

UGBOROUGH PARISH COUNCIL MEETING
Wednesday 1st November 2017 at 7.30pm

A minute's silence was held in remembrance of Jim Abraham, a former Parish Councillor

Questions from the Public

- The dwarf wall below the Bittaford viaduct was crumbling, which the Clerk would report to Network Rail
- Bittaford signage approaching from Ivybridge was faded and defaced with graffiti, which the Clerk would report to DCC Highways
- Complaints had been received that Ugborough Square was looking unkempt, and regular clean-up days would be advertised in the Newsletter
- A slat on the bench by the church lawn had broken, which the Clerk would ask Martin Paul to repair
- Standing water was a hazard at Kitterford Cross
- The drain was blocked outside High House, Donkey Lane and there was surface water at Little Bittaford. Cllr Beable would instruct the Community Lengthsman to clear the drains.
- Complaints had been received that larger trailers and trucks with domestic waste were denied access to the Ivybridge recycling centre. Cllr Hosking suggested an appointment arrangement.
- The signpost at Cheston needed refurbishment, which Cllr Hosking would follow up

DNP Member C Pannell had relayed the Parish Council's suggestions on improving communication with the Authority. She had attended the National Parks Conference. The next National Park Forum would be held on the 24 November, which Cllr Nelson would attend. The Otter Spotting project had ended and the £54k raised would be spent on the Junior Ranger scheme, improvements to footpaths, and removal of invasive species (skunk cabbage and Himalayan Balsam).

Complaints had been received of flooding at Leigh Lane, Bittaford, and it was suggested that sandbags should be used as a temporary measure.

SHDC Cllr Holway reported that the One Council proposal had failed.

DCC Cllr Hosking

- The Highway Maintenance Community Enhancement Fund, and the Clerk confirmed that £275 had been awarded towards Ugborough's Community Lengthsman Scheme
- Requests to refill Grit bins should be made to DCC Highways. Bins needed refilling by the Church and at Marwood Cross.
- The A3121 project proposed a staggered junction at Kitterford Cross, which may resolve the drainage issue
- He would be meeting Meg Booth, Chief Officer for Highways, on the 8 November to discuss the B3196

DRAFT MINUTES

Present: Cllrs Beable (Chair), Cooper, Fletcher, Holway, Hutcheon, Hosking, Johns, Nelson & Smallridge;
 DNP Member C Pannell

17.124 Apologies for absence were accepted from Cllrs Fairclough-Kay & Hart

17.125 Declarations of pecuniary interest were noted from Cllr Fletcher, Item 17.128.2 & Cllr Cooper, 17.128.3

17.126 The Minutes of the Meetings held on the 4th October 2017, as previously circulated, were confirmed and signed by the Chairman

17.127 Ugborough Neighbourhood Development Plan

1. Working Group Report – The final version of the Plan and associated documents were submitted to SHDC, who would appoint an external Examiner. Cllr & George Fletcher were thanked for their hard work.
2. Draft Ugborough Parish Open Space, Sport and Recreation Plan – No progress

17.128 Planning

Planning Applications

1. Householder application for two storey, flat roof extension to the rear of the property (resubmission of consent 1852/17/HHO) at 7 Churchill Cottages, Seldons Close, Ugborough Ref 3163/17/HHO Mr & Mrs Godfrey **Neutral**
2. Work to Tree Preservation Order Trees at 21 Lutterburn St, Ugborough Ref 3318/17/TPO **Support** *Cllr Fletcher left the Meeting during the Item*

3. Notification of prior approval for proposed change of use of agricultural building to dwellinghouse (Class C3) and for associated operational development (Class Q9(a) & (b) at Corbers Barn, SX672 558, Ridge Road, Ugborough Ref 3555/17/PDM Mr & Mrs G Cooper **Noted**
4. Readvertisement (revised plans received and change of description) Demolition of existing bungalow, erection of 38 dwellings, provision of new access and erection of 3m high, solid timber acoustic fence on boundary with A38 and changes to the access and car parking provision within Woodlands Veterinary Surgery at Land at Sx621 558, Cornwood Road, Ivybridge Ref 2208/16/FUL **Neutral**
5. Rural workers live/work unit at Mammoth Trees, South Brent Ref 0523/17 Mr G Nicholson **Neutral, subject to the proposal satisfying the functional and financial tests of the Dartmoor Local Plan**

Planning Applications considered at the Meeting held on the 4.10.17 were ratified

6. Erection of conservatory to front of house at Whispers, Ugborough Road, Bittaford Ref 0492/17 Mr G Cowcher **Neutral**

Planning Decisions Noted

7. Creation of two pitches (mobile home and touring caravan) for use as private gypsy/traveller site at The Paddock, Ivybridge Ref 1395/17/FUL **Conditional permission**
8. Listed building consent to replace all 9 windows at the front of the house with double glazed wooded windows painted in white Ref 2582/17/LBC **Conditional consent**
9. Alleged breach of planning conditions application ref 57/1587/07/F at Higher Yeo, Ermington Road, Ivybridge **No further action**

10. Developments, Ugborough West – No report

17.129 Finance

1. Cheques approved for payment:

Cheque	Description	VAT	Gross
1943	S Woodman – Oct pay		493.63
1944	S Woodman – Expenses: office £66.77, travel £85.60	2.94	152.37
1945	SHDC – Neighbourhood Plan	20.00	120.00
1946	Cutting Crew – Bittaford playpark & cemetery	27.40	164.40
1947	Mondopeople LLP – Neighbourhood Plan website		122.13
Receipts			
500047	Walter Parson – Lawson burial		175.00
500047	Williams & Triggs – Tilley Memorial		120.00

2. Financial Statement

Earmarked Reserves

Lloyds Current Account to 17.10.17	10112.52	P.3 grant	314.07
Less payments & unrepresented cheques	1052.53	Prize money for parish map	300.00
Plus uncleared receipts	0.00	Open space sport & recreation	4500.00
Total	9059.99	TAP: Community Education	366.00
Plus: Santander Acc to 24.7.17	23167.79	Dementia Awareness	150.00
Total	32227.78	Capital projects	3000.00
		Community Highway equipment	197.90
Total uncommitted funds £23399.81		Total	8827.97

3. Cllr Fletcher verified the bank statements and reconciliations.
4. Banking arrangements and insurance providers were reviewed and no change was proposed
5. **Resolved to adopt the Risk Assessment, as given in Appendix 17.129.5** Councillors were requested to review and update their Register of Interests submissions
6. **Resolved to make grants for Christmas decorations to Ugborough PCC £50 (Chq 1949), Bittaford Methodist Church £25 (Chq 1959) & Bittaford Community Hall £25 (Chq 1960)** Cllr Johns would arrange a tree for Ugborough Church on the 2nd December.
7. Grant application: Ugborough PCC – replacement floodlighting. Total cost at least £765. The Parish Council supported the application, in principle, but required more details, including the quotation.
8. Ivybridge RFC Firework Display – A funding application would be invited next year
9. **TAP 2016/17 Ermington Cricket Club Mower: Resolved to bankroll the payment by reimbursing Stafford Williams (Ermington Cricket Club) £2990 (Chq 1952).** The TAP claim for £2814.87 had already been submitted and SHDC Locality funding would be requested for the balance of £175. Both Ermington and Ugborough Parish Councils had confirmed that the Club was the owner of the mower and would be responsible for its maintenance, storage and insurance.
10. TAP 2017/18: Applications to be submitted by 15.12.17 – to be considered at the December Meeting

17.130 Asset Maintenance

1. Burial ground gate – Cllr Hutcheon had contacted the contractor again
2. Conduit – No progress
3. Bus shelters – Cllr Nelson had completed the redecoration to the Bittaford bus shelter and was reimbursed £25.68 towards the paint (*Chq 1948*)
4. Phone box – Cllr Nelson reported that a group of volunteers had come forward to adapt the phone box
5. Bittaford playground – the Clerk was carrying out a review of insurance cover
6. Speed sensor – the fixing brackets had been received and the Clerk would arrange for the collection of the sensor

17.131 Correspondence received

1. Devon Highways: Parish & Town Council Conference 2017, Rattery Village Hall 16.11.17 – Cllrs Beable & Holway would attend
2. Brixton Parish Council: Quiet Lane Status - Noted
3. Town & Parish Council Event, Follaton 27.11.17 – Cllrs Beable & Holway would attend
4. Network Rail: Brunel viaduct – vegetation work to be completed during 2017/18 financial year
5. Modbury Caring: volunteer recruitment – a presentation would be invited at the Annual Parish Meeting
6. Devon Community Resilience Forum, 22.11.17 Kennford – Cllrs Holway & Hosking would be attending
7. SHDC: Community Re-investments Projects Fund. The Clerk would submit an application for £20k towards the Ugborough Village Hall roof.

17.132 Travellers

1. Hillhead – possible progress was reported
2. Ivybridge station car park – following an eviction order, one caravan remained on the site.

17.133 Ugborough Fair administration – a response was still awaited from the current organisers

17.134 Reports on Meetings attended

1. IDALC Clerk's Workshop – Discussions included the shared use of a gulley emptying lorry at £450 per day, using TAP funding; the availability of Dartmouth Royal Naval College cadets to undertake community projects; and DCC Flood Relief Funding, which Cllr Hosking advised was being used in relation to Ludbrook
2. Cllrs Beable & Hosking attended the S106 meeting with Rob Sekula, which required proven local need for projects. Community Housing Fund support was available towards affordable housing.

17.135 Correspondence available at the Meeting Noted

1. Healthwatch Voices, Autumn 2017

Meeting ended 9.56pm

Date of next Meeting 6.12.17

Appendix 17.129.5**Risk Assessment**

Item	Frequency	Last Reviewed	Action
Parish Council Insurance			
Public & Employers Liability	Annual	May 17	
Money & Fidelity Guarantee	Annual	May 17	
Personal Accident	Annual	May 17	
Buildings cover for Parish owned property/community assets	Annual	May 17	
Inspection of playground equipment by qualified inspector	½ yearly SHDC	April 17	Due Nov 2017
Cemetery inspection	On-going	Nov 17	
Financial Matters			
Banking arrangements	As required	Nov 17	
Insurance providers	As required	Nov 17	
VAT return completed/submitted	Annual	March 17	
Internal audit fee review	5 Yearly	Feb 17	
Clerk's salary review	Annual	March 17	
Clerk's expenses review	Annual	Nov 17	
Budget agreed, monitored and reported	6 monthly	Jan 17	
Precept requested	Annual	Jan 17	
Payments approval procedure	As required	June 14	
Bank reconciliations overseen by Cllrs	Monthly	Nov 17	
Chairman's Allowance reviewed & agreed	Annual	Jan 17	
Internal Audit	Annual	May 17	
External Audit	Annual	June 17	
Internal check of financial records	Quarterly	Nov 17	
Record Keeping			
Minutes properly numbered	On-going		
Asset Register available/updated	On-going	May 17	
Financial Regulations available/updated	On-going	July 17	
Standing Orders available/updated	On-going	July 17	
Backups taken of computer records	Monthly	Oct 17	
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		