



# Dartmoor Forest Parish Council

Parish Clerk: Nigel Tigwell, Wheal Lucky House, Rundlestone. Princetown, Yelverton, Devon. PL20 6SS

Telephone: 01822 890274, 07985 459 804

Email: [clerk@dartmoorforestpc.net](mailto:clerk@dartmoorforestpc.net)

Website: [www.dartmoorforestpc.net](http://www.dartmoorforestpc.net)

11 March 2015

## Minutes of the Parish Council Meeting at 1930 on 10 March 2015 in Princetown Community Centre.

Present:

<b>Hexworthy/Huccaby Ward:</b>	<b>Princetown Ward:</b>	
Cllr Alison Geen	Cllr Stephen King	Cllr Wendy Stones
<b>Postbridge Ward:</b>	Cllr Gregg Manning	Cllr Paul Turnbull*
	Cllr Cliff Palmer	Cllr David Worth
	Cllr Mark Renders	

Cllr Alison Geen chaired the meeting.

There was one member of the public in attendance.

### 1. Apologies.

Cllr Val Greatrex and Cllr Wendy Watson apologised in advance of the meeting.

### 2. Declarations of Interest

No amendments were reported.

### 3. Minutes of the last meeting.

The minutes of the previous meeting were agreed as a true and accurate record and signed by the Chair.

### 4. Planning applications

With the Parish Council	0071/15	External wall insulation Wheal Lucky House, Rundlestone
Recent DNPA decisions (all conditional approval)	0719/14	Single & 2 story side extensions, rear terrace and car port – Dartlands Hexworthy
	0713&14/14	Barn conversion Dunnabridge Pound Farm
	0684/14	Demolition of existing dwelling and building new - Tor View Bungalow, Postbridge
With DNPA		Nil
Awaiting enforcement action	0164/07	Beardown Farm un-authorized chalet. Clerk has written to Stephen Belli and Tom Stratton and is awaiting a reply.

### 5. Annual Parish Meeting

The Clerk has invited the Governor of HMP Dartmoor to be the guest speaker and is awaiting a reply. Following discussions after last year's APM, the Clerk will write to local community organisations inviting them to speak or submit a written brief on their' organisations activities in the Parish over the last year and their plans for the future. Speaking time for each organisation will be limited to 5 minutes. Cllr Alison Geen will chair the Annual Parish Meeting this year as Cllr David Worth is considering standing for the Borough Council.



## FIRST PUBLIC SESSION

A member of the public reported the level of litter in Burrator Avenue and requested the appropriate authority is tasked to clear it up. The Parish Council noted the issue but advised that this was a community self-help responsibility and it was for residents to tidy the street.

A member of the public suggested the Parish Council installed a community notice board in Princetown. Following a brief discussion the Council unanimously agreed that one half of the Parish Council notice board could be used for community posters of a suitable quality. Parishioners wishing to display a notice should approach Cllr David Worth or the Clerk.

A member of the public complained about coaches parking on double yellow lines outside the Old Police Café to disembark passengers, making egress from Bellever Close difficult. Additionally, many cars park on the double yellow lines to drop off and collect school children. It had been agreed with DCC that only random enforcement action would be taken to support the new parking scheme in Princetown unless there was regular and frequent offending. The Council unanimously agreed to record the car number plates and times of offences and compile a report for DCC seeking enforcement action.

### 6. Review of Procedures

**Play Area Maintenance Procedure.** The Council agreed the procedure but delayed formal adoption until Cllr Cliff Palmer had briefed Councillors unfamiliar with the inspection routine. The Clerk is to compile and implement a roster for the maintenance checks which must commence before the next meeting.

**Amendments to the Grant Awarding Procedure.** After some debate about appropriate thresholds for donations and for the level of supporting information required for grant requests, the Council unanimously agreed the amendments and formally adopted Version 2 of the procedure.

### 7. Elections 2015

The Clerk handed each Councillor a Nomination Paper Pack for the Ward they currently represent. A number of spare copies are held by the Clerk should a third party wish to stand for election. The Nomination Papers and the process for their acceptance have changed since the last election, reflecting the Localism Act 2011. All 'Nomination Papers' and 'Candidate's Consent to Nomination' forms are to be hand delivered to WDBC offices not before 26 March and no later than 1600 on 9 April 2015.

At a briefing for prospective candidates for the Borough Council attended by Cllr David Worth, WDBC had advised the average commitment of a Borough Councillor was around 25 hours per week. David was concerned that if elected he would be unable to continue his current level of activity with the Parish Council. Individual Councillors expressed views and discussed the advantages of having a resident Borough Councillor, but emphasised that it must be David's choice alone whether he chooses to be a candidate for the Borough Council. The Parish Council as a corporate body expressed no opinion.

## 8. Financial management

### a. Cheques approved this month:

833	Nigel Tigwell - Defibrillator Project Expenses	£ 63.18
834	Wendy Stones - Storage Box	£ 6.00
836	A Jaques - Litter Picking	£ 56.33
837	Nigel Tigwell – Southern Link Meeting costs	£ 150.00
838	Dartmoor Preservations Association	£ 250.00

### b. Bank Reconciliation.

Balance on last statement (27 February)		£23804.92
Outstanding Income		
839	TAP Fund invoice for Southern Link Shared Asset Club	£1745.27
Outstanding Cheques		
824	Litter Picking	£56.33
Reconciled total		£25550.19

c. **Forecast of Outturn.** The forecast is for a moderate underspend at the end of the financial year, which is within the predicted range factored into the precept demand 2015/16.

d. **Assets Register.** The updated assets register was considered. The War Memorial was added to the list and a new section will be included for leased assets where the Parish Council is responsible for maintenance: the Princetown Play Area and the Hexworthy telephone box. The Clerk will seek clarification from Postbridge Councillors over which of the public seats in the Ward is owned by the Council.

### e. Requests for Grants.

- i. The Pre-School request for a £100 grant to support a trip to the miniature pony sanctuary had been withdrawn.
- ii. St Raphael's Church had requested a £750 grant towards the £1080+VAT cost for fabric repairs to the porch roof and windows above to prevent rainwater ingress. The Clerk reported that Section 137 rules may preclude this grant being made before the Council assumes a General Power of Competence. After some debate about the whether the value and percentage of total cost of the request was appropriate, the Council agreed unanimously that a £750 grant is budgeted for in 2015/16 and will be paid subject to the Clerk's enquiries on Section 137 or the Council's adoption of a General Power of Competence.

f. **Office Equipment.** The Council's printer is 7 years old and has failed. After some debate the Council agreed a replacement colour duplex printer of similar capabilities should be purchased. The Clerk is to research current deals and procure the most appropriate printer. A maximum budget was set at £225 ex VAT but the Clerk was encouraged to spend less if sensibly possible.

## 9. Committees, Sub-Groups & Special Interests

a. **Community Centre.** Cllr Wendy Stones attended a PCC meeting 24th February. The Chair has contacted the new Governor at HMP Dartmoor with regards to a cleaner and Governor Oakes-Richards had replied that she was looking at The Resettlement Unit & ROTL programme and would consider a cleaner for PCC. The Community Centre fire alarm has been checked and two defects rectified. The underfloor heating in the main hall is not working,

apparently due to a lack of servicing and flushing of the system in the past. A quote for repair has been requested. Mrs Wood from the United Reform Church is planning a fund raising event in Jubilee Field on Sunday 9th August and has asked whether in the event of inclement weather it could be held in PCC, which was agreed.

In the dispute with the Pre-School, a reply from DCC regarding the licence agreement has been received stating the agreement was between HMCA and Barnardos and DCC was not party to the licence. The licence ran for one year expiring on 31st March 2010, a copy of which was provided to the Pre-School in May 2014. The PCC are seeking more information.

The next meeting at 1830 on 23 March will be the AGM.

**b. Pavilion Youth Club.** Cllr Wendy Stones will represent the Youth Club on the organising committee for the United Reform Church fund raising event on Sunday 9th August 1000 - 1700 in Jubilee Field. The next committee meeting will be at 1900 on 29 April in the Church Hall.

**c. Parking Committee.** The WDBC consultation on increased parking charges at the High Moorland Visitors Centre is not listed on their website yet. DNPA has reported the defective parking ticket machine is still being repaired by the manufacturers. See also the paragraph on parking problems under the First Public Session above.

Cllr Gregg Manning suggested the new double yellow lines at Spitchwick and New Bridge Hill could be used as a precedent for installing double yellow lines on Princetown approach roads to ease traffic congestion during peak tourist period such as in snow. It was agreed this would be included on the agenda for discussion at the next meeting.

**d. Emergency Planning Sub-Group.** The most likely period for dangerous weather for the year has passed and the Met Office forecast for the Spring period suggests an above average temperature with rainfall levels average to just below average. It is unlikely that the Snow Warden Scheme will be activated again before the end of the year. Two more volunteers will be inducted into the scheme in due course.

**e. Public Library Sub-Group.** Bryan Harry provided a written update on work to convert the Princetown Library to a Community Library. This report was noted by the Council and has been uploaded on the Council's website.

**f. Play Area Sub-Group.** Cllr Cliff Palmer had inspected the Play Area and was concerned at the level of rust on the underside of the rocking horse. The Clerk will assess the level of corrosion and advise on a way forward.

**g. Postbridge Village Hall.** Some newcomers to the village have been interested in joining the Postbridge Village Hall Committee, including a new Treasurer. The new borehole for independent supply of water will be installed in the near future. Vodafone has selected the Village Hall as one site for Rural Open Sure Signal in the village.

**h. TAP Fund.** The application with Buckland Monachorum and others for lengthsman services will be considered at the March meeting of the Southern Link. Approval is not certain as there is a group at the committee strongly opposed to funding lengthsman services from the TAP Fund. The application with Lydford for VAS signs will not be presented until the June meeting as there is insufficient funding in the current financial year.

**i. Princetown Primary School.** Nothing to report.

- j. **Fire & Rescue Service.** Two new firefighters have been recruited and there are a further two in the pipeline. It is possible there will be a recruitment freeze introduced to help keep the service within budget.
- k. **Cemetery.** Two tenders have been received for work on the cemetery bank, see item 12. Update of procedures and documentation to meet modern standards is still outstanding.
- l. **Training.** TAP Funded new councillor training in Tavistock will commence in May/June.
- n. **Emergency Committee.** Nothing to report.

#### 10. Reports from other meetings

- a. **Pre-Links Chairman's Meeting.** The Link Clerks were instructed to conduct a review of the Link areas following the restructuring of the Borough ward boundaries. Several options have been put forward, each following a different logic. Dartmoor Forest will either remain in the Southern Link [equal population and funding] or move to the Eastern Link [commonality of issues]. The options will be discussed at the next round of Link meetings.
- b. **Highways Parishes Interface Meeting.** This meeting agreed that communication and business arrangements between Highways and Parishes were generally poor. Information sent out by Highways had a patchy and inconsistent distribution, key information was 'hidden' on the DCC website and Parish proposals frequently disappeared into a 'black hole' with no response until chased. Equally Parishes had failed to understand the constraints under which Highways had to operate. A number of measures were agreed to improve formal communications and fill 'process gaps'. A follow up meeting will be held in 3 months.

#### 11. Other Issues Requiring Decisions

Nil

#### 12. Project progress reports

- a. **Postbridge 3G Signal.** The Vodafone technical team visited the Parish on 11 February and has produced final designs for the Postbridge host sites. Property owners need to accept the design and the legal agreement (or negotiate amendment to it) before installation can start. DNPA is content but others are attempting to renegotiate the agreement. We do not have an agreed site in Bellever at this point. Three selected volunteers have pulled out and one has expressed disquiet at the proposals. The Clerk is endeavouring to find a new site and has approached the YHA, but a decision may not be quick as the manager needs to refer back to her senior management in YHA. It is possible the project may either proceed incrementally or the Bellever uncertainty may stall Postbridge implementation. This project is taking up a lot of the Clerk's time.
- b. **Defibrillators.** Following an onsite meeting with the Clerk DNPA has agreed to site the Postbridge defibrillator externally on the Visitors Centre, but require DFPC to pay the installation fee of £132 ex VAT. The cabinet should be fitted by 13 March. The Clerk now has the new transom panels for the Hexworthy defibrillator and will fit them at a convenient time. Once both defibrillators are in their cabinets the Clerk will contact Heartbeat and initiate the process to have them registered with SW Ambulance Trust. This will involve having a mandatory inspection and maintenance regime, with satisfactory completion reported on the Heartbeat website weekly. This will need a short procedure and a small group of volunteers to service each location.

c. **Cemetery improvements.** Seven invitations to tender for work to join the cemetery and extension were sent out with a closing date of 6 March and two tenders were received. Cllr Alison Geen declared an interest as she is related to one of the tenderers and took no further part in the discussion. The remainder of the Council agreed unanimously to accept the lowest tender. The Clerk will inform the tenderers and commission the work.

d. **Grass cutting options.** DPA volunteers have made a good clearance of the churchyard in February with around a dozen people working each day, for which they have invoiced £250. A small section still remains to be completed and some DPA members have suggested they may complete this work without further charge.

The Clerk has not progressed any detailed costings as yet for the purchase of council equipment for grass cutting owing to lack of time. The Clerk is to forward details of assumptions made during the precept process to Councillors for comment. Quotes for equipment will be requested from local traders and on the internet.

**PHT Grant application for gardening club and equipment.** Decisions on funding are expected within 2 months. Meanwhile interest is picking up in the village.

**Risk assessments and procedures.** Progress has been reported at agenda item 6 above. There is still some way to go before the Council meets modern standards.

**Adding additional names to the War Memorial.** There has been no progress on this project. Cllr David Worth agreed to take the lead if the Clerk forwards details of the process to him.

**Play Area improvements Phase 3.** The Clerk has received details of various company's products and offers but has not progressed any action or investigated any funding owing to lack of time. The Council agreed to establish a small sub-group comprising Cllr Wendy Stones, Cllr Mark Renders and Cllr Gregg Manning to review the Phase 2 paperwork and to consider the way forward.

**Outline plans for a skate park.** There has been no progress on this project.

**Track and Path Repairs.** DNPA have selected a contractor for the South Hessary works following completion of tender process. Ditching work is due to be completed by end of April, repairs and surfacing works to the path will follow in May and be completed by the end of July. The section of path to be done is out as far as Nuns Cross Farm (3.3km), with the possibility of doing a further 1km if funding allows.

DNPA are currently out to tender for the works to the footpath/cycleway at the start of the Princetown railway (section from old stables building past the paddocks). The works are to renew the fencing around the paddocks, improve surfacing and field furniture; and to repair the bridleway damaged by SWH equipment. The work is scheduled to be done this spring.

### 13. Urgent decisions since last meeting

Nil.

### 14. Exchange of Information

The WI is organising a one mile Red Nose Day fundraising walk in Princetown again this year, to be followed by tea and homemade cakes in the Youth Centre.

DNPA is restructuring to reduce costs.

Council tax demands have been issued. WDBC has increased the demand by 1.9% and other authorities by 1.99%. The Parish Council has not increased the precept on individual homes.

It is likely the No 82 Transmoor Link bus service will lose its subsidy and cease to operate.

## **SECOND PUBLIC SESSION**

A Beech Crescent resident had complained that the recycling lorry had damaged the grass verge when turning round. The matter was resolved by Cllr Philip Sanders and the operator will make good the damage as a gesture of goodwill while not accepting liability.

The resident at Yellowmead Farm had complained about SWH activity adjacent to her property. The matter had been resolved by Cllr Philip Sanders.

### **15. Date of the next meeting**

The next meeting will be at 1930 Monday 13 April 2015 at Princetown, following the Annual Parish meeting which is at 1900.

The meeting was closed by the Chairman at 2155.

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