Councillor Notes for the Parish Council Meeting at 1930 on 26 January 2017
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>Postbridge Ward:</td>
<td>Cllr Suzanne Davies</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>

Cllr. Gregg Manning will chair the meeting.

1) Apologies Cllr. Alison Geen.

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
Minor amendments/corrections identified by Cllr. Alison Geen & Cllr. Gregg Manning have been included in final version.

4) Parishscapes Project – Emma Stockley
Emma Stockley, Moor than Meets the Eye, to provide details of the Parishscapes project and how it can potentially benefit the parish. For further information please see Item no. 2 – Correspondence.

5) 2017-2018 Budget – Final Approval
Final version of budget, that was circulated to the Council on 16/01/17 to be approved and precept form to be signed by Chair. Commentary supporting budget as follows:
Following our meeting on 22 December have tidied up the budget (which is now v1.0) and included the precept data from WDBC. This results in a precept of £46.55 an increase of £1.48 (3.27%)/household. I have attached v1.0 and Appendix A, which is the formal calculator which WDBC issue. (there is a £0.01 variance between our calculations and what WDBC calculate – this is a rounding issue and is not material).

I have made the following notes to explain the increase:
Explanations for Precept increase:
Increased grass cutting workload
New IT equipment for clerk, although expect to receive grant for cost this has not been assumed
Reduction of Council Tax Support Grant by 8.6% from £1245 to £1138

Total budget requirement = £18,344 consisting of precept of £17,206 and council tax support of £1,138
Please see Item no. 3 – Correspondence.

6) Planning applications
   a) Current Applications:
### Dartmoor Forest Parish Councillor Notes

<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>0655</td>
<td>Construction of whisky distillery, visitor centre, small scale spirit storage, new road access and associated parking and demolition of two industrial units</td>
<td>Land West of public car park, Station Road,</td>
<td>21/12/2016</td>
<td>21/01/2017</td>
<td>20-Jan</td>
<td>Support</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Tree works</td>
<td>2 Moorland Villas</td>
<td>09/01/2017</td>
<td>27/01/2017</td>
<td>26-Jan</td>
<td>To be determined at Parish Council Meeting</td>
<td></td>
</tr>
<tr>
<td>0670</td>
<td>Construction of five dwellings</td>
<td>Land off Heather Terrace, Princetown</td>
<td>24/12/2016</td>
<td>27/01/2017</td>
<td>26-Jan</td>
<td>To be determined at Parish Council Meeting</td>
<td></td>
</tr>
</tbody>
</table>

### FIRST PUBLIC SESSION

7) 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>
<th>Authorising signatures</th>
</tr>
</thead>
<tbody>
<tr>
<td>1003</td>
<td>0</td>
<td>26/01/17</td>
<td>Steve Cox – Pay (Clerk)</td>
<td>£368.45</td>
<td>1 2</td>
</tr>
<tr>
<td>1004</td>
<td>0</td>
<td>26/01/17</td>
<td>David Cole – Pay (Grass Cutting/Lengthsman)</td>
<td>£528.00</td>
<td>1 2</td>
</tr>
<tr>
<td>1005</td>
<td>0</td>
<td>26/01/17</td>
<td>Harry Hooper-Noulton - Litter Picker</td>
<td>£60.23</td>
<td>1 2</td>
</tr>
</tbody>
</table>


See next page.
## Report of Accounts

**Income to Date**
- Balance Brought Forward 1/4/16: £20,959.68
- Precept: £17,887.50
- Council Tax Support Grant: £622.50
- VAT Rebate: £0.00
- Other: £10,453.27

**Expenditure to Date**
- Litter Picking: £569.98
- Grass Cutting Lengthsman: £7,006.12
- Dog Bins: £119.60
- Toilets: £3,884.25
- Play Area: £35.00
- Running Costs: £0.00
- Improve & Repair: £3.58
- Tools & Equipment: £356.75
- Donations with Powers: £0.00
- Section 137: £1,138.50
- Fees: £598.95
- Admin Costs: £622.64
- Clerk’s Pay: £4,124.20
- Training: £399.00
- VAT: £6,811.00

**Total Income**: £49,122.95
**Total Expenditure**: £19,831.98
**Total Allocated Reserves**: £6,811.00
**Carried Forward**: £22,479.97
**Total Bank Statement Reconciliation**: £19,681.98

### Notes
- Reconciliation complete. VAT refund confirmed as £1,400.01
- TAP Grant of £1,125 received and banked. Now showing.
- Grass cutting/lengthsman’s costs have been validated with David Cole.
- £700 transferred to grasscutting reserve shows on this sheet but not on transactions.
- £8150 received for Play Area Phase 3. Clerk to set up new entry in reserves.

## 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>
</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><strong>Total Allocated</strong>:</td>
<td><strong>£6,111.00</strong></td>
<td><strong>£700.00</strong></td>
<td><strong>£6,811.00</strong></td>
</tr>
<tr>
<td>Unallocated:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Reserve at start of year</td>
<td>£14,848.68 (83% Annual Precept and CTSG)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Assets Held by the Parish Council

<table>
<thead>
<tr>
<th>Assets Held by the Parish Council</th>
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</thead>
<tbody>
<tr>
<td>Playground Equipment</td>
</tr>
<tr>
<td>Community Assets</td>
</tr>
<tr>
<td>Information Technology Equipment</td>
</tr>
<tr>
<td>Tools and Other Equipment</td>
</tr>
<tr>
<td>Miscellaneous</td>
</tr>
<tr>
<td>Long Term Investments</td>
</tr>
</tbody>
</table>
Project progress reports:

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

b. **Public telephone Boxes** DNPA have confirmed they are using their veto on the Postbridge and Bellever phone boxes. Awaiting confirmation that BT have accepted this and the phone boxes are no longer under threat.

c. **Snow tourist measures.** Cllr. Mark Renders has confirmed size and advised that previous owner will sell the chain for £10.00. Clerk to refund Cllr. Renders. Cllrs to provide update on any recent issues.

d. **Play Area Improvements Phase 3** Cllr. Philip Saunders £8,000 donation from Locality Fund has been received and confirmation of further £5,000 expected shortly. Clerk applied for £10,000 grant from West Devon BC Community Projects Grant scheme and has chased for a decision.

e. **Lengthsman Services.** Clerk has written to Lengthsman to confirm holiday entitlement. TAP grant of £900 for ditching applied for.

f. **Adding additional names to the War Memorial.** Cllr. David Worth to provide update.

g. **Princetown Public Convenience Costs** DNPA have sent through offer for £1,000/year subsidy for next 3 years. Clerk to process.

h. **Dartmoor Class Cycling Survey** article in Tavistock Times published on 29 December 2016 provided further confirmation on changes organisers of Dartmoor Classic are proposing for this year’s event: [http://www.tavistock-today.co.uk/article.cfm?id=418310&headline=Addressing%20concerns%20over%20the%20Dartmoor%20Classic%20Cycle%20Sportive&sectionIs=news&searchyear=2016](http://www.tavistock-today.co.uk/article.cfm?id=418310&headline=Addressing%20concerns%20over%20the%20Dartmoor%20Classic%20Cycle%20Sportive&sectionIs=news&searchyear=2016) Follow up meeting with organisers to be arranged.

i. **Risk assessments and procedures.** Standing orders have been approved. Risk assessments and procedures being reviewed by Cllr. Suzanne Davies when time is available.

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

   - **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.

<table>
<thead>
<tr>
<th>Chisel/grind out putty and remove existing transom panels</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fit new panels (panels and clear Sticks Like held by Alison)</td>
</tr>
<tr>
<td>Press release</td>
</tr>
</tbody>
</table>

9) **Committees, Sub-Groups & Special Interests**

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

a. **Community Centre.** Report from Cllr. Wendy Stones: After Half Term Pre School, will operate 0900hrs_1500hrs Football Club wanting to use more of Centre over weekends. Awaiting more information. Community Pay Back [ use to be known as Probation Services] has been contacted to see if they could offer persons to paint outside of building. Resettlement Unit is now up and running and are looking for some prisoners to work in the community. Mr Hughes
Dartmoor Forest Parish Councillor Notes

has been taken on as cleaner for the Centre. He will be working Mon. to Fri. 0900hrs to 1500 hrs.

b. **Pavilion Youth Club.** Nothing to report.

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

d. **Play Area Sub-Group.** Inspection booked with RoSPA for March 2017.

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

f. **TAP Fund.** Clerk advised WDBC that laptop, screen and projector will be returned for sole use of ‘Southern Link Shared Asset Club’. Response received as follows: *It is the logical solution that all the equipment will be available to all - much easier for you to manage. As far as the storage – that is up to DFPC to agree with the Southern Link. All I would add is that this cannot be at Kilworthy and that as you are responsible for managing the scheme, it would need to be suitable for you. I reiterate that as far as the application, the terms of the grant have been satisfied as the equipment was to be held by the DFPC Clerk and therefore, we do not think you are under any obligation to accommodate this request. Clerk to apply to Transparency Fund for new PC.**

   *Awaiting quotation from local supplier for desk top and screen.*

g. **Princetown Primary School.** Report from Cllr. Wendy Stones: The New Year started well for P/town Primary Sch. They had a visit from Dartmoor Wildlife Trust who facilitated workshops to show how important local habitat and peat bogs are. Later in the year the pupils will follow this up with a fieldtrip to a local peat bog. Three older pupils met HRH Princess Anne at Mount Kelly for the opening of the new Olympic Pool. Four boys attended the Youth Speakers debating event also at Mount Kelly. The Head met with scientist from Open Air Laboratories to arrange workshops and field research. Mr Whittley also met with the Prison Governor. A number of parents have signed up for courses in improving Literacy and Numeracy skills run by Bicton College. The Prison Officers Association run a free and fully funded Level 2NVQ and courses covering a range of subjects from basic IT skills to Business Management. This is open to the whole community, ring Ivan Judd on 01822 322241 if interested.

h. **Fire & Rescue Service.** Nothing update.

i. **Cemetery.** Cllr. Julian Greatrex and Clerk reviewed the Cemetery Plan in January and are reconciling plans to graves in cemetery. Electronic burial records need updating. Joe and Nadia Young, former residents of Lakehead Cottage, Postbridge from 1999 to 2012, have requested permission for their remains to be interred at the cemetery and for the erection at the time of a small headstone. As former residents, the Clerk understands the process requires the Council to approve and for this to be appropriately minuted.

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

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

10) **Reports from other meetings**

11) **Other Issues Requiring Decisions –Correspondence Item 1.** Blackdown Piper Farm – correspondence from local residents.

12) **Urgent decisions since last meeting**

   Nil

13) **Exchange of Information**

SECOND PUBLIC SESSION

14) **Date of the next meeting.**

   The next Parish Council Meeting will be held at 1930 on Thursday 23 February 2017 at **Princetown Community Centre.**