

UGBOROUGH PARISH COUNCIL MEETING

Wednesday 1st April 2015 at 7.30pm
Committee Room, Ugborough Village Hall

Questions from the Public

1. Representatives from Manstow Football Club presented their proposals for storage and catering facilities, which Parish Councillors supported
2. Temporary security fencing behind Bittaford bus shelter, which had collapsed in the strong winds, was now been reinstated.

District Cllr Ward reported that SHDC had received the Gold Award for ‘Delivering through Efficiency’ and runner up ‘Council of the Year’. A review of the TAP scheme was being undertaken. South Devon Coastal Action Fund had been awarded £1.5m to fund projects to boost the local economy over the next 5 years, although there were questions over accountability.

DNPA Member John Nutley reported that the Rangers had passed Police accreditation, which gave them greater powers. The Information Centres had been awarded Gold in Devon Tourism and Silver in South West Tourism. To reduce spending, a number of senior posts had been lost, and legal services outsourced.

County Cllr Hosking reported on the roll out of the Care Act, with Personal Health Plans co-ordinating NHS and Social Services. Under the Libraries Initiative, libraries would be transferred to a charitable organisation, which would be more fiscally efficient. The consultation on bus services was continuing, and Gary Streeter MP had been contacted about making changes to the National Bus Pass, either by making a small charge for each trip or making a charge for the Pass.

MINUTES

Present: Cllrs Beable (Chair), Holway, Hosking, Nelson, Smallridge & Widdicombe; DCC Cllr Ward; DNP Member John Nutley; Ian Smith, Neighbourhood Plan Working Group; 2 members of public;

15.031 Apologies for absence were accepted from Cllrs Daniels and Fletcher

15.032 To note declarations of interest and consider granting dispensation requests None

15.033 The Minutes of the Meeting held on the 11th March 2015, as previously circulated, were confirmed and signed by the Chairman

15.034 Neighbourhood Development Plan – The Interim Report brochure would be delivered to all homes in the NDP area later in April, and public comments on the report would be invited at the Annual Parish Meeting on the 16th May. SHDC would be distributing the local affordable housing needs survey, including Ugborough Parish specific questions.

15.035 Planning

Planning Applications

1. Single storey extension to rear, new roof over conservatory and new window in first floor bedroom at 2 Leigh Close, Bittaford Ref 0147/15 Mr B Tunks **No objection**

2. Transport plans & assessment, Land off Rutt Lane, Ivybridge Ref 57/2472/14/O Hannick Homes

If a substantial increase in traffic through Wrangaton & Bittaford resulted, the provision of pedestrian crossings in those villages should be considered

Planning Applications considered at the Meeting held on the 11th March 2015 were ratified

3. Reserved Matters Application pursuant to 57/2649/13/O for the erection of a single dwelling at Land at SX676 556, Donkey Lane, Ugborough Ref 57/0428/15/RM Mr & Mrs C Hart **No objection**

4. Ground floor extensions to provide guest bedroom, extended kitchen and verandah at Brookwood House, Moorhaven Ref 0088.15 Mr R Hughes **No objection**

5. Single storey outbuilding with flat roof at 1 Tower Lane, Moorhaven Ref 0092/15 Mr & Mrs Boorer **No objection in principle, but the design should be more in keeping with the dwelling house. A planning condition should restrict usage to bike, log & garden store**

6. Householder application for demolition of existing single storey garden block shed and replacement with single storey home office at Crossways Cottage, Filham Ref 57/0448/15/F Mrs P Magne **No objection in principle, but would prefer a more traditional design with symmetrical pitched roof**

Planning Decisions Noted

7. Single storey extension to dwelling and erection of garage at Gate Lodge, Moorhaven Ref 0049/15 Mr M Hansen **Conditional permission**

8. Extension to stables barn and yard; extension to riding manege and erection of new building for 3 stables at Ivybridge Equestrian, Davids Lane, Filham Ref 57/0169/15/F **Conditional permission**

15.036 Finance

1. Cheques approved for payment:

Cheque	Description	VAT	Gross
1694	Noticeboard Company (reimburse S Woodman)	49.80	298.80
1695	S Woodman – March pay		402.25
1696	S Woodman – Expenses: office £35.11, travel £101.49	3.41	140.01
1697	Ugborough Village Hall – Neighbourhood Plan hall hire		31.75
1698	HMRC - PAYE		288.60
Receipts			
BGC	SHDC – Neighbourhood Plan		972.13

2. The financial Statement was received

Earmarked Reserves

Lloyds Current Account to 17.2.15	22014.32	P.3 grant	514.07
Less payments & unrepresented cheques	2821.94	Prize money for parish map	300.00
Plus uncleared receipts	972.13	Playground	3000.00
Total	20164.51	TAP: e-seniors	550.00
Plus: Santander Acc	10.39	Going the Extra Mile	750.00
Total	20174.90	Capital projects	3000.00
Total uncommitted funds	£12060.83	Total	8114.07

3. Resolved to increase the Clerk's pay to SPCP 28 (£6614.05pa) from April 2015

4. Resolved to adopt the Statement of Internal Control, as given in Appendix 15.036.4

15.037 Correspondence received

1. Post Office: Wrangton post office service – A hosted outreach service would best serve the locality, and a core postmaster was willing to perform the outreach. Bittaford Community Hall and Methodist Hall had proved unsuitable, and the Clerk would investigate the possibility of the use of premises at Anna Mill Business Park.
2. BT: Adopt a kiosk – details would be included in the Newsletter
3. SLCC training – the Clerk would attend 'Planning demystified! Training for Council Clerks' 2 July.

15.038 TAP funding

1. e-seniors – The Ermington Parish Clerk was taking the scheme forward in Ermington.
2. Ugborough PCC: The proposed location of the defibrillator in the church porch or lychgate would be administratively complicated and expensive. Cllr Smallridge would investigate the possibility of locating the defibrillator outside Ugborough Village Hall.
3. SHDC: Review of TAP process – The Clerk would respond that the current arrangement was inequitable between Parishes. Grants should be made to Parish Councils who submit proposals on a pro-rata basis, related to the size of the electorate, with a bonus if Parishes clustered together.

15.039 Ugborough website The current Wordpress arrangement would continue, subject to a review when the current domain name registration expires on the 6.7.15

15.040 Resolved to hold the May Parish Council Meeting and Annual Parish Council Meeting on Wednesday 13 May

15.041 Reports on Meetings attended

1. The Clerk attended: i) SLCC Workshop on Social media awareness, which explained how to use social media as a tool for community consultation; ii) IDALC Clerks Workshop, which was held in Ugborough and discussed current issues, such as Neighbourhood Plans and the TAP scheme.
2. Cllr Nelson attended the Chapter 8 training, which was poorly organised
3. Cllrs Beable & Holway had visited Ennaton Farm to discuss horses on the right of way, and the owners would consider alternative arrangements.

15.042 Correspondence available at the Meeting Noted

1. SLCC: The Clerk Magazine, March 2015
2. Clerks & Councils Direct, March 2015

Meeting ended 9.40pm

Date of next Meeting (including Annual Parish Meeting at 7pm) 13.5.15

Appendix 15.036.3

Statement of Internal Control

Introduction

Ugborough Parish Council (the Council) is a local authority funded largely by public money and is responsible for ensuring its financial business is conducted in accordance with the law and proper standards, and that public money is safeguarded, properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

The Council is required to review at least annually the effectiveness of its system of financial control. This is informed by the work of the internal auditor and Councillor with responsibility for finance, who have responsibility for the development and maintenance of the internal audit environment, and also any comments made by the external auditors in their annual report.

The Purpose of the System of Internal Control

The Council's system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure. It cannot provide an absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to policies, aims and objectives, to evaluate the likelihood of those risks being realised, and the impact should they be realised, and to manage them effectively and economically.

The system of internal control accords with the practices set out in the Governance and Accountability in Local Councils: A Practitioners' Guide (2011 edition).

The Internal Control Environment

The Council adopted Financial Regulations on the 11 June 2014, which set parameters for the Council's financial operations. The Council has appointed a Responsible Finance Officer who implements financial systems and controls.

The Council uses Microsoft excel to process transactions and monitor performance against budget. HMRC Basic PAYE Tools (BPT) software is used to administer payroll services. Banking services are provided by Lloyds. An independent internal audit service is provided by South and West Internal Audit and Council's internal monitoring is undertaken by the Councillor responsible for finance.

Any issues raised by the Internal Auditor are reported in writing to the Council and agreed actions are monitored to ensure that they have been carried out and actioned within agreed timescales. Additionally, the Council seeks and receives appropriate property, legal, insurance, and health & safety advice as appropriate to manage risk.

The Council is responsible for:

- Establishing and monitoring the achievements of the authority's objectives
- The facilitation of policy and decision making
- Ensuring compliance with established policies, procedures, laws and regulations
- Identification and management of risk
- Ensuring that best value and value for money are achieved in all purchases
- Ensuring performance is regularly monitored against financial and operational budgets
- Control and reports on the financial management of the Council

Review of Effectiveness

The Council through the Responsible Finance Officer has responsibility for conducting a review of the effectiveness of the system of internal control and the internal audit process.

The review of the effectiveness of the system of internal control is monitored by:

- The Parish Clerk, who is the Council's Responsible Finance Officer and acts as the Council's legal advisor and administrator. The Clerk is responsible for administering the Council's finances, for advising on compliance with laws and regulations which the Council is subject to, and for managing risks. The Clerk also provides advice to help the Council ensure that its procedures, control systems and policies are adhered to.
- The Council meets 12 times each year and monitors progress against objectives, financial systems and procedures, budgetary control, and carries out regular reviews of financial matters by receiving relevant reports from the Responsible Finance Officer (Parish Clerk).

- The work of the Internal Auditor. The Internal Auditor, an independent person specialising in local council matters, reports to the Council on the adequacy of its records, procedures, systems, internal control and risk management.
- The External Auditors in their annual report.

Any concerns about the effectiveness of the system of internal control are investigated and action taken as appropriate.