

# Dartmoor Forest Parish Council



Parish Clerk: Jackie Bennetts

Applegarth, Walkhampton, Yelverton, PL20 6JP Tel: 01822 859104

Email: [clerk@dartmoorforestparishcouncil.gov.uk](mailto:clerk@dartmoorforestparishcouncil.gov.uk) Website: [www.dartmoorforestparishcouncil.gov.uk](http://www.dartmoorforestparishcouncil.gov.uk)

## Briefing Notes for Meeting February 22<sup>nd</sup> 2022 (Prepared on the 20th Feb 2022)

1. **Apologies** - Cllr. Tigwell (ill health) Cllr. Byrom (holiday)
2. **Declarations of Interest** – Register of interest forms still required from Cllr Byroms, and Cllr. Greatrex
3. **Acceptance of minutes** – as previously circulated
4. **Housing Needs Survey** – Feedback from Councillors (See appendix 1) sent to Alex Rehaag 31/1/22 with reply from Alex on the 2/2/22 as follows.  
'Thanks for this – useful feedback and we are taking this on board especially about the catchment area being the parish. I'm a bit snowed under at the minute but will make sure that I am in touch with you all next week to talk about a go live date.....'  
Nothing more heard since 2/2/22
5. **VZSW Partnership** grant distribution - Cllr.Tigwell is unable to continue to lead on this project due to ill health. Project Outline can be found in Appendix 2. Council is asked to identify new lead to take this project forward to completion before the grant deadline 31<sup>st</sup> July 2022.
6. **Play Park**
  - a. Zip Wire Seat – Update from Cllr Henson on new seat
  - b. Lighting – Update from Cllr. Worth
  - c. Weekly Inspections – Cllr Stones reports that entrance is very muddy and is being noted on inspections. Council to discuss and decide action to take as necessary.
7. **Parking issues** (Princetown) – Councillors to update on any ongoing issues, visits from CEO or new areas of concern.
8. **Fundraising for St Michael's Churchyard** – Cllr. Worth update on QR codes for fundraising.
9. **Jubilee Celebrations** – Clerk has emailed letters to Duchy (Tom Stratton), DCC (Cllr Philip Sanders), WDBC (Mark Renders) DNPA (Richard Drysdale), Charity Shop, requesting donations to fund the purchase of mugs. See Appendix 3 Letters acknowledged but no donations offered to date.
10. **Sitka Spruce Plantation** (Princetown)- Update from Cllr. Geen regarding possible meeting date of Public meeting with Duchy.
11. **Blackabrook Avenue** – See report from Cllr Stones following a complaint from resident about abandoned vehicles. Appendix 4

12. **Climate Change declaration** – Council is asked to propose future action/s to undertake See examples of actions other Councils are taking for inspiration (Email sent to all Councillors 9/2/22)  
Suggestion that planting a tree/s as part of the NACO (National Association of Civic Officers) Queen's Green Canopy initiative on March 11<sup>th</sup> 2022 might be a timely action. Appendix 5
13. **Memorial Benches** – Brought forward from Jan meeting. Cllr. Tigwell has not received a response from Burrator PC regarding their standard for public seating. He has therefore drafted a Public Seating Procedure for discussion at this meeting. Clerk has drafted an application form to sit alongside it. Appendix 6.  
Clerk has received a request by email 9/2/22 to place a memorial bench on the Green (Princetown). This is in addition to the request received via Mark Renders late in 2021 for a bench in the Square.  
Cllr. Worth has suggested that the most recent request could be offered one of the existing three benches on the Green with them paying for it to be refurbished and a memorial plaque mounted, rather than having to find a suitable site for an additional bench on the green.
14. **Planning** - none to date 16/2/22
15. **Public Session**
16. **Financial Management** Briefing notes to follow separately.
- a) Payments to be approved;
    - i. Councillor expenses / allowances – none to date 16/2/22
    - ii. David Cole Pay
    - iii. Litter picker fee
    - iv. Clerk salary
    - v. HMRC NI & tax
    - vi. Clerk membership fees SLCC
    - vii. New Councillor Training – DALC
    - viii. Jubilee Mugs
    - ix. CCTV – camera and UPS installation and annual maintenance
  - b) Bank reconciliation;
  - c) FOO
17. **Online Banking** – Following a recent issue with a cheque being refused by the bank, the Council is asked to consider moving to online banking. Clerk has produced a document outlining the legal position, best practice and examples from other Parish Councils. Appendix 7
18. **Grass Cutting – DNPA** – Council has been asked to quote for grass cutting in Princetown, Postbridge, along with new areas in Meldon and Brentor. Quotes for each area have been prepared by the Clerk based on previous quotes and some assumptions regarding the time taken to cut the new areas. Council is requested to agree the strategy for the quote. (Deadline for submitting quote is 28/2/22) Appendix 8

**DCC Highways** – Council is asked to consider and sign (if applicable) the contract for grasscutting 2022/23 Value of contract is £123 (up from £119 in 2021/22) Contract must be signed and returned by 28/2/22.

**19. Nomination of Members to DNPA** – Email received 7/02/22

To all West Devon/Mid Devon Parishes with land on Dartmoor National Park  
A casual vacancy has arisen for a Parish Member within the West Devon/Mid Devon area of the Dartmoor National Park Authority. In order to fill this seat as quickly as possible, a timetable has been agreed for nominations as set out below:

- Nominations to be returned by 5:00pm by: Thursday 7 April 2022
- Ballot Papers to be sent out by: Friday 8 April 2022
- Ballot Papers to be returned to DALC by: 2:00pm on Wednesday 20 April 2022

Attached to this email is a Nomination Form, which should be completed in all parts and returned. This form will be copied and sent with all the ballot papers for the information of parishes who may not know all the candidates. I also attach a Member Role Description, Guidance Notes, the Election Timetable, and General Information About DNPA.

**\*Please add this item to your next agenda, and make arrangements to deal with the ballot stage if this falls outside of your usual council meeting.**

Yours sincerely

**Cara Stobart**, County Officer

**Devon Association of Local Councils Ltd**

Councillors are asked to consider whether to make a nomination which will be further discussed and agreed at the April Meeting

**20. Various Consultations** Council to consider what, if any, the response should be to the following consultations.

- a. Nation Park – Local List Public Consultation (by 10/3/22) Appendix 10
- b. Opportunity to end use of green lanes by recreational motor vehicles in DNP (by 9/4/22) Appendix 11
- c. Two Bridges – Proposed no waiting zone (by 24/2/22) Appendix 12

**21. Reports from Committees, Sub Groups and Special Interests**

**22. Urgent decisions since last meeting**

**23. Exchange of information**

- a. Proposal to invite new Governor HM Prison Dartmoor to March meeting
- b. Project Wingspan - initiative to tackle rural crime

**24. PUBLIC SESSION**

**25. Date of next meeting** - at 1930 on 22<sup>nd</sup> March 2022 Princetown Community Centre