



# Dartmoor Forest Parish Council

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15<sup>th</sup> March 2023

## Minutes for the Council Meeting at 1930 on 28<sup>th</sup> February 2023 in Princetown Community Centre

Present:

<b>Hexworthy/Huccaby Ward:</b>	<b>Princetown Ward:</b>	
Cllr Alison Geen	Cllr Stephen Butterworth	1 Vacancy
	Cllr Emma Byrom **	
	Cllr Phil Henson	
<b>Postbridge Ward:</b>	Cllr Gregg Manning *	* Chair
Cllr Julian Greatrex	Cllr Andy Steele	** Vice Chair
Cllr Wendy Watson		

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 **PCMF**: Princetown Churchyard Maintenance Fund

**Cllr Manning chaired the meeting.**

There were 4 members of the public present, plus Cllr Mark Renders (WDBC)

- 1. Apologies – Cllr Williams**
- 2. Declarations of interest - none declared**
- 3. Acceptance of minutes -** As previously circulated for meeting on 24<sup>th</sup> January 2023 Council resolved to approve the minutes which were signed by Cllr Manning.
- 4. Urgent decisions since last meeting –** Cllr Manning reported that Cllr Henson has taken the decision to resign his position as Councillor, with effect from the end of the meeting. Cllr Henson was thanked for his contribution to Council over the past few years.
- 5. Confirmation of Councillors to fill vacancies on Committees & Working Groups** Clerk updated the Committee list, with some vacancies remaining but it is hoped that these will be filled when the Council is full again.

Cllr Geen proposed to disband the Parking Committee, seconded by Cllr Manning: Council then voted in favour of disbanding committee as parking related items are now mostly dealt with in full meetings, with a standing agenda item.

Action: Clerk to circulate the updated list, update the website.

## **6. Princetown**

- a) Proposed Closure of Princetown Visitor Centre –** Cllr Manning read out correspondence received from Tom Stratton (See [Briefing Notes](#) Appendix 1) clarifying the Duchy position with regard to the Visitor Centre. He then read out an email received from Kevin Bishop (CEO DNPA) which confirmed that DEFRA have agreed a one-off additional grant of

28<sup>th</sup> March 2023

Signature of Chair



£440,000 to DNPA which will secure the future of the Visitor Centre in the short term, but is only filling a gap in funding, to allow other revenue streams to be explored.

- b) Woodland area at rear of Bellever Close – Tom Stratton (DoC) has asked Council for two representatives to join a working party to discuss and develop plans for area. This is in follow up to the public meeting held in September 2022. Cllr Byrom and Cllr Steele put themselves forward for this. Action: Cllr Manning to liaise with Tom Stratton.
- c) Request for funding/support from resident for Girl Guiding trip to Thailand. (See [Briefing Notes](#) - Appendix 2) [DFPC Grants and Donations Procedure](#) states on page 4 (s.4.1) that Council does not make grants or donations to individuals. Cllr Henson suggested that she is encouraged to contact the Charity Shop, who in the past have offered funding to individuals from the parish. Action: Clerk to contact resident.
- d) Wellbeing event 27 March 12 – 3pm Princetown Community Centre. ([Briefing Notes](#) Appendix 3) Council discussed and agreed to attend the event. Cllr Manning stated he was willing to attend. Cllr Greatrex is already attending with Rotary and Cllr Byrom is attending with the school.  
Action: Clerk to book table space. Other Councillors are asked to attend if possible as it is a good way to connect with residents, and potentially recruit to fill vacancies.

## 7. Postbridge

- a) Cemetery - Tree felling. Council considered the three quotes obtained (which were emailed to Cllrs 22/2/23) for the removal of three dead trees on the boundary hedge and crown lifting two Beech within the cemetery. The quote from JS Trees, was considerably lower than the other two. They are local to Postbridge and have offered to undertake the work at a discounted rate as a service to the local community. Cllr Geen proposed that Council accept the quote from JS Trees which was seconded by Cllr Steele. Council then voted to accept this quote.  
Action: Cllr Greatrex offered to liaise with JS Trees to arrange for the work to take place. Clerk to contact the other two and notify them and thank them for taking the time to look at the work required and submit quotes.
- b) Noticeboard – Cllr Greatrex reported that the noticeboard is suffering from condensation, and is in need of considerable refurbishment. Cllr Watson stated that she felt it was necessary to retain a notice board in the village, especially as it directs the public to the Defib located at the Visitor Centre. Council agreed to investigate the cost of refurbishment. Action: David Cole to look at the noticeboard and report back to Council before the next meeting on the work necessary and estimation of time and cost involved. Clerk to obtain quotes for replacement noticeboard. To be discussed again at the meeting on March 28<sup>th</sup>.

## 8. Hexworthy

- a) Defib electrical supply – Cllr Geen reported that the electrical supply to the telephone box has been restored, but an issue remained with the transformer which drops the voltage from 240vAC to 24vDC for the defib heater pad, and light. A local volunteer has sourced replacements at a cost of £114. Cllr Geen requested that Council reimburse the volunteer who has taken time and trouble to refurbish the box and fix the issues. Council agreed to reimbursement and paid thanks to Tony Parker (volunteer) from Hexworthy for his efforts. Action: Clerk to make payment to Tony Parker at the March meeting.
- b) Noticeboard – Cllr Geen reported that the notice board is past repairing and needs either to be replaced or removed, although the posts remain in good order. A local resident has suggested that Hexworthy residents/businesses might be willing to contribute to a replacement.  
Action: Clerk to obtain prices for replacement, Cllr Geen to follow-up with residents to see if it can be funded locally. To be discussed again at the meeting on March 28<sup>th</sup>.

- 9. The King's Coronation** – Cllr Byrom reported she had attended a recent meeting of interested groups/individuals to plan activities to take place 1200 – 1500 on the 7<sup>th</sup> May Princetown Community Centre. At that meeting it was suggested that packs of wild flower seeds could be given to each child and young person in the Parish, to be planted in agreed areas to celebrate the Coronation, instead of mugs or other souvenirs. Council agreed this was a good idea, and agreed to fund the purchase of the seeds. The group also requested a children's bouncy castle and soft play area at a cost of £275. Council agreed to also fund this out of the £1000 previously allocated to the Queen's Jubilee Celebrations but unused. Action: Invoices to be sent to the Clerk for payment. Cllr Byrom to circulate notes from the meeting.

**Cllr Philip Sanders (DCC) joined the meeting.**

- 10. May 8<sup>th</sup> – Coronation Volunteering Day** – Cllr Byrom explained that she will be organising a volunteering day at the Youth Club as part of the [‘The Big Help Out’](#).
- 11. 1<sup>st</sup> PUBLIC SESSION** - Residents are invited to give their views and question the Parish Council on agenda items, or raise issues for future consideration
- a) Member of the public suggested that the wild flower seeds are planted in designated public areas, rather than in private gardens, and that young people should be given seeds, not just children. They also raised the issue of the BT Telephone box opposite the War Memorial Princetown which continues to fall in to disrepair and the door is almost falling off. Cllr Geen suggested the telephone box is put on the agenda for discussion in March
  - b) Member of public requested that a resident from Bellever Close sits on the working group to discuss the woodland (Item 6b) Cllr Geen reminded them that it was Tom Stratton's group and suggested they contact him to propose this.
  - c) Cllr Sanders (WDBC) – reported that DNPA had placed two boulders in the Princetown car park to deter drivers from driving over the banks. He also reported that he had been informed by a Bellever resident that a highways worker had been assaulted when putting out signs on the Bellever-Poundsgate road. Clerk reported they had also received correspondence from a Bellever resident regarding the closure, which on the website stated it would be closed 20-22 March for BT work, although it appears the road remains closed awaiting repairs to potholes.
  - d) Cllr Sanders (DCC) reported on the DEFRA funding to DNPA and the potential appeal regarding wild camping, the review of the Byelaws has been paused until this issue is resolved. He reported that due to a number of redundancies within DNPA the Tree Officer position would cease to exist from 1<sup>st</sup> April. He also reported that DCC had recently agreed the budget with a 4.99% increase in the precept. Cllr Sanders agreed to take up the Bellever-Poundsgate road closure with DCC Highways.
- 12. Parking issues (Princetown)** - none
- 13. Residents' issues or concerns** - none
- 14. Planning** – [Search for an application | Dartmoor](#)
- a) [0425/22](#) Mast at Fernworthy - Withdrawn (For information only)
  - b) [0491/22](#) HMP Dartmoor – Council considered the application and the report provided by Cllr Manning (see [Briefing Notes](#) Appendix 4). Council resolved to SUPPORT this application.
  - c) [049/23](#) 3 Albert Terrace, Princetown – Council considered the application and the verbal report provided by Cllr Steele after a site visit on the 17 Feb. Council resolved to SUPPORT this application.

Action: Clerk to contact DNPA planning to submit comments in SUPPORT of both.

# 15. Dartmoor National Park Authority's draft Supplementary Planning Document –

Council to consider responding to the consultation. Cllr Geen circulated a summary of the document (See email 22/2/23) following her attendance at recent info session with DNPA. Council agreed that a response was not required.

# 16. Financial management -

a) Payments approved and cheques signed by Cllrs Manning and Henson;

Ref	Chq No	Date	Payee & Details	Amount
1609		28/02/2023	Duchy Rent - Village Green & Play Park Inv no 158441 25/03/22 - 28/ 09/22	£ 42.00
1608	1817	28/02/2023	Duchy Rent - Village Green & Play Park Inv no 158138 29/09/21 - 24/03/22	£ 42.00
1610		28/02/2023	Duchy Rent - Village Green & Play Park Inv no 162809 29/09/22 - 24/03/23	£ 42.00
1611	1818	28/02/2023	Room Hire Princetown Community Centre Inv 06/23	£ 206.25
1612	1819	28/02/2023	Room Hire Postbridge Village Hall Inv 010/2023	£ 15.00
1613	1820	28/02/2023	Castle CCTV service and annual support Inv 1020	£ 210.00
1614	1821	28/02/2023	David Cole Lengthsman Pay	£ 528.00
1615	1822	28/02/2023	Jackie Bennetts Clerk Pay	£ 356.55
1616	1823	28/02/2023	Jackie Bennetts Clerk Expenses - toner x4, Defib stickers, bags & gloves for litter picker	£ 190.48
1617	1824	28/02/2023	Jake Cook - litter picker fee	£ 45.00
1618	1825	28/02/2023	HMRC Clerk Tax	£ 89.00

b) Invoices to be issued; none

c) Bank reconciliation; correct to statement 26 Jan 2023.

d) Online Banking – Cllr Byrom has submitted the mandate request form. In the light of Cllr Henson's resignation Cllr Geen agreed to become a signatory and obtain access to online banking. Action: Clerk to remove Cllr Henson as signatory and access to online account.

e) Monthly Financial Report – see [Financial Briefing Notes](#) for details.

f) Clerk reported that a recent application to WDBC Locality Fund for compost and plants had been successful and Council had received £180 for the Princetown pots.

# 17. Devon County Council (Highways) Grass Cutting Agreement 2023 – Council

considered the agreement and voted in favour of accepting the terms, authorising the Clerk to sign on behalf of Council. Contract value has increased by 3% to £126p.a. This is to cutback various roadside verges four times a year in April, June, July and September.

# 18. Updates on correspondence/ actions from previous meetings

a) May Elections – Clerk distributed nomination forms to all Councillors present, and explained that each Councillor standing will need a proposer and seconder from within their ward. The electoral roll number of each is needed on the nomination form. Clerk has a copy of electoral register, so can provide these numbers. The nomination papers must be hand delivered between the hours of 10am and 4pm from Thursday, 23 March and Tuesday, 04 April (to the reception area, West Devon Borough Council offices, Kilworthy Park, Tavistock, PL19 0BZ). Nominations will be dealt with on a first come first served basis. Before formally accepting any papers, WDBC will do an informal check – if there

are any minor errors it is possible that these can be amended if the candidate is present, otherwise papers might need to be rejected and resubmitted. [Info for Councillors](#)

- b) Welcome to Princetown Sign – DCC Highways report that cost to replace sign is estimated to be £100-300 but may be more. Cllr Manning asked if it is possible to get a sign sponsored by a local business. Action: Clerk to investigate if this is possible.
- c) Google document for Play Park Inspections – Play park inspectors have been provided (by email 18/2/23) with a link to google document to record when the inspections are completed, and to add any relevant comments. Action: Cllr Steele to be added to the rota and sent the link, Cllr Henson to be removed.
- d) DFPC Annual Plan – All councillors have been sent a link to a google document, which outlines key tasks throughout the year, and who is responsible for them. Email 22/2/23

#### **19. Reports from Committees, Sub Groups and Special Interests:**

- a) Youth Club – Cllr Byrom reported that a local company had donated and fitted a new boiler, but the building needs considerable work in the near future.
- b) Princetown Primary School PTA - Cllr Byrom – nothing to report
- c) Speedwatch – Cllr Manning See [Briefing Notes](#) Appendix 5 for report
- d) Princetown Churchyard Maintenance Fund – Cllr Manning reported the next meeting is on the 21<sup>st</sup> March. He has received a letter from Revd Andrew Thomas (PCC) confirming that the Churchyard will not close in the foreseeable future.

#### **20. 2<sup>nd</sup> PUBLIC SESSION - Residents are invited to give their views and question the Parish Council on agenda items, or raise issues for future consideration**

- a) Member of the public reported that brambles are encroaching the road (past the prison) causing cars to move to the centre of the road to avoid them. To be discussed further at the next meeting.

#### **21. Exchange of information - nothing further to add from Councillors.**

**22. Date of next 'Tidy Princetown' -** 10am until 11am - Sunday 5<sup>th</sup> March 2023.  
Meet outside Post Office.

**23. Date of next meeting -** 1930 on 28<sup>th</sup> March 2023  
Princetown Community Centre

**Meeting closed 2108**