

DARTMOOR FOREST PARISH COUNCIL

**Minutes of the Council meeting held on Monday 6 June 2011
in the Community Centre, Princetown at 7.30 pm**

Present

Princetown

Emma Derham
Cliff Palmer
Wendy Stones
Paul Turnbull
David Worth (Chair)

Postbridge

Val Greatrex

Hexworthy/Huccaby

Alison Geen

Apologies

Princetown

Gregg Manning
Sarah Ruffles

Postbridge

Wendy Watson

Hexworthy/Huccaby

None

Absent without Apology

Princetown

None

Postbridge

None

Hexworthy/Huccaby

None

In Attendance

Councillor Philip Sanders (DCC)

There were no 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 9 May 2011
4.	Matters arising from the previous meeting and not on the Agenda
5.	Play area development
6.	Community Centre & Youth Club
7.	Repairs & maintenance
8.	Update on Highways jobs
9.	Reports from Committees
10.	Reports from meetings with other groups
11.	Correspondence
12.	Financial management
13.	Planning applications
14.	Urgent matters at the Chair's discretion
15.	Any other business

1. Apologies

There were apologies from Wendy W, Sarah and Gregg

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2. Report from Beat Manager

There was no report to be given

Wendy S said that her recent call to the normal central number (08457 777 444) with a request to speak to a local officer had resulted in a suggestion that she should send the officer an email, as Tavistock Police Station was unmanned.

ACTION: Clerk to report this to PC Pickles/PCSO Canvin since email is not available to all residents

3. Minutes of the previous meeting

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

4. Matters arising from the previous Meeting

4.1 **Litter bins in Princetown** – Councillors discussed the suggested locations provided by a resident for siting additional litter bins. Most of the sites are privately owned. However, a location at the top of Burrator Avenue was thought to be suitable

ACTION: Clerk to inform the resident, including a caveat that WDBC's budget may not cover the cost of the bin in the current financial climate

4.2 **Dog litter in Ivybridge Lane, Princetown** – Sarah had asked for additional signage to encourage dog walkers in Ivybridge Lane to use the bin provided

ACTION: Cliff to speak to Sarah regarding positioning of the sign

4.3 **Additional dog bins** – A resident had questioned the existing locations of one or two of the dog bins and had made a suggestion for more suitable sites

ACTION: Clerk to request a visit from the WDBC Dog Warden for advice and guidance

4.4 **Parish Council Newsletter** - The Clerk explained that the new Community News was distributed to all properties in the Parish, except Hexworthy, for which a solution was needed. The printing and delivery saved the Council time and money and the Clerk said that a donation should be considered

ACTION: Wendy S is attending a Community meeting shortly and will ask if 40 copies of the Community Newsletter could be provided for the Parish Council to distribute in Hexworthy. The question of a donation will also be raised

ACTION: Alison to provide the Clerk with information on numbers for hand/postal delivery

4.5 **Parish Plan** – A three person working group was needed to lead the project. Alison, Val and Wendy S volunteered

ACTION: Clerk to organise an inaugural meeting with Martin Rich (Community Council of Devon) and Jo Rumble (DNPA)

5. Play Area Development Group

The Duchy had confirmed that closure of the top entrance would take place in week commencing 13 June, and would take two days. Councillor Sanders suggested that the Clerk might seek advice from the Works Superintendent for Tavistock Town Council about operating the play area as a dog free zone.

The Clerk confirmed that the grant from WDBC had been reduced from the £4,100 requested to £2,500 to make the money go further. This was the maximum amount paid to any project.

The Clerk said that Sutcliffe had responded to the Clerk's request for advice about a child, reportedly,

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almost touching the wire when pushed. Sutcliffe had said that the equipment had been designed and installed to EN1176 standards, which was the industry norm and allowed children to be pushed. However, that still meant that common sense was needed to judge the appropriate amount of force to be used. Cliff confirmed that the specification for the zipwire, provided by Sutcliffe, stated that it was unsuitable for children under five years old

The redundant safety matting will be taken for disposal in the next two weeks. The Council will pay the disposal fee.

Emma had drafted a suggested design for weekly inspection sheets

ACTION: Clerk to set up a meeting with Emma and Cliff to finalise the design

Councillor Ray Radford, the Vice Chair of Devon County Council, will carry out the formal opening

6. Community Centre & Youth Club

Wendy S reported that the Duchy remained as the main keyholder for the Community Centre. The handover to the new committee will be in July or August

The Youth Club is now open on Sundays, from 3:00 until 6:00 pm, and on Mondays from 6:30 to 8:30 pm

7. Repairs & Maintenance

7.1 **Wall opposite War Memorial** – Tom Stratton had confirmed that maintenance of the wall was the Parish Council's responsibility

DECISION: - Councillors voted unanimously to relinquish responsibility for the grassy area and the wall

7.2 **Bench on grass opposite the War Memorial** – Emma had inspected the bench and reported that it was serviceable and did not need attention

7.3 **Lower bus shelter, Princetown** – It was noted that some work was needed to rectify damage caused over a period of time

ACTION: As a short term measure, it was agreed to remove the remains of the window frame and make good the render/cement. Cliff volunteered to lead on this

7.4 **War Memorial** – The granite setts had been re-seated by DNPA without charge. One of the posts was now loose

7.5 **Grass cutting in Princetown** – there was some confusion over the responsibility for cutting a small area of grass in Duchy Square

ACTION: Clerk to provide Paul with a copy of the areas in the scope of the Council's grass cutting contract

8. Update on Highways Jobs

8.1 **New Jobs**

There were large potholes in the road in front of the Fire Station

8.2 **Existing Jobs**

Nothing to report

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9. Reports from Committees

9.1 **School**

No report in Wendy W's absence

9.2 **Playground (Cliff)**

The Tavistock Children's Centre had asked to use the play area for an event on Tuesday 2 August from 10:30 to midday

DECISION: The request was sanctioned, subject to the Centre taking full responsibility for the safety of those using the area, and that the area is left in a clean and tidy state

Cliff said that there were no problems to report, although there had been some loose stones found during his check of the area. Cliff said that he would be undertaking litter picking whilst Mark Williams was on holiday

9.3 **Cemetery (Val)**

Val reported that the wire refuse basket in the cemetery was still not being emptied

ACTION: Clerk to escalate the matter with WDBC Environmental Services

9.4 **Emergency Plan (David)**

David distributed a copies of the draft Plan and said that it was based on an approved model

He said that the Council needed to form a Parish Emergency Group (PEG) that would take the lead in:

- Setting up the Incident Control Point (ICP)
- Setting up the Parish Shelter (although this will be run by a separate team)

Paul said that little could be achieved without electricity. It was noted that consideration needed to be given to obtaining a generator

It was noted that work was needed to identify and cost equipment and supplies needed to meet the requirements of the Emergency Plan, which might include the possibility of obtaining a salt spreader

Cliff, Wendy S and Paul volunteered to be members of PEG. Val will check with Wendy W to see if she wishes to join the Group

10. Reports from Meetings with Other Groups

The Clerk distributed copies of the Police crime statistics from a recent meeting of the Southern Parishes Link Committee. It was noted that the report did not specify the dates to which the figures related

11. Correspondence

- 11.1 **Public Forum** – A resident had asked the Council to consider the possibility of moving the Public Session to the start of each meeting, or, of having a Public Session at the start and the end of each meeting

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DECISION: After some discussion, Councillors decided not to change the present arrangements. Members of the public were entitled to ask for items to be included on the agenda and, subject to permission from the Chair, were allowed to speak during that item. In the Councillors' view, this meant that a Public Session at the start of a meeting was unnecessary.

- 11.2 **Availability of Minutes** – A resident in Hexworthy had asked if the availability of minutes could be improved. The Clerk said that an electronic copy of the minutes would be sent to the resident each month, after signing at the Council meeting. An extra hard copy of the minutes would be signed each month and placed in St Raphael's. Minutes would be posted in the new notice board when it was installed, subject to availability of space to display each page
- 11.3 **Nominations for DALC County Committee** – Councillors chose the three nominees for whom a vote should be cast
[Post-meeting note: Councillor Derek Webber (Okehampton Hamlets) and Councillor John Shears (Chagford) were elected]
- 11.4 **Nominations for DNPA Parish Members** – Councillors chose the two nominees for whom a vote should be cast
- 11.5 **Letter from Stephen Belli** – The Clerk distributed copies of the letter and drew Councillors' attention to:
- Parish Council Workshops (14 July)
 - Additional planning information on the DNPA website
 - A layman's guide to the Local Development Plan to be published
 - Signing up for auto-notifications of news releases and reports
- 11.6 **Town and Parish Council Voice** – The Clerk distributed copies of a letter from WDBC outlining potential changes in response to the challenges of localism
- 11.7 **DNPA Monthly Meeting** – Papers for the meeting on 3 June had been received. The Clerk said that, since these papers were all published on the DNPA website, she had asked the Authority to cease sending paper copies, which cost £1 per Council in postage.
 The Papers are available at
www.dartmoor-npa.gov.uk/aboutus/au-report/au-authorityagendasminsandreports#au-meetingscommreports
- 11.8 **Use of Ordnance Survey Data** – Details of the new arrangements that came into force on 1 April had been received. They recognised that Town, Parish and Community Councils are the rightful recipients of OS mapping and address data
ACTION: Clerk to send electronic information to Paul
- 11.9 **Relaxation of Planning Rules** – There is a Government consultation in progress on the proposal to simplify the planning rules for change of use from commercial to residential. Councillor Sanders said that DNPA was responding to this and drew attention to the annex in the monthly DNPA meeting papers, which addressed this matter
ACTION: Clerk to send DNPA annex to Councillors for information
- 11.10 **Planning for Traveller Sites** – A consultation was in progress on proposals to simplify the rules and allow more power for the local planning authorities
- 11.11 **Other Correspondence** – the following had also been received:
- Leaflet from Community Safety Partnership
 - Police Authority June newsletter
 - Notification of Dartmoor Classic cycle sportif, Sunday 26 June

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12. Financial Management

12.1 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 needed to be with the Audit Commission by 20 June, so this date would be met

12.2 **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

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

12.4 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

12.5 **Balance in Bank** – Councillors were reminded that the current balance in the bank included £3,500 (grant from Councillor Sanders for play area phase 2), £2,500 (50% of donation to Princetown toilets) and £1,028 (Playbuilder retention for Sutcliffe). The “normal” balance was £5,400

13. Planning Applications

13.1 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	Councillors supported this application

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DNPA Ref. & Applic. Type	Description	Location	Comments
11/0204 DPP	Extensions, re-roofing, external insulation and rendering, plus associated works	Yellowmeade Farm Princetown	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

- 13.2 **DNPA Development Management Committee** – papers for the meeting on 3 June had been received.

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

- 14.1 **Lack of footpath** – Sarah had asked that the lack of a footpath on the Tavistock Road, past the museum, be raised as one of her members of staff had been almost run over by a lorry recently. The answer was that the road is too narrow at that point to take a footpath
- 14.2 **Jubilee Celebrations** – There will be an agenda item at July's meeting to bring together ideas for next year's celebration of the Queen's Diamond Jubilee
- 14.3 **Lost Children in Tavistock** – Wendy S asked where lost children should be taken now that the Police Station desk had closed
ACTION: Councillor Sanders said that he would find out

15. **Any Other Business**

- 15.1 Wendy S thanked Councillors for the flowers and card received after her recent stay in hospital
- 15.2 The Clerk undertook to find out a timeline for installation of the payment system for Princetown toilets

PUBLIC SESSION

1. Councillor Sanders said that work was in progress at DNPA on proposals for restructuring to reduce costs in response to income reduction
2. Councillor Sanders said that WDBC's new waste collection/recycling contract had been a victim of its own success, with volumes being in excess of those planned. This had led, inevitably, to teething problems, which were being resolved

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Next Meeting

There being no further business, the meeting closed at 9:54 pm

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

Alison will chair the meeting

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