



# Dartmoor Forest Parish Council

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25 July 2021

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

Hexworthy/Huccaby Ward:	Princetown Ward:	
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, **vice-chair</i>

- 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) **Introduction to new Parish Clerk** – Andi Wyer and update on handover plan.

Dear Councillors,

I would like to formally record my thanks to the council and the wider parish of Dartmoor Forest for the support and kindness shown throughout my time as Parish Clerk, especially during my period of ill health. I have thoroughly enjoyed being Clerk and getting to know some of the people and the parish of Dartmoor Forest. The role can be interesting, rewarding and occasionally frustrating, however I hope that I have made some positive difference in my time as Clerk to the work of the council. I wish the new Clerk Andi, the very best in his new role and in our dealings to date I recognise you have recruited a first-class Clerk. I will no doubt see some of you around in my visits to the parish and it would be lovely to keep in touch.

Kindest regards, Steve

### 5) **Princetown Play Area**

- a) Council to approve remedial action required in play area:

The list below is taken from the Councillor briefing notes for our June Meeting with discussion/actions replacing original text. Any items marked closed on the briefing notes have been taken off this list. There are 2 additional items at the end of the list; one is the stay wire and the other is regarding the padlock on the big gate Dave uses to access the Play Park with the mower.

1. Single point swing (p 25) Phil has got the special torx keys but feels the shortening needs to be carried out by an expert as it involves cutting and removing stainless steel links. Gregg raised the matter of how shortening the chain would affect smaller children but we decided that this would be alright as they should have an adult present. We would have to consider replacing chains next time this is highlighted. Action – Find someone to do the job and obtain a quote, Carl Easterbrook was mentioned. Phil could attend to unscrew necessary parts to allow this action.
2. Agility trail (P11 & 12) – this item needs replacing and we felt a further inspection of this trail is needed before any recommendation can be made to Council. It is safe and usable at present. Action - Phil is to look at this item when he is inspecting the Play Park which will be next month.
3. Space net (P28) – Phil suggests the only action possible is to cover the trip hazard areas with top soil and turf and tamp down, possibly a job for Dave Cole. Also we should review this equipment before the next inspection so we can fill in any holes before the Inspection takes place. Action – Ask

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Dave to visit and assess how long this will take so we have an idea of cost for Council to consider.

Alison to ring Dave and arrange for him to meet Wendy on site.

4. Rocker seesaw (P20) – Action - Phil now has torx keys and will look at the bearings. They may either need greasing or replacing so he will report back to Council.

5. Rocking Horse (P19) – mats need replacing. Action –include in items Dave Cole will look at to give us an estimate of time to solve.

6. Multiplay (P17) – Phil has sorted loose screws with torx keys CLOSED

7. Cableway (P13) Action – include in items Dave Cole will look at to give us an estimate of time to solve.

8. Signage – Phil has reattached the fire assembly label and we require a sign indicating who maintains the Play Park. It was also noted that the No Dogs sign had come off one gate and the other was looking tired. Also need sign on big gate “Please use lower gate” Action – Alison to draw up potential ownership sign and find out from Gregg/Steve Cox where CCTV signs were purchased from with a view to recommending to Council that we order new/replacement signs as necessary. Action – vote to decide on banning dogs from Play Park.

9. Stay Wire – this comes into Play Park from pole believed to belong to Western Power Distribution and we considered putting hazard tape on it. Action - Alison said she would contact WPD first to see if they could do it. PS WPD have said they will visit and put hazard tape on wire even if it isn't their pole.

10. Padlock on big gate – is too small for job. Action – ask Council to sanction purchase of padlock with longer/bigger shank so it can't be forced open which is what is happening now.

Footnote – We need to review this list before the next inspection so that we can put anything right that simply needs filling in with earth or tightening screws etc.

- b) Council to resolve that with the exception of assistance dogs, all dogs remain banned from the play area.
- 6) **Former Prison Officer's Club, Princetown** Update on dangerous and unsightly state of fencing and building.
- 7) **Station Cottages, Princetown**
  - a) DNPA & Highways signage
  - b) Lorries for distillery using road.
- 8) **Parish Council Defibrillators** Servicing plan and costs. These were not serviced in 2020-21 and are not budgeted for. However, manufacturers recommend annual servicing of approx. £100 each. Also, South West Ambulance no longer maintain the database of defibrillators and this has been moved to a service run by BHF called the Circuit <https://www.thecircuit.uk/defibrillators> . I have successfully registered the devices; however, I have let Andi know what information is outstanding to complete the registration.
- 9) **Parish Council mower repair** Approval of costs to repair mower £550 + VAT (see separate email)
- 10) **Promoting businesses on parish council website** Cllr. Manning to raise.
- 11) **Flooding in the Prince of Wales/Royal Court area** Update from Cllr. Geen on concerns raised by local residents.
- 12) **Warmer Healthier Homes Pilot and Village Partnership concept** Council to agree whether they wish to support this initiative and who should be lead Councillor. Details sent separately.

## **FIRST PUBLIC SESSION**

Residents are invited to give their views and question the Parish Council on agenda items, or raise issues for future consideration

- 13) **Planning** Council to determine the following applications:
  - a) **0352/21 HMP Dartmoor.**
  - b) **0316/21 Environment Agency**

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12) **Financial Management**

a. Cheques to be authorised this month

Ref	Chq No	Date	Payee & Details	Amount
1435	1677	27/07/21	David Worth (grass cutting disposal bag costs)	£ 240.00
1436	1678	27/07/21	Tindle Newspapers Devon Limited (parish clerk recruitment)	£ 201.60
1437	1679	27/07/21	Steve Cox (expenses - bags & gloves)	£ 29.35
1438	1680	27/07/21	David Cole - (expenses - petrol)	£ 60.00
1439	1681	27/07/21	Steve Cox - Pay	£ 445.55
1440	1682	27/07/21	David Cole - Pay	£ 528.00
1441	1683	27/07/21	Josh Cook - Litter Picker fee	£ 40.00

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

Dartmoor Forest Parish Councillor Notes

<u>End of Month Report of Accounts</u>			<u>July 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	£184.45	£544.40
Precept	£8,997.50	£17,995.00	Grass Cutting, Lengthsman	£2,352.00	£8,080.00
Council Tax Support Grant	£0.00	£0.00	Dog Bins	£59.80	£362.00
Grass Cutting & Lengthsman	£125.85	£1,129.88	Toilets	£0.00	£2,938.00
Others	£0.00	£0.00	Play Area	£0.00	£500.00
<u>Total</u>	<u>£33,729.16</u>	<u>£43,730.69</u>	Running Costs	£50.01	£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	£30,994.09		Fees	£272.00	£925.00
Plus Outstanding Income	£0.00		Admin Costs	£782.21	£1,210.00
Less Outstanding Cheques	£2,818.74		Clerk's Pay	£1,782.20	£5,431.60
Less spend this month	£0.00		Training	£0.00	£100.00
<u>Balance carried forward</u>	<u>£28,175.35</u>		<u>Total</u>	<u>£5,482.67</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	£28,175.35	£28,175.35	VAT Rebate of £1642.88 for 2020-21 outstanding		
Total Income	£9,123.35	£19,124.88			
VAT Rebate	£0.00	£0.00			
Total Expenditure (ex VAT)	£5,482.67	£20,910.00			
Allocated Reserves	£10,346.91	£10,346.91			
General Reserve 1/4/21	£15,648.85	£15,648.85			
<u>Balance carried forward</u>	<u>£5,820.27</u>	<u>£394.47</u>			
			<i>VAT to be reclaimed at end of year</i>		<i>£89.14</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	£15,648.85	Expected at end of year		£16,043.32

**Key Observations/Actions:**

- VAT for 2020-21 requires reclaiming
- Revenue forecast has been reduced due to loss of DNPA revenue.
- Invoice for Duchy of Cornwall donation of £500 towards CCTV has been issued (25/07/21). Not recognised in accounts until received.

Dartmoor Forest Parish Councillor Notes

- 16) **Committees, Sub-Groups & Special Interests:** None.
- 17) **Reports from other meetings** None.
- 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 24<sup>th</sup> August – Princetown Community Centre.**