

Dartmoor Forest Parish Council



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22 May 2014

Minutes for the Annual Parish Council Meeting at 1930 on Tuesday 13 May 2014 and continued at 1930 Monday 19 May 2014 in the Community Centre, Princetown.

Present:

Hexworthy/Huccaby Ward:

CLlr Alison Geen

Postbridge Ward:

CLlr Wendy Watson (13th only)

CLlr Val Greatrex (19th only)

Princetown Ward:

CLlr Emma Derham

CLlr Jackie Gee (13th only)

CLlr Gregg Manning

CLlr Cliff Palmer

CLlr Wendy Stones

CLlr Paul Turnbull (13th only)

CLlr David Worth

There were two members of the public present on 13 May and none on the 19 May continuation. Chris Watkins of Devon County Council Highways attended on 19 May.

1. Apologies. (13th & 19th May)

Val Greatrex apologised for the 13 May. Wendy Watson, Paul Turnbull and Jackie Gee apologised for 19 May continuation.

2. Election of Chair & Vice-Chair or Co-Chairs. (13th May)

The only nominations were for Alison Geen and David Worth to continue as Co-Chairs. Both agreed to stand and were duly elected.

3. Acceptance of Office by Chairs. (13th May)

The elected Chairs read out the acceptance of office and signed the form, formally witnessed by the Clerk.

4. Committees and Sub-Groups. (13th May)

The list of Committees and Sub-Groups were reviewed and members appointed to each. The revised list agreed is:

COMMITTEE/SUB-GROUP/INTEREST	MEMBERS
Emergency Committee	All available Councillors
Parking Committee	Gregg Manning, Paul Turnbull and David Worth
Parish Emergency Planning Sub-Group	Cliff Palmer, Paul Turnbull and David Worth
Parish Plan Sub-Group	Alison Geen, Val Greatrex and Wendy Stones
Play Area Sub-Group	Emma Derham and Cliff Palmer
Princetown Toilets Sub-Group	Paul Turnbull and Wendy Stones
Public Library Sub-Group	Emma Derham, Jackie Gee and Wendy Stones
Fire and Rescue – Special Interest	Paul Turnbull
Food Bank	Wendy Stones
Postbridge Village Hall – Special Interest	Val Greatrex
Princetown Community Centre - Special Interest	Jackie Gee and Wendy Stones
Princetown Primary School - Special Interest	Wendy Watson
Southern Link - Special Interest	Paul Turnbull
Youth Club - Special Interest	Jackie Gee and Wendy Stones



5. Declarations of Interest. (13th May)

There were no amendments to current declarations.

6. Minutes of the last meeting. (13th May)

The minutes for the April meeting were agreed as a true record and signed by the Chair.

7. Police Matters. (13th May)

There was no report from the Police presented. Cliff Palmer has reported the non-removal of the burnt-out car by Prince Hall to the Police. Separately, the Police dealt with a child threatening to scratch parked cars in Princetown.

8. Repairs & maintenance. (13th May)

Nothing was reported.

9. Update on Highways jobs. (13th May)

Highways no longer accept defect lists from Parish Clerks and all road defects must be reported on the DCC website. A link has been installed on the Home page of the Dartmoor Forest Parish Council website. Specific issues raised included:

The road to the Fire Station is in poor repair and the yellow lines need repainting: Paul Turnbull to report to DCC.

The road in Postbridge by Wesley House and Beechwood needs resurfacing: Wendy Watson to report to DCC.

Drains from the front of St Gabriel's Church and Postbridge Village Hall have a blocked culvert and are overflowing: Val Greatrex to examine the Village Hall deeds to ascertain whether the liability is with Highways or the Village Hall Committee.

The edges of the widened entrance to the DNPA Princetown Car Park are subsiding: Clerk to report to DNPA.

Resurfacing work on Plymouth Hill and roundabout has commenced.

10. 2013/14 Accounts. (13th May)

The 2013/14 accounts had been prepared, passed internal audit and the notice of Electors' right to examine the accounts posted. Some issues had been identified by the Clerk and internal auditor:

The Council may only reclaim VAT if the supply was unambiguously to the Council or to the Clerk on behalf of the Council.

The incorrect figures transcribed to the 2012/13 audit form had been corrected.

The Santander shares were re-categorised as a long-term investment.

The 'Henley Graves' shares were written-off as they were a duplicate entry for the Santander shares dating back to around 2000/01.

Postbridge Cemetery and the cemetery extension are now shown separately in the fixed asset register.

The Council accepted the accounts and approved the governance statement, both of which were signed by the Chair and the Clerk as Responsible Finance Officer.

11. Standing Orders (13th May)

- a. **New financial regulations** have come into force for Local Councils and NALC has produced model regulations that the Clerk customised for Dartmoor Forest. Key points were:

The use of two signature cheques remains valid.

The use of internet banking, BACS transfers, Banker's standing orders; and issue of a debit/credit card to the Clerk are now all permitted subject to appropriate governance arrangements.

The use of personal debit/credit cards is prohibited.

Investments must be in the name of the Council.

The Council approved the new Financial Regulations. The Clerk is to investigate provision of a debit card, internet banking and holding reserves in an interest paying account.

- b. **Planning application** responses will be agreed in monthly meetings in future to ensure decisions are made in public forum. The current circulation of planning applications will continue to inform Councillors prior to meetings.

12. Traffic Regulation Order. (13th & 19th May)

13th May. David Worth and the Clerk had met with DCC, WDBC and DNPA on 30 April and been involved in subsequent negotiations at Parke on 2 April by email. David had circulated a summary of the provisional agreements reached. In summary: DCC Highways insisted ticket machines be installed in Tavistock Road at a cost of £8000 to enable the limited waiting time to be enforced; and the Council would need to make a £500 contribution to the £3000 administrative cost. Following a thorough debate, which included members of the public at appropriate times, the following points were clear:

The council was unanimous in supporting a Traffic Order to restrict parking to 30 minutes in Tavistock Road between Bellever Close and Two Bridges Road to help the Tavistock Road businesses survive and prosper.

The council did not believe ticket machines were merited and would prefer to preserve the character of the village and the convenience of residents from unsightly and inconvenient ticket machines.

The Council preferred the earlier proposal of a single yellow line with lamppost signs.

While acknowledging Highways concerns, the council felt the vast majority of tourists would obey the restriction without ticket machines.

The Council was concerned shopkeepers' business might be lost if visitors saw the ticket machines, assumed it was paid parking and drove straight through.

The Council considered it highly probable that the ticket machines would be vandalised.

The Council would prefer the £8000 for ticket machines was spend in resolving road defects.

Following the meeting of 13th May the Clerk reported the Council's views to external stakeholders. It became apparent that funding could be lost without an agreed way forward and Chris Watkins of DCC Highways was invited to the extension meeting of 19th May in the hope a compromise solution could be found.

19th May. Chris Watkins presented a map of the village centre annotated with the solution proposed by Highways. In discussion several modifications were considered and at the end of a constructive debate a compromise solution was achieved. In summary:

The double yellow lines on the south side of Bellever Close will extend from the far side of the school entrance, round the corner into Tavistock Road and as far as the raised crossing in front of Helena Villa. This will improve safety for cars turning out of Bellever Close and provide a parking facility for disabled Blue Badge holders close to the post office.

The existing single yellow line from the Creativity Centre round into Two Bridges Road will be converted to a double yellow line, allowing disabled Blue Badge holders to park near the Creativity Centre.

Tavistock Road from Helena Villa to the new double yellow lines in front of the Creativity Centre will be bay parking, marked with white lines and lamppost signs restricting parking to 30 minutes with no return in 2 hours. The redundant taxi rank will be removed.

There will be no ticket machines on the understanding the Council accepts that the parking bay area will not be covered by Civilian Enforcement Officer drive-through enforcement (although this will continue for double yellow line areas) but specific targeted enforcement will be arranged to penalise persistent repeat offenders reported to Highways by the Council or Tavistock Road businesses.

The Council expressed its appreciation of Chris Watkins' help and assistance. The Clerk was to formally confirm the agreement. All parties agreed the Traffic Regulation Order would be progressed as quickly as possible although Chris Watkins cautioned it would take at least 4 months to complete the process. The Council will promote the scheme prior to the formal consultation.

13. Defibrillator. (13th May)

The TAP funded Semi-Automatic Zoll defibrillator for Hexworthy will be available in June. The Council agreed to buy a second identical defibrillator for Postbridge. The Clerk is to investigate mounting the defibrillators in or on the telephone kiosks. Alison Geen and Wendy Watson will arrange suitable residents to attend the inclusive training package for 8 people on Saturday 21st June 9am - 1pm at Buckland Monachorum Chapel. Travel expenses will be paid.

14. Reports from Committees, Sub- Groups and Special Interests. (13th May)

Community Centre. PCC intend to have the building surveyed by a heating consultant to identify how to reduce energy consumption. The Big Lunch will be held 1100-1400 Sunday 1 June with BBQ, stalls, childrens' games and a dog show. The first monthly coffee morning was held by Jackie Gee, with proceeds going to the Charity Shop. The Easter Egg Hunt raised £79.60.

Pavilion Youth Club. The club has obtained a £1000 Sports Relief grant. The dishwasher and freezer are now installed. The new Thursday 11+ group is well attended. Children have planted seeds for their vegetable garden and will cook food to hand out for free at the Big Lunch. All are welcome to hold a stall at the Youth Club Fair on 13 July. The Council agreed to provide a stall to canvass opinion for the Parish Plan.

Parking Committee. See item 12.

Princetown Primary School. Pupils learned life skills at the Dartmoor Training Centre. There is still one vacancy for a Community Governor. The new universal free school meals will be provided by an external kitchen in another school.

Emergency Planning Sub-Group. The Environment Agency has started monthly reporting on reservoir levels, which will be monitored.

Public Library Sub-Group. A consultation event will be held in the library on Monday 23 June between 2pm and 4pm to explain possible options and canvass views of the public. Wendy Stone has 7 volunteer librarians to date and has ascertained the annual running costs are £13614 of which £3142 is rent and utilities. Public use of the library has declined, but it is well used by the Pre-School, Primary School, Bounce & Rhyme and the Reading Club, with additional activities during school holidays. The public computer is also regularly used.

Parish Plan Sub-Group. Nothing to report.

Play Area Sub-Group. Cliff Palmer had inspected the Play Area the previous weekend and there were no problems.

Princetown Toilets Sub-Group. The Clerk has agreed a £1000pa contribution from DNPA for the next 3 years, to be paid in a single sum this year.

Postbridge Village Hall. Nothing to report.

Emergency Committee. Nothing to report.

15. Reports from Other Meetings. (13th May)

Food Bank. Wendy Stones attended a series of meetings on whether a Food Bank should be established in Princetown as a satellite of the Tavistock Trestle Trust Food Bank, possibly opening for 2 hours each Friday. It is unclear whether there is sufficient need and a decision on whether to proceed will be taken at the Tavistock Trestle Trust AGM on 21 May.

Granite in Gears. David Worth attended a meeting held in the visitor centre to hear the plans for the DNPA Granite in Gears project. Sadly, this briefing attracted only limited public interest and even more limited interest from the business community (2 attendees). DNPA has been successful in attracting a Government grant of £4.4m to promote cycling across the National Park and put into place infrastructure to encourage this. Other funding worth another £3.3m is being provided by bodies such as DCC WDBC, and includes section 106 money. It is the view of the National Park that encouraging more cyclists to visit Dartmoor by bicycle is a "good thing", and will help create sustainable growth for the tourist industry. Princetown is viewed as

being one of the more important destinations being on one of the main routes to be promoted. Grants are being made available from the Government funding to improve infrastructure such as improving the cycling conditions along the old railway track by carrying out improvements such as adding handrails to the side of some of the bridges and constructing a cycle bridge across the B3212 above Dousland. The funding is due to be available from April '14 to April '15. Grants may also be available to businesses within the area of the scheme to improve facilities for cyclists. The perceived role of DFPC is to act as intermediaries to promote knowledge of the scheme and its aims to the wider public and other stakeholders such as the business community. Ideas for the improvement of the public realm in the Parish relating to the promotion of the scheme are being actively sought.

David asked two questions about the scheme. Q1.) Has there been any consideration as to integrating the scheme with the 82 'Transmoor Link' bus service? A.) Bus operators are reluctant to carry bicycles on regular bus services so it is unlikely that any short term integration is likely to happen. It is envisaged that a Cycling hub is to be established at Newton Abbott train station with a 'Cycle Taxi' service scene to get cyclists onto the moor. Q2.) How long-term is this likely to be? A.) The scheme is only funded until April '15. Any long term gains are likely to be in the form of infrastructure improvements only.

In summary: This project is likely to be of only limited interest to DFPC. If any Councillors can think of a way to attract money from this scheme to enhance the common realm within the Parish, we need to act quite quickly. Please bear in mind that we need to express our interest in any funding by tying it into the aims of the Granite in Gears project.

16. Progress reports on previous actions, not on the Agenda. (19th May)

The Clerk has contacted WDBC about the failure to empty the dog bin on Woodville Avenue. WDBC have instructed the contractor to empty this bin weekly during the summer and fortnightly in winter.

The actions to investigate grants to refurbish the bowling green and/or to build a skate park are currently outstanding.

17. Planning applications. (19th May)

- a. There were no new planning applications to consider this meeting.
- b. The current status is:

With the Parish Council		Nil
With DNPA	0202/14	Beardown Farm dung storage roof
	0184/14	Waldrons Farm dung storage roof
	0169/14	Dartlands, Hexworthy extensions, garage and terrace
	0163/14	Postbridge Village Hall car park entrance
	0581/13	Wesley House, Princetown conversion
Recent DNPA decisions		Nil
Awaiting enforcement action	0164/07	Beardown Farm un-authorized chalet.

18. Correspondence. (19th May)

The Boundary Commission has proposed new ward boundaries for WDBC and has launched a consultation. Relevant papers are on the Dartmoor Forest Parish Council website.

WDBC is proceeding with revised Dog Control Orders. An update meeting will be held on 20 May at 1800 in Kilworthy Park, followed by a 4 week consultation in May/June. The new orders are expected to come into force in October 2014.

Sevenoaks Town Council is seeking support for a proposal to government under the Sustainable Communities Act: "That the government take the necessary action to allow a percentage of Business Rates to be paid direct to Parish and Town Councils for the benefit of local economic growth." The Council agreed to support the proposal.

DALC monthly newsletters have been uploaded to the website for Councillors' information.

Replies have been received to the Council's letters supporting the re-opening of the Tavistock-Okehampton railway from the Secretary of State and the Chief Executive of Network Rail. The next development will be the publication of the initial findings of the Network Rail study at the end of June.

19. Financial management. (19th May)

- a. Cheques approved this month:

761	Postbridge Village Hall donation	£ 400.00
762	WDBC Toilets Contribution	£ 4,266.24
764	A Jaques Litter Picking	£ 53.65
765	N K Tigwell - Southern Link Meeting	£ 150.00
766	Don Agnew - Internal Audit	£ 50.00
767	Came & Company - Insurance	£ 517.55

- b. Bank Reconciliation.

Balance on last statement (29 April)		£ 28,238.94
Outstanding Income		
	Nil	£ 0.00
Outstanding Cheques		
	Nil	£ 0.00
Reconciled total		£ 28,238.94

- c. **Forecast of Outturn.** The Clerk presented an assessment of expenditure and forecast of outturn against the planned budget profile. This will become a monthly report to aid financial decision making.
- d. **Office Costs.** The Council approved purchase of new toner cartridges.

20. Urgent decisions since the last meeting. (19th May)

None.

21. Any Other Business.

- a. **Football Club.** Warren Homden of the Football Club has met with DNPA seeking support to fence three sides of the pitch, landscaping and a car park and is also

requesting the Council support this project. The Clerk will write to confirm the Council's support.

- b. **Trading Stalls.** Wendy Stones has been approached for permission to sell arts and crafts items on the village green to raise funds for the Chapel. There was a general concern in discussion that such activities would need to be carefully regulated. The Council agreed it did not have the power to sanction the request. Wendy will respond to the applicant.
- c. David Worth suggested a letter of thanks be sent to Gordon Stephens who has re-varnished the Princetown noticeboard.
- d. Cliff Palmer suggested sowing a patch of poppy seeds in the centre of Princetown to mark the centenary of WW1. Wendy Stones will enquire whether the Post Office garden may be used.
- e. Emma Derham reported several slates had come off the Creativity Centre roof, posing a safety hazard to anyone below. The Clerk will report the situation to DCC.
- f. The Clerk circulated an updated copy of this year's training plan for information.
- g. The agenda for the May meeting had been necessarily long with some difficult issues but Councillors were concerned to keep meetings within the planned timescales. The Clerk is to continue to circulate advanced briefing notes (posted copies to those without printers) that will be expanded to include reports on special interests, sub-groups and external meetings which Councillors will email to the Clerk a week before the meeting.

22. Date of the next meeting. (19th May)

The next meeting will be at 1930 Monday 9 June 2014 at Postbridge. The guest speaker will be the organiser of the Dartmoor Classic cycle event. Members of the public ought to be encouraged to attend and participate with this speaker.

PART 2 (Closed to the Public)

23. Grass Cutting Contract. (13th May)

The Clerk presented a summary of tenders received in this competition. After a short discussion the Council agreed to award the contract to Mike Druett. The Clerk is to raise the appropriate paperwork and enter contract. The Clerk will also write to all unsuccessful tenderers.

24. Employment issues. (19th May)

The Clerk has completed three months' probation and the Council confirmed him in the post.

The Council reviewed the Clerk's working hours in accordance with the Contract of Employment and decided to revise these to 25 hours per month. A further review will take place in 6 months. The Clerk is to report any significant work overload to the Council.