24 August 2016

Councillor Notes for the Parish Council Meeting at 1930 on 25 August 2016
At Postbridge Village Hall

<table>
<thead>
<tr>
<th>Hexworthy/Huccaby Ward:</th>
<th>Princetown Ward:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cllr Alison Geen</td>
<td>Cllr Justine Colton</td>
</tr>
<tr>
<td><strong>Postbridge Ward:</strong></td>
<td></td>
</tr>
<tr>
<td>Cllr Wendy Watson</td>
<td>Cllr Suzanne Davies</td>
</tr>
<tr>
<td>Cllr Julian Garetrex</td>
<td>Cllr Gregg Manning</td>
</tr>
</tbody>
</table>

1. **Apologies**

2. **Declarations of Interest**

Any changes to the Register of Councillors Interests must be submitted through a completed Amendment Form to the Parish Clerk. We have a legal requirement to notify the Monitoring Officer at WDBC of any changes within 28 days.

3. **Minutes of the last meeting**

No further amendments notified.

4. **Grass Cutting**

Discuss latest on grass cuttings disposal, additional grass cutting for DNPA and address questions on insurance and waste disposal license.

Cllr. Alison Geen has researched the issue of whether we need a waste disposal license and advises the following: ‘You will be relieved to know that I think we can apply for exemptions rather than permits. These attract no cost but have to be renewed every 3 years’. In addition, the Clerk has contacted his predecessor who advised that this has been explored previously and we do not need a license.

Our insurance company Zurich Municipal advises that if we ‘are risk assessing the work carried out by the employees and the grass clippings are disposed of safely then this would be covered. Pollution and contamination is only covered providing the pollution/contamination is sudden and unforeseen.’


5. **Princetown Toilet Running Costs**

DFPC contribution to the cost of running the toilets by the Visitors Centre have increased this year to £3884.25 from £3241, almost a 20% increase due to the reduction in door income. Cllr. Gregg Manning has proposed that running costs could be reduced by members of the Parish Council collecting the door income. Cllr. Paul Turnbull has also asked whether DNPA and the Duchy also increase their contribution to the running costs? Discuss how we approach this. Clerk understands that the method of allocating the costs of running the toilets was formally agreed with DNPA to cover up until 2016-17, however this will require confirmation.

6. **Dartmoor Classic Sportive Cycling Event Public Consultation**

DFPC agreed to widen the public consultation on this issue. Cllr. Alison Geen to circulate paper.

7. **White Lines on Rural Roads**
Dartmoor Forest Parish Councillor Notes

Discuss response of Parish Council to loss of central white line marking on rural roads. Councillors to provide written examples to Clerk of roads where white lines have been removed and the impact of this.

FIRST PUBLIC SESSION

8. Planning applications

<table>
<thead>
<tr>
<th>Ref.</th>
<th>Description</th>
<th>Address</th>
<th>Received</th>
<th>Reply Due</th>
<th>Meeting Targeted</th>
<th>DFPC View</th>
<th>DNPA Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>0261</td>
<td>Single storey extension to brewery</td>
<td>Dartmoor Brewery, Station Road, Princetown</td>
<td>23/06/2016</td>
<td>13/06/2016</td>
<td>26-May</td>
<td>Supported</td>
<td>Approved</td>
</tr>
<tr>
<td>0295</td>
<td>Erection of open market dwelling</td>
<td>The Villa, Plymouth Hill</td>
<td>18/06/2016</td>
<td>04/07/2016</td>
<td>23-Jun</td>
<td>Supported</td>
<td></td>
</tr>
<tr>
<td>0326</td>
<td>Airband mast</td>
<td>Land at Hessary Tor, Princetown</td>
<td>24/06/2016</td>
<td>12/07/2016</td>
<td>28-Jul</td>
<td>Detailed</td>
<td></td>
</tr>
<tr>
<td>0332</td>
<td>Erection of new barn</td>
<td>Huccaby farm, Hexworthy</td>
<td>01/07/2016</td>
<td>19/07/2016</td>
<td>28-Jul</td>
<td>Supported</td>
<td>Approved</td>
</tr>
<tr>
<td>0295</td>
<td>Erection of open market dwelling (amended)</td>
<td>The Villa, Plymouth Hill</td>
<td>18/07/2016</td>
<td>29/07/2016</td>
<td>28-Jul</td>
<td>Supported</td>
<td></td>
</tr>
<tr>
<td>0416</td>
<td>4 open market dwellings</td>
<td>Tyrwhitt House, Princetown</td>
<td>05/08/2016</td>
<td>23/08/2016</td>
<td>25-Aug</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0426</td>
<td>Conservatory</td>
<td>9 Oakery Crescent</td>
<td>10/08/2016</td>
<td>29/08/2016</td>
<td>25-Aug</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Parish Council to consider how it can ensure discussion and decision on planning applications remains as open and public as possible.

The Clerk has proposed the following process: (highlighted proposed changes in red)

1) Clerk receives application and checks whether date of deadline is before next meeting.
2) If date is before next meeting Clerk asks DNPA for an extension.
3) Clerk issues planning application to ward councillors as per current process.
4) Councillors review planning application and make decision as per current process.
5) This decision remains provisional until Parish Council Meeting.
6) Agenda and Summons for Parish Council meeting details what planning applications will be considered.
7) Clerk advises Chair whether a decision was unanimous or decision was divided.
8) If decision was unanimous Chair asks one or more ward councillors the rationale behind their decision. The time allowed would need to be very tightly chaired.
9) If decision is divided Chair asks one or more ward councillors, from either support or object, to explain the rationale behind their decision. The time allowed would need to be very tightly chaired.
10) Chair asks if any member of the Public wishes to comment on any application.
11) Council formally vote on each application.
12) Clerk confirms decision of Council to DNPA.

Cllr. Worth has proposed that some or all of the following be considered:

- Increasing the transparency of what planning applications, we are contemplating by changing the current 'Planning' page on our website so that we have a short written description of any proposal as well as a link to the main DNPA planning page.
- Ensure that a paper copy of any application is made available at Princetown Library and ask that copies also be made available to the public at the visitor centres at Princetown and Postbridge. Place on our Parish notice board a paper version of the 'Planning' page of our website.
Dartmoor Forest Parish Councillor Notes

- Publish our response to the planning proposals once we have made them. By this I mean the overall response as a Council, not Councillors individual responses.
- Where the timescale in which we are expected to respond allows us to, have a public meeting before our monthly meeting to allow our decisions to be made in public view.

9. Financial management
   a. Cheques to be authorised this month:

<table>
<thead>
<tr>
<th>Ref</th>
<th>Chq No</th>
<th>Date</th>
<th>Payee &amp; Details</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>959</td>
<td>1278</td>
<td>25/08/16</td>
<td>David Cole - Pay Lengthsman</td>
<td>£ 528.00</td>
</tr>
<tr>
<td>960</td>
<td>1279</td>
<td>25/08/16</td>
<td>Steve Cox - Pay</td>
<td>£ 368.45</td>
</tr>
<tr>
<td>961</td>
<td>1280</td>
<td>25/08/16</td>
<td>Sam Jaques - Litter Picking</td>
<td>£ 58.07</td>
</tr>
<tr>
<td>962</td>
<td>1281</td>
<td>25/08/16</td>
<td>Zurich Insurance - Increase in IPT</td>
<td>£ 12.47</td>
</tr>
<tr>
<td>963</td>
<td>1282</td>
<td>25/08/16</td>
<td>WDBC - Toilet Costs</td>
<td>£4,661.10</td>
</tr>
<tr>
<td>964</td>
<td>1283</td>
<td>25/08/16</td>
<td>Mark Woodhouse - Leaf Blower</td>
<td>£ 120.00</td>
</tr>
<tr>
<td>965</td>
<td>1284</td>
<td>26/08/16</td>
<td>Princetown Pavilion Youth Club</td>
<td>£1,000.00</td>
</tr>
</tbody>
</table>

b. Litter picking Contract: Sam Jaques has advised Council that he wishes to stop litter picking contract by end of first week of September. Council to agree process for appointing new contractor and for any interim arrangements.

c. External Auditor’s Report- Comments:

http://www.dartmoorforestpc.net/financial-management.html

**Minute reference** The Parish Council has considered, approved and signed the Annual Governance Statement (Section 1) and the Accounting Statements (Section 2) on the same day and under the same minute reference. The Accounts and Audit Regulations 2015 stipulate that the Annual Governance Statement must be considered, approved and signed before the Accounting statements at Section 2 by resolution of members of the authority meeting as a whole. In future, the Parish Council should ensure that the minute references clearly demonstrate that that the Annual Governance Statement was considered, approved and signed before the Accounting statements.

Box 11 on Section 2, the trust funds disclosure note, was left unanswered for 2015/16 on the Annual Return. The Council has confirmed that this box should read ‘N/A’.

Section 2 figures Boxes 2 and 3 on section 2 of the Annual Return have been stated incorrectly due to a £500 donation included in box 2 and a transposition error in the Council Tax Support Grant. The Council
should restate the 2016 figures as per below on next year's Annual Return and write "restated" beneath the £ sign on the 2016 column:

Box 2 -£16,132
Box 3 -£5,609


See next page.
### Report of Accounts

**End of Month Report of Accounts: August 2016**

**Income to Date**
- Balance Brought Forward 1/4/16: £20,959.68
- Precept: £8,855.00
- Council Tax Support Grant: £622.50
- VAT Rebate: £0.00
- Other: £503.79

**Expenditure to Date**
- Litter Picking: £290.35
- Grass Cutting Lengthsman: £3,528.35
- Dog Bins: £598.80
- Toilets: £3,884.25
- Play Area: £0.00
- Running Costs: £0.00
- Tools & equipment: £339.75
- Donations with Powers: £0.00
- Section 137: £1,000.00
- Fees: £363.95
- Admin Costs: £337.52
- Improve & Repair: £3.58
- VAT: £1,030.49
- Total: £30,940.97

**Income**
- £30,940.97

**Expenditure**
- £13,398.99

**Allocated Reserves**
- £6,811.00

**Carried Forward**
- £10,730.98

**Total**
- £13,248.99

**Bank Statement Reconciliation**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount (GBP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash in Bank</td>
<td>£26,205.56</td>
</tr>
<tr>
<td>Plus outstanding income</td>
<td>£12,548.99</td>
</tr>
<tr>
<td>Less Outstanding Cheques</td>
<td>£7,963.58</td>
</tr>
<tr>
<td>Less Allocated Reserves</td>
<td>£6,811.00</td>
</tr>
<tr>
<td>Balance Carried Forward</td>
<td>£11,430.98</td>
</tr>
</tbody>
</table>

**Notes:**

- Variance: £0.00
- Reconciliation complete.

£700 transferred to grasscutting reserve shows on this sheet but not on transactions.

Budgets for 2017/18; 2018/19; and 2019/20 follow the 2016/17 Precept plus a 2.0%pa inflator.

### Reserves Held by the Parish Council

<table>
<thead>
<tr>
<th>Category</th>
<th>Start of Year</th>
<th>Transfers in</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Princetown Toilets</td>
<td>£1,000.00</td>
<td>£0.00</td>
<td>£1,000.00</td>
</tr>
<tr>
<td>Website</td>
<td>£920.00</td>
<td>£0.00</td>
<td>£920.00</td>
</tr>
<tr>
<td>Contested Election</td>
<td>£3,000.00</td>
<td>£0.00</td>
<td>£3,000.00</td>
</tr>
<tr>
<td>Grass cutting equipment</td>
<td>£1,191.00</td>
<td>£700.00</td>
<td>£1,891.00</td>
</tr>
<tr>
<td>Unallocated</td>
<td>£6,111.00</td>
<td>£700.00</td>
<td>£6,811.00</td>
</tr>
</tbody>
</table>

**General Reserve at start of year:** £14,848.68 (83% Annual Precept and CTSG)

### Assets Held by the Parish Council

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount (GBP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Playground Equipment</td>
<td>£48,434.63</td>
</tr>
<tr>
<td>Community Assets</td>
<td>£17,512.71</td>
</tr>
<tr>
<td>Information Technology Equipment</td>
<td>£1,864.81</td>
</tr>
</tbody>
</table>

| Tools and Other Equipment              | £3,887.46      |
| Miscellaneous                          | £601.71        |
| Long Term Investments                  | £735.00        |
Dartmoor Forest Parish Councillor Notes

10. **Project progress reports:**

   a. **Neighbourhood Planning** the Clerk has contacted Devon Communities Together and explained the Council do not wish to revisit developing a Parish Plan as previously advised that they should develop Neighbourhood Plan. Devon Communities Together have reiterated that they believe a Parish Plan is a more holistic plan that can then be developed further into a Neighbourhood Plan. Funding is available to support this work which Devon Communities can help access.

   b. **Moorland Community Speed Watch.** Cllr. Gregg Manning to provide update.

   c. **Snow tourist measures.** Purchase of lock and chain by Duchy for Lords Restaurant car park raised at meeting with Tom Stratton on 12 August 2016. DFPC to purchase equipment for reimbursement by Duchy.

   d. **Play Area Improvements Phase 3** Dartmoor Communities Fund decision is not expected until September 2016. Clerk has also contacted Cllr. Philip Sanders to see whether Devon CC Locality Fund could be used and awaiting response. Tavistock Lions Club have agreed to donate £150. Clerk to submit further funding applications in September.

   e. **Lengthsman Services.** The Clerk has received confirmation from West Devon Borough Council on invoice process for outstanding ditching work. This requires the hours spent on ditching work to be retrieved from the Lengthsman’s timesheets which the Clerk will do next month.

   f. **Adding additional names to the War Memorial.** Cllr Alison Geen is awaiting quotation from E Pascoe and Sons for completing the work. Clerk has drafted a funding application to the Dartmoor ‘Just Do It’ Fund which will be submitted when costs are known. (This fund does not have a closing date but applications are considered on a ‘first come first served’ basis).

   g. **Risk assessments and procedures.** All but 2 procedures are now overdue for review. The Clerk has contacted Cllrs. Suzanne Davises and Justine Colton to start the process of reviewing and updating them appropriately.

   h. **Parked Projects.** A number of projects have been ‘parked’ until either circumstances change or resources become available to proceed:

      - **Telephone box painting.** This tasking has been accepted by BT and will take place sometime between May and October 2016. The Bellever kiosk will be restored to its original red.

      - **Defibrillators.** Installing new defibrillator panels in the Hexworthy telephone kiosk until there is a suitable weather window with volunteers available. The license agreement for the defibrillator at Hexworthy will be issued on the same terms by the new freeholder as the Duchy.

        - Chisel/grind out putty and remove existing transom panels
        - Advertise on eBay if undamaged (from listed telephone kiosk)
        - Fit new panels (panels and clear Sticks Like held by Alison)
        - Press release

11. **Committees, Sub-Groups & Special Interests**

    Questions about previously circulated reports from Committees, Sub-Groups and Special Interests by lead Councillors.

    a. **Community Centre.** No report to date.

    b. **Pavilion Youth Club.** Grant application forms and supporting documentation received for grant approved at last month’s Parish Council Meeting.

    c. **Emergency Planning Sub-Group.** No report to date.
Dartmoor Forest Parish Councillor Notes

d. **Play Area Sub-Group.** Message received from Deborah Bevan at Tavistock Children’s Centre:

   I just wanted to thank you for the use of the play park at Princetown.

   **Tavistock Children’s Centre held a Summer Explorers event yesterday (16th) up at Princetown. Unfortunately, the weather was misty and cool to start with so we set up our toys in the community hall. However, the sun did come out later in the morning and families were given the opportunity to move to the park, which many did.**

   We had a mix of Princetown families and families from the Tavistock area attend and use the facilities. We hope to be able to run this sort of event in the near future.

The Clerk has placed a Record of Weekly Play Area Checks in the Post Office Stores for Councillors to certify their checks and record any comments or defects.

| Crawl tunnel repair; wooden post repairs; spinner cap replacement; seesaw rust. |

e. **Postbridge Village Hall.** Nothing to report.

f. **TAP Fund.** No report to date.

g. **Princetown Primary School.** No report to date.

h. **Fire & Rescue Service.** Message received from Dave Marsh at D&S FRS on the Princetown RIU Pilot:

   *To update you and the Parish Council regarding the RIU. Things are progressing well with some of the crew being involved in some live fire trials, using the actual vehicle the other day to prove its capability.*

   **Moving forward the staff at Princetown will get to assess the equipment it can have on board at their next drill night 15/08/16.**

   From the is stowage will be sorted and additional seating provided.

   As soon as this is complete then I will make arrangements to have an evening where councillors can see the vehicle first hand to understand its capabilities.

i. **Cemetery.** Nothing to report.

| Replace wooden sign board on gate. Repair memorial cross (no relatives). |

j. **Training.** Nothing to report.

k. **Emergency Committee.** Nothing to report.

12. **Reports from other meetings**

Please see update from Cllr. David Worth on meeting held with Tom Stratton, Duchy of Cornwall on 12 August 2016:

   Herewith the results of our most recent meeting with Tom Stratton (TS), present for DFPC, Cllrs. G. Manning, M. Renders, and D. Worth:

   **Lord’s car park lock and chain.** - TS agreed with principle of car park being closed during periods when snow is lying. Chain and lock to be purchased by DFPC and TS will arrange for us to be reimbursed. Clr. Renders to carry out locking and unlocking.

   **Stoneycliffe place.** - TS reports that he is awaiting decision from DNP on whether erection of retaining wall will require planning permission. Still awaiting upon result of this decision.
Lords Restaurant. - TS reported that DoC are having difficulty in letting Cafe section of building. Consequently, he is unable to give timescale on rest of project. Cost of dividing building is not inconsequential and other possibilities such as returning a portion of the building to residential use have been examined but rejected. Still no news on progress as of 23/8/2016

Grass clipping disposal. - TS agreed with Council proposal for a site off Tor Royal lane as a permanent site for a clipping disposal site. DoC will carry out some limited tree clearance in the area and the Council will build a retaining pen for the clippings. TS suggested building a pen with a large enough volume for a 2 year composting cycle to take place, he also suggested the construction be of railway sleepers retained by steel RSJ's driven into the ground. A detailed, fully costed scheme will be presented to the Council for approval.

Woods behind Bellever Close. - The DoC have developed a draft proposal for this area which may delineate an area suitable for the next phase of the Play Park scheme (the eagerly awaited but long delayed skate park). As of 23/8/2016 this draft proposal has not yet been received.

Princetown housing. - The DoC current position is that they will be building a small number of affordable housing dwellings in the village, less than 10 in total. The Prison Officers Club site plans are being brought forward.

Forest Inn. - A break in occurred recently but the new owners could not be persuaded to bring charges.

HMP Dartmoor. - No news other than to state that re-scoping of the listed building status is still being carried out.

13. Other Issues Requiring Decisions

See correspondence on website:

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description</th>
<th>Proposed DFPC Action:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>DALT Newsletter</td>
<td>DALT have asked what training courses are required for clerks, chairs and councillors. They can then consider scheduling these in West Devon.</td>
</tr>
<tr>
<td>2</td>
<td>South Hams &amp; West Devon Parish Clerk Information and Training Sessions</td>
<td>Confirm Clerk to attend briefing session.</td>
</tr>
<tr>
<td>3</td>
<td>Invitation from HMP Dartmoor to attend Anne Frank Exhibition on 15 September</td>
<td>Confirm attendees from Parish Council (Cllrs. Wendy Stones, Mark Renders and Justine Colton have confirmed attendance).</td>
</tr>
<tr>
<td>4</td>
<td>Letter from HM Prison Dartmoor re. speeding member of staff</td>
<td>For information</td>
</tr>
<tr>
<td>5</td>
<td>Dartmoor Hill Farm Project Newsletter</td>
<td>For information</td>
</tr>
<tr>
<td>6</td>
<td>Dartmoor Community Paths Scheme – encouraging Parish Councils to get involved in the scheme.</td>
<td>For information and potential consideration at a Parish Council meeting.</td>
</tr>
</tbody>
</table>
Urgent decisions since last meeting

Nil

14. Exchange of Information

a. DFPC Letter to Police and Crime Commissioner. Letter received on 25 July now posted on http://www.dartmoorforestpc.net/july-2016.html. In addition, Clerk attended a ‘Public Consultation’ in Tavistock on 3 August to see if he could meet with Ms Hernandez. However, it was a representative from the Office of the Police and Crime Commissioner, namely an intern not the Commissioner herself. The purpose of the visit was to raise awareness of the consultation plan that was previously circulated www.devonandcornwall-pcc.gov.uk/consultation-plan. Further follow up letter to be drafted.

b. Crime Trends Crime data from has been updated for Tavistock Rural East and now includes June 2016. https://www.police.uk/devon-and-cornwall/DEV.4017/crime/ 38 crimes reported – highest monthly number in area for two years and increase of 3 from the previous month. Please encourage residents to report all crimes.

SECOND PUBLIC SESSION

15. Date of the next meeting.

The next Parish Council Meeting will be held at 1930 on Thursday 22 September 2016 at Princetown Community Centre.