



# Dartmoor Forest Parish Council

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19 June 2021

**Minutes for the Parish Council Meeting at 1930 on 27<sup>th</sup> April 2021**  
**Held using Zoom remote video conferencing**

Present:

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

\* Chair, \*\*Vice-Chair

There were 3 members of the public present, including Cllr. Philip Sanders (DCC & DNPA) and Cllr. Mark Renders (WDBC & DNPA).

Abbreviations used: **DFPC**: Dartmoor Forest Parish Council, **DNPA**: Dartmoor National Park Authority, **WDBC**: West Devon Borough Council, **DCC**: Devon County Council.

**A minute's silence was observed as a mark of respect for His Royal Highness The Prince Philip, Duke of Edinburgh.**

- 1. Apologies Received** Cllr. Wendy Watson (technical issues).
- 2. Declarations of Interest** No further declarations.
- 3. Minutes of Last Meeting(s):** The minutes of the meetings of 23<sup>rd</sup> March was accepted as a true and accurate record and were signed by the Chair.
- 4. Princetown Public Toilet Costs** West Devon Borough Council have issued an invoice for £2,000. Finance sub-group queried on 16<sup>th</sup> 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 deferred decision on the grant application of £210.00 for purchase of food to assist families in the village. Council requested copies of the group's constitution and business plan/budget to enable them to make an informed decision. Clerk to request from Food Hub.
- 6. Devon & Somerset Fire & Rescue Service – Community Risk Management Plan** Council resolved that Cllr. Geen will respond on behalf of the council. Response to raise concerns around lack of 4x4 vehicle capability on Dartmoor, access during snowy and winter conditions especially if roads are blocked by visitors and inability of certain vehicles to pass across narrow bridges on Dartmoor.
- 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

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Signature of Chair



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.

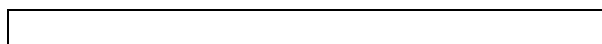
The council also formally closed out the complaint against the CCTV system after the complainant did not respond to the invitation to a meeting.

**8. DFPC Governance – Policies & Procedures Update** Council resolved to approve the below documents:

Documents	
1.	Standing Orders
2.	Financial Regulations
3.	Members' Code of Conduct
4.	Transparency Code
5.	Risk Management Strategy
4.1	Community Engagement Policy
4.2	Princetown CCTV Policy
2.1	Grants and Donations Procedure
5.1	Play Area Inspections Procedure
5.3	Snow Warden Procedure
5.4	Memorial Inspections Procedure
4.2.1	Princetown CCTV Data Protection Impact Assessment
4.1.1	Publication Scheme
4.1.2	Privacy

The council resolved to defer the following procedures:

3.1	Complaints Procedure
5.2	Lengthsman and Grounds Maintenance Procedure
5.2.1	Lengthsman and Grounds Maintenance Risk Assessment
5.3.1	Snow Warden Risk Assessment



- 9. Dartmoor 'Snow Tourism' Issues** Clerk's notes on meeting held with OPCC and D & C Police on 8<sup>th</sup> April:
- D & C Police were supportive of any community effort to help manage this problem.
  - However, due to staffing levels any preventative initiative would have to be resourced outside of D & C Police staffing.
  - D & C Police did not rule out snow gates, or clearways.
  - 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 agreed that full meeting should be reconvened with relevant parties to discuss, what if any practical steps could be progressed.

**FIRST PUBLIC SESSION** No issues raised.

**10. Princetown Play Area Safety Inspection** Council considered annual report and Cllr. Henson's summary of the report and proposed actions. Agreed the following actions:

- 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
- 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.
- 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.
- P22 Stand on Rotator, caps have already been fitted, the handles are not loose.
- 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
- 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.
- P17 Multi-play, loose screws, these again are special anti-tamper screws and can easily be retightened.
- P14 Climber "A" Frame this one I'm not sure of the 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.
- P 13, Cableway, the matting needs to be lifted and repositioned where needed
- P6 General surface a couple of holes will need to be filled in.
- Signage the fire assembly label just needs re-attaching using a plastic tie. Need to order a sign to advise who is responsible for maintaining the park.

**11. Devon Climate Emergency** Cllr. Tigwell presented a Brief on How DFPC might Contribute to Efforts to Declare the Climate Emergency. Council considered requesting an electric car charging point in Princetown and resolved to defer any further action to a future meeting.

**12. Planning** Council objected to the below planning application on the grounds that there was a risk of cars reversing onto the highway and the sheds not in keeping with the conservation area.

**0129/21** Duchy House, Tavistock Road, Princetown - Alternative parking arrangement to that approved and erection of two sheds

**13. Financial Management**

a) Cheques authorised this month were:

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) Monthly Report of Accounts was considered and accepted. Key points to note:

- 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. Cllr. Greatrex reported that he had completed the work and therefore this liability was no longer valid.
  - 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. Agreed that WDBC should provide evidence of any agreement of financial commitment. Unless there is a contractual commitment it was agreed this must be treated in the same manner as an annual grant application.

**14. Commit Committees, Sub-Groups & Special Interests:**

- a) **Princetown School:** Cllr. Stones attended PTFA meeting via Zoom Tues. April 20<sup>th</sup> 2021.
- b) **Princetown Youth Club** Cllr. Stones reports that over the Easter Break the 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.
- c) **Dartmoor Speedwatch** Cllr Manning presented a report on the recommencement of the scheme. He also asked any potential volunteers to contact him.

**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) Urgent issue raised about the commercial impact of road closures on the Warren House Inn, especially as it was during school holiday period. Clerk to raise with Highways and ask if work could be delayed.

- b) Clerk advised that the internment of the ashes of Pamela Wass would take place at Postbridge Cemetery on 22<sup>nd</sup> April 2021.

**SECOND PUBLIC SESSION** No issues raised.

18. The next meeting of the Parish Council is 19.30 on TUESDAY 4th May 2021 via Zoom Remote Video Conferencing.
19. **Proposal to exclude members of the public and press for next part of this meeting.** It was resolved that due to the confidential nature of the following agenda item that members of the public & press were excluded from the meeting.
20. **Parish Grass Cutting** Council considered impact of DNPA grass cutting contract which would result in a loss of £1,717 in revenue which has been budgeted for. Agreed that Lengthsman's hours would be reduced accordingly, however it was resolved that he should be paid for certain of his work in St Michael' and All Angels, Princetown graveyard which he had been doing recently on a voluntary basis. Clerk to discuss further with Lengthsman and agree a reasonable number of hours.

**The Chair closed the meeting at 21:21**