

DARTMOOR FOREST PARISH COUNCIL
Minutes of the Council meeting held on Monday 7 November 2011
in the Community Centre, Prinetown at 7.30 pm

Present

Prinetown
 Emma Derham
 Gregg Manning
 Cliff Palmer
 Wendy Stones
 Paul Turnbull

Postbridge
 Val Greatrex
 Wendy Watson

Hexworthy/Huccaby
 Alison Geen (Chair)

Apologies

Prinetown
 David Worth

Postbridge

Hexworthy/Huccaby

Absent without Apology

Prinetown
 None

Postbridge
 None

Hexworthy/Huccaby
 None

In Attendance

Councillor Lynne Rose (WDBC and Parish Link Member for DNPA)
 Councillor Philip Sanders (DCC) (Part of the meeting)
 PC Dave Pickles
 PCSO Rob Walsh

There were 7 members of the public present

A G E N D A

1.	To receive apologies
2.	Report from Beat Manager
3.	To accept the minutes of the meeting held on 3 October 2011
4.	Matters arising from the previous meeting and not on the Agenda
5.	Proposed tree planting in Oakery Crescent
6.	Councillor vacancy
7.	Community Centre & Youth Club
8.	Repairs & maintenance
9.	Update on Highways jobs
10.	Reports from Committees
11.	Reports from meetings with other groups
12.	Report from Fire and Rescue service
13.	Correspondence
14.	Financial management
15.	Planning applications
16.	Precept 2012/13
17.	Urgent matters at the Chair's discretion
18.	Any other business

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1. Apologies

There was an apology from David Worth due to a close family bereavement

The Chair welcomed residents from Oakery Crescent

It was agreed to move the Precept discussion to the end of the agenda and to move through the preceding items as quickly as possible

2. Report from Beat Manager

The Police Authority had sent a letter explaining that it no longer holds meetings simply expecting people to turn up, but responds to requests from community groups requesting the Authority to be present (e.g. North Devon Show). It was stressed in the letter that these sessions would focus on strategic, overarching policing issues, and not day-to-day policing. In addition, the free electronic newsletter, which is produced every eight to ten weeks can be sent to anyone to joins the mailing list by emailing polauth@devonandcornwall.pnn.police.uk with 'subscribe' in the subject box

Copies of the new Police shift patterns, from the latest Community Safety Partnership Newsletter, were distributed to Councillors

The report from Dave Pickles covered the following:

- Police were looking for help with any sightings that could help with identifying the perpetrators of the theft of lead from Tor Royal Farm
- The Prison barn fire had resulted in two arrests. Guilt was denied and there was no forensic evidence
- Cash had been stolen from the East Dart in Postbridge. Forensic evidence was being analysed
- Evening and night time checks were being made at the school as a deterrent

In addition, Dave reported back on his investigation into Community Speed Watch:

- It takes about 18 months to go through the necessary preparation before Watches can be set up
- A team of volunteers, headed up by a Volunteer Co-ordinator, is required
- Equipment, training and Criminal Record Bureau (CRB) checks are needed for the volunteers
- A Road Casualty Reduction Officer must inspect the proposed Watch site
- There is administration involved (e.g. letters to vehicle drivers found to be speeding)
- Dave's manager is unsure of the time allowance and its priority in the overall scheme of work at the moment

Gregg asked for more information on the time commitment required from volunteers. Wendy S said she would explain the situation to the next meeting of the Neighbourhood Watch

Wendy S reported incidents of young children of approximately 8 years of age playing "chicken" outside Venville House in the early evening (7.00 pm)

3. Minutes of the previous meeting

The minutes of 3 October were agreed as a true record and signed by the Chair

4. Matters arising from the previous Meeting

- 4.1 **Dog Exclusion Zone** – the Clerk provided Cliff with laminated signs for each of the three entrances to the play area

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- 4.2 **Princetown Grass Cutting**– It had been established via the Duchy that DNPA was responsible for cutting the area in question. The Authority had acknowledged this responsibility
- 4.3 **Weeds in Princetown** - Paul was to approach the Resettlement Unit with a view to providing resource to assist with weeding. Action carried forward
- 4.4 **Visibility “Bowl” Prison Museum** – This had been established as the Prison’s responsibility. A replacement was due to be installed in the current week

4.5 **Moor Trees – Response to resident**

The resident had written to Wendy S to say that he had been reassured by a meeting with representatives of HMP and Moor Trees and now felt that his concerns had been addressed. This is summarised as:

- The project had a five year duration overall and was intended to provide training for inmates, manage prison estate, provide educational and recreational access for staff and visitors
- There was no plan to re-open the previous Tyrwhitt Trail pathway
- There was no plan to re-instate paths or access from the Oratory end of the wood; only access from the Prison/Museum end
- Paths would be remade there, but not leading away from there
- Moor Trees had offered to leave a belt of existing beech at the resident’s fence line to screen the thinning work, which could then itself be thinned at a future point. The resident felt that this was a useful idea, which would be taken up with Moor Trees
- There was no plan to wood the adjoining fields

- 4.6 **Publication of Draft Minutes** – A resident had requested again the publication of Parish Council minutes before they had been signed. The Clerk had contacted the Devon Association of Local Councils (DALC) to check the legal situation and to gain an insight into the practice in other Parish Councils

ACTION: For discussion at December’s meeting

- 4.7 **Station Road Confusion** – The Clerk had sent Councillors a copy of WDBC’s response on the background to the current situation

- 4.8 **Leat Leak** – The leak on the B3212 approaching the Two Bridges junction had been repaired

5. Proposed tree planting in Oakery Crescent

Paul declared an interest

The Clerk explained that WDBC had received funding for tree planting in Tavistock, but had offered to plant trees on the green in Oakery Crescent as well

The Chair invited residents to speak on this item. Residents expressed concerns that;

- The trees would form a visual barrier in years to come
- The one existing tree was poorly managed and the new trees might be similarly poorly managed
- The grass cutting was sub-standard, with cuttings not being collected, and the planting of additional trees would make matters worse
- Residents had been canvassed on their opinion and there was unanimous opposition to the proposal

ACTION: Clerk to decline WDBC’s offer

6. Councillor Vacancy

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There had not been any call from residents to hold an election. A notice of co-option, asking interested residents to apply to the Clerk, would be posted before the end of the week

7. Community Centre and Youth Club (Wendy S)

7.1 Community Centre Meeting 4 October

Paul Stubbs had resigned as a Trustee
The Duchy was drawing up a lease with the new Trustee Board

7.2 Community Centre Meeting 24 October

The original lease with HMCA had been for 60 years. The new lease would be for 22 years. The Big Lottery Fund had a charge over the Centre of 25 years, with 22 years left to run so this will bring the two periods into line. The Big Lottery charge was with HMCA and this must be released and replaced by the new Trustee Board..

The new lease would be for full repair (under the 1954 Tenancy Act) and the Board would need to have the appropriate insurance and to keep the building in good repair. The ground rent would be £100 per annum, plus VAT. There would be a rent review every five years

The Board would be responsible for leases with sub-tenants (e.g. surgery)

The Clerk will continue to take bookings for the Centre. Bridget Turnbull is the new Treasurer

The possibility of installing solar panels is being investigated

With regard to the charity shop:

- A new tenancy agreement was needed with the Duchy
- Bridget Turnbull is the new treasurer

Next meeting is 8 November

7.3 Youth Club

The Club was closed at the moment, pending insurance being in place.
Funding is being sought to run a programme to train 10 to 12 new Youth Helpers. When this programme had been undertaken, the Helpers would be able to charge an hourly rate for their services.

The football club was seeking funding to train a youth football team, working in conjunction with the Youth Worker, Paul Dobbie.

There will be an open meeting on 20 November to discuss plans for future activities and how the Youth club will be run. Wendy S will attend

8. Repairs & Maintenance

Some of the granite setts around the war memorial needed re-seating. This work was judged as not being urgent at the moment

9. Update on Highways Jobs

- 9.1 **Road Closure** – Due to road surfacing, the section of the B3212 from Two Bridges to Higher Cherrybrook Bridge was to be closed from Wednesday 30 November to Monday 5 December inclusive. After negotiations with Highways, the proposed arrangements were changed. The closure will now take place from 30 November to 1 December inclusive: this is unavoidable, as

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the surface over the Bridge needs to be replaced. From 2 December to 5 December inclusive, traffic lights will be in operation.

The amended arrangements may still cause problems, and local signage is being considered

9.2 Existing Jobs

- The Saddlesbridge problem was still outstanding
- One of the bollards at the junction of the B3212 and the B3357 at Two Bridges was still out of action

9.3 New Jobs

- A pot hole had opened up opposite the bus shelter in Duchy Square

10. Reports from Committees

10.1 School (Wendy W)

The school had been judged as Good by the Ofsted Inspectors

The school and the pre-school had been developing a shared approach to Early Years education. This was working well and it was hoped that the partnership could be developed further by achieving DCC's Partnership Foundation Stage Units (PFSUs)

10.2 Play Area (Cliff)

The latest inspection had not identified any problems. However, the gateway to the children's entrance is muddy and needs a temporary fix.

Paul had repaired the padlock on the machinery entrance

10.3 Cemetery (Val)

Val will speak to Dave Fisher with regard to the items identified when the memorials were tested

10.4 Emergency Plan (David)

No report in David's absence

10.5 Parish Plan

The poster asking for volunteers had been printed in both the Parish magazines

10.6 Diamond Jubilee (Wendy S)

Councillor Sanders said that the figures required on numbers of children in the Parish grouped by age was available on the DCC website

11. Reports from Meetings with Other Groups

11.1 DALC AGM and Conference (Clerk)

The Clerk had attended this event on 8 October. A summary of the content of the conference was distributed to Councillors

11.2 Southern Link Committee

The next meeting was on 1 December

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12. Fire and Rescue Service Report

The Fire and Rescue Service was carrying out a consultation on proposed changes to the way it responds to calls resulting from automatic fire alarm activations

ACTION: Councillors to consider their response and to bring results to December's meeting so that the online survey form can be completed

Paul said that the fireworks display had been well attended by more than 400 people, some of whom had travelled from Plymouth and Yelverton. Approximately £400 had been raised for the football club

There were two vacancies for fire fighters

13. Correspondence

- 13.1 **Service of Remembrance** – This will be held on Sunday 13 November. The Parade will start at 10:40 and the service at 10:50
- 13.2 **South Devon and Dartmoor CSP** – The Community Safety Partnership's latest newsletter had been received
- 13.3 **DNPA Parish Link Members**– To build upon and strengthen community engagement, DNPA had decided to appoint Parish Link Members, who would attend Parish Council meetings more often than was currently the case. Lynne Rose is the Link Member for DFPC, as well as being the Borough Councillor
- 13.4 **Affordable Housing Code of Practice** – This consultation on this would run until 16 December. Councillors will give their comments at December's meeting
- 13.5 **Community Design Workshops** – WDBC was running a workshop on 10 December to engage with member of the community in putting forward ideas for the new developments agreed as part of West Devon's Core Strategy
- 13.6 **2013 Review of Parliamentary Constituencies** – The initial proposals for the new constituencies had been published and were subject to consultation until 5 December
- 13.7 **Business Survey** – WDBC was carrying out a survey in conjunction with South Hams District Council asking businesses to provide information on the type of help for which they might need funding. The survey was on behalf of Greater Dartmoor Leaf and South Devon Coastal Local Action Group
ACTION: To be emailed to businesses in Princetown
- 13.8 **Integrated Rural Management Plan** – A letter and comments from the, now retired, Colonel Clark. Copied to Wendy S and Alison at their request
- 13.9 **Other Correspondence** – the following had also been received:
- DNPA monthly meeting papers for 4 November
 - DNPA Development Management Committee for 4 November
 - Community Safety Partnership newsletter
 - Agenda and papers for the Standards Committee meeting on 25 October

14. Financial Management

14.1 **Summary for October**

Payments made	Ref 565	WDBC – NNDR 2 nd half-year for cemetery	£47.00
	Ref 566	Duchy – 2 nd half-year rent	£30.00

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	Ref 567	Clerk – 1 st half-year net pay	£801.30
	Ref 568	HMRC – Clerk's 1 st half-year PAYE	£200.20
	Ref 569	Audit Commission – Annual audit fee	£342.00
	Ref 570	M Druett – grass cutting	£235.00
	Ref 571	M Williams – litter picking	£51.39
	Ref 572	Round and About Magazine - donation	£60.00
	Ref 573	Parish Link magazine - donation	£60.00
	Ref 574	Donation for fireworks display	£25.00
Receipts	Ref 564	WDBC – 2 nd half-year precept	£6,362.50
Balance in bank 31 October			£16,589.67
To Receive	Ref 577	Transfer of HMCA funds – part 1	£20,000.00
	Ref 578	Transfer of HMCA funds – part 2	£5,529.14
	Ref 579	Transfer of charity shop funds	£4,873.87
	Ref 580	Transfer of Community Fund balance	£1,994.54
	Ref 581	Community Fund grant for play area	£700.00
	Ref 582	Community Fund grant for winter grit/salt	£100.00
To pay	Ref 575	WDBC – dog bin servicing	£64.90
	Ref 576	Duchy of Cornwall – charity shop rent	£2,287.50
	Ref 583	South Hams DC – payroll service	£120.00
	Ref 584	F K Martin – repair of cemetery wall	£288.00
	Ref 585	M Williams – litter picking	£51.39

- 14.2 **Charity shop rent** – An urgent cheque had been raised during October to enable the charity shop to pay its rent to the Duchy. Emma and Wendy S had signed the cheque. The cheque list was signed at the meeting

15. Planning Applications

- 15.1 The following planning application correspondence was received in October

DNPA Ref. & Applic. Type	Description	Location	Comments
11/0537 Prior notification	Construction of timber lean-to extension for storage of agricultural machinery	Pizwell Farm Postbridge	To be considered by the Council
11/0480 Full PP	Change of use of upper yard to livery/trekking centre	Tor Royal Farm Princetown	Supported by the Council
11/0464 Advertisement consent	Erection of banner	South West Elevation Creativity Centre Duchy Square Princetown	Second application had toned down the colour and reduced the banner's size. The Council was given until 9 November to submit its response to the changes. However, this item was on the DNPA Development Management agenda for its meeting on 4 November, at which it was rejected

16. Precept 2012/13

- 16.1 The Clerk distributed three documents to assist the discussion
1. A list of services for potential devolution, as drawn up by the Parish Link Committee and sent by WDBC on 2 September 2011
 2. A list of proposals from WDBC aimed at improving working relations between WDBC, DCC and local town and parish councils and sent on 2 November
 3. A list of items that had been mentioned during the year and might be deleted/added/varied in next year's precept

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- 16.2 With regard to document 1, it was agreed to ask for more information about possible devolution of: community grants, grass cutting, local libraries, parking and traffic restrictions, road cleaning, sports provision and youth service/clubs
Clarification was sought on: land ownership
- 16.3 With regard to document 2, the Parish Council asked for representation via a Link Officer
- 16.4 With regard to document 3, not all items were discussed. Of those that were, the result was;
- Quotes to be obtained for the cost of repairing the wall opposite the war memorial in Princetown
 - Retain only the insurance cover for the bus shelter near Woodville Avenue in Princetown. Other items in Section 2A of the policy to be excluded
 - Paul and some other Councillors were against the idea of returning the revenue from the toilets to the residents in the form of grants to the Youth Club

Discussion to be continued at December's meeting

17. Urgent Matters at the Chair's Discretion

- 17.1 **Princetown Visitor Centre** – Emma expressed concern at the impact of the cut backs on the Visitor Centre's opening hours. Whilst the Centre would be open normally over the Christmas period, it would be open from now until 31 March from 10:30 until 15:30 on Thursdays, Fridays, Saturdays and Sundays only. Emma said that she considered this to be poor customer service, which would impact the village, as visitor numbers would drop when the closure times became general knowledge. In addition, the winter closure hours meant that members of the public did not have any DNPA representation. Members of the public had used the Centre to report incidents when the Police station in Tavistock had closed its front desk, and this route was now no longer available. Emma suggested that one way forward might be to recruit volunteers to keep the Centre open for longer hours.
ACTION: Councillor Rose said that she would take up this matter with the Authority
- 17.2 **Princetown Christmas tree** – Emma volunteered to ensure that delivery and erection were carried out as efficiently as possible, having previously offered to decorate the tree

18. Any Other Business

- 18.1 Tom Stratton had postponed his visit to the Parish Council meeting until February
- 18.2 Copies of next year's meeting dates were distributed to Councillors
- 18.3 Dog fouling signage needed for the right of way through the churchyard in Princetown
- 18.4 A letter of thanks to be sent to Mr Jenner for his annual cleaning of the war memorial and, additionally this year, tidying up the grass along the path and making good the turf churned up by a large lorry that had parked on the edge of the green

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PUBLIC SESSION

Councillor Rose reported that the Albert Terrace sign in Princetown was now in place at ground level

Next Meeting

There being no further business, the meeting closed at 10:15 pm

The next Parish Council meeting will be at **7.30 pm on Monday 5 December 2011** in the **Community Centre, Princetown**

David will chair the meeting

Sub-Committees and Groups

Jubilee Sub-Committee – Emma, Wendy S

Parish Emergency Group – Cliff, Wendy S, Paul

Parish Plan Sub-Committee – Alison, Val, Wendy S

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