

## UGBOROUGH PARISH COUNCIL MEETING

**Wednesday 4<sup>th</sup> May 2016 at 7.15pm**

**Committee Room, Ugborough Village Hall**

**DNPA Member Cathie Pannell** reported on the New Homes Bonus, which may be available for local projects, and the Clerk would request funding towards Bittaford playpark equipment. A leat had been blocked above Moorhaven, causing flooding along Leigh Lane, and the Clerk would advise Ranger Ella Briens.

**SHDC Cllr Holway** reported a slow improvement in service. The possibility of running services through a LA-controlled company was being investigated.

**DCC Cllr Hosking** was awaiting a response on highway repairs. Connecting Devon & Somerset were introducing a voucher scheme for those unable to receive high speed Broadband, and details would be included in the newsletter. Locality funding of £2800 would be made available towards the path at Ugorough Village Hall.

### DRAFT MINUTES

**Present:** Cllrs Beable (Chair), Cooper, Fairclough-Kay, Fletcher, Hart, Holway, Hosking, Hutcheon, Johns & Nelson; Ian Smith & Cathie Pannell, DNPA

**16.055 Apologies for absence** were accepted from Cllr Smallridge

**16.056 To note declarations of interest and consider granting dispensation requests** None

**16.057 The Minutes of the Meeting held on the 6<sup>th</sup> April 2016, as previously circulated, were confirmed and signed by the Chairman**

#### **16.058 Neighbourhood Development Plan**

The consultation was completed on the 24 April, with 29 responses from residents and 16 from statutory consultees. A response was still awaited from SHDC. A Working Group workshop was planned for the 14 May to consider responses and refer any significant issues to Community Spirit Partnership CIC, who would be facilitating a workshop at the next consultation phase.

The Joint Neighbourhood Development Plan Group had met. A joint Local Plan was being prepared between SHDC, West Devon DC & Plymouth City Council to identify housing and employment needs, and Neighbourhood Planning would be engaged in this process.

#### **16.059 Planning**

##### **Planning Applications**

1. Readvertisement (Revised Description) Retention of change of use of agricultural building to a mixed B8/B2 use for the production of wood pellets (revised application) at Cutwellcombe Farm, Avonwick Ref 0460/16/COU

##### **Support**

2. Erection of stables, tack room & hay store with parking area and access track at Land south of Quillet, Wrangaton Ref 0138/16 (amended plans) Ms R Wix **No objection to 2 stables (not the proposed 4 stables) which would be appropriate to the size of the field. In calculating capacity, additional fields should be discounted unless owned by the applicant or under longterm lease**

##### **Planning Decisions Noted**

3. New garage, store & workshop at Blackadon Farm, Moorhaven Ref 0093/16 **Conditional permission**

4. Change of use of annexe to holiday let accommodation at 16 Tower Lane, Moorhaven Ref 0098/16 **Conditional permission**

5. Conversion of existing garage to dwelling at 1 Leigh Close, Bittaford Ref 0096/16 **Withdrawn**

#### **16.060 Finance**

##### **1. Cheques approved for payment:**

<b>Cheque</b>	<b>Description</b>	<b>VAT</b>	<b>Gross</b>
1804	S Woodman – April pay		443.94
1805	S Woodman – Expenses: office £47.23, travel £85.05	0.81	132.28
1806	Cutting Crew	16.20	97.20
1807	G Beable - Roperidge		2.50
1808	Devon Wildlife Management – Moles, Bittaford playpark		195.00
1809	DALC - Training	5.00	30.00
1810	South and West Internal Audit		150.00
1811	South Western Ambulance Service	360.00	2160.00

Receipts			
BACS	HMRC - VAT		2080.21
BACS	SHDC – Precept & grant		9178.00

## 2. Financial Statement

Lloyds Current Account to 13.4.16	5470.44
<i>Less</i> payments & unpresented cheques	6328.89
<i>Plus</i> uncleared receipts	9178.00
<b>Total</b>	<b>8319.55</b>
<i>Plus:</i> Santander Acc to 31.3.16	20050.47
<b>Total</b>	<b>28370.02</b>

## Earmarked Reserves

P.3 grant	514.07
Prize money for parish map	300.00
Playground	4000.00
TAP: Community Education	366.00
Going the Extra Mile	144.00
Dementia Awareness	150.00
Environmental Enhancement	500.00
Capital projects	3000.00
<b>Total</b>	<b>8974.07</b>

Total uncommitted funds £ 19395.95

3. Resolved to transfer £5000 to Santander account (*chq 1812*)

4. Resolved to approve the 2015/16 Accounts and Audit Commission Annual Governance Statement, as given in Appendix 16.060.4

5. Resolved to grant Ivybridge & District Community Transport Association £180 (*Chq 1813*)

### 16.061 Correspondence received

- DALC Training – Cllr Beable would attend the Chairmanship Short Course, South Brent 5.7.16
- DCC Highways: Bittaford retaining wall – Work would start in September and the existing bus shelter would be relocated temporarily. It was seen as an opportunity to replace the bus shelter, and the Clerk would research a replacement and consult DNPA about planning requirements
- DCC: Carers’ Services Have Your Say drop in roadshow, Watermark 23.6.16 – details would be included in the Newsletter
- BRICK: Heritage Education Workshop, Exeter 11.5.16 – No one would attend
- Devon Community Resilience Forum: Becoming Resilient Forum Event, Exeter 11.5.16 – Cllr & George Fletcher may attend

**16.062 Bittaford play area maintenance** Some works identified by SHDC and Allianz would be undertaken, paid from reserves. No monthly contract with Devon Wildlife Management.

### 16.063 Resolved to adopt the Road Warden Scheme

**16.064 Travellers at Hillhead** Cllr Hosking had met with the DCC Travellers Liaison Officer to look at alternatives. Little progress had been made over the last four years due to a lack of suitable alternative sites and failure to take enforcement action. The Clerk would ask SHDC to take enforcement action and invite the enforcement officer to the Parish Council Meeting.

**16.065 Reports on Meetings attended** Cllr Hosking attended the Planning Peer Review Meeting, which highlighted: Central Government housing targets had doubled provision in the South Hams, as Sherford was included in the Plymouth allocation; affordable housing on the coast was affected by second & retirement homes; the reduction in the affordable housing requirement on the basis of viability was disappointing; the new planning website was poor; planning staff had a high turnover, with agency staff, which affected service; District Councils were ignoring Neighbourhood Planning provisions; and poor design was criticised on large scale developments.

### 16.066 Correspondence available at the Meeting

- Noted
- South Hams Society Bulletin, March 2016
  - Healthwatch Voices, Spring 2016

Meeting ended 9.25pm

Date of next Meeting 1.6.16

**Appendix 15.060.4****2015/16 Accounts and Audit Commission Annual Governance Statement**

<b>RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31.03.2016</b>		
<u>Y/E 31.03.15</u>		<u>Y/E 31.03.16</u>
	<b>RECEIPTS</b>	
14,000.00	Precept	15,000.00
836.00	Council Tax Support	752.00
2,095.00	Burial Ground Fees	3,825.00
0.00	Interest on Investments	40.08
0.00	Agency (P3)	0.00
2.50	Other Receipts	2.50
1,498.98	Neighbourhood Plan	5,537.05
0.00	Grants	7,166.51
3,850.00	Non revenue receipts	0.00
399.48	HM Customs & Excise VAT	778.46
<u>22,681.96</u>		<u>33101.60</u>
	<b>PAYMENTS</b>	
7,931.30	Clerk's salary & pension	8,839.95
470.98	Office expenses	792.88
0.00	Councillor's Expenses	204.97
0.00	Chair's Expenses	85.23
50.00	Training	94.00
486.89	Subscriptions	475.55
235.00	Audit Fee	250.00
80.24	Hire of Halls	104.13
3,030.00	Grants	565.45
175.00	Maintenance - General	1,204.68
1,058.00	Maintenance - Burial Ground	1,418.00
0.00	Highway maintenance	546.06
416.20	Agency Services (P3)	0.00
757.02	Insurance	579.82
1,271.39	Neighbourhood Development Plan	6,744.75
1,824.32	Other Expenses	848.07
531.18	Non Revenue Items	5,400.00
778.46	HM Customs & Excise VAT	2,076.83
<u>19095.98</u>		<u>30230.37</u>
3585.98	NET RECEIPTS/(DEFICIT)	2871.23

UGBOROUGH PARISH COUNCIL. YEAR END 31.03.16						
SUPPORTING STATEMENT						
RECONCILIATION OF BANK ACCOUNTS						
Bank Deposit Account (Santander)		Cash Book		Reconciliation Of Account Balance To Bank Statement		
Balance per Bank Statement 31.03.16	20,050.47	b/fwd	21,477.51	Balance per Cash Book	20050.47	4298.27
<b>Add: Interest advised, not received</b>	0.00 +	Receipts	33,101.60 +			
		Payments	30230.37 -	Add: Payments not on Bank Statement	0	28.00
	<u>20,050.47</u>	C/fwd	<u>24348.74</u>			
				Less: Receipts not on Bank Statement	0	0
<b>Bank Current Account (Lloyds Bank Plc)</b>				Transfers not on Bank Statement	0	0
Balance per Bank Statement 31.03.16	4,326.27				20050.47	4326.27
Less: Outstanding Cheques						
Cheque 001766	28.00			Balance Deposit Bank Statement 31.3.16	20050.47	
Total	28.00 -			Balance Current Bank Statement 31.3.16		4326.27
Balance per Accounts	<u>4298.27</u>					
<b>Total Cash &amp; Investments</b>	<u>24,348.74</u>					

### Significant variances in the statement of accounts

Lines	Description	Year ending		Variance		Variance over 15% & over £250
		31.03.15	31.03.16	£	%	
1	Balances brought forward	17,892	21478			
2	Annual Precept	14,000	15000			
3	Total other receipts (excl precept)	8,682	18102	9,420	109	y
4	Staff costs	7,931	8840	909	11	
5	Loan interest/capital repayments	0	0	0	0	
6	Other payments	11,165	21391	10,226	92	y
7	Balances brought forward	21,478	24349			
8	Total cash & short term investments	21,478	24349			
9	Total fixed assets & long term assets	53,339	52826	-513	-1	
10	Total borrowings	0	0	0	0	

## Explanation of variances

<b>Box No.3</b>	
	<b>£</b>
Figure in 2014/15 column	8,682
Figure in 2015/16 column	18,102
Variance	9,420
<b>Reason</b>	<b>Amount (£)</b>
1. Council Tax Support: 2014/15 £836; 2015/16 £752	-84
2. Burial Fees: 2014/15 £2095; 2015/16 £3825	1,730
3. Interest: 2014/15 £0; 2015/16 £40	40
4. Neighbourhood Plan: 2014/15 £1499; 2015/16 £5537	4,038
5. Grants: 2015/16 £7167; 2014/15 no grants received	7,167
6. Non revenue receipts: 2014/15 £3850; 2015/16 no receipts	-3,850
7. Vat: 2014/15 £399; 2015/16 £778	379
<b>Box No. 6</b>	
	<b>£</b>
Figure in 2014/15 column	11,165
Figure in 2015/16 column	21,391
Variance	-10,226
<b>Reason</b>	<b>Amount (£)</b>
1. Office expenses: 2014/15 £471; 2015/16 £793	-322
2. Councillor expenses: 2014/15 £0; 2015/16 £205	-205
3. Chairman expenses: 2014/15 £0; 2015/16 £85	-85
4. Training: 2014/15 £50; 2015/16 £94	-44
5. Hall hire: 2014/15 £80; 2015/16 £104	-24
6. Grants: 2014/15 £3030; 2015/16 £565	2,465
7. Maintenance general: 2014/15 £175; 2015/16 £1205	-1,030
8. Maintenance burial ground: 2014/15 £1058; 2015/16 £1418	-360
9. Highway maintenance: 2014/15 £0; 2015/16 £546	-546
10. Neighbourhood Plan: 2014/15 £1271; 2015/16 £6745	-5,474
11. Agency services (p3): 2014/15 £416; 2015/16 £0	416
12. Insurance: 2014/15 £757; 2015/16 £580	177
13. Other expenses: 2014/15 £1824 (incl community course & surveyor's fees); 2015/16 £848 (incl planting, safety clothing, electrician for defibrillator)	976
14. Non revenue expenses: 2014/15 £531 (incl noticeboards); 2015/16 £5400 (defibrillators)	-4,869
15. VAT: 2014/15 £778; 2015/16 £2077	-1,299