

UGBOROUGH PARISH COUNCIL MEETING

Wednesday 12th November 2014 at 7.30pm

Committee Room, Ugborough Village Hall

Dr Gwynne – Community defibrillators Although they were useful, defibrillators were expensive, required regular, expensive servicing and must be kept secure. The risks were low and funding may be better spent on first aid courses. The availability of a defibrillator needed to be advertised, possibly through a phone app.

Ugborough Neighbourhood Working Group presented the proposed Terms of Reference. A monthly report would be distributed with the Parish Council Meeting Agenda. The Neighbourhood Plan would be aligned with the SHDC Our Plan, and was due to be completed by November 2015. The Engagement Strategy included a communications plan, using a website and social media.

County Cllr Hosking reported that Andrew Leadbetter would be attending the December Parish Council Meeting, to discuss the rollout of Superfast Broadband. A site meeting on drainage at Lutterburn was being arranged.

District Cllrs Holway & Ward reported:

1. SHDC had called on the Government to support the future economic resilience of the South West Peninsula by investing in improved strategic road and rail transport links
2. A Working Group had been set up to investigate the housing number requirement in the South Hams
3. Sophie Hoskin had been appointed as Executive, with a further Executive to be appointed
4. Following exploratory work, Teignbridge District Council had decided not to join with SHDC and West Devon DC
5. Under the Openness of Local Government Bodies Regulations 2014, the press and public were now able to film and to report, using social media including blogging or tweeting at public meetings of town and parish councils
6. A Super Cluster meeting was arranged for 6.30pm at Follaton House on Wednesday 26 November 2014, which would include a DCC Budget Update from Cllr John Hart
7. The Hercules project, an international research project investigating cultural landscapes, would focus on landscapes in the area as one of only nine study areas across Europe. Researchers were keen to talk to land owners and farmers between Dartmoor and the AONB, and it was considered that Hillhead may be appropriate.
8. Locality funding of £300, with matched funding from DCC, was being made available for the Ugborough Village Hall feasibility study

DRAFT MINUTES

Present: Cllrs Beable (Chair), Fletcher, Holway, Hosking, Hutcheon, Johns, Nelson, Smallridge, Wakeham & Widdicombe; 4 members of public

14.122 Apologies for absence were accepted from Cllr Daniels & SHDC Cllr Ward

14.123 Declarations of interest were noted from Cllr Fletcher: Item 14.126.1 (Personal)

14.124 The Minutes of the Meetings held on the 8th October 2014, as previously circulated, were confirmed and signed by the Chairman

14.125 Planning

Planning Applications

Cllr Holway abstained from any resolutions

1. Outline application for mixed use development of approx 198 no. dwellings, public open space, employment uses (including Health Centre), a neighbourhood centre and new roundabout on Exeter Road (access to be considered) at Land at SX6483 56832, Off Rutt Lane, Ivybridge Ref 57/2472/14/O Hannick Homes **Object. The number of dwellings should be reduced to 150, with affordable provision increased to 35%. Land should be retained to safeguard a future entrance from the Cross-in-Hand**
2. Erection of replacement stables at Shellwood Farm, Ugborough Ref 57/2433/14/F Ms S Grose **No objection, subject to a condition that the existing stables be removed**
3. Part-demolition of existing rear extension and construction of new single storey rear extension with mono-pitch roof at Rutt Farm, Ivybridge Ref 0590/14 Ms P Watson **No objection**
4. Three bay open-fronted shed for agricultural storage and domestic garage including change of use of agricultural land to domestic at Yolland Cottage, Bittaford Ref 0626/14 Mr & Mrs R Preston **No objection**
5. Erection of general purpose agricultural building over existing hardstanding at SX690 574 Little Allers Farm, Avonwick Ref 57/2656/14/F Mr & Mrs Wakeham **No objection**
6. Erection of storage barn at The Donkey Sanctuary Assisted Therapy Centre, Godwell Lane, Ivybridge Ref 57/2655/14/F The Donkey Sanctuary **No objection**

7. Relocation of field gate, fence and re-hedge present entrance at Field at SX6754 5535 Parsonage Lane, Ugborough Ref 57/2763/14/F Mrs K Boydell **Support**

Planning Applications considered at the Meeting held on the 8th October 2014 were ratified

8. Extension to dwelling and erection of garage at Gate Lodge, Moorhaven Village, Bittaford Ref 0547/14 Mr M Hansen **No objection**

Planning Decisions Noted

9. Erection of agricultural storage building (12m²) with associated retaining wall, erection of bank on boundary and widening of vehicular access at land at Leigh Cross, Bittaford Ref 0491/14 **Conditional approval**

10. Removal of condition 9 for Outline planning consent 57/2451/12/O at Development site at SX 6760 5575 Park Cottages, Ugborough Ref 57/1908/14/VAR **Conditional permission**

11. Installation and operation of two 50kW wind turbines, both having a hub height of 36.4m and an overall tip height of 46m at Field at SX 6939 5558 Stone Farm, Ugborough Ref 57/1698/14/F **Refuse**

14.126 Finance

1. Cheques approved for payment:

Cheque	Description	VAT	Gross
1654	S Woodman – October pay		393.70
1655	S Woodman – Expenses: office £52.70, travel £55.80, noticeboard £109.94	22.94	218.44
1656	Cutting Crew – grass cuts	22.40	134.40
1657	Michelmores Hughes – Donkey Lane easement expenses	140.00	840.00
1658	G Fletcher – P3		16.20
1659	Lunch – Neighbourhood Plan		85.00
1660	Ugborough Village Hall – Neighbourhood Plan		44.75
1661	WP Povey - Wreath		18.49
Receipts			
F/Flow	Howard & Over – Donkey Lane: Easement + expenses		3840.00

2. The Financial Statement was received

Lloyds Current Account to 24.10.14	27127.85
Less payments & unrepresented cheques	1666.94
Plus uncleared receipts	0.00
Total	25460.92
Plus: Santander Acc to 17.4.14	10.39
Total	25471.31

Total uncommitted funds £16007.24

Earmarked Reserves

P.3 grant	914.07
Prize money for parish map	300.00
Playground	3000.00
TAP: e-seniors	1500.00
Going the Extra Mile	750.00
Capital projects	3000.00
Total	9464.07

Finance Correspondence

3. Grant application: Totnes & Dartmouth Ring & Ride – No grant

4. **Resolved to grant Ugborough PCC £50 (chq 1662), Bittaford Methodist Church £25 (chq 1663) & Bittaford Community Hall £25 (chq 1664) towards Christmas lights**

14.127 Neighbourhood Development Plan

1. Resolved to approve the Terms of Reference, as detailed in Appendix 14.127

Cllr Hosking abstained from the resolution

2. Resolved to finance a Neighbourhood Plan website at a total cost of up to £200 over two years

3. Progress report - Noted

14.128 TAP funding applications

1. 2014/15 Going the Extra Mile – A tender would be requested from John Widdicombe. Councillors would advise the Clerk of drains etc requiring clearance. Cllr Hosking would be surveying the parish with Nick Colton.

2. 2015/16 TAP application. Ugborough would join in Modbury Parish Council's TAP application for defibrillators, with a request for £4000 in Ugborough, towards units at the church and the tennis/football clubs. Cllrs Smallridge would research the sourcing of defibrillators. A repeat of the lengthsman funding was not possible under the terms of the TAP scheme.

14.129 Ugborough Website A meeting had been arranged with Richard Barker to explore the possibilities.

14.130 Parish Council filing cabinet would be sold for £10

14.131 Donkey Lane

1. Resolved to instruct Paul Mossop to register the land, using funding from the Capital Projects reserve

2. Hedge & bank trimming – quotations would be requested from Daniel Wakeham and John Widdicombe

14.132 Resolved to adopt the Risk Assessment, as detailed in Appendix 14.132

14.133 Correspondence received

1. DCC: Definitive Map of Public Rights of Way – Informal consultation on proposal for amendments, Parish of Ivybridge & part of Ugborough **No objection**
2. SHDC: Local homes for local people – a brief guide to housing. Details would be included in the Newsletter
3. DCC Tough Choices: Waste Management – The Clerk would respond that the proposals would result in increased fly tipping
4. SHDC: Shared youth provision – Meeting, Follaton House 27 November. No one would attend
5. Super Cluster Meeting, Follaton 6.30pm Wednesday 26 November – Cllrs Holway & Hosking would attend
6. Local Government Boundary Commission: Electoral Review of Devon – Consultation to 19.1.15. The total number of County Councillors would reduce from 62 to 60. The Clerk would respond that the Yealmpton Division was working well and required no change

14.134 Reports on Meetings attended

1. Cllr Smallridge attended the Ugborough Village Hall Committee Meeting, which discussed funding the feasibility study
2. Cllr Hosking attended the Ivybridge Neighbourhood Plan Meeting, which identified the aspiration for an eastern access onto the A38, and DCC may undertake a feasibility study. A proposal for car parking at the entrance to the new recycling centre had been submitted to DCC.
3. Cllr Beable was attending the e-senior sessions, which had proved very successful. Cllr Hosking may be able to obtain an additional £500 to run a further course.

14.135 Correspondence available at the Meeting Noted

1. Healthwatch Voices, Autumn 2014
2. SHDC: Local Homes for Local People
3. DCC: Flood risk management vision for Devon
4. Environment Agency: Living on the edge – A guide to your rights & responsibilities of riverside ownership
5. Clerks & Councils Direct, Nov 2014

Meeting ended 10.25pm

Date of next Meeting 3 December 2014

Neighbourhood Development Plan Terms of Reference**Appendix 14.127****1. Purpose of the Group:**

The Group has been established by the Ugborough Parish Council (PC) as an autonomous body without executive powers. Its purpose is to engage and consult the local population on behalf of the PC in line with externally benchmarked best practice in order to facilitate the Ugborough Neighbourhood Development Plan (NDP) project and process.

Any engagement and consultation with any party, including other authorities such as SHDC, is conducted on the declared basis of the Group having no executive authority.

2. Objectives of the Group:

- To engage and consult with stakeholders and partners in the widest and most open manner.
- To produce a coherent Plan proposal for the PC to approve that best represents the wishes of the majority of voting community members
- To produce the proposal for submission to the PC by the end of April 2015.
- To support the PC's submission to the Local Planning Authority by the end of July 2015.
- To engage the community such that the maximum possible turn-out is achieved at a referendum in November 2015.

3. Members of the Group:

Membership is open to all members of the community who reside within, or whom the Group agree have a bona fide interest in, the Neighbourhood Development Plan Area as defined in October 2014.

Individual members shall be appointed by the Group to the positions Chairperson and deputy Chairperson.

Members will be actioned to undertake specific tasks as and when required by the Group.

4. Conduct of Meetings

Meetings will be held no less frequently than monthly and the target will be fortnightly.

Meetings will be quorate providing that a total of four individuals who attended the previous meeting are present. If these conditions are not met, business may proceed but no vote may be taken.

On joining the Group all members shall complete a declaration of interests which will be recorded and remain available to all. In this context an interest is defined as:

- Land ownership or land occupation within the Plan Area.
- Land ownership (larger than room for an extension to a residential property) or occupation by an immediate relative.
- In active negotiations to purchase development land within the Plan Area.
- In business partnership or having close links with a local developer.
- Land Ownership adjacent to or bordering a potential development site.

Declaring an interest does not prevent an individual from voting: it merely reinforces the openness of the process and prior to any vote the WG will be asked to confirm or update their declaration.

5. Records of Meetings.

Notes and actions will be recorded and circulated to all Group members and will be made publically available in accordance with the Communications Plan. Any comments on the records of meetings will be discussed at the following meeting, resolved and accepted.

Any discussion by or documentation received or produced by the Group shall be freely open to all, unconstrained by any confidentiality restrictions other than any obligations of the Data Protection Act. Where that restriction is in place it is to be explicitly stated as the reason for confidentiality.

6. Reports, Recommendations and Relationship with the PC

The Group may be authorised by the PC to hold £500 on account for incidental expenses. This will be accounted for within the monthly report to the PC.

Any need to obtain or commit further funds, make substantial changes to the direction of the project or process or any other matter of substance will be taken as a proposal to the PC for approval.

The records of meetings will be circulated to the Clerk to the PC.

It may be anticipated that the Group's progress will be the topic of a standing agenda item at PC Meetings.

The Group will report to the PC on a monthly basis.

Risk Schedule

Appendix 14.132

Item	Frequency	Last Reviewed	Action
Parish Council Insurance			
Public & Employers Liability	Annual	May 14	
Money & Fidelity Guarantee	Annual	May 14	
Personal Accident	Annual	May 14	
Buildings cover for Parish owned property/community assets	Annual	May 14	
Inspection of playground equipment by qualified inspector	½ yearly SHDC	Oct 13	Due mid Nov
Cemetery inspection	On-going	May 14	
Financial Matters			
Banking arrangements	As required	Sept 11	
Insurance providers	As required	April 05	
VAT return completed/submitted	Annual	March 14	
Internal audit fee review	5 Yearly	Sept 14	
Clerk's salary review	Annual	March 14	
Clerk's expenses review	Annual	May 11	
Budget agreed, monitored and reported	6 monthly	Jan 14	
Precept requested	Annual	Jan 14	
Payments approval procedure	As required	June 14	
Bank reconciliations overseen by Cllrs	Monthly	Nov 14	
Chairman's Allowance reviewed & agreed	Annual	Jan 14	
Internal Audit	Annual	Jan 14	
External Audit	Annual	June 14	
Internal check of financial records	Annual	May 14	
Record Keeping			
Minutes properly numbered	On-going		
Asset Register available/updated	On-going	May 14	
Financial Regulations available/updated	On-going	June 14	
Standing Orders available/updated	On-going	Dec 13	
Backups taken of computer records	Monthly	Oct 14	
Archived computer records	No action		
Employees & Contractors			
Contract of employment	As required	May 07	Amended
Contractors' Indemnity Insurance	On-going		
Written arrangements with contractors	On-going	Oct 14	
Member's Responsibilities			
New Code of Conduct adopted	As required	Sept 14	
Register of Interests completed & updated	On-going	July 12	
Register of Gifts/Hospitality	On-going		
Declarations of Interests minuted	On-going		