Councillor Notes for the Parish Council Meeting at 1930 on 27 October 2016
At Princetown Community Centre

<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>Cllr Wendy Watson</td>
<td>Cllr Gregg Manning</td>
</tr>
<tr>
<td>Cllr Julian Greatrex</td>
<td>Cllr Mark Renders</td>
</tr>
</tbody>
</table>

1. **Apologies** Cllr Annabel Roberts (WDBC)

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 to the draft version that has been circulated.

4. **Proposed removal of BT Payphone at Postbridge & Bellever**

DFPC have submitted formal objection to removal of both public phone boxes that are under consultation in the parish. Tavistock Times featured DFPC press release on front page which then led to BBC Spotlight article with Cllr. Alison Geen and BBC Radio Devon interview with Gerald Smerdon of Postbridge Stores. BT verbally committed, on air, to Gerald to keep and repaint both boxes on BBC Radio Devon. Clerk has contacted DNPA to seek official confirmation that these phone boxes are no longer under consultation.

5. **Standing Orders**

Cllr. Suzanne Davies has reviewed and reformatted DFPC standing orders into one single document. This document requires formal adoption by the Parish Council. Decision required on which councillors can review the other procedures and risk assessments that require annual review.

6. **Dartmoor Local Plan – preparing Dartmoor Forest Parish Council’s response**

Clerk has proposed the following plan:

1) DFPC to establish small working party of 3-4 councillors & Clerk to review in detail the consultation plan. (Cllrs. Alison Geen and Gregg Manning has volunteered to be involved in this. Please advise if you are available to support)

2) Working party to meet as soon as convened for initial review of document *(this has not been scheduled due to priority of phone box issue)*

3) Clerk to provide a summary of consultation document and required actions to Parish Council meeting – 27th October.

4) Clerk to attend Local Plan workshop – 8th November.

5) Councillors to attend drop in session at Princetown Church – 14th November (if this is inconvenient there are other dates and locations available that have been circulated)

6) DFPC working party to meet to prepare response – this date needs to be before Friday 18th November to ensure document can be finalised and circulated to councillors in time for Parish Council meeting.

7) DFPC to agree formal response to consultation at Parish Council meeting – 24th November.
8) Clerk to submit response to DNPA.
9) DNPA consultation period closes 16th December.

7. **Dartmoor Classic Cycle Sportive Consultation: Report & Next Steps**

Discuss report, potential next steps and consider offer of local resident Steve Richards to volunteer as event coordinator and liaison to help manage impact of large events, such as the Dartmoor Classic, on the parish. Report is available here: [http://www.dartmoorforestpc.net/dartmoor-classic-survey.html](http://www.dartmoorforestpc.net/dartmoor-classic-survey.html)

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>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>Approved</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>Withdrawn</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>Objected</td>
<td>Withdrawn</td>
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<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>Supported</td>
<td>Approved</td>
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<tr>
<td>0467</td>
<td>Demolition and replacement of single storey extension</td>
<td>Cumberlands, Two Bridges, Princetown</td>
<td>02/09/2016</td>
<td>23/09/2016</td>
<td>22-Sep</td>
<td>Supported</td>
<td></td>
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<tr>
<td>0508</td>
<td>Single storey extension and porch canopy</td>
<td>Jolly Lane Cottage, Hexworthy</td>
<td>30/09/2016</td>
<td>28/10/2016</td>
<td>27-Oct</td>
<td>To be finalised at Parish Council Meeting</td>
<td></td>
</tr>
<tr>
<td>0522</td>
<td>Conversion and extension</td>
<td>2 Forestry Houses, Bellever</td>
<td>02/10/2016</td>
<td>28/10/2016</td>
<td>27-Oct</td>
<td>To be finalised at Parish Council Meeting</td>
<td></td>
</tr>
<tr>
<td>0047</td>
<td>Tree works</td>
<td>Various Duchy sites in Princetown</td>
<td>02/10/2016</td>
<td>28/10/2016</td>
<td>27-Oct</td>
<td>To be finalised at Parish Council Meeting</td>
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</tr>
</tbody>
</table>

**FIRST PUBLIC SESSION**

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>
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</thead>
<tbody>
<tr>
<td>976</td>
<td>1293</td>
<td>27/10/16</td>
<td>Steve Cox - Pay</td>
<td>£ 368.45</td>
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<tr>
<td>977</td>
<td>1294</td>
<td>27/10/16</td>
<td>David Cole - Pay</td>
<td>£ 528.00</td>
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<tr>
<td>Ref</td>
<td>Date</td>
<td>Description</td>
<td>Amount</td>
<td></td>
</tr>
<tr>
<td>-----</td>
<td>-------</td>
<td>--------------------------------------------------</td>
<td>---------</td>
<td></td>
</tr>
<tr>
<td>978</td>
<td>1295</td>
<td>27/10/16 Wendy Stones - poppy wreath purchase</td>
<td>£ 18.50</td>
<td></td>
</tr>
<tr>
<td>979</td>
<td>1296</td>
<td>27/10/16 Grant Thornton - Annual Audit Fee</td>
<td>£ 240.00</td>
<td></td>
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<tr>
<td>980</td>
<td>1297</td>
<td>27/01/16 Harry Hooper-Noulton</td>
<td>£ 60.23*</td>
<td></td>
</tr>
</tbody>
</table>

*Litter picking contract based on minimum wage rate for 21 to 24 year olds. This increased on October 1st 2016 from £6.70/hr to £6.95/hr. Increasing monthly cost by £2.16.

b. **Report of Accounts.**

See next page.
Dartmoor Forest Parish Councillor Notes

End of Month Report of Accounts  October 2016

Report of Accounts

Income to Date          | Expenditure to Date
------------------------|------------------------
Balance Brought Forward 1/4/16 £20,959.68 | Litter Picking £389.29   | £750
Precept £8,855.00    | Grass Cutting Lengthsman £5,041.72 | £5,220
Council Tax Support Grant £622.50     | Dog Bins £59.80        | £120
VAT Rebate £0.00      | Toilets £3,884.25   | £3,250
Other £658.25        | Play Area £42.00    | £70
Running Costs £0.00   | Improve & Repair £3.58 | £1,100
Tools & equipment £353.92 | £100
Donations with Powers £0.00          | £1,000
Section 137 £1,000.00  | £1,289
Fees £563.95          | £725
Admin Costs £424.89   | £1,020
Income £31,095.44    | Clerk’s Pay £3,018.85  | £4,421
Expenditure £16,149.91 | £10,135.76         | £20,271.52
Allocated Reserves £6,811.00 | £1,185.65          | £7,996.65
Carried Forward £8,134.53 | Total £15,999.91   | £18,510

Bank Statement Reconciliation

Cash in Bank £17,959.13 | Reserves Transfer Adjustment -£700.00
Plus outstanding income £15,299.91 | £18,510.34
Less Outstanding Cheques £2,313.60 | Income £10,135.76 | £20,271.52
Less Allocated Reserves £6,811.00 | Potential surplus at end of year £1,185.65 | £7,996.65
Balance Carried Forward £8,134.53

Notes:
Reconciliation complete.
TAP Grant of £1,125 applied for but not yet on transactions. Have received confirmation it will be paid.
£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>Allocated:</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>
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<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>
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<tr>
<td>Grass Cutting Equipment</td>
<td>£1,191.00</td>
<td>£700.00</td>
<td>£1,891.00</td>
</tr>
<tr>
<td></td>
<td>£6,111.00</td>
<td>£700.00</td>
<td>£6,811.00</td>
</tr>
</tbody>
</table>

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

Assets Held by the Parish Council

| Playground Equipment | Tools and Other Equipment | £48,434.63 | £3,887.46 |
| Community Assets     | Miscellaneous            | £17,512.71 | £601.71  |
| Information Technology Equipment | Long Term Investments | £1,864.81 | £735.00 |
10. **Project progress reports:**
   a. **Moorland Community Speed Watch.** Cllr. Gregg Manning to provide update.
   b. **Snow tourist measures.** Cllr. Mark Renders to confirm size of chain and padlock to be purchased.
   c. **Play Area Improvements Phase 3** Dartmoor Communities Fund decision has been deferred to October, therefore notification should be imminent. Progress has been delayed on further applications due to Dartmoor Classic survey and public phone box issues this month. Cllr. Philip Saunders has not sent application forms for Locality Fund. Clerk proposing that we identify a neighbouring parish that will support a TAP grant application, potentially to purchase a specific item for Play Area.
   d. **Lengthsman Services.** Propose submitting application to TAP fund for £900 ditching grant (£225 less than previous grant, however that include additional labour and digger hire). Clerk and David Coles meeting with Andrew Watson on 23 November to discuss DNPA grass cutting requirements for 2017.
   e. **Adding additional names to the War Memorial.** Awaiting information from E Pascoe’s when their specialist lead worker, required for adding the two additional names, is returning to work. Cllr. David Worth is maintaining regular contact.
   f. **Princetown Public Convenience Costs** Meeting confirmed for 23 November for Clerk, Cllr Wendy Stones and Cllr Justine Colton to discuss costs with Emma Widdicombe I Senior Specialist Commercial Services – Parking, Public Conveniences & Street Cleansing South Hams District Council I West Devon Borough Council. Latest from Emma on this issue: ‘I have looked into your queries further and I cannot seem to find anything which has a definitive date on when the toilet charges would be reviewed. As far as I can see this is a rolling charge each year and any review of the charges would mean that we would also need to review the service of toilets and opening times etc. With regards to the cash collection costs we have reviewed the charges which are currently £577.50 per annum and as we are now also emptying the Princetown car park machines we could reduce this cost to £288. I did discuss about perhaps the Post Office doing the cash collection however I believe this may have issues for the accounting purposes etc. I understand your comments concerning the local residents having to pay for the toilets that they do not use and I thought your idea regarding Local Businesses contributing to the cost of the toilets was a good one. In South Hams we currently have a holiday park who contributes to the costs of the toilets as they did not want any winter closures. If this is something you wish to explore we would be happy to assist where possible however it would need to be the Parish Council who would need to approach local businesses as any sponsorship would come direct to the Parish Council?’
   g. **Dartmoor Class Cycling Survey** Discussed under agenda item no. 7
   h. **Risk assessments and procedures.** Discussed under agenda item no. 5.
   i. **Parked Projects.** A number of projects have been ‘parked’ until either circumstances change or resources become available to proceed:
      - **Telephone box painting.** Discussed under agenda item no. 4.
      - **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**
11. **Committees, Sub-Groups & Special Interests**

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

a. **Community Centre.** Wendy Stones elected as new Chair, Mike Fitzpatrick as Vice-Chair and Mark Renders as new trustee. Pre-school requested independent 3rd party ascertains how much gas/electricity they use. Gas bill fixed for 3 years and electricity for 2 years. Centre has suffered criminal damage, notably slates off roof, earth wire and lightning conductors removed. Quotation for sensory lighting sought. Rents increased to users by 3%. Heating serviced. Simon Beard from Princetown Football Club to attend November meeting.

b. **Pavilion Youth Club.** No report.

c. **Emergency Planning Sub-Group.** No report to date.

d. **Play Area Sub-Group.** Please see 10c. above.

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

f. **TAP Fund.** Please see Cllr. Suzanne Davies report on Southern Link meeting 29 September under Correspondence item no. 12.

g. **Princetown Primary School.** See Correspondence items no. 2 and 3.

h. **Fire & Rescue Service.** Many of the Councillors reviewed the capabilities of the new Rapid Intervention Unit on 21 October. Feedback to be collated by Clerk for Parish Council to review and approve before submission to Fire service.

i. **Cemetery.** Clerk to provide Cllr. Julian Greatrex with spare set of gate keys.

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

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

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

12. **Reports from other meetings**

a. **West Devon Town & Parish Clerks Briefing 26 September** Clerk attended this meeting where Cllr. Phillip Saunders provided updated on transformation project across West Devon and South Hams to upgrade and share services. Resulting in a reduction in 25% full time equivalent employees. No cuts to front line services reported. Steve Mullineaux provided update on customer service which has seen temporary increases in contact centre and back office teams so should be easier to get through. Also investment in systems to enable resident’s to complete transactions online and new website, which is to be launched in October. Joint Local Plan with South Hams and Plymouth is progressing.

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>3)</td>
<td>Princetown Primary School initiatives</td>
<td>Invite head Phil Whittley to future PC meeting</td>
</tr>
</tbody>
</table>
14) **Urgent decisions since last meeting**

Nil

15. **Exchange of Information**

   a. **Crime Trends** Crime data from has been updated for Tavistock Rural East and now includes August 2016. [https://www.police.uk/devon-and-cornwall/DEV.4017/crime/](https://www.police.uk/devon-and-cornwall/DEV.4017/crime/) Number of crimes has increased from 15 to 24 of which 15 are listed as Princetown. Geoffrey Cox MP QC have confirmed with Inspector Sloman that public data does not include HMP Dartmoor crimes. **Please encourage residents to report all crimes.**

SECOND PUBLIC SESSION

16. **Date of the next meeting.**

The next Parish Council Meeting will be held at 1930 on Thursday 24 November 2016 at Princetown Community Centre.