

DARTMOOR FOREST PARISH COUNCIL**Minutes of the Council meeting held on Monday 9 May 2011
in the Community Centre, Princetown at 7.30 pm****Present**

Princetown
Emma Derham
Gregg Manning
Cliff Palmer
Wendy Stones
Paul Turnbull
David Worth

Postbridge
Val Greatrex

Hexworthy/Huccaby
Alison Geen (Chair)

Apologies

Princetown
Sarah Ruffles

Postbridge
Wendy Watson

Hexworthy/Huccaby
None

Absent without Apology

Princetown
None

Postbridge
None

Hexworthy/Huccaby
None

In Attendance

PCSO Mark Canvin

There were 2 members of the public present

A G E N D A

1.	To receive apologies
2.	Election of Chair and Vice-Chair
3.	To receive Declarations of Acceptance of Office
4.	To receive Declarations of Interest
5.	To appoint Committees
6.	Report from Beat Manager
7.	To accept the minutes of the meeting held on 4 April 2011
8.	Matters arising from the previous meeting and not on the Agenda
9.	Play area development
10.	Community Centre & Youth Club
11.	Annual Parish newsletter
12.	Repairs & maintenance
13.	Update on Highways jobs
14.	Reports from Committees
15.	Reports from meetings with other groups
16.	Correspondence
17.	Financial management
18.	Planning applications
19.	Urgent matters at the Chair's discretion
20.	Any other business

Date 5 July 2011

Signature of Chair

1. Apologies

There were apologies from Wendy W and Sarah
New Councillors Val and Gregg were welcomed

2. Election of Chair and Vice-Chair

Decision: It was agreed that the Council would operate with two Co-Chairs for the 2011/12 year.

David had already volunteered to be a Co-Chair and Alison also offered

Decision: The motion to accept David and Alison as Co-Chairs was proposed by Paul, seconded by Wendy S and carried unanimously

Alison offered to chair the current meeting and this was agreed

3. To receive Declarations of Acceptance of Office

Councillors signed the Declarations and the Clerk witnessed the signing

4. To receive Declarations of Interest

There were no declarations for the current meeting.

Councillors agreed to complete the Declaration of Interest paperwork at the end of the meeting

5. To appoint Committees

The following responsibilities were agreed;

Emergency plan	David
Housing	Wendy S
Play area	Cliff
Postbridge cemetery	Val
Primary school	Wendy W (agreed in her absence)
Southern Parishes Link Committee	Paul
Young people	Wendy S (who is Chair of the Youth Club Committee)

6. Report from Beat Manager

Mark said that the resourcing changes would come into effect on 20 May. He said that Dave Pickles would still be on the Neighbourhood Team, but would work mostly evenings and nights and would deal with the whole of Tavistock, whilst also remaining, nominally, responsible for Princetown. Mark said that his area and responsibilities would remain unchanged

Wendy S asked if Dave would be able to answer evening calls. Mark said that he was unsure. Wendy S asked why the Duchy had not been informed when Officers answered a call reporting that the doors of the Community Centre had been left open. Mark said that he was unsure, but that Officers could come from as far away as Bideford, under the new arrangements

Mark said that some details of the new way of working were still unclear at the moment, but this would improve over time.

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In answer to a question from Councillors, Mark said that Okehampton was the nearest Station for lodging lost property items. He reminded everyone that an emergency call was warranted if there was immediate danger to an adult/child. It was noted that the Princetown Post Office remained on the list of Safe Places.

Mark said that he had spoken to the parents of the group of girls causing damage in Princetown and had gained agreement on what constituted acceptable behaviour. He was hopeful that this would improve the situation. However, he urged everyone to report any bad behaviour through the normal channels

The case continues on the damage caused by setting alight the matting under the zipwire in the play area

Cliff explained that he had replaced part of the wooden ramp on one of the play area items because it was unsafe after damage had been caused by kicking it until it had split. This matter had not been reported to the Police

Mark said that he did not have names yet of possible perpetrators who had lit fires on the old tennis courts

Mark said that theft from vehicles had increased markedly this year, compared to last year. There had been 40 thefts reported on the northern outskirts of Postbridge, towards Chagford

7. Minutes of the previous meeting

The minutes of 4 April were agreed as a true record and signed by the Chair

David said that the Parish Council's entry in the Parish Link's May edition had reported that Councillors had agreed that production of a Parish Plan was "essential". He said he disagreed with this statement and asked that this be minuted

8. Matters arising from the previous Meeting

8.1 **Litter bins in Princetown** – The Clerk's action to email Councillors with a resident's suggested locations for additional litter bins was carried forward

9. Play Area Development Group

The formal opening of the play area will be performed by the Chair of Devon County Council, between mid-day and 12:30 on the day of the fete (time to be finalised). Matters requiring attention before the opening were:

- Closure of the top entrance was now very urgent and this must be communicated to the Duchy, with a sanction that the Council would undertake the closure itself and would pass the costs on to the Duchy, if there was further delay
- Cliff reported that the cost of disposal of the unwanted saffa matting would be between £70 and £80, based on a quoted £150 per ton
Decision: It was agreed that the disposal cost should be paid
- **Action:** Cliff and Paul to check with Mr Parr the availability and suitability of his trailer to cart away the matting
- The swing seats were approaching the end of their useful life and were unlikely to last until new funding could be found to replace all the swings
Action: Clerk to obtain an estimate for new swing seats
- Some stones had been removed from the boundary along the Tavistock Road
Action: Clerk to ask the Duchy to replace the stones

Cliff reported a conversation he had had with a parent who had pushed his child along the zipwire causing the child, almost, to swing upwards and touch the wire

Action: Clerk to seek advice from Sutcliffe on appropriate actions to avoid a recurrence

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The Clerk had submitted a funding application to WDBC for £4,100. A reply was expected later in the week.

10. Community Centre & Youth Club

Wendy S reported that the Youth Club was now open on Sunday afternoons. She said that the Committee had opened a bank account. Gregg said that HMCA had given £2,000 to the Club to assist with paying its overheads

It was reported that the new Trustees' Board was looking to take over operation of the Centre in July. The Charity Commission had asked for evidence of income of at least £5,000 per year, and Gregg said that he had provided this from the HMCA accounts information

11. Annual Parish Newsletter

A Community Newsletter was in preparation, which would be printed four times per year. The Clerk said that she was proposing to include the Council's annual newsletter in the inaugural edition and sought approval for this

Decision: It was agreed to use the Community Newsletter as a means of publishing the Council's annual newsletter

The Clerk said that the new newsletter would be delivered to all residents in Princetown, Postbridge, Merrivale and Two Bridges. She was making enquiries as to the exact areas for delivery so that arrangements could be made for the remainder of the Parish

Given the limited audience for the Parish Link and Round-and-About, the Clerk said that she was looking at the pros and cons of using the Community Newsletter each quarter instead of/in addition to the existing church magazines

12. Repairs & Maintenance

Action carried forward for Clerk to ask the Duchy for advice about repair of the Tavistock Road boundary wall to the area opposite the war memorial

Emma to report back on the condition of the bench in the area abovementioned

The walls past the Prison heading towards Rundlestone are crumbling, on both the left and right hand sides. Check with the Duchy first regarding responsibility for upkeep of the walls

The phone kiosk outside the Forest Inn is out of order

Emma reported that she had now re-seated the window in the phone kiosk opposite the war memorial on the Tavistock Road

In order to provide extra parking spaces, the recycling banks are moving from their current position in the Princetown car park to the area used for grass cuttings

13. Update on Highways Jobs

13.1 New Jobs

There is a pothole in Tor Royal Lane, approximately 10m from the cattle grid, heading towards the village

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Restart the dialogue with Highways and DNPA regarding parking in Princetown, including availability of spaces in the main car park and the impact of charging for parking there

Action: Clerk to ask representatives to attend a Council meeting

Action: Councillors to provide photographs to demonstrate the extent of the problem

13.2 Existing Jobs

Action carried forward for the Clerk to progress the request to paint white lines outside Helena House on Tavistock Road

Action carried forward for the Clerk to speak to Jo Rumble (DNPA) for an update on the Authority's plans to provide more spaces in the main car park

A letter of thanks to be sent to Colin Hicks for the speed with which a pot hole was filled in on the Two Bridges Road

Request to schedule ditch clearance on the road between the Clapper Bridge and Penlee Lane in Postbridge outside the daffodil season as spring clearance is impacting the flowering season

14. Reports from Committees

14.1 School (Via the Clerk from Wendy W)

The annual SATs examinations were taking place this week

14.2 Playground (Cliff)

Covered in minute 9

14.3 Cemetery

The Clerk reported that there was currently a problem with the refuse collection from the cemetery. The service had stopped and WDBC had been asked to resolve the problem and restart collections

14.4 Emergency Plan (David)

David was asked to bring copies of the Emergency Plan to the next meeting for discussion

15. Reports from Meetings with Other Groups

Nothing to report

16. Correspondence

16.1 **Nominations for DNPA Parish Members** – The deadline for nominations was 26 May

16.2 **Nominations for DALC County Committee** – The deadline for nominations was 27 May

16.3 **Volunteers for CCD members forum** – There was no apparent deadline for volunteers to offer their services

16.4 **Western Power Distribution** –The deadline for acceptance of the invitation to attend the Stakeholder Workshop was 11 May

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- 16.5 **Neighbourhood Watch letter** – The Neighbourhood Watch had written to the Duchy expressing concern at the build up of flammable materials in the area of the old tennis courts and bowling green in Princetown
- 16.6 **Other Correspondence** – the following had also been received:
- Armed Forces day – fly a flag on 25 June
 - Senior Council of Devon – April newsletter
 - DCC Adult learning – Summer schedule
 - Junk mail – Devon recycling network news
 - Cattle for Beginners – course on 21 May

17. Financial Management

17.1 Accounts for 2010/11

Don Agnew had injured himself and was unable to carry out the audit. The services of Ken Abraham had been secured instead. He is a highly experienced local council auditor, with 250 parishes on his books, and was recommended by the Clerk for Burrator Grouped. The audit will take place on 9 June and the most likely scenario is that it will be face-to-face.

The Annual Audit Return needs to be with the Audit Commission by 20 June, so this date will be met

- 17.2 **Cheque signatories** – Gregg had completed all his paperwork. Wendy S and Paul signed as ongoing signatories and Emma signed as an additional signatory. The papers will be taken to the bank in the next few days

- 17.3 **Dog Bins, Ref 540** - WDBC had been asked to change the servicing to fortnightly

17.4 Summary for May

Payments made	Ref 540	WDBC – dog bin servicing	£129.79
	Ref 541	C Doidge – grass cutting	£400.00
	Ref 543	AON – annual insurance premium	£714.56
	Ref 544	M J Williams – litter picking	£51.39
Receipts	Ref 542	HMRC – VAT refund	£7150.55
Balance in bank 31 May			£12,425.49
To Receive	Ref 545	Santander dividend	£16.39
To pay	Ref 546	Clerk's expenses	£125.31
	Ref 547	M J Williams – litter picking	£51.39

18. Planning Applications

- 18.1 The following planning application correspondence was received in May

DNPA Ref. & Applic. Type	Description	Location	Comments
11/0249 Change of Use	Change of use from care home to part private dwelling and part guest house (6 letting rooms)	Moor Lodge Two Bridges	With Councillors for comment

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11/0204 DPP	Extensions, re-roofing, external insulation and rendering, plus associated works	Yellowmeade Farm	Granted: Work to begin within 3 years Roofs to be covered and maintained in natural, nailed slate Rooflights to be "conservation type" with frame flush with roof slope New windows on 1st floor extension to be of timber and painted within one month of installation New windows and doors on side extension to be timber
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- 18.2 **DNPA Development Management Committee** – papers for the meeting on 13 May had been received

19. **Urgent Matters at the Chair's Discretion**

- 19.1 **Tor Royal Court** – grass was only being partially cut at the back of Tor Royal Court
Action: Report this matter to the Duchy for attention

20. **Any Other Business**

- 20.1 Paul asked for Councillors to be provided with copies of correspondence sent out in order to keep up to date with progress
- 20.2 Paul reported that the Fire Station had seen an improvement in the litter situation since residents had received the Parish Council's letter explaining the problem

PUBLIC SESSION

Nothing to report

Next Meeting

There being no further business, the meeting closed at 10:13 pm

The next Parish Council meeting will be at **7.30 pm on Monday 6 June 2011** in the **Community Centre, Princetown**

Gregg gave his apologies for the June meeting as he will be on holiday
 Dave will chair the meeting

Date 5 July 2011

Signature of Chair

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