

UGBOROUGH PARISH COUNCIL MEETING
Wednesday 7th December 2016 at 7.30pm

Questions from the Public Complaints had been received that those trying to access the closed public toilets in Bittaford were using the nearby roadsides

SHDC Cllr Holway reported on: The review of the Local Authority Controlled Company; Devolution, with lack of support for an elected mayor; and the appointment of Fusion Lifestyle as the new operator for SHDC leisure provision

DCC Cllr Hosking reported on the:

- Broadband II announcement on the 16 December, which would increase coverage to 95%. No details or funding was available on phase III
- Additional funding for potholes, although there was still a shortfall
- A3121 improvements, with a share of £173m central Government funding. Possible improvements include a roundabout at Kitterford Cross and a triangular junction at Ermington Cross.
- Government announcements on improvement works to the A30 and reinforcing the Dawlish line
- Mobile speed camera for Yealmpton, Ermington & Ugborough to proceed with DCC Locality Funding
- Social Services £7m budget overrun, which would be met from reserves. Funding would be tight, with a £22m reduction in the Social Support Grant

DRAFT MINUTES

Present: Cllrs Beable (Chair), Cooper, Fletcher, Hart, Holway, Hosking, Hutcheon, Johns, Nelson & Smallridge; SHDC Cllr Pringle, Ivybridge Town Cllr Silsbury, Ian Smith & 3 members of public

16.133 Apologies for absence were accepted from Cllr Farclough-Kay

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

16.135 The Minutes of the Meetings held on the 2nd November 2016, as previously circulated, were confirmed and signed by the Chairman

16.136 Neighbourhood Development Plan

The Regulation 16 stakeholder, public & statutory consultation on the revised Ugborough Neighbourhood Development Plan closed on 10th November and collation of the consultation responses by SHDC was still awaited. Once received, the Working Group would formulate its proposed amendments to the draft Ugborough Plan.

No comment would be submitted to the Ivybridge Gazette's enquiry about possible future development south of the A38 and Ivybridge.

16.137 Planning

Planning Applications

1. Application for variation of condition 4 of granted planning consent 57/0142/01/F to allow studio to be used as independent dwelling at Burnside, Avonwick Ref 3781/16/VAR Ms L Wickham **Neutral**
2. Appeal: Outline application with some matters reserved for 2no. new dwellings at 1 Filham Cottages, Filham Appeal Ref: APP/K1128/W/16/3160136 **Noted**

Planning Applications considered at the Meeting held on the 2nd November 2016 were ratified

3. Householder application and Listed Building consent for part retrospective application for garage not built in accordance with consents 2517/17 & 2548/15/LB and addition of open sided log store to east gable end of garage at The Linhay, Haye Farm, Ludbrook Refs 3089/16/HHO & 3090/16/LBC **Neutral, subject to screening of a bank and native planting**

Planning Decisions Noted

4. Provision of building 1 agricultural feed store and sheep holding building at Higher Coarsewell Farm, Ugborough Ref 2675/16/FUL **Conditional permission**
5. Provision of building 2 agricultural feed store and sheep holding building at Higher Coarsewell Farm, Ugborough Ref 2677/16/FUL **Conditional permission**
6. Application for approval of reserved matters following outline approval 57/1518/15/F for erection of bungalow to serve Ivybridge Equestrian at Ivybridge Equestrian, Davids Lane, Ivybridge **Conditional permission**
7. Conversion of domestic garage with first floor storage into separate dwelling together with associated parking at Queshills, Ware Hill, Ugborough Ref 0039/16/FUL **Conditional permission**

8. Enforcement cases closed: Caravan used for permanent residential use at Blacksmith Lane, Wrangaton; Enlarged garage at The Linhay, Hays Farm; & landscaping at Torrhill Farm, Godwell Lane, Ivybridge

16.138 Finance

1. Cheques approved for payment:

Cheque	Description	VAT	Gross
1858	S Woodman – Nov pay		425.48
1859	S Woodman – Expenses: office £68.16, travel £89.03		160.76
1860	T Holway – Neighbourhood Development Plan		122.13
1861	Information Commissioner		35.00
1862	J & MJ Widdicombe – Community Lengthsman (Going the Extra Mile reserve) £22.50, P3 (Donkey Lane) £200	44.50	267.00
1863	Ugborough Village Hall – Neighbourhood Dev Plan hall hire		29.00
1864	Mondopeople Lp – Community website		60.00
1865	Cutting Crew – Cemetery, verges & playpark	27.40	164.40
1866	Lloyds Bank Commercial Finance (Rhino Play) – Bittaford play park repairs	165.60	993.60
Receipts			
BGC	Santander - interest		9.79
500037	Parson (Edgecombe burial)		180.00
500038	Stockman (Coker burial)		790.00
BACS	SHDC (TAP Bittaford Beating Heart)		1926.33

2. Financial Statement

Earmarked Reserves

Lloyds Current Account to 17.11.16	8783.18	P.3 grant	314.07
Less payments & unrepresented cheques	2942.50	Prize money for parish map	300.00
Plus uncleared receipts	0.00	Playground	4000.00
Total	5840.68	TAP: Community Education	366.00
Plus: Santander Acc to 1.11.16	23127.92	Going the Extra Mile	105.15
Total	28968.60	Dementia Awareness	150.00
		Environmental Enhancement	500.00
		Capital projects	3000.00
		Total	8,735.22

Total uncommitted funds £ 20233.38

3. Resolved to increase burial ground fees as in Appendix 16.138.3

4. Resolved to accept the Risk Assessment as in Appendix 16.138.4

5. Resolved to grant Ugborough PCC £50 (*chq 1867*), Bittaford Methodist Church £25 (*chq 1868*) & Bittaford Community Hall £25 (*chq 1869*) towards Christmas decorations

6. TAP 2016/17 Applications

Resolved to support TAP applications from: Four Rivers Dementia Action Alliance towards meeting & training costs; and from Ivybridge Town Council, South Hams CVs and Beacon Medical Group towards a social prescriber/community co-ordinator

Resolved to apply, jointly with Ermington Parish Council, for up to £7,000 TAP funding towards cricket equipment. Cllr Holway would submit the application

7. Community Lengthsman funding – sufficient budget allocation was available for 2016/17, although this should be increased for 2017/18

16.139 Correspondence received

1. SHDC: Street Cleansing Reflection – a waste bin at Wrangaton bus shelter had been requested

Cllr Hart joined the Meeting

2. Environmental improvements, Bittaford –Network Rail was keeping the redundant Brunel viaduct ‘under review’; and volunteers were replanting the tubs, using safety signs & jackets provided by the Parish Council. A broom would be provided. Cllr Nelson advised that DCC/DNP funding would provide new planters.

3. DCC: Bittaford highway works - DCC Highways would investigate ways to increase containment of the parapet wall behind the new bus shelter, the tarmac would be reinstated where the shelter had been located temporarily, and the new bus shelter was due on the 12 December

4. Greater Dartmoor LEAF funding – Details would be included in the Newsletter

5. SHDC & DNPA: BT Payphone removal draft decision notices had been displayed, and objections had been raised to the removal of the Godwell Lane phone box on social grounds

Resolved to purchase the Bittaford phone box for use as a book exchange

6. SHDC: Village Sustainability Assessment Review – Cllr Fletcher detailed errors in the assessment, which she would forward to SHDC
7. Modbury Parish Council: Closure of Lloyds Bank Modbury, Salcombe, South Brent & Dartmouth – the Clerk would complain to Lloyds Bank about the closures
8. DCC: Public Path Diversion & Definitive Map Modification Order 2016 – If landowner Ivybridge Town Council does not withdraw its objections to the Order, a local public inquiry may be held.

16.140 Bittaford Playpark maintenance The November inspection identified a loose nail on the infant activity centre & weak, rusting yellow wheel; and the floor tiles were breaking and slippery. Quotations were awaited on refurbishing the floor tiles. Tesco Bags of Help funding of £8000 was available to enhance the playpark

Resolved to appoint A&P Wood Services to cut back the hedging and take away the clippings at a cost of £255

16.141 Travellers at Hillhead The travellers had confirmed that they would move if an alternative site was provided, although SHDC had yet to find a site. The Hillhead encampment had inconvenienced footballers' car parking and had caused a loss of income to the adjacent caravan site.

16.142 Reports on Meetings attended

1. S106 Meeting – Cllrs Fletcher & Hart would prepare an Open Spaces Strategy for consideration by the Parish Council. Copy correspondence from SHDC Patrick Whymer to DCC Highways was still awaited.
2. B3196 'pinch points' – Four pinch points had been identified, although no DCC funding was currently available. Complaints should be submitted to DCC by businesses suffering economic disruption arising from the pinch points.

16.143 Correspondence available at the Meeting Noted

1. Clerks & Councils Direct, Nov 2016
2. Healthwatch Voices, Autumn 2016

Meeting ended 9.45pm

Date of next Meeting 4.1.17

Appendix 16.183.3**Burial Ground fees from December 2016**

Deed of Grant: Single	£175
Double	£230
Cremation (1/2 plot – single or double)	£120
Burial	£175
Cremation	£95
Headstone: Upright (not to exceed 2'6" including base)	£120
Cremation (not to exceed 18" x 18")	£120
Flat	£65

Double charge for non-parishioners.

A Parishioner is defined as a current parishioner, or having lived more than half his/her life in the Parish, or at least 11 of the last 20 years in the Parish.

Appendix 16.138.4**Risk Assessment**

Item	Frequency	Last Reviewed	Action
Parish Council Insurance			
Public & Employers Liability	Annual	May 16	
Money & Fidelity Guarantee	Annual	May 16	
Personal Accident	Annual	May 16	
Buildings cover for Parish owned property/community assets	Annual	May 16	
Inspection of playground equipment by qualified inspector	½ yearly SHDC	Nov 16	
Cemetery inspection	On-going	Nov 16	
Financial Matters			
Banking arrangements	As required	Sept 11	Review 2017
Insurance providers	As required	April 05	Review 2017
VAT return completed/submitted	Annual	March 16	
Internal audit fee review	5 Yearly	Sept 14	
Clerk's salary review	Annual	March 16	
Clerk's expenses review	Annual	May 16	
Budget agreed, monitored and reported	6 monthly	Jan 16	
Precept requested	Annual	Jan 16	
Payments approval procedure	As required	June 14	
Bank reconciliations overseen by Cllrs	Monthly	Nov 16	
Chairman's Allowance reviewed & agreed	Annual	Jan 16	
Internal Audit	Annual	May 16	
External Audit	Annual	June 16	
Internal check of financial records	Quarterly	Nov 16	
Record Keeping			
Minutes properly numbered	On-going		
Asset Register available/updated	On-going	May 16	
Financial Regulations available/updated	On-going	June 14	
Standing Orders available/updated	On-going	Dec 13	
Backups taken of computer records	Monthly	Dec 16	
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	May 15	
Register of Gifts/Hospitality	On-going		
Declarations of Interests minuted	On-going		