23 January 2018

Councillor Notes for the Parish Council Meeting at 1930 on 25 January 2018
Princetown Community Centre

<table>
<thead>
<tr>
<th>Hexworthy/Huccaby Ward:</th>
<th>Princetown Ward:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postbridge Ward:</td>
<td>Cllr Gregg Manning Cllr Wendy Stones</td>
</tr>
<tr>
<td>Cllr Julian Greatrex</td>
<td>Cllr Suzanne Cllr Paul Turnbull</td>
</tr>
<tr>
<td></td>
<td>Davies** Cllr Mark Renders</td>
</tr>
<tr>
<td></td>
<td>Cllr David Worth</td>
</tr>
</tbody>
</table>

*chair, **vice-chair

1) **Apologies** Cllrs. Justine Colton, Alison Geen, Wendy Watson

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 comments received.

4) **Planning**

Current applications to be determined this month:

<table>
<thead>
<tr>
<th>Ref.</th>
<th>Description</th>
<th>Address</th>
<th>Receiv ed</th>
<th>Reply Due</th>
<th>Meeting Targeted</th>
<th>DFPC View</th>
<th>DNPA Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>0035/17</td>
<td>Two new dwellings (semi-detached) UPDATED PLANS</td>
<td>1 Mast Lodge, Hessay View, Princetown</td>
<td>20/12/2017</td>
<td>26-Jan</td>
<td>25-Jan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0017/18</td>
<td>Erection of first floor side extension</td>
<td>2 Forestry Houses, Bellever, Postbridge</td>
<td>15/01/2018</td>
<td>26-Jan</td>
<td>25-Jan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0611/17</td>
<td>0611/17 Variation of condition 1 relating to permission granted under 0309/15 to retain portacabin for an additional three years</td>
<td>Dartmoor Brewery, Station Road, Princetown</td>
<td>16/12/2017</td>
<td>26-Jan</td>
<td>22-Dec</td>
<td></td>
<td>Objected at 22-Dec meeting. However, representatives of the brewery are present to provide an update on the</td>
</tr>
</tbody>
</table>
Planning Enforcement Notice – Lower Merripit Farm (land lying to the west of Sunnymead, Postbridge). Please see separate report issued by DNPA Planning under Correspondence: http://www.dartmoorforestpc.net/january-2018.html.

In addition, the residents of Lower Merripit Farm have made the following representation to the council: The DNPA became involved in the autumn after letters from several residents and they at once began the procedure to have the caravan removed - which has involved a number of necessary communications with welfare, housing, police and other agencies. It has become clear from that process that there is not an alternative housing option either available or acceptable to the individual concerned.

We have needed to involve the police on four occasions since the autumn with regard to the individual entering our farm, causing damage to fencing and other property, aggressive and threatening behaviour, and harassment - which culminated in an arrest on December 26 with conviction on Dec 27. The individual has returned to the caravan.

Action Required: Council are asked whether they wish to formally comment on the enforcement notice.

FIRST PUBLIC SESSION

5) Budget Planning

Since December’s meeting I have updated the budget and included further comments. The main changes are as follows:

1. Reduced tools from £750 to £500. The only known expected expenditure is the replacement belts on the drive on mower. The main equipment that David uses is the strimmer which was replaced this year.
2. Added £200 for new Christmas tree lights.
3. Removed £200 for new printer as current one is working, albeit temperamentally, and is well within its expected lifespan.
4. Provisionally allocated £500 for the repair of the VAS equipment. If conditions agreed at last meeting are met.
5. Increased use of reserves to £1000 to minimise the precept increase and therefore impact on the parishioners.

This results in an 0.39% increase of approximately £0.18 per Band D household. (Please note there is a small variance between both attachments due to a minor increase in the tax base).

Full details can be found here: http://www.dartmoorforestpc.net/january-2018.html

Action Required: Council to formally approve.

There are a couple of other considerations:

1. The previous clerk also advised me that when it was originally agreed that grass cutting was taken in house that the council agreed to pay £750/year from income to reserves to pay the cost of the equipment back for 4 years. As we have underspent this year this could be used to fund both this years and next year’s contribution. Alternatively, the council can agree that it no longer wishes to make that contribution as the reserves are now healthy. From an accounting perspective it would be easier to budget and pay for items in the year they were used and needed. My recommendation would be for the council to no longer agree that it wishes to make that contribution as the it is easier to budget and pay for the items in the year that they were used. The
Dartmoor Forest Parish Councillor Notes

£1891 already in reserves could be kept there and be allocated for replacement grass cutting equipment. The proposed budget can still be approved separately to this discussion.

Action Required: Council to formally determine.

2. David Cole has now been employed directly by the council since 1st June 2015 and he has not received a pay rise in that time. The decision whether to award a pay raise for 2018-19 would need to be discussed by the council at a closed session and therefore will be added to a future agenda.

6) Anti-social/dangerous driving during snow

Clerk has followed up with Jo Rumble to find out about potential longer term, landscaping plans for Duchy Square, Princetown. Awaiting response.

Temporary boulders have been placed there by DNPA, these will be moved before summer.

Cllr. Gregg Manning to provide an update on meeting with Devon & Cornwall Police.

7) Financial management

a. Grant Request – Postbridge Village Hall – have requested £500 towards the cost of re-building the small shed at the side of the hall to provide extra space for the tables/chairs and to ensure that the electricity power box is kept dry and damp free during the bad weather. £500 remains in the council’s budget for grants/donations.

Action Required: Council to formally determine.

b. 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>1104</td>
<td>1388</td>
<td>25/01/18</td>
<td>Society of Local Council Clerks</td>
<td>£ 100.00</td>
</tr>
<tr>
<td>1105</td>
<td>1389</td>
<td>25/01/18</td>
<td>Steve Cox - Clerk’s Pay</td>
<td>£ 384.49</td>
</tr>
<tr>
<td>1106</td>
<td>1390</td>
<td>25/01/18</td>
<td>David Cole - Pay Lengthsman</td>
<td>£ 528.00</td>
</tr>
<tr>
<td>1107</td>
<td>1391</td>
<td>25/01/18</td>
<td>Harry Hooper-Noulton - Litter Picking</td>
<td>£ 61.10</td>
</tr>
</tbody>
</table>

c. Report of Accounts: please see next page
## End of Month Report of Accounts 25-Jan 2018

<table>
<thead>
<tr>
<th></th>
<th>Income to Date</th>
<th>Expenditure to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance Brought Forward 1/4/17</td>
<td>£28,890.82</td>
<td></td>
</tr>
<tr>
<td>Precept</td>
<td>£17,206.00</td>
<td></td>
</tr>
<tr>
<td>Council Tax Support Grant</td>
<td>£1,138.00</td>
<td></td>
</tr>
<tr>
<td>VAT Rebate</td>
<td>£0.00</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>£25,101.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>£72,336.32</strong></td>
<td><strong>£48,155.58</strong></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>£72,336.32</strong></td>
<td><strong>£48,155.58</strong></td>
</tr>
</tbody>
</table>

### Bank Statement Reconciliation

<table>
<thead>
<tr>
<th></th>
<th>Income</th>
<th>Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash in Bank</td>
<td>£26,691.49</td>
<td></td>
</tr>
<tr>
<td>Plus outstanding income</td>
<td></td>
<td>£48,155.58</td>
</tr>
<tr>
<td>Less Outstanding Cheques</td>
<td>£2,510.75</td>
<td>£43,445.50</td>
</tr>
<tr>
<td>Less Allocated Reserves</td>
<td>£8,811.00</td>
<td>£4,263.89</td>
</tr>
<tr>
<td>Balance Carried Forward</td>
<td><strong>£15,369.74</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Notes:

- **Variance:** £0.00
- Reconciliation complete.
- VAT Refund application is delayed as HMRC have written advising that new systems are being introduced.
- General reserve below included £8,000 donation that was used for Play Area Phase 3
- TAP application to be completed for ditching work - approx £500. Waiting on WDBC.
- Asset register needs updating with new play & grass cutting equipment.

### Reserves Held by the Parish Council

<table>
<thead>
<tr>
<th></th>
<th>Start of Year</th>
<th>Transfers in</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Princetown Toilets</td>
<td>£3,000.00</td>
<td>£0.00</td>
<td>£3,000.00</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>£1,891.00</td>
<td>£0.00</td>
<td>£1,891.00</td>
</tr>
<tr>
<td></td>
<td><strong>£8,811.00</strong></td>
<td><strong>£0.00</strong></td>
<td><strong>£8,811.00</strong></td>
</tr>
</tbody>
</table>

### Assets Held by the Parish Council

<table>
<thead>
<tr>
<th></th>
<th>Income</th>
<th>Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Playground Equipment</td>
<td>£48,434.63</td>
<td></td>
</tr>
<tr>
<td>Community Assets</td>
<td>£17,512.71</td>
<td></td>
</tr>
<tr>
<td>Information Technology Equipment</td>
<td>£2,434.81</td>
<td></td>
</tr>
</tbody>
</table>

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Dartmoor Forest Parish Councillor Notes

**Report of Accounts**

**Income to Date**

- Balance Brought Forward 1/4/17: £28,890.82
- Precept: £17,206.00
- Council Tax Support Grant: £1,138.00
- VAT Rebate: £0.00
- Other: £25,101.50
- **Total Income:** £72,336.32

**Expenditure to Date**

- Litter Picking: £611.00
- Grass Cutting Lengthsman: £5,983.15
- Toilets: £3,457.31
- Play Area: £24,035.13
- **Total Expenditure:** £48,155.58

**Balance Brought Forward 1/4/17:** £28,890.82

**Variance:** £0.00

**Carried Forward:** £15,369.74

**Potential surplus at end of year:** £4,263.89

**Current Balance:** £15,369.74

**Notes:**

- VAT Refund application is delayed as HMRC have written advising that new systems are being introduced.
- General reserve below included £8,000 donation that was used for Play Area Phase 3
- TAP application to be completed for ditching work - approx £500. Waiting on WDBC.
- Asset register needs updating with new play & grass cutting equipment.

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Councillor Notes

Last Saved: 23/01/2018 14:07
8) Project progress reports:
   a. Moorland Community Speed Watch Report from Cllr. Manning: Well the good news is that we have reduced the number of animal deaths reported on the Moor. In 2016 we had 155 large animals killed on the Moor and this compares to 133 for 2017.
      I have obtained the vinyl’s needed to update the yellow information signs. I have already updated five of them and will do the other three next week.
      I have emailed an article to Lindsay Turpin so hopefully we can get this in the paper next week. I think it’s very important to keep the community informed.
      Had a very useful meeting with Sgt Pennie Channing and a team of three officers plus their personal development leader. They are keen to run a day’s session on the Moor checking vehicles for Speed, Tax, Insurance etc. They would also like to make this a semi regular event holding maybe 2 – 3 a year. Whilst that does not sound a lot it takes a lot to organise. More importantly they also want to involve Speedwatch which moves us up the ladder a bit and hopefully will make the public realise we are doing this officially and not just a bunch of volunteers with nothing better to do. There are other ideas we are working on but most importantly we are discussing the issues that matter.
      Due to the poor weather I have had to cancel several sessions so far this year and so have only held one session since last year. This resulted in us monitoring just 35 cars but catching 11 speeding with a top speed of 54mph. Clearly, we still have plenty of work to do.

13) Committees, Sub-Groups & Special Interests

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

   a. Postbridge Cemetery. David Cole has removed the large rhododendron from the end of the path. Remaining roots to be treated to deter future growth.
   b. Emergency Planning: Cllr. Worth to provide report.
   c. Parking: No report.
   d. Princetown Primary School No report.
   e. Princetown Youth Club: Report from Cllr. Wendy Stones: Attended Youth Club meeting on Jan. 15th. 4 committee members and 1 youth attended. Youth Work Helper post is still vacant to be re advertised. This time to seek two posts, one working with 8_11yrs second post 11_19yrs. Having problems with refuse collection. Will speak to Duchy to see if they can help. Poly Tunnel vandalized on Sun. 15th Jan. Reported to police, crime number CR/004764/18. Looking into cost of CCTV.
      Current Funding:
      • People Health Trust to start April to run over 2yrs.
      • Youth Music Trust finishes in June. To reapply
      • Sport England to finish
      • DCC Local Youth Network 2nd payment of £1,250
      • Tesco Bags final payment received Signed off.
      • BBC Children in Need waiting to hear if successful or not.
      • Awards 4 All successful. Takes in both age groups
      • Next meeting March

14) Reports from other meetings:
Dartmoor Forest Parish Councillor Notes

15) **Other Issues Requiring Decisions** – **Correspondence received** (these are hard copies which will be shared at the meeting due to their size):
   
   a)  **Flagship** – **Magazine of Seafarers UK, Winter 2017** (for information)
   
   b)  **Campaign to Protect Rural England** – various publications and request for parish council to join at cost of £36/year

16) **Urgent Decisions since last meeting**: None

17) **Exchange of Information**
   
   a)  2018 is the 150th anniversary of St Raphael’s, Huccaby. A number of events are being organised to mark the occasion.
   
   b)  Site meeting for installation of Air Ambulance lighting mast is 9am, 31st January. Clerk to attend, however would be helpful if a councillor could also attend. Also require access to Community Centre.
   
   c)  Play Area inspection has been booked with RoSPA.

**SECOND PUBLIC SESSION**

18) Date of the next meeting **1930 Thursday 22nd February 2018 at Princetown Community Centre.**

**Future Agenda Items Log:**

1. Dartmoor Local Plan – parish council formal response to consultation
2. Princetown School – headteacher is attending February’s council meeting.
3. Local Council Award Scheme – council to consider applying for Foundation status
4. Maintenance and inspection regime for play area.