



Dartmoor Forest Parish Council

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30th June 2022

Minutes for the Council Meeting at 1930 on 28th June 2022 in Princetown Community Centre

Present:

Hexworthy/Huccaby Ward:	Princetown Ward:	
	Cllr Stephen Butterworth	
	Cllr Phil Henson	
Postbridge Ward:	Cllr Gregg Manning*	* Chair
Cllr Wendy Watson	Cllr Mark Williams	** Vice Chair
	Cllr Emma Byroms**	

Abbreviations used: **DFPC**: Dartmoor Forest Parish Council, **DCC**: Devon County Council, **WDBC**: West Devon Borough Council, **DNPA**: Dartmoor National Park Authority, **DoC**: Duchy of Cornwall, **PCSO**: Police Community Support Officer, **PCC**: Parochial Church Council

Cllr Manning chaired the meeting.

There were 3 members of the public present, plus Cllr Mark Renders (WDBC).

- Apologies** Cllr Tigwell (Ill Health), Cllr Greatrex, Cllr Geen
- Declarations of Interest** - None declared
- Acceptance of Minutes meeting 24th May** - Council resolved to approve the minutes, which were then signed by Cllr. Manning.
- Urgent decisions since last meeting** – none
- Co-option of Councillors to fill Vacancy/Vacancies** – Mr Stephen Butterworth was invited to address Council and provide a brief insight into why he was putting himself forward as Councillor. He then left the room while Councillors were asked to vote and resolved to co-opt him as Councillor. Mr Butterworth was invited back in to the room to take his place at Council. He completed the Acceptance of Office form and will complete the Register of Interest prior to the next meeting. **Action:** Clerk to arrange new Councillor training for him through DALC, update website and inform WDBC.
Council still has one vacancy to fill. **Action:** Clerk to update poster on notice board and website to invite candidates to come forward prior to the next meeting.
- Vision Zero SW Grant** - Cllr. Williams reported on the Launch which took place on 24th June, which was well attended by stakeholders, and had received good coverage in local press; BBC Spotlight, BBC Radio Devon and Tavistock Times, plus the attendance of Joel Cooper the Communications Officer for VZSW may result in some national

26th July 2022

Signature of Chair



coverage. Cllr Williams acknowledged that this initiative as a result of Cllr Tigwell securing the funding, and that credit should go to him for getting the project off the ground. Cllr Williams stated that this was really the start and that time and the data would tell if the project was successful. He reported that it is likely that additional funding will be available later in the year, and that Council should be ready to make another application to continue and extend the reach of this initiative.

Council discussed the ownership of the VAS sign, and questioned whether it might be beneficial to sign over ownership to Dartmoor Livestock Protection Society, so that ownership of all VAS signs is retained with one organisation.

Action: Clerk to contact DLPS and DNPA to discuss ownership of VAS, and watch for future funding announcements.

7. **Policy and Procedure Review 2022** – Cllrs have been tasked with reviewing the documents below as in Appendix 3. **Action:** Clerk to update relevant documents and re-publish on the website.

Documents	
1. Standing Orders	Approved
2. Financial Regulations	Approved Cllr Geen offered to check bank reconciliation quarterly in line with policy
3. Members' Code of Conduct	Approved
4. Transparency Code	Approved
5. Risk Management Strategy	Approved
4.1 Community Engagement Policy	Approved
4.2 Princetown CCTV Policy	Approved with removal of Cllr Worth, to be replaced by Cllr Williams. Update clerk contact detail.
2.1 Grants and Donations Procedure	Approved
3.1 Complaints Procedure	Approved with amendment to remove reference to 'offer of goodwill'
5.1 Play Area Inspections Procedure	Approved
5.2 Lengthsman and Grounds Maintenance Procedure	Approved
5.3 Snow Warden Procedure	Approved
5.4 Memorial Inspections Procedure	Deferred until next meeting due to Cllr Greatrex not attending
Documents	
4.2.1 Princetown CCTV Data Protection Impact Assessment	Approved with changes to 1 st paragraph
5.2.1 Lengthsman and Grounds Maintenance Risk Assessment	Approved
5.3.1 Snow Warden Risk Assessment	Approved
4.1.1 Publication Scheme	Approved
4.1.2 Privacy	Approved – update Clerk contact details.

8. **Housing Needs Survey – Princetown** - Cllr Byrom reported that the survey was live and that [paper copies](#) were being handed out at the school and Post Office. Residents are encouraged to complete the survey as soon as possible. Action: Clerk to obtain the link from Alex Rehaag WDBC to on DFPC Facebook page and website.

9. **Engaging with Young People** – Cllr Byrom reported that she held an initial meeting on 13th June but only had interest from children attending the primary school. She has received feedback regarding the timing of the meeting and plans to hold another, and to encourage more attendance from slightly older young people by promoting it at youth club.
10. **Postbridge Cemetery** – Cllr Greatrex reported prior to the meeting that he is in the process of identifying the families connected with two memorial benches which are both in need of refurbishment, with a view to them undertaking the work. Also, there are some over-hanging trees which will be in need of a trim, but he feels there maybe suitably qualified people in the village who might volunteer their time. **Action:** Cllr Greatrex to continue to progress this. (agreed in his absence)
11. **Postbridge – East Dart Ice Cream Kiosk** – Cllr Greatrex reported prior to the meeting that he has been approached by Postbridge residents who have expressed concern regarding the kiosk at the East Dart Hotel which is selling ice cream. Council discussed the issue and referenced the similarities with the recent decision (May meeting) by Council to object to a similar structure within Princetown. Council resolved to write to DNPA to ensure they are aware of the situation. **Action:** Clerk to contact DNPA Planning
12. **1st Public Session** – Cllr Renders (WDBC) updated on recent events in Postbridge where a window of the Visitor Centre was broken, resulting in an arrest.
- Cllr Renders also updated Council regarding the planning application for 0159/22 The Railway Inn, which has been amended to remove the Ice Cream Kiosk. The application for the cycle storage and shed remains.
13. **Residents' Concerns** – Bottle bank – Council discussed recent incident where young people had broken the lock, removed bottles and left them smashed around the bottle bank. Council is concerned about this being repeated. Local resident asked to address council regarding this matter, stating that when he had contacted WDBC regarding this, they had been quick to clear up the mess, and to secure the bottle bank. **Action:** Clerk to write to WDBC and DNPA to ensure they are aware of the issue, and to ask that the area is checked regularly as necessary to prevent injury to people or pets.
14. **Planning** - Council were asked to consider and vote to support, object, or make no comment on the following applications.
- a) **0212/22 Proposed:** 6 x 2 Tonne Tanks Liquefied Petroleum Gas (LPG) Compound at Princetown Distillery, Princetown. Cllr Henson made a site visit and met with Mr Maule (Director of the Distillery) on the 24th presented a verbal report to Council. During the site visit Cllr Henson questioned why the need for LPG tanks was not included in the original planning application for the Distillery. The response from Mr Maule was that they had originally anticipated linking into the mains gas supply, but that because of the required volume of gas for the Distillery, the mains gas supply would need to be increased considerably from Dousland, and was therefore not viable. Cllr Henson reported that the tanks would require filling twice weekly by road tanker. He also outlined the size and location of the proposed tanks, stating that the tanks would be painted green in colour to reduce visual impact.
- A local resident then asked to address Council regarding this application. He stated he felt that the use of LPG tanks was unnecessary, given the proximity of mains gas and

that had the 'bank' been planted with trees 4 years ago when it was put in place, it would by now have provided adequate screening of the site. As it is currently, with the site will be visible from their residence, and that the distillery and the tanks will have an overbearing and dominant impact on them.

Councillors voted, (with one in support, one no comment and four to object) and therefore Council resolved to **OBJECT** to the application on the grounds that mains gas is available in the village and would provide a safer and less impactful option. Council expressed concern regarding the additional traffic which would be generated with the tanks needing to be refilled twice a week. Council also felt that the lack of adequate landscaping means that the tanks would not be suitably screened, and would remain visible to nearby residents.

- b) **0224/22** Proposed: Retrospective rear single storey extension for toilets at Two Bridges Hotel. Cllr Geen made a site visit and reported to Council by email prior to the meeting. Council voted and resolved to **SUPPORT** the application.
- c) West Devon Borough Council Reference No: **22/0024** Section 211 Notice for the removal of Lawson Cypress trees within the garden of No 6 Grosvenor House. Council voted and resolved to **SUPPORT** the application

Action: Clerk to contact DNPA Planning and WDBC regarding the applications.

Applications can be viewed on [Search for an application | Dartmoor](#)

- 15. **2021/22 Accounting Statements-** Council resolved to approve 2021/22 Accounting Statements which has been updated following the Internal Audit, removing the discrepancy of £23.95 reported at the May meeting. An un-cashed cheque and an unpaid invoice from 2020 were identified as the cause. The document was duly signed by Cllr Manning and Clerk. Action: Clerk to submit AGAR documents to external auditors before 1st July.
- 16. **Confirmation of the date of the period for the exercise of public rights to view 2021/22 Accounts** – Council resolved to approve the dates 1st July to 11th August. **Action:** Clerk to post a notice will be placed on the Princetown notice board, and on the website.

17. Financial management. – [See Financial Report](#) for details

Payments approved by Council and cheques signed by Cllr Manning and Henson

Ref	Chq No	Date	Payee & Details	Amount
1536	1760	28/06/22	Dave Cole expenses	£ 131.26
1537	1761	28/06/22	Don Agnew - Internal Auditor fee 2021/22 Accounts	£ 50.00
1538	1762	28/06/22	Dave Cole pay	£ 528.00
1539	1763	28/06/22	Josh Cook - litter picker fee	£ 40.00
1540	1764	28/06/22	Jackie Bennetts - Clerk pay	£ 328.55
1541	1765	28/06/22	HMRC - Clerk tax	£ 82.20
1542	1766	28/06/22	Jackie Bennetts - Clerk expenses	£ 106.32
1545	1767	28/06/22	Chris Bloodworth Photography - VZSW photography for launch	£ 56.20
1546	1768	28/06/22	David Worth - Allowances - replacement cheque for 1589 (23/06/20)	£ 18.00
1547	1769	28/06/22	Steve Cox - expenses - Vinnicombe funeral - replacement cheque for 1705 (23/11/21)	£ 32.40
1548	1770	28/06/22	Alison Geen - allowances, expenses : postage - replacement cheque for 1721 (25/01/22)	£ 9.35
1549	1771	28/06/22	David Worth - allowances - replacement cheque for 1720 (25/01/22)	£ 6.00

Clerk reported:

The monthly bank reconciliation has been completed and is correct. Statement date 31/05/22, and that due to now having access to account via the internet, the monthly report was correct as of 27/6/22

VAT Claim - submitted for 2021/22 for £999.40 30th May 2022

Internet Banking – Clerk reported she now has access to the account online and via phone app. She has forms to be completed by cheque signatories, plus Emma Byrom to enable internet access for the purpose of authorising BACs payments each month. This will replace cheques where possible going forwards. It is hoped that this will save both time and resources. Action: Clerk to email forms to Cllrs for completion and return to bank.

Discussion regarding adding the VAS sign to DFPC assets list and whether it would be better to transfer ownership to DLPC. Action: Clerk to contact DLPS to discuss and add to agenda for next meeting as necessary.

- 18. Parking issues** (Princetown) – Council expressed concern that the proposed increase to parking charges at Princetown and Postbridge car parks might have a detrimental impact with visitors more likely to park in residential roads to avoid the increased charges. Objections to the increase and other comments must be made in writing to <https://services.devon.gov.uk/web/traffic-orders/> (then click on Dartmoor Forest PC) to arrive by **21st July 2022**

- 19. Recruiting a new litter picker-** Email received 29/4/22 from Wendy Knight (mum of Josh Cook) stating that due to increased work commitments elsewhere, Josh is needing to stand down as litter picker. His younger brother Jake, has actually been standing in for him for a number of weeks, and is keen to take in the role. Council discussed the situation and resolved that in the interest of equal opportunities and fairness that the role should be advertised. Council is happy for Jake to continue to stand in for Josh in the interim, and would welcome his application for the role. **Action:** Clerk to create advert for the role and post on notice board, in Post Office and in the Youth Club. Clerk to inform Wendy Knight and encourage Jake to apply.
- 20. Updates on correspondence/actions from the last meeting**
- a) Climate Change Declaration – Tree planting – Cllr Williams reported that two saplings had recently been damaged in the play park. Nothing further to report.
 - b) Memorial Benches – nothing heard from the Prison regarding the offer of the workshop refurbishing the benches. **Action:** Clerk to contact Andrew Steele, who made the offer at the May meeting to follow up.
 - c) Road Works and Diversions – Recent road closure Dartmeet to Poundsgate was actually closed on the 9th June a day earlier than the notice, and then was cancelled on the 10th.
 - d) St Michael’s Churchyard – No response received following letter sent to Walkhampton PCC on the 16th May. Concern was expressed regarding the state of the Churchyard but Cllr Manning re-iterated the fact that to maintain it, at our expense, falls outside of Council powers. **Action:** Clerk to contact Walkhampton PCC again, explaining that Council has received complaints.
 - e) Playpark Inspections – Cllr Henson will meet with Dave Cole to look at resolving the matting issues. Cllr Henson will also check the height of the A-frame, if below 1.5m grass is acceptable. Cllr Butterworth agreed to join the Play Park inspection team. Agreed Mark for July, Phil in August, Steve in Sept, Emma in Oct. **Action:** Clerk to create an online form for inspectors to complete so that they can see comments made by previous inspections.
 - f) Hessary Terrace – e-mail received from LiveWest in response to letter from Council expressing concern about the state of a few of the gardens. Email states that housing officers are aware of the situation and will be visiting the residents concerned and asking them to tidy up, as required in their tenancy agreements.
- 21. Reports from Committees, Sub Groups and Special Interests**
- a) PTFA –Cllr Byrom reported that a Summer Fair will be held 14th July 3pm -5pm. She made a request for donations as raffle prizes, plants for the plant sale, and that the children will have a stall selling unwanted goods, with the proceeds going to a homeless charity. She also asked if anyone knew the whereabouts of the ‘Stocks’ Councillors will try to locate them before 14th.
 - b) Jubilee Committee - Jubilee Mugs – there are a number of mugs (approx. 70) left over from the celebrations. These can be bought for £6 from the post office. Cllr Henson suggested that a mug could be placed in St Michaels Church, with a notice saying they can be purchased from the Post Office, for visitors.
 - c) Youth Club – No meeting has taken place, so nothing to report. Cllr Manning reported that the Youth Club was closed that evening. Cllr Byrom would look into why that was the case and report back at next meeting.

- d) Speedwatch – Cllr Manning provided a report prior to the meeting.

Cllr Byrom left the meeting.

22. Exchange of Information

- a) New Princetown Newsletter - Sandra Dodd contacted Council proposing a new newsletter to be delivered to Princetown residents and requesting a donation from Council. Cllr Tigwell has re-iterated that Council already contribute to Around and About, which is printed and available free of charge at the Post Office. Parish Links is a similar publication which covers Postbridge and Hexworthy. Clerk sends updates following each meeting to both publications **Action:** Clerk to contact Sandra to make her aware of other publications and to put on agenda for next meeting.
- b) Football Pitch - Dave Cole has been approached by the Football Club to cut the pitch twice a month. He has told them to contact the Council via Clerk. **Action:** Clerk to contact the new Chairman to discuss this and chase the unpaid invoice. To be put on agenda for next meeting.
- c) CCTV – Cllr Manning reported that the cameras have been down a couple of times recently due to short power outages. A possible solution is being explored to delay the start-up for a few minutes following the return of power, which is hoped to prevent the issue.
- d) Councillor Vacancy – one vacancy still exists. **Action:** Clerk to update the poster. Cllrs are to encourage potential councillors to come forward prior to the next meeting.

23. 2nd PUBLIC SESSION

Resident stated how good it is to see Police undertaking speed checks on the moor, and being more visible in the community. Cllr Manning re-iterated the aim of VZSW to reduce road incidents by 50% by 2030 and to 0 by 2050.

24. **Date of next meeting** – at 1930 on 26th July 2022, Princetown Community Centre
The meeting closed at 2120.