

Dartmoor Forest Parish Council



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Briefing Notes for Meeting May 24th 2022 (Prepared on the 20th May 2022)

1. **Apologies** - Cllr. Tigwell (ill health)
2. **Declarations of Interest** –
3. **Acceptance of minutes** – as previously circulated
4. **Election of Chair and Vice Chair** – Election of officers for the year May 2022 – April 2023. Elected officers to complete Acceptance of Office form.
5. **Representation of Councillors on Committees, Sub Groups and Special Interests.** Nomination and Election for the year May 2022 to April 2023
Current incumbents 2021-22
 - a) Finance sub-committee: Clerk, Cllrs. Geen, Tigwell.
 - b) CCTV: Clerk, Cllrs. Worth, Manning.
 - c) Postbridge Cemetery: Clerk, Cllr. Greatrex.
 - d) Princetown Play Area: Cllrs. Stones, Henson, King, Byrom.
 - e) Snow Tourism: Clerk, Cllrs. Geen, King, Manning.
(To include Snow Wardens) Cllr. Worth
 - f) Fundraising: Cllrs. Manning King, Stones.
 - g) Princetown Youth Club: Cllr. Stones.
 - h) Southern Link: Cllrs. Tigwell, Manning.
 - i) Devon & Cornwall Police Advocate: Cllr. Manning.
 - j) Speedwatch Cllr. Manning.
 - k) Princetown Primary PTFA Cllr. Stones

The shaded names will need to be replaced for the coming year.

6. **Vision Zero SW Grant** - Cllr. Williams held a meeting on Wednesday 11th May. See Appendix 1 for notes of the meeting.
7. **Planning** - 0103/22 Forest Inn Hexworthy - Granted Conditionally
0159/22 Railway Inn, Princetown- Council to consider (by 03/06)
0165/22 Furziemead Farm Bungalow, Postbridge - Council to consider (by06/06)
Applications can be viewed on [Search for an application | Dartmoor](#)
8. **Play Park** – Update from Cllr Henson regarding actions taken so far to address the issues raised in the report and to identify further actions necessary. Council to approve next course of action.

9. **Residents' Concerns-**
 - a) Rebuilding of wall – ongoing concerns raised that the wall on Tavistock Road (nr Prison) is not being rebuilt, in their opinion, to look as it should/as approved by Planning. Council to discuss again and agree if any further action should be taken. Planning documents can be viewed <https://www.dartmoor.gov.uk/living-and-working/planning/db-links/search-planning-applications> using the application number 0027/21.
 - b) Heather Terrace – Cllr Stones – concerns have been raised regarding the state of some of the gardens
 - c) Litter on the Football field – Cllr Stones – following on from concern raised at April meeting.
 - d) Council doing more to engage young people – Cllr Byroms – concerns have been raised that Council appears to do little for young people

10. **1st Public Session**

11. **2021/22 Accounts-** Council to receive Bank Reconciliation and Variance Analysis (See Financial Briefing notes)

12. **2021/22 Annual Governance Statements** Council to Approve the Annual Governance statement (See Financial Briefing notes)

13. **2021/22 Accounting Statements** Council to Approve the Accounting Statements (See Financial Briefing notes)

14. **Financial management.** Briefing notes to follow separately.
 - a) Councillor expenses / allowances – none
 - b) David Cole Pay & expenses,
 - c) Litter picker fee
 - d) Clerk salary
 - e) HMRC Payment
 - f) Clerk expenses
 - g) DALC training
 - h) Vision Zero SW – Vehicle Activated Speed Sign
 - i) Dartmoor Garden Machinery – Repair to Strimmer
 - j) WDBC Dog Bin emptying (DD set up)
 - Bank reconciliation - Correct
 - Signatures to Online Banking Form
 - Financial Report

15. **DNPA National Lottery Heritage Grant** – Update from Cllr Byroms re meeting with Jen Manning and proposed application. See appendix 2

16. **Parking issues** (Princetown) – Report from Cllr Manning re inconsiderate / illegal parking. See Appendix 4

Response from Duchy regarding request for additional visitor parking by the Old Officers Club to be considered (email received 17/5/22)

Dear Ms Bennetts

Tom is away at a conference until Thursday this week but has picked up your email and advises that, sorry no, as we want to avoid a situation where any parking on the site becomes habitual and we then have problems managing it back when we come to redevelop the site.

Apologies that we cannot assist with this.

Yours sincerely

Anne Kelly

17. Housing Needs Survey – Alex Rehaag to confirm the date when it will go live. Council to consider how to encourage residents to complete it. See below proposed letter to residents.

Princetown and Dartmoor Forest Housing Needs Survey

Dear Resident,

In Princetown and Dartmoor Forest, we have a thriving community; however, we know that the area has a housing crisis. A thriving young community is important to small villages and we want them to be thriving for generations to come but we are aware of families having to move away due to lack of affordable housing in the area.

Therefore, West Devon Borough Council wants to find out what our local community needs to help them stay within the area and to find the homes they need to live, work and thrive in Princetown and Dartmoor Forest. That way our children can stay in their school, maintain their education, their friendships and their learning without any interruptions.

Please use the link below, which will help inform us of the current housing situation in the area. Once a housing picture has emerged from the data gathered, the Council will work alongside the community to put in place options for a way forward to meet our needs.

If you know of anyone else who does not currently live in Princetown that you feel would want to voice their opinion, please pass on the details so they can complete the survey. Housing need affects all ages and has knock-on effect for future housing choices.

Please return this survey, via this link: [xxxxxxxxxxxx](#) by Friday 10 June 2022.

With thanks,

Cllr Mark Renders

***Ward Member for Princetown and Dartmoor Forest
West Devon Borough Council***

18. **Zoom renewal** – Council to consider and decide if it is necessary to renew the licence (due in June) at a cost of £120 per year. Would enable Council to offer zoom meeting option for other meetings (eg VZSW) as Council meetings are required to be in person. If not renewed, it is quick to set up an account, and could be done as and when required.
19. **Employment Matters** – Cllr Geen to update Council

20. **Updates on correspondence/actions from the last meeting**

- a) Climate Change Declaration – Tree planting
- b) Memorial Benches – quotes for refurbishment of bench – material costs seem to be an issue for both.

First Quote

Quote includes:

Removing and disposing of all timber

Rubbing down and repainting of metal frames

Planing and shaping new oak to fit metal frames

Fit oak with new nuts, bolts and washers

Give all new timber 3 coats of yacht varnish

Recess brass name plate on timber back support

*Leave area around bench as I found it - **Total cost of refurbishment £ 1172-45p***

A second quote has now been received

Refurbish far-left memorial bench, Princetown:

This Quotation is to remove the far-left bench from Princetown, replace timber with new, re-paint metal work black, router a slot to take a memorial plaque and re-install bench securely to ground.

*This price includes new Sapele Hardwood timber with 2 coats of clear varnish, all new fixings and fasteners, and disposal of existing timber. **Job cost: £1,145 + VAT (£1,374)***

I would need the bench for a couple weeks and could complete the work late June early July.

- c) Road Works and Diversions – no progress to date, apologies from Clerk, who missed this action.
- d) St Michael's Churchyard – letter sent to Secretary Walkhampton Parochial Church Council 16 May 2022.
- e) Equipment Storage – David Cole now has keys to No2 Garage Bellever as a temporary store for grass cutting equipment. Long term solution to storage of Council equipment is still required.
- f) Online banking – form to be signed to enable Clerk to gain online access to bank account.
- g) Policy and Procedure Review – Due to the number of items on the May agenda, sign off of the document review has been deferred until the June meeting. Please see Appendix 3 to check which documents you have agreed to review.

21. **Urgent decisions since last meeting – none**

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

- a) PTFA – Report from Cllr Stones

Attended PTFA meeting on April 26th at 09.00hrs, 6present.

Four children leaving in July, 5 joining in Sept.

Chocolate Bingo raised £125.42

To advertise PTFA on Facebook to encourage more parents to help at functions/attend meetings.

Summer Fair July 14th 3-5pm. Tables for residents £5

Gazebo and benches on going.

AOB Emma asked for funds for Library Furniture (new bookcases etc.)

Treat for Yr 6 Leavers. They would like to go to River Dart Country Park.

Breakfast for those taking their Stats Test (4 days)

Donation box kept in school for School Uniform for those families who need help. (money from unwanted items sold on behalf of a friends business.)

Next meeting 7th June

b) Jubilee Committee – report from Cllr Stones

Meeting held on May 16th at 15.45hrs. 6 Attended 3 Apologies

Sheila was invited to update us on Dog Show and Sports. Thank you to Hannah Easterbrook for stepping in at short notice to run Dog Show and suggesting Fun Sports.

Mark Williams to arrange Speaker System.

Table to be placed near bottom French Windows (near kitchen) for mugs to be placed.

Phil/Mark to keep filling mugs for presentation.

It was agreed to present Philip Saunders and Mark Renders with a mug each

Clerk has been asked to order paper plates and mugs.

To ask Clerk for grass to be cut on Football Pitch.

Wendy to ask local businesses to donate a plate of food.

Sheila to update posters and advertise on P/town Face Page nearer time

Programme for the day

11.00hrs Helpers to help put up tables for WI and bunting.

Fire Engine to arrive and set up

Main doors kept open for business to drop donations of food

12.00hrs Public Arrive

Cadets March

12.30hrs Presentation of mugs to children and youth.

13.00/13.15hrs Fun Choir approx. 30mins

13.45hrs approx Cadets Drill. Children to be invited to join in.

!300_15.00hrs Bouncy Castle on football pitch (thanks to Pre School)

14.00hrs approx Dog Show.

Followed by Fun Sports egg and spoon race sack race 3-legged race

Adults race.

After Event. Mugs to be sold at Charity Shop and Post Office For £6

Phil and Mark to contact School and Pre School when they return from holiday to find out number of children who did not receive mugs and deliver

Councillors Alison Geen (Hexworthy) and Wendy Watson (Postbridge) to check on children/youth in their area who did not receive mugs and collect from Phil or Mark.

Advertise with Poster and P/town Face Page where to collect mugs if missed on the day. (For children/youth who attend schools out of area)

Thankyou to all for giving time and hopefully making it a day to remember

Catherine would you please ask Sue Hammett who ordered 2 mugs for children on farm near her to collect if children not attending.

Thanks everyone Wendy

c) Youth Club – report from Cllr Stones

Meeting on Mon 16th at 18.00hrs.,8 Attended 2 Apologies

Numbers for both Juniors and Seniors are up. No issues from young people

Looking forward_ short on Committee and Trustees. Adrian asked if any P Councillor would be interested in becoming a Trustee.

Meetings are approximately every 3/4 mths. It helps if a trustee is a member of the P. Council as some times it helps securing funding. Kate Butterworth (Youth Helper) is interested, Adrian/Ross to forward information

Emma Byrom offered to be treasurer and Kate Butterworth secretary.

Discussed ways of advertising Y. Club locally. Tavy Times-- Open Day in summer with BBQ? Sports and open building for parents and youth to look around.

General Repairs outside to be painted by Mickey Cole. Kitchen still waiting to be fitted

Summer Juniors Programme (decided by youth) was circulated. Will be sent out to parents nearer time

Small Grant Fund applied for (£5,000) one of few grants which goes towards salary.

No date set for next meeting

d) Speedwatch –

23. **Exchange of Information**

24. **2nd PUBLIC SESSION**

25. **Date of next meeting** – at 1930 on 28th June 2022, Princetown Community Centre