local Councils - subscription	£	250.69
1433	1676	22/06/21	Don Agnew (Internal Auditor's fee)	£	50.00

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

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<u>End of Month Report of Accounts</u>			<u>June 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	£120.00	£544.40
Precept	£8,997.50	£17,995.00	Grass Cutting, Lengthsman	£1,584.00	£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>£33,603.31</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	£32,607.76		Fees	£272.00	£925.00
Plus Outstanding Income	£41.95		Admin Costs	£614.21	£1,210.00
Less Outstanding Cheques	£3,031.76		Clerk's Pay	£1,336.65	£5,431.60
Less spend this month	£0.00		Training	£0.00	£100.00
<u>Balance carried forward</u>	<u>£29,617.95</u>		<u>Total</u>	<u>£3,986.66</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	£29,617.95	£29,617.95			
Total Income	£8,997.50	£20,909.88			
VAT Rebate	£0.00	£0.00			
Total Expenditure (ex VAT)	£3,986.66	£20,910.00			
Allocated Reserves	£10,346.91	£10,346.91			
General Reserve 1/4/21	£17,091.45	£17,091.45			
<u>Balance carried forward</u>	<u>£7,190.43</u>	<u>£2,179.47</u>			
			<i>VAT to be reclaimed at end of year</i>		<i>£40.65</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		£568.00	£2,432.00
Grass cutting equipment	£5,000.00			£5,000.00
	<u>£12,526.50</u>	<u>£2,836.45</u>	<u>£5,016.04</u>	<u>£10,346.91</u>
<u>Unallocated:</u>				
General Reserve at start of year	£17,091.45	Expected at end of year		£19,270.92

Key Observations/Actions:

- Revenue forecast will have to be reduced as this still includes the DNPA revenue.
- Invoice for Duchy of Cornwall donation of £500 towards CCTV to be issued.

16) Committees, Sub-Groups & Special Interests:

- a) PFTA Cllr. Stones attended meeting. 4 attended.

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- b) **Princetown Youth Club** Cllr. Stones reports: Great news to share from Y. Club. They have been successful in a bid for the Summer Holidays fund.
Attended first Y. Club meeting since lockdown on June 7th. Four attended plus Emma Byrom joined us. Rules, if you cater for Young People at Risk Y. Clubs are allowed up to 15 young people if pre booked. Princetown can take 12 because of size of building. At present Jnr. sessions are up to this number. Sadly, Seniors have dropped to around 4. I believe this may be down to local business opening up and employing young staff after school and weekends. Plus, we have a few attending College. Emma Byrom has offered to help out if short staffed. The Committee are in need of new trustee's and committee members. Funding is down at the moment
Y. Club continues to open Jnrs. Tues and Thurs. 4pm --6pm
Snr's Tues- Thurs 6.30pm --9pm
Nothing further to report.
Next meeting Sept.

- 17) **Reports from other meetings** Devon & Cornwall Speedwatch Report (circulated separately)
18) **Other issues requiring decisions** None.
19) **Urgent decisions since last meeting** None.
20) **Exchange of Information** Limited to the exchange of information & items for next meeting.

SECOND PUBLIC SESSION

- 21) The next meeting of the Parish Council is **1930 Tuesday 27th July – Princetown Community Centre.**