

UGBOROUGH PARISH COUNCIL MEETING

Wednesday 13th November 2013 at 7.30pm

Committee Room, Ugborough Village Hall

Merry Docker, Ugborough History Group outlined proposals for a Community herb garden to commemorate WWI. The garden would be in front of the war memorial and villagers would be able to use the herbs. Councillors supported the proposal and the Clerk would provide details of grant availability. It was suggested that the legal ownership of the church lawn be established.

County Cllr Mumford advised that: the 'Tough Choices' consultation on £110m budget cuts had now ended. Demand driven services, such as social care, care homes and the youth service continued to increase, with increased costs, but reduced funding; the Atlantic Array offshore wind farm off Lundy consultation had now ended, and DCC had objected to the visual impact and lack of economic gain; the Local Flood Risk Management Strategy had been issued, which set out responsibilities; and that Locality Funding for 2012/13 was available, and the Parish Council had already submitted an application in respect of the proposed grit bin at Undertown/Lutterburn Street

District Cllrs Ward & Holway reported on the: Adoption of Transformation 18; Endorsement of the Local Government Boundary Commission draft recommendations; and grant availability of up to £1000 from the South West Foundation.

UNAPPROVED MINUTES

Present: Cllrs Beable (Chair), Daniels, Fletcher, Holway, Hosking, Hutcheon, Johns, Lloyd & Smallridge; SHDC Cllr Ward, DCC Cllr Mumford & 3 members of public

13.123 Apologies for absence were accepted from Cllr Widdicombe

13.124 Joan Fletcher was co-opted as Parish Councillor and completed the Declaration of Acceptance of Office

13.125 Declarations of interest were noted from Cllr Holway: Item 13.132 (Disclosable); Cllr Daniels: Item 13.132.5 (Disclosable), 13.132.8 & 13.132.6 (Personal)

13.126 The Minutes of the Meeting held on the 9th October 2013, as previously circulated, were confirmed and signed by the Chairman

13.127 Finance

1. Cheques approved for payment:

Cheque	Description	VAT	Gross
1569	S Woodman – Oct pay		386.22
1570	S Woodman – Expenses: office £41.35, travel £58.50	0.72	99.85
1571	Ugborough PCC – Neighbourhood Plan hall hire		54.00
1572	Richard Hosking – Neighbourhood Plan		250.00
1573	Cutting Crew – Grass cut	22.40	134.40
1574	DALC - Training	5.00	30.00
Receipts			
BGC	SHDC - Precept		6750.00

2. The Financial Statement was received

Lloyds Current Account to 24.10.13	18249.31
Less payments & unrepresented cheques	1758.87
Plus uncleared receipts	0.00
Total	16490.44
Plus: Santander Acc to 31.3.13	10.39
Total	16500.83

Earmarked Reserves

P.3 grant	930.27
Prize money for parish map	300.00
Playground reserve	2000.00
Total	3230.27

Total uncommitted funds £13270.56

The Clerk had submitted a further claim to SHDC for Neighbourhood Plan expenses

3. Resolved to grant Ugborough PCC £50 (chq 1575), Bittaford Methodist Church £25 (chq 1576) & Bittaford Community Hall £25 (chq 1577) towards Christmas lights Cllr Johns would arrange Christmas trees for Ugborough and Bittaford

4. Resolved to replace uncashed cheque 1515 dated 20.3.13 for £670 to Devon County Council in respect of the school playing field (chq 1578)

Finance Correspondence

5. SHDC: Council Tax Support would reduce to £967 in 2013/14, and to £836 in 2014/15

13.128 Neighbourhood Development Plan

1. The Car Parking Focus Group would undertake a survey. A combined focus group meeting would be held on the 19th November to form a Policy Group
2. Ivybridge Town Council: Neighbourhood Plan Boundary change – To be deferred to the December Meeting, when James Doxford would be invited to explain the implications of the proposed link road and industrial development.

13.129 Bittaford Playground

1. Footpath diversion – No response had been received from the remaining landowner
2. Repairs to slides and play surfaces – Repairs to the freestanding slide had been completed and a quotation from SHDC for repairs to the bank slide was awaited. SHDC had identified that the play surfaces were slippery and the Clerk would ask them for a quote to power wash them
3. SHDC: Grounds maintenance would be transferred to the Parish Council from the end of October 2014. The Clerk would request grass cutting quotes from Cutting Crew and SHDC, and would complain to SHDC that their proposal was inequitable as those Parishes with SHDC-owned play areas would still benefit from grounds maintenance.

13.130 TAP Funding proposals Suggestions include wifi hubs with e-training for older parishioners; and defibrillators with shared training. The Clerk would consult adjoining Parish Councils.

13.131 Resolved to adopt the Risk Assessment detailed in Appendix 13.131 Cllr Hutcheon would consult DCC Highways about the removal of the dead tree in the burial ground hedgerow. The internal audit would be carried out in conjunction with the budget/precept preparation. New Model Standing Orders would be considered at the December meeting.

13.132 Planning

Planning Applications

Cllr Holway abstained from any Resolutions

1. Formation of wildlife pond at Lower Well Farm, Ugborough Ref 57/2457/13/F Mr & Mrs N Brown **Support**
2. General purpose portal-framed building to be used for housing livestock and storing feed, straw, machinery and tools at Land at SX266081, 55150 at Quarry Farm, Ludbrook Ref 57/2353/13/F Mrs J Farleigh **No objection**
3. Readvertisement (Revised Drawings received: Reserved matters following outline planning approval 57/2451/12/O – Demolition of existing garage within a conservation area and erection of new dwelling at Development site at SX 6760 5575 Park Cottages, Ugborough) Ref 57/1900/13/RM **No objection, subject to assurances that the copper beech would be protected** *Cllr Holway left the meeting during the item*
4. Conversion of shippoon to ancillary and business use, conversion of Barn 4 to holiday/business use at Ennaton Farm, Ugborough Ref 57/2171/13 Revised plans for information **Noted**
5. Erection of barn for mixed horse and agricultural use (13m x 8m) at 1 Leigh Close, Bittaford Ref 591/13 Mr S Daniels **Support** *Cllr Daniels left the meeting during the item*
6. Householder application for demolition of conservatory and construction of a new garden room. Replacement of garage/workshop door with sliding folding door screen, with gate and fencing to existing parking area. Construction of new garage block and alteration to private accessway at Godwell House, Godwell Lane, Ivybridge Ref 27_2569/13/F Mr S LeMarechal **No objection**
7. Variation of condition 5 (to allow low level riding manege lighting) of planning approval 57/2772/12/F Ref 57/2643/13/VAR Ms S Grose **No objection, subject to a 9pm limit on lighting**

Planning Applications considered at the Meeting held on the 9th October 2013 were ratified

8. Variation of condition 2 of approved 0530/10 to enable change of use from class B1(a) to class C3 (dwelling house) at The Clubhouse, Moorhaven Ref 0507/13 Mr J Mathys **No objection**

Planning Decisions

9. Householder application for detached garage/store and separate detached store/plant room at Faraway Barn, Ludbrook Ref 57/1970/13/F **Conditional permission**
10. Agricultural building at SX683 567, Ugborough Ref 57/2112/13/F **Conditional approval**
11. Lawful development certificate for proposed siting of timber framed cabin for ancillary accommodation use of family farm worker at Little Allers Farm, Avonwick Ref 57/2134/13/CLP **Cert of Lawfulness Certified**

13.133 Correspondence received

1. Local Bus Services: the First Devon & Cornwall X80/X81 service had ceased, and the Stagecoach Gold service started on the 30 September
2. CCD, SHDC & W Devon BC: Connecting communities – Mentors requested
3. DCC: Youth Service Review – Principles document and validation process was available online
4. DCC: Mobile library service public consultation to 30th November – Ugborough Parish would not lose its service
5. Devon Highway: Highway safety awareness training, Newton Abbot 3.12.13 – No one would attend

6. Temporary prohibition of through traffic & parking – Hillhead Cross to Ludbrook/Hillhead Cross to Toby Cross 13-15 November
7. WWI commemorations – considered at the start of the meeting
8. South Devon AONB Management Plan - Consultation would be forwarded to Cllrs Beable & Hosking
9. SHDC: Parish Training Workshop 10am-1pm 11 December, Follaton – Cllrs Beable & Hosking would attend
10. DALC: New Councillors Course, Exeter 5 December £25+VAT – No one would attend
11. Highways, Capital Development & Waste Management: Storm Events 2012 – Infrastructure Legacy & 2014/15 Budget Priority Consultation to the end of November. The Clerk would provide Councillors with the web link

13.134 Reports on Meetings attended

1. Cllr Smallridge attended the Ugborough Village Hall Committee Meeting, which sought more storage space
2. Cllrs Beable & Holway attended the Super Cluster Meeting, at which both DCC & SHDC discussed the implications of budget cuts. Also considered was the proliferation of solar panels in the countryside, and the Rough Sleepers Partnership

13.135 Correspondence available at the Meeting - Noted

1. Healthwatch Voices, Oct 2013
2. Clerks & Councils Direct, Nov 2013
3. DCC: Travelling in Winter 2013/2014

Meeting ended 10.15pm

Date of next Meeting 11.12.13

Risk Schedule		Appendix 13.131	
Item	Frequency	Last Reviewed	Action
Parish Council Insurance			
Public & Employers Liability	Annual	May 13	
Money & Fidelity Guarantee	Annual	May 13	
Personal Accident	Annual	May 13	
Buildings cover for Parish owned property/community assets	Annual	May 13	
Inspection of playground equipment by qualified inspector	½ yearly SHDC	Sept 13	
Cemetery inspection	On-going	Sept 13	
Financial Matters			
Banking arrangements	As required	Sept 11	
Insurance providers	As required	April 05	
VAT return completed/submitted	Annual	March 13	
Internal audit fee review	5 Yearly	April 10	
Clerk's salary review	Annual	Feb 13	
Clerk's expenses review	Annual	May 11	
Budget agreed, monitored and reported	6 monthly	Jan 13	
Precept requested	Annual	Jan 13	
Payments approval procedure	As required	Dec 06	
Bank reconciliations overseen by Cllrs	Monthly	Nov 13	
Chairman's Allowance reviewed & agreed	Annual	Jan 13	
Internal Audit	Annual	May 12	
External Audit	Annual	June 13	
Internal check of financial records	Annual	May 13	
Record Keeping			
Minutes properly numbered	On-going		
Asset Register available/updated	On-going	May 13	
Financial Regulations available/updated	On-going	Nov 06	
Standing Orders available/updated	On-going	Nov 12	
Backups taken of computer records	Monthly	Oct 13	
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	June 08	
Member's Responsibilities			
New Code of Conduct adopted	As required	July 12	
Register of Interests completed & updated	On-going	July 12	
Register of Gifts/Hospitality	On-going		
Declarations of Interests minuted	On-going		