

DARTMOOR FOREST PARISH COUNCIL
Minutes of the Council meeting held on Tuesday 14 May 2013
in the Community Centre, Princetown at 7.30 pm

Present

Princetown	Postbridge	Hexworthy/Huccaby
Emma Derham		Alison Geen (Chair)
Gregg Manning		
Cliff Palmer		
John Steele (from item 4)		
Wendy Stones		
David Worth		

Apologies

Princetown	Postbridge	Hexworthy/Huccaby
Paul Turnbull	Val Greatrex Wendy Watson	None

Absent without Apology

Princetown	Postbridge	Hexworthy/Huccaby
None	None	None

In Attendance – John Steele (until item 4)
Serena Rouse (DNPA)

There were no members of the public present

A G E N D A

1.	To receive apologies
2.	Election of Chair and Vice-Chair
3.	Councillor vacancy
4.	To receive Declarations of Acceptance of Office
5.	To appoint Committees
6.	Declarations of interest
7.	Report from Beat Manager
8.	To accept the minutes of the meeting held on 9 April
9.	Matters arising from the previous meeting and not on the Agenda
10.	Community Centre & Youth Club
11.	Repairs & maintenance
12.	Update on Highways jobs
13.	Planning applications
	PUBLIC SESSION
14.	Reports from Committees and Sub-Groups
15.	Reports from other meetings
16.	Correspondence
17.	Financial management
18.	Urgent matters at the Chair's discretion
19.	Any other business

Date	Signature of Chair
11 June 2013	

1. Apologies

There was an apology from Val who was on holiday, from Wendy W who had a school meeting and from Paul who was on Fire and Rescue training

2. Election of Chair and Vice-Chair

David and Alison agreed to continue as Co-Chairs, but reminded Councillors of their intention of stepping down in 2015 (i.e. after five years in office)

The Clerk asked for consideration to be given next year to one Co-Chair stepping down, allowing a new person to step into the role with the benefit of an experienced Co-Chair to guide them

3. Councillor Vacancy

John Steele had volunteered to become the new Councillor for Princetown and he had been introduced to some Councillors and answered their questions prior to the meeting.

DECISION: It was agreed unanimously that John should become a Councillor for Princetown

ACTION: Clerk to organise formal induction and training

4. To receive Declarations of Acceptance of Office

Alison and David signed their Declarations of Acceptance of Office

5. To appoint, Sub-Groups and Special Interests

Parking Sub-Group – Gregg, Paul

Parish Emergency Group – Cliff, Paul and David

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

Play Area Sub-Group – Emma and Cliff

Princetown toilets Sub Group – Paul and Wendy S

Website Sub-Group – Gregg and David

Special Interest Princetown Community Centre – Wendy S

Special Interest Youth Club – Wendy S

Special Interest Housing – Wendy S

Special Interest Southern Link – Paul

Special Interest Cemetery – Val

Special Interest Princetown Primary – Wendy W

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6. Declarations of interest

Gregg and Cliff reviewed their Business Interests entries and made corrections where necessary

Alison declared an interest in the planning application for Sherberton Farm as the applicant

7. Report from Beat Manager

Nothing to report

8. Minutes of the previous meeting

The minutes of 9 April were agreed as a true record and signed by the Chair

9. Matters arising from the previous Meeting

- 9.1 **Christmas tree lights** – Emma had obtained a quote of £266.50, which was well within the budget of £450. Colours of red, white and green were agreed. Serena offered to help with decorating the tree
ACTION: Emma would check with the supplier the fine detail of its returns policy, to ensure that the Council would be refunded, if the need arose
ACTION: Clerk to write to the Park Authority's Chief Executive to make him aware of the consumption of electricity whilst the lights are operating, between 1st December and twelfth night
- 9.2 **Website quotes** – The Clerk had spoken to the Deputy Clerk at Tavistock Town Council. From the conversation it was clear that the cost of building the website was unlikely to be under £1,000, but should be less than £2,000. The Town Council had looked in detail at several companies and had held meetings with each to look at the proposed design. The final decision had been to retain the company that had maintained the Town Council's previous website
ACTION: Clerk to approach the Town Council's website provider
ACTION: David to experiment with Internet Archive/Scribt to see if this might provide a cost-free option
- 9.3 **Duchy Square procurement process** – There was still a lack of news on progress. **[Post-meeting note; DCC workmen seen in the building carrying out maintenance]**
ACTION: Clerk to ask Councillor Sanders if he is able to obtain any reliable information
- 9.4 **Litter picking volunteers in Princetown** – Wendy S not having had any contact from the would be volunteers, this matter was considered to be at an end
- 9.5 **Disabled bays Princetown** – The unused bays were now known and Highways had been informed. Due to the Highways cutbacks, it was unlikely that the unused bays would be painted out, but time and the weather would eventually wear away the paint. It was noted that parking on a disabled bay in Princetown was not illegal, as the bays were not the subject of formal Traffic Orders, but were to provide preferential parking for disabled people
- 9.6 **Community Right to Bid** – A document had been sent to all Councillors for discussion at May's meeting. The Clerk is still seeking clarification on the applicability of this legislation to the Parish Council
- 9.7 **Taxi rank removal in Princetown** – WDBC is leading the procedure to remove the taxi rank, which requires reversal of a Traffic Order, and has contacted Highways to gain some understanding of when the line painting could be removed

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10. Community Centre and Youth Club (Wendy S)

10.1 Community Centre

Bookings are down and the Trustees' Board is considering a leaflet drop to advertise the facilities available

The Treasurer has resigned the position, but will remain as a Trustee. A replacement is being sought

The lease is still not available for signature

10.2 Youth Club

Two sessions were held during the Easter break. Both sessions were well attended, with 20 – 24 at the session for 9 to 12 years olds, and more than 30 at the session for 13 to 19 year olds. This format will be repeated during the half-term break

Quarterly meetings are to be set up, with Wendy S, Adrian Kemp (Play Space) and the two youth Workers involved with the Youth Club

11. Repairs & Maintenance

- Repairs to the crumbling wall beyond the Prison on the Tavistock Road are scheduled to be carried out in July, subject to the Traffic Order for which an application has recently been made. The work will take approximately two weeks to complete
- Insulation work on properties in Burrator Avenue and Hessary Terrace had halted due to the company doing the work going into administration. West Devon Homes is seeking another contractor
ACTION: JS said that he would find out more information about the situation
- Work will be carried out to the bus shelter in Duchy Square, when the weather permits. There are one or two broken/cracked tiles to be replaced, Fire and Rescue will hose it out and it will be painted

12. Update on Highways Jobs

12.1 New Jobs

There is a pothole in Tor Royal Lane, adjacent to Tor Royal Lodge that measures approximately 70 cms in diameter

The manhole outside the Prince of Wales has dropped again, causing flooding in the car park

12.2 Existing Jobs

Letter of thanks to be sent to Highways for the speedy repairs to the road surface in Two Bridges Road

The "Pedestrians in the Road" sign had been erected in Tow Bridges Road

13. Planning Applications

- 13.1 The following planning applications were received in April

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DNPA Ref. & Applic. Type	Description	Location	Comments
13/0183 Full PP	Erection of rear and side extensions	1 Station Cottages Princetown	Supported by the Parish Council
13/0144 Full PP	Replacement of an existing farm building with a new farm building plus a new agricultural storage shed	Sherberton Farm Hexworthy	Granted: Work to start within 3 years Surfacing, external facing and roofing materials to be agreed before installation Buildings to be removed and land to be re-instated to its former condition if buildings become redundant
13/0092 Full PP	Erection of steel framed side apex building to cover existing silage clamp	Tor Royal Farm Princetown	Granted: Work to start within three years Buildings to be used only for agricultural purposes. Land to be reinstated to its former condition within six months of buildings becoming redundant
13/0069 Full PP	Installation of 3 transmission dishes, each with two ODU units, onto existing mast, with associated works	Arqiva Transmitting Station North Hessary Tor Princetown	Granted: Development to begin within three years Antennae to be removed when they become redundant
13/0048 Full PP	Demolition and replacement of 3 existing cattle buildings with new storage shed and cattle building, plus creation of shed over existing silage clamp	Huccaby Farm Hexworthy	Granted: Work to start within three years Buildings to be used only for agreed purpose No site clearance or demolition works to be carried out until young birds have fledged Notice of at least 28 days to be given of the intention to start work. Access to be afforded to the site at all reasonable times for archaeologist visits Landscape and planting scheme, and plan for new stone wall to be agreed at least 12 months prior to work starting. Landscaping and planting to be maintained for five years from start of work, including replacement of any trees/shrubs that die or are removed No trees or hedges to be removed without permission

- 13.2 **Walkhampton Common** – As part of the project to under-ground the power line across Walkhampton Common, Western Power Distribution was in the process of seeking commons consent for the works. The Parish Council is a consultee and can raise objections. No objections were raised
- 13.3 **Football pitch** – Advice had been sought from DNPA as a result of a rumour that viewer seating was to be erected on the football pitch. The advice given was that movable seating would not require planning permission, but fixed seating would. There would need to be consultation with the Duchy, from whom the land is rented
- 13.4 **Brewery works** – DNPA had recommended that photographs of the works be taken, plus an indication of the site of the works. DNPA could then investigate whether planning permission was needed.

There had been discussion between the brewery and DNPA regarding future developments, however, any proposals for extensions would require planning permission

PUBLIC SESSION

In answer to a question from cliff, Serena said that the work being carried out under the scaffolding around the Visitor Centre was weather related and was taking some time to complete

14. Reports from Committees

- 14.1 **School (Wendy W)** – Nothing to report in Wendy's absence

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14.2 **Play Area (Cliff) -**

Cliff said that he had carried out an inspection of the area and all was well

Wendy S and Cliff had carried out the three monthly review with the litter picker at the end of his probationary period. There were no problems identified

A supply of bags large enough to fit the bins had now been obtained

Emma will carry out a consultation at the pre-school and the Children's Centre session to ensure that the proposed design of the toddlers' play area is agreed, given the time that has elapsed since the design was drawn up

14.3 **Cemetery (Val) –** The clerk was obtaining a formal quote for the wall work

14.4 **Emergency Plan (David) –** Nothing to report

14.5 **Parish Plan Sub-Group –** Nothing to report

14.6 **Parking Sub-Group (Gregg) –** Nothing to report

14.7 **Fire and Rescue –** Nothing to report

15. **Reports from Meetings with Other Groups**

15.1 **WDBC Electoral Review 16 April - (Wendy S)**

The review is being carried out by the Boundary Commission, which is responsible for reviewing local authority electoral arrangements, boundaries and structures. The aim is for Councillors to represent approximately the same number of electors (n.b. not the entire population). At present, there is imbalance with, for example, Hatherleigh Ward having 31% more electors than the average in the Borough.

The scope of the review covers; the total number of Councillors, the number of wards and the names of the wards.

The preliminary stage will be a pre-review discussion on council size, with submissions being made by 5 July. A full consultation exercise will start on 26 November and will end on 3 February 2014. A draft report will be published between late April 2014 and July 2014. The project should be complete by October 2014

The Clerk had raised queries with WDBC regarding the use of the word "ward" and its relevance to the Parish Council. In summary, the response was;

- Lydford is a "proper" ward within West Devon (i.e. it has its own Borough Councillor)
- In the late 90's, the ward was split into two Parish Councils, namely, Lydford and Dartmoor Forest.
- Due to the large area covered by the Dartmoor Forest, it was split into three "wards of convenience". Each ward has its own **Parish** Councillor(s), but the Parish does not have its own Borough Councillor
- Councillor Lynne Rose represents Lydford "proper" ward and the two Parish Councils as a member of WDBC
- There **may** be changes at Borough ward level as a result of the boundary review, which **may** affect Lydford. In addition, if Lydford does change, there may be changes at DFPC ward level
- The **overall** boundary of DFPC will not change, as this is outside the scope of the review
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15.2 **Princetown toilets funding 15 April**

Paul and the Clerk had met Alison Kohler (DNPA) and Jill Skelton (DNPA) as a result of the letter sent by the Parish Council to DNPA's Chair and Chief Executive requesting a re-think on funding for the public toilets.

The meeting had been very cordial and it was agreed by all parties that closure of the toilets was not an option, given the impact on tourists visiting the village. However, it was made clear by both DNPA and WDBC that future funding should not be taken for granted. Alison Kohler took an action to see if there was any way that money could be found (however small the amount) to assist with the costs of running the facilities

Jill Skelton had provided the figures for the 2012/13 reconciliation of funding (see minute 17.2)

16. **Correspondence**

- 16.1 **Duchy Square regeneration** – DNPA has indicated that work will be carried out over the coming months towards setting up a business forum and the regeneration of Duchy Square
- 16.2 **Tavistock Retail Masterplan** – WDBC has now adopted the two documents associated with retail development in south and south west Tavistock
- 16.3 **WDBC Social Media** – WDBC can now be followed on Twitter (Twitter@westdevon_bc) and 'liked' or posted to Facebook at www.facebook.com/westdevonboroughcouncil
- 16.4 **Purchase of dog bins** – WDBC has indicated that the cost of bin servicing will be reviewed later this year. Users of the service will be notified of any changes in good time to allow for budget planning for 2014/15
- 16.5 **Healthwatch Devon** – Is the new, local independent champion for health and social care, replacing LINK Devon on 1 April this year. Sessions will be taking place in May and June as an introduction to the structure and work of the new organisation
- 16.6 **TASS fund raising** – Tavistock Area Support Services (TASS) is fund raising to purchase a minibus with a bariatric tail lift to facilitate the transport of large wheelchairs. Such wheelchairs cannot, currently, be carried in safety, which precludes some clients from using the services offered by TASS. Cost of the vehicle is £38,500 and £7,500 has been raised so far
DECISION: It was agreed that a donation of £75 should be made

17. **Financial Management**

17.1 **Summary for April**

Payments made			
	Ref 681	DALC – annual fee for services	£217.50
	Ref 682	WDBC – cemetery rates for first half-year	£61.43
	Ref 683	S Jaques – litter picking in March	£52.69
	Ref 685	Holne PCC – Donation towards car park improvement at St Raphael's	£700.00
Receipts			
	Ref 684	Precept for first half-year	£8,810.50

Balance in bank 30 April			£27,689.79
To Receive			
		Nil	
To pay			

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	Ref 686	M J Druett – grass cutting	£165.00
	Ref 687	WDBC – Dog bin servicing	£64.90
	Ref 688	A Jaques – Litter picking	£53.65
	Ref 689	WDBC – Toilets net contribution (see below)	£4,028.22
	Ref 690	D Agnew – Internal audit fee	£50.00
	Ref 691	Tavistock Area Support Services - donation	£75.00

17.2 Calculation for toilets donation 2012/13

The 30% agreed for 2011/12 was £5,610. This year's figure is 4.5% higher to reflect inflation (£5,862.45). The income from a full year's pay-on-entry is £3,083.10. The cost of cash collection for a full year is £577.50. The net donation to be made is, therefore;

$$£5,862.45 + £577.50 - £3,083.10 = £3,356.85, \text{ plus VAT of } £671.37$$

17.3 **Internal Audit** – The audit had been completed without problem and the notice for electors to view papers had been posted

18. Urgent Matters at the Chair's Discretion

- 18.1 **West Devon Highways bin** – The door of the bin, which is on the wall of the gift shop in Duchy Square, is flapping open and presents a danger to pedestrians
- 18.2 **Bench painting** – A letter of thanks to go to Mr Doug Jenner for painting the benches on the village green
- 18.3 **Combined grass cutting** – A preliminary information gathering exercise is to be carried out to explore the pros and cons of combining all grass cutting in Princetown into the Parish Council's contract
- 18.4 **Parish Council meetings** – Councillors' expressed some concern that contact had been lost with the Neighbourhood Beat team and with Councillors Rose and Sanders as a result of the date change for monthly meetings. Clerk to check whether changing to other days might improve the situation

19. Any Other Business

19.1 **The Big Lunch** – This is being held in the Community Centre on 2 June

PUBLIC SESSION

Serena said that the Park Authority's draft management plan would be published later in the month, and would be available in hard copy and electronically

Next Meeting

There being no further business, the meeting closed at 9.42 pm

The next Parish Council meeting will be at **7.30 pm Tuesday 11 June 2013** in the **Community Centre, Princetown**,

David will chair the meeting.

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List of Sub-Groups and Special Interests

Parking Sub-Group – Gregg, Paul

Parish Emergency Group – Cliff, Paul and David

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

Play Area Sub-Group – Emma and Cliff

Prinetown toilets Sub Group – Paul and Wendy S

Website Sub-Group – Gregg and David

Special Interest Prinetown Community Centre – Wendy S

Special Interest Youth Club – Wendy S

Special Interest Housing – Wendy S

Special Interest Southern Link – Paul

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