



# Dartmoor Forest Parish Council

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## Minutes for the Parish Council Meeting at 1930 on 25<sup>th</sup> January 2022 in Princetown Community Centre

Present:

<b>Hexworthy/Huccaby Ward:</b> Cllr Alison Geen*	<b>Princetown Ward:</b> Cllr Emma Byrom Cllr Phil Henson Cllr Gregg Manning Cllr Wendy Stones Cllr Mark Williams Cllr David Worth**	* Chair ** Vice Chair
<b>Postbridge Ward:</b> Cllr Wendy Watson		

Cllr Geen chaired the meeting.

There were 5 members of the public present.

- Apologies** Cllr Greatrex and Cllr Tigwell
- Declarations of Interest** - There were no amendments of declarations of interest. At December meeting all Councillors were asked to complete the Register of Interest Form. Completed forms have been received from Cllrs. Geen, Tigwell, Manning, Stones, Henson, Williams, Watson. Forms required from Cllrs. Greatrex and Byrom  
**Action:** Clerk to follow-up.
- Minutes of the last meeting** - were accepted as a true and accurate record and were signed by the Chair.
- Reassigning Powers of Delegation to the Clerk** – At the September meeting due to the absence of a Clerk, the Council assigned Powers of Delegation to Cllrs. Geen, Worth and Tigwell. With the new Clerk now in post the Council voted in favour of reassigning Powers of Delegation to the Clerk with immediate effect.  
**Action:** None
- Housing Needs Survey** – Alex Rehaag from West Devon Borough Council gave a short presentation on the Housing Needs Survey (HNS) which will be undertaken in the next few months. She clarified that the purpose of this HNS is to establish a need for additional affordable housing within Princetown and asked for the Council's support in publicising it and encouraging residents to complete it. Cllr. Byrom explained that it was important for the primary school that residents complete the survey as additional affordable housing would help to secure numbers of children attending the school, and therefore help future proof the community. Several Cllrs. raised the issue that the survey appears to be focussed on housing need within Princetown, and that the Council also covers a large rural area with smaller villages of Hexworthy and Postbridge which have different and distinct housing needs that would



not necessarily be reflected in the survey. It was noted that although there are a small number of potential respondents within these outlying areas, there remains a potentially unmet housing need. Alex Rehaag confirmed that the survey is primarily focussed on Princetown, but asked that we encourage residents from other areas to complete the survey to provide a more complete picture. Link to the Rural Housing Alliance brochure for additional information: <https://ruralhousingalliance.net/wp-content/uploads/2021/07/parish-councillors-guide-to-rural-affordable-housing.pdf>

**Action:** Councillors were asked to review the proposed survey questions (circulated at the meeting and by e-mail). Councillors are asked respond to the Clerk (by Sunday 30<sup>th</sup> January) who will then send a response on behalf of the Council by the deadline on the 1<sup>st</sup> February.

Council to consider how to encourage residents to complete the survey.

#### 6. **VZSW Partnership** grant distribution

Update by email, from Cllr Tigwell who was unable to attend the meeting.

Cllr Tigwell has contacted all key stakeholders to invite them to join the steering group. Positive responses have been received from: DNPA- Andrew Watson, and Rangers - Andrea Roberts, Dartmoor Livestock Protection Officer - Karla McKecknie, Marion Saunders and Verity Nicholls (Peek Hill Farm). No responses yet received from Highways dept, Burrator Parish Council and Justine Coulton. By the February meeting Cllr Tigwell plans to have circulated the outline proposals to stakeholders and held an initial meeting via Zoom. The purpose of the meeting will be to gauge people's reactions and considered any other ideas put forward, before moving on to procure and install the equipment. To qualify for the grant all work must be complete by July and Cllr Tigwell believes this is achievable.

**Action:** Cllr Tigwell to write outline plan and convene zoom meeting of stakeholders

#### 7. **Play Park Zip wire**

- a. New seat for Zip wire has been purchased at a cost of £75+vat. Cllr Henson has the seat to attach to the chain and wire, but it requires modification to prevent potential injury.

**Action:** Cllr Henson and Lengthsman, David Cole, to fit new seat with necessary modifications.

- b. Council has been notified that RoSPA Play Safety Team will be conducting the annual Play Park inspection in March (no actual date has been provided). Cost is £70+vat (up to 5 play items) £3.50+ vat per additional item.

**Action:** none required

#### 8. **Play Park Lighting**

Cllr. Worth has been in contact with the Street Lighting Team within Devon County Council (DCC) who, although not giving a definite Yes or No, did give the impression that it would be possible to provide lighting within the Play Park. DCC will get back to Cllr Worth in mid-February, once they have considered the matter further. Cllr Worth went on to raise a concern about whether play equipment would need to be moved or re-arranged, should the lighting go ahead, to provide more space for football within the lit area. Cllr Stones questioned whether the lights would be on a timer. It was agreed that these matters should be discussed in more detail if, and when, the lighting is agreed by DCC.

**Action:** Cllr Worth to monitor progress.

9. **Devon & Somerset Fire & Rescue Service CRMP** – Cllr Geen sent a letter on 16<sup>th</sup> Dec 2021 out-lining the concerns. No reply yet received. Letter can be viewed at [https://www.dartmoorforestparishcouncil.gov.uk/data/uploads/774\\_370570672.pdf](https://www.dartmoorforestparishcouncil.gov.uk/data/uploads/774_370570672.pdf)
10. **Parking issues** (Princetown) – Parking continues to be an issue all year round, but is worse at weekends. Key areas of concern are: parking on double yellow lines outside the Fish & Chip shop, parking for longer than permitted time outside the Post Office, and parking in residential streets rather than in DNP carpark where there is a parking fee. Cllr Geen reported parking issues back in December, which resulted in a visit from Civil Enforcement Officer (CEO) in 14<sup>th</sup> December. Council agreed that this issue needed to be reported regularly in order to attract more visits from CEO.  
**Action:** Cllr Geen to report the ongoing issues to DCC online, in the hope that it will prompt more frequent visits from CEO.
11. **Fundraising for St Michael's Churchyard** - Cllr Geen produced a poster for the porch and which Council approved. Posters to be laminated and placed in Church porch, Post Office and on a wooden stake in the Churchyard. Cllr Geen has started to investigate having a QR code to make it easier for people to make donations.  
**Action:** Cllr Geen to print and laminate posters. Lengthsman to display posters as agreed. Cllr Worth agreed to investigate QR codes further.
12. **Jubilee fundraising and souvenirs**  
Cllr Stones reported that the Jubilee Committee meeting on 12<sup>th</sup> January voted in favour of the purchase of souvenir mugs for all 0-18yr olds in the Parish. The mugs selected can be viewed at <https://www.clerksandcouncilsdirect.co.uk/content.asp?id=50>  
Cllr Stones estimates there are 175 young people aged 0-18yrs with some older residents having expressed an interest to purchase a mug, as they have in previous years. The Council were asked to approve funding of £1184.80+vat for the purchase of 216 (6 boxes) mugs. Cllr. Stones suggested that Cllr. Philip Saunders (DCC) and Cllr. Mark Renders (WDBC) be invited to give out the mugs at the celebrations.  
Cllr Stones asked if Council would also agree to fund the provision of paper plates and cups for the Jubilee party on June 5<sup>th</sup>.  
Council agreed to both requests and has allocated £2000 to the Jubilee Celebrations (£1000 from 2021/22 budget, and £1000 from 2022/23 budget)  
**Action:** Councillors to go online to view the mugs selected and to raise any issues to the Clerk before the next meeting.  
Clerk to write to Princetown Charity Shop, Philip Saunders DCC, Mark Renders WDBC, Duchy, DNPA to request donations towards the costs, as received towards previous Jubilee celebrations.
13. **Climate Change declaration** – No further information received regarding the installation of Electric Vehicle charging points at the Postbridge Visitor Centre car park. Councillors were asked to consider what actions Council might want to take going forwards.  
**Action:** All Councillors to send any ideas to Clerk so they can be considered at the February meeting
14. **CCTV system repair and UPS** – Two main issues have arisen with the CCTV system over the past few months.  
a) The Faulty Camera

- i. A fault has occurred with one of the cameras, (which had previously been replaced under warranty) this fault may have occurred due to a power surge and it not being adequately protected with a UPS.
  - ii. CCTV equipment found not to be covered by current insurance policy and not covered by the warranty provided by the installer or manufacturer.
- b) The Uninterruptible Power Supply (UPS)
- i. Upgraded UPS is deemed necessary to protect camera from future power surges/outages. Original specification was found to be not fit for purpose.
  - ii. Currently 'piggy backing' the UPS at the Visitor Centre which is not an ideal, long-term solution.
  - iii. November meeting agreed to obtain an upgraded UPS, quotes sought from original installer. Cllr Worth given approval to proceed.

Actions taken to date:

Since the discussion at the December meeting Cllr Manning has sought to clarify the situation with regard to where the fault, if any, with the Camera lies (i.e., with the camera, the installation, UPS, or lack of)

The current situation:

- a) A new camera is required, at cost to the Council.
- b) Upgraded UPS is required to protect the camera going forward.
- c) Cllr. Tigwell has confirmed that the Council has sufficient funds in the 21/22 budget to purchase the necessary equipment should it decide to do so. (Email 09 Jan 22)
- d) Cllr. Manning sought confirmation from Cllrs Geen, Tigwell and Worth and was given approval to proceed with the purchase of the upgraded UPS and the new camera. (Email 20 Jan 22)
- e) Cllr. Manning has given the contractor the go-ahead to proceed with replacing the camera and installing the new UPS at a cost to the Council of £1040.70+vat.

Cllr Manning updated the meeting with the latest information: He had spoken with the contractor on the morning of the meeting, who confirmed that the new CCTV camera was being installed that day (25<sup>th</sup> January) and that the UPS is due be installed at Visitor Centre on the 9<sup>th</sup> February.

**Actions:** Clerk to add the UPS and CCTC equipment to the schedule of insurance when renewed in March/April.

One point of contact to be agreed between Council and Installer, to avoid any confusion going forwards. Suggested that this is either Cllr. Worth or Cllr. Manning.

15. **Purchase of memorial bench** – As Cllr. Tigwell was not in attendance it was agreed this matter be forwarded to the February meeting.

#### 16. **Dartmoor Speedwatch**

Cllr. Manning requested that Dartmoor Speedwatch, which he started in 2016 and has managed since then, be adopted as a Parish Council initiative. Council voted to adopt the initiative (with 1 abstention). It is hoped that this will help with any future opportunity to access funding for speed reduction resources and will increase the legitimacy of Speedwatch within the parish. Cllr. Manning will continue to organise it under the umbrella of the Council.

**Action** Cllr Manning to look at making necessary amendments to the DFPC website to reflect this decision.

17. **Sitka Spruce Plantation** (Princetown)- Cllr. Geen has contacted Tom Stratton (Duchy) who is in agreement that an open meeting for residents should take place prior to any felling. (No date has yet been set for felling). It was agreed that the Council will facilitate this meeting in the large hall Princetown Community Centre, outside of its normal monthly meetings. A discussion took place about the most effective ways to communicate this meeting to residents and identified that both online and offline means should be utilised along with a possible leaflet drop to all residents.

**Action:** Cllr. Geen to identify a possible date/dates February or March with Tom Stratton and then to liaise with Princetown Community Centre to secure the large hall.

## 18. Planning

**0527/21** Mast at Lake Head, Bellever, notification of refusal received 19 Jan 2022.

**0437/21** Shippon at Babeny Farm, approval notification email received 17 Jan 2022.

## 19. PUBLIC SESSION

- a) A member of the public queried if there were any implications or obligations, taken on by the Council as a result of adopting Speedwatch. Cllr Manning clarified that there are no financial implications to the Council, just that in future any correspondence from the public relating to Speedwatch would be dealt with through the Council rather than by him personally. It was also queried why Speedwatch was unable to be sited in areas within Princetown itself where speeding is considered a problem. Cllr. Manning explained that the sites have to be approved by the Police, and must provide a safe areas or 'retreat' for individual undertaking Speedwatch activities. The sites mentioned within Princetown do not offer adequate safety and have therefore not been approved by the Police. It was acknowledged that Speedwatch activities take place both inside and outside of the Parish and is part of a wider network of Speedwatch groups.
- b) A member of the public queried what happened to the idea of planting trees instead of souvenir mugs for the Jubilee celebrations. Cllr. Byrom clarified that it was a question of mug or trees and Cllr. Stones confirmed that the Jubilee committee had voted for mugs.
- c) A member of the public suggested that if the Play Park was going to be lit, that it would make sense to also locate the skate park in that area. Cllr Geen confirmed that there are no current plans for a skate park, and that there would be a public consultation undertaken prior to taking any action on that initiative. It was agreed that other options, such a bike ramps, would be up for consideration at that time.
- d) Lengthsman reported that Postbridge Cemetery is in need of a general tidy up.  
**Action:** Cllr Geen will contact Cllr Greatrex to discuss what is necessary and agree a plan of action.

20. **Financial Management** payments to be approved, bank reconciliations, FOO  
The Council approved the following cheques

Ref	Chq No	Date	Payee & Details	Amount
1482	1713	25/01/22	Grant to Citizens' Advice Torridge, North, Mid & West Devon	£ 60.00
1483	1721	25/01/22	Alison Geen - allowances, expenses: postage	£ 9.35
1484	1715	25/01/22	Nigel Tigwell - allowances, expenses: printer, zipwire seat	£ 308.99
1485	1716	25/01/22	Josh Cook - Litter Picker fee	£ 40.00
1486	1717	25/01/22	David Cole - Pay	£ 752.40
1487	1718	25/01/22	Jackie Bennetts - Pay	£ 322.95
1488	1719	25/01/22	DALC - Clerk Training Essentials 1 for J Bennetts	£ 36.00

28 January 2022

Signature of Chair



1489	1720	25/01/22	David Worth - allowances	£ 6.00
1490	1722	25/01/22	HMRC - Tax for JB and NI for DC	£ 82.72

Clerk provided a brief report on the Council's finances, identifying a possible underspend of £500, with no significant risks identified.

Bank reconciliation was correct, although there are a number of cheques that remain uncashed – totalling over £1000. This will be monitored as we approach the end of the financial year.

21. **Approve Precept demand 2022/23** - This item was dealt with at December meeting. See minutes below.

**Precept 2022/23** The Council reviewed Cllr Tigwell's draft budget for the forthcoming financial year, the figures for which indicate that there should be no increase in the Council Precept (0% rise). The Council voted to accept the draft budget.

**Action:** None

22. **Reports from Committees, Sub Groups and Special Interests** - None

23. **Urgent decisions since last meeting** - None

24. **Exchange of information**

a) Old Prison Officers Club –Anne Kelly (Duchy) emailed on 23/12/21 to report that contractors have been out and netted the part of the roof and moved safety fencing out. They are due to return in the new year to do some more netting and put the fencing back so the pavement can be walked on again.

**Action:** monitor ongoing situation.

b) Blackabrook Avenue – Cllr. Stones has received a complaint from a resident regarding general building rubbish and a number of abandoned cars in the area of the garages. It was agreed that this matter be carried forward to February meeting.

**Action:** Cllr. Stones to provide a short report on the issues raised by the resident to inform all Cllr's of the issues in advance of the February meeting. Cllr Geen to email Tom Stratton (Duchy) to find out, if possible, who owns the garages.

c) A Christmas card was received addressed to the Parish Council from the new Governor of the Prison. The Council agreed that the new Governor should be invited to attend a future meeting.

**Action:** Cllr. Geen and Clerk agree a date and send invitation.

d) Clerk has made contact with editors from 'Parish Links' and 'Around and About' and will once again be providing them with extracts from the monthly meetings.

**Action:** Clerk to clarify their copy deadlines and submit extract from last meeting to both publications on a monthly basis.

e) Road Closures – Councillors were reminded of two temporary road closures. Notices have also been posted on the FB page.

- **TTRO2243751** Temporary closure of B3212 - road from Two Bridges past Spaders farm to Postbridge. **Monday 31 January 2022 until Friday 4 February 2022** (both dates inclusive) Long diversion unless you know the road through Bellever

- **TTRO2243849** Temporary closure of road from Hexworthy (Sherberton turn off) to Venford Reservoir for drainage works. **Thursday Feb 3rd to Friday Feb 4th**. The signed diversion is via Holne, Newbridge, Poundsgate, Dartmeet, along B337 to Hexworthy turn, Hexworthy and vice versa. Please note that the diversion is not suitable for large/heavy vehicles due to having to cross Hexworthy Bridge.

**Action:** none

**25. PUBLIC SESSION**

- a) The tree planted at the last Jubilee (10yrs ago) is beginning to grow into/around the cage that was put in place to protect it. Cllr. Geen asked the Lengthsman to carefully remove the cage to prevent further damage to the tree.
- b) Lengthsman reported broken hinges on the door of the garage (No 10 Bellever) which is rented from the Duchy. The door currently has to be propped open with a piece of wood.  
**Action:** Clerk to inform Duchy and request that the hinges are repaired or replaced.
- c) Lengthman queried if the SWQR Unit 2 Signing, Lighting and Guarding training is still taking place on the 11<sup>th</sup> February. Cllr. Geen explained that she had not confirmed his place on the training as she was waiting for him to confirm he was available on that date.  
**Action:** Clerk to check if his place is still available and report back to David.

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

The Chair closed the meeting at **2115**.