

Dartmoor Forest Parish Council



Parish Clerk: Jackie Bennetts

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

Email: clerk@dartmoorforestparishcouncil.gov.uk Website: www.dartmoorforestparishcouncil.gov.uk

9 December 2022

Briefing Notes

Cllr Manning will chair the meeting

1. **Apologies -**
2. **Declarations of interest -**
3. **Acceptance of minutes -** As previously circulated for meeting on 22nd November 2022
4. **Urgent decisions since last meeting -** none
5. **Proposed Closure of Princetown Visitor Centre –** Update on actions and correspondence since the last meeting. Council to discuss and agree if any further action to be taken.
6. **Request from West Devon CAB for Donation –** Council to discuss and agree on whether to make donation, as in previous years. Please note that a donation must be proposed by a Councillor and seconded, prior to Council taking a vote. Donations cannot exceed £75.(DFPC Grants and Donations Procedure) See Appendix 1.
7. **Commonwealth War Graves Sign (Postbridge) –** Council to discuss and agree on whether to accept the offer of a sign to be placed at the entrance of the church at Postbridge. See appendix 2
8. **Parking issues (Princetown) -** Standing item to cover issues arising since the last meeting - none
9. **Residents' issues or concerns -** Standing item to cover issues raised at or since the last meeting – none
10. **1st PUBLIC SESSION -** Residents are invited to give their views and question the Parish Council on agenda items, or raise issues for future consideration
11. **Planning –** For information only:
0287/22 The Stable, Longash Cottage, Merrivale –'Certificate of Lawful Use' has been issued on 06/12/22 [Search for an application | Dartmoor](#)
12. **Financial management -** see Financial Report for details
 - a) Payments to be approved;
 - b) Invoices to be issued;
 - c) Bank reconciliation;
 - d) Online Banking - progress to date;
 - e) Financial Report – including projected outturn to end of financial year
13. **Budget 2023/24 and Precept –** Council to approve 2023/24 budget v2 as proposed and circulated by Clerk at meeting on 22nd Nov 2022, which would result in a 0% increase in the Precept amount. See Copy of Budget and Precept 23-24 (final)

a) Updates on correspondence/ actions from previous meetings -

Huccaby/Hexworthy overgrown hedges – letters have been sent to property owners and some have already taken action to trim verges and hedges.

b) Defib Hexworthy – repairs, new bag and batteries have been ordered. Investigation into restoring the electrical connection is ongoing by Clerk.

c) Play Park Memorial tree request- work in progress

d) Refurbishment of War Memorial benches -

14. Reports from Committees, Sub Groups and Special Interests:

a) Youth Club – Cllr Byrom

b) Princetown Primary School PTA - Cllr Byrom

c) Speedwatch – Cllr Manning

d) VZSW – Cllr Williams

e) Princetown Churchyard Maintenance Fund – Cllr Williams

15. 2nd PUBLIC SESSION - Residents are invited to give their views and question the Parish Council on agenda items, or raise issues for future consideration

16. Exchange of information -

Round table for any matters to be shared for information or to request they are put on agenda for next meeting

17. Date of next 'Tidy Princetown' - 10am until 11am - Sunday 8th January 2023.
Meet outside Post Office.

18. Date of next meeting - 1930 on 24th January 2023
Princetown Community Centre

Appendix 1



**Torrige, North
Mid and West
Devon**

**Citizens Advice TNMWD
1-3 Bridge Buildings
The Strand
Barnstaple
EX32 8LW**

www.ruraldevoncab.org.uk

c/o Clerk to the Parish

11th November 2022

Dear Councillors,

Ref: Parish Council Donation to Citizens Advice

I am writing on behalf of Citizens Advice Torrige, North, Mid & West Devon to appeal for your support towards the running of our vital community services.

We are a local charity staffed predominantly by volunteers. Our ambition at Citizens Advice is to "Give people the knowledge and the confidence they need to find their way forward - whoever they are and whatever their problem." We achieve this by providing free, confidential, independent and impartial advice. We cover half of Devon serving a population of over 300,000 people with a workforce of around 35 paid staff and over 70 volunteers. During the financial year 2021-2022 we helped 13,343 people with 32,269 issues and brought £8,129,673 household income gain into the local communities in which we work.

West Devon	2022	Same period in 2021	Percentage increase
clients	1,437	971	48%
issues	3,244	2,282	42%
outcomes	£486,696	£399,469	22%
website hits	9,155		

Your funding will directly contribute towards our core services:

- Providing a face-to-face service for the most vulnerable residents
- Assist with volunteer recruitment, training and expenses. It costs around £1,500 to recruit and train each new volunteer and this high-quality training needs to be continually updated.
- Supervision of advice provided by a qualified, paid Team Leader.
- Telephone (AdviceLine), Webchat and email services that all local people can benefit from. This online service is a vital part of our overall delivery of advice locally and allows the charity to set up face to face appointments for the most vulnerable. Residents have access to our digital service including a free telephone line and Facebook messenger or Whatsapp from 9.30 to 16.30 Monday to Friday.

Offices at: Barnstaple, Bideford, Crediton, Holsworthy, Ilfracombe, Okehampton, South Molton, Tavistock, Tiverton, Torrington

We are a charity – please support us by making a donation

Charity registration number 1068496
Company Limited by Guarantee
Registered number 3520698 England
VAT Registration number 116129946
Financial Conduct Authority reg.no. FRN617776
VICKI ROWE-CEO

- General office running costs
- Residents additionally benefit by being referred onto our specialist Devon-wide services as required. These are additional grant funded projects established to support specific issues such as energy, debt, cancer and life limiting illness and families with disabled children.

We would also welcome your support in our appeal for new volunteers to help cope with the increased demand for our services amid the deepening cost of living crisis. We recruit for a number of roles and there are many ways to get involved from admin and trusteeship to advising – helping our clients find the information and advice they need.

As a volunteer at Citizens Advice, you don't need any specific qualifications or experience. You'll need to be friendly and approachable and have a respect for views, values and cultures that are different to your own. Some roles may require you to have good IT skills, be a good listener, or have good written skills.

Details of the roles currently on offer can be found on our recruitment website: <https://ruraldevoncab.livevacancies.co.uk/>

If you are not already in receipt of our regular monthly advice columns for your parish or village magazines and would like to receive these please contact admin@ruraldevoncab.org.uk.

These are sent out around the 1st. of every month and focus on a topical problem that we are asked to advise on. Apart from highlighting the sort of issues CA TNMWD are approached to help with it gives us an opportunity to detail the kind of advice we can offer by way of response which may help people in similar situations without having the need to try and contact us.

If you would like any further information, please feel free to contact me.

Thank you for your support.

Yours sincerely,

Emma Morrison
Funding Officer Citizens Advice TNMWD
emma.morrison@ruraldevoncab.org.uk

Offices at: Barnstaple, Bideford, Crediton, Holsworthy, Ilfracombe, Okehampton, South Molton, Tavistock, Tiverton, Torrington

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Appendix 2

Dear Ms Bennetts

Commonwealth War Graves Commission: request to install signs indicating war graves at Postbridge Cemetery

Ref No:	Cemetery Name	No. of casualties / war graves
11297	Postbridge Cemetery	4

I am writing on behalf of the Commonwealth War Graves Commission to enquire if the Parish Council would be interested in having a sign at your Cemetery to let the public know there are 4 war graves situated there. The Signs project commenced as part of the centenary of the First World War and it is hoped that we can erect signs at as many churchyards, cemeteries and burial grounds as possible that contain war graves. The aim of the initiative is to increase awareness of war graves in the UK and to remind the public that they need not travel abroad to find Commonwealth commemorations.

If you would be interested in having a sign installed, please complete and return the attached **‘CWGC Sign Application Form’**, together with a photograph showing the desired location of the sign at that burial ground or a Google Street View shot showing the entrance will suffice. **All signs will be installed (unless by prior agreement), paid for and maintained by the Commission on a permanent basis.**

Once we have received your application we aim to install the sign(s) at the agreed location(s) as soon as possible, but within a maximum of 12 months. If however, you would prefer to install the sign yourself, this is an option, although we would still require the details requested on the application form & a photo of the proposed location. This is in case the sign needs to be replaced at some point in the future (as a result of damage, theft, etc.).

I have also attached a FAQ sheet for your information, and some suggested fixing options, however if you have any further questions about the application process, or if you would like any other information about the Commission, please do not hesitate to contact us. If you would like to find out more about the casualties buried in your burial grounds, please visit our website at www.cwgc.org, where you can search our database.

Kind Regards,

Juliet Hunter

Project Administrator

United Kingdom and Northern Area



COMMONWEALTH
WAR GRAVES



Commonwealth War Graves Commission

2 Marlow Road, Maidenhead, Berkshire, SL6 7DX, United Kingdom

Website: www.cwgc.org

Signage Indicating War Graves Frequently Asked Questions

1. What do we need to do to get a CWGC War Grave sign(s)?

- a) Choose your preferred a sign size.
- b) Identify a suitable location for the sign to be fitted (*please see notes below*)
- c) Take a photo of the chosen location, with the paper template to indicate the exact location of the sign. (*please see notes below*) OR describe the entrance(s) on your application form and our team will install it in the best location for your site.
- d) Complete the CWGC application form. Please include our reference number from the original email.
- e) Email your completed application form to ukna.signs@cwgc.org including a photograph clearly showing the exact sign location.

2. What do the signs look like and how big are they?



Standard Sign: 430mm x 230mm



Small Sign: 210mm x 150mm

There is a slight variation on the wording, depending on the number of war graves in the churchyard. For example, "At this location there is a Commonwealth War Grave" or "At this location there are Commonwealth War Graves."

The signs are made from high-quality aluminium.

3. Where should the sign be fitted?

The sign should be fitted as close to the public entrance of the burial ground as possible, but the exact location is up to you. We will fit it where you feel it is most appropriate providing that we can adequately maintain the sign in the future.

The signs can be attached to railings, masonry, gates or notice boards. Alternatively, we can supply a stand-alone post. Care will be taken when fitting the signs not to damage the important fabric of buildings. Please contact us if you have any queries over the suggested location.