

UGBOROUGH PARISH COUNCIL MEETING
Wednesday 7th June 2017 at 7.30pm

Questions from the Public

1. Alan Jones (Cambrian Group) provided details of planning application 0255/17, and a community meeting would be held in South Brent on the 13 June. Local residents expressed concern at the adverse effect on neighbours; increased traffic movements and poor pedestrian provision; inadequate community facilities in Wrangaton; and inadequate septic tank.
2. The applicants of 1395/17/FUL explained their proposals.
3. Weed spraying in Ugborough Square had been advertised in the Newsletter and minutes.

SHDC Cllr Holway reported that Tetrapaks could now be recycled; Pat Whymer, SHDC Planning, had offered to talk to the Parish Council; Kathy Cuthbert had been elected SHDC Chairman and offered to visit the Parish Council.

Ivybridge East District Cllr Pringle queried whether the Parish Council had considered the capacity of schools, road and health to meet the needs arising from the new housing developments to the east of Ivybridge.

DRAFT MINUTES

Present: Cllrs Beable (Chair), Cooper, Hart, Holway, Hosking, Hutcheon, Nelson & Smallridge; Ivybridge Cllrs Pringle & Silsbury; Ian Smith, Alan Jones (Cambrian Group) & 12 members of public

17.065 Apologies for absence were received from Cllrs Fairclough-Kay, Fletcher, Hosking & Johns

17.066 Declarations of interest were noted from Cllr Hutcheon: Item 17.071.5

17.067 The Minutes of the Meetings held on the 3rd May 2017, as previously circulated, were confirmed and signed by the Chairman

17.068 Ugborough Neighbourhood Development Plan

1. The Working Group had proposed amendments in response to the SHDC Regulation 16 feedback and Joint Local Plan requirements, and a follow-up meeting with SHDC was awaited. A 3-way meeting with SHDC and Ivybridge Neighbourhood Development Plan group was also awaited. The Ugborough Plan remained theme-based.
2. Draft Ugborough Parish Open Space, Sport and Recreation Plan – no progress

17.069 Planning

Planning Applications

1. Change of use from agricultural to equestrian land & erection of stable building at Field at SX 661 561 Bittaford Ref 0218/17/FUL Mr A Davis **Neutral**
2. Creation of two pitches (mobile home and touring caravan) for use as private gypsy/traveller site at The Paddock, Ivybridge Ref 1395/17/FUL **Support, subject to usage being restricted to applicant**
3. Readvertisement (revised plans received) 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 Ref 2208/16/FUL Strongvox Homes **Neutral**
4. Change of use from residential dwelling (C3) to a small care home (C2) at Quillet, Wrangaton Ref 0255/17 Cambrian Group **Object. Traffic generation; Wrangaton has no amenities & no community for integration; Query adequacy of septic tank arrangements**
5. Prior approval for proposed change of use of agricultural building to a dwellinghouse (Class C3) and associated operational development at The Barn, The Shippen, Marrison Farm, Ugborough Ref 1792/17/DPR **No comment**
6. Reserved Matters application for replacement of redundant agricultural buildings following grant of outline approval 3046/16/OPA adjacent to Wool Barn, Langford Barton, Ugborough Ref 1809/17/ARM Mr & Mrs A Prowse **Neutral**

Planning Applications considered at the Meeting held on the 3.5.17 were ratified

7. Householder application for two storey extension at Langford Barton, Ugborough Ref 1278/17/HHO Mr R Prowse **Neutral**
8. Listed building consent to replace 9 windows at the front of the property with double glazed wooden windows painted in white in the same design as those currently fitted at Middle Filham Filham Refs 0713/17/HHO & 0714/714/LBC Mrs A Willman **Take advice of Listed Building Officer**

Planning Decisions Noted

9. Tree Preservation Order 2017 No. 941 trees within garden at 2 Garfield Davids Lane, Filham **New order**
10. Householder application for rear extension to dwelling and improvements to rear exterior (resubmission of approval 3989/16/HHO) Ref 0941/17/HHO **Conditional permission**
11. Alleged breach of planning, TPO at Bittaford Wood Caravan Park **Case closed**

12. Developments, Ugborough West – No report**17.070 Finance****1. Cheques approved for payment:**

Cheque	Description	VAT	Gross
1904	S Woodman – May pay		452.83
1905	S Woodman – Expenses: office £113.21, travel £71.50, highways £172.10	33.93	390.74
1906	Devon Wildlife - Moles		120.00
1907	Cutting Crew – Grass cuts	16.20	97.20
1908	Octagon Consultants Ltd – Website domain name	8.00	48.00
1909	IAC Audit & Consultancy Ltd – Internal audit	30.00	180.00
1910	Santander - transfer		10000.00
Receipts			
BGC	HMRC – VAT repayment		1895.21
500042	Community First – premium refund		34.64

2. Financial Statement**Earmarked Reserves**

Lloyds Current Account to 17.5.17	18810.04	P.3 grant	314.07
<i>Less</i> payments & unrepresented cheques	2508.93	Prize money for parish map	300.00
<i>Plus</i> uncleared receipts	34.64	Open space sport & recreation	4500.00
Total	6335.75	TAP: Community Education	366.00
<i>Plus:</i> Santander Acc to 7.6.17	33151.98	Dementia Awareness	150.00
Total	39487.73	Capital projects	3000.00
		Community Highway equipment	197.90
		Total	8827.97

Total uncommitted funds £30659.76

3. Resolved to approve the 2016/17 Accounts and Audit Commission Annual Governance Statement, Section 1**4. Resolved to approve the 2016/17 Accounts and Audit Commission Annual Governance Statement, Section 2 as detailed in Appendix 17.070.4**

The Clerk would action the Internal Auditor's recommendation that: The Financial Regulations and Standing Order should be reviewed; Assets should be recorded at cost value on the asset register; and Charity Commission records should be amended so that the Parish Council was listed as Trustee rather than individual Councillors and the Clerk.

17.071 Asset Maintenance

- Burial ground shed & gate – Cllr Hutcheon would investigate renovations to the gate
- Conduit – Decorator George Long had confirmed that breathable paint had been used, and the roof renovated with mesh and render. Cracking was the result of the old structure beneath moving. Cllr Hart would pressure wash the conduit.
- Bittaford bus shelter – thanks were extended to Cllr Nelson and Viv Howard for their work. Cllr Nelson was reimbursed £488.92 expenses (*chq 1911*)
- Phone box – no report
- Bittaford playground: Resolved to appoint Landscape Restoration Ltd to level area for new clamberstack at a cost of £1100+VAT** The Allianz Inspection report had been issued, and no defects affecting safety had been identified. Cllr Beable would replace rotten fence posts.

17.072 Correspondence received

- SW Ambulance Service NHS Foundation Trust: Defibrillator awareness session – to be deferred until the autumn
- Highway Maintenance Community Enhancement Fund 2017/18 – the Clerk would apply for £275 towards the Community Lengthsman scheme, representing 50% of the annual cost. Community Lengthsman John Widdicombe, confirmed charges of £17ph. The Clerk would enquire about the provision of rapid set tarmac.
- DCC Highways: Neighbourhood Highway Officer arrangements – Nick Colton would continue as Officer
- Resolved to approve the Community Road Warden Scheme Agreement with DCC & the Risk Assessment**
- DNPA: Issues Consultation Report - Noted
- Community Energy Revolution, presentation 5 July 7pm: No one would attend (date of Parish Council Meeting)
- S Devon AONB: Launch of AONB Planning Guidance, Stoke Fleming 21 June 4-6.30pm – Cllr Holway and Ian Smith would attend
- Rugby Club car boot sales – on-street parking along St Peters Way, Ivybridge: The Clerk would advise the police, DCC Highways, the Rugby Club and Ivybridge Town Council
- Cllr Hosking: Parish Council Meeting dates – No amendment required

17.073 Ugborough Fair Report Cllr Hart reported that activities would be provided by splinter groups, and the Clerk would investigate the implications on the insurance cover. Cllr Holway confirmed that Locality Funding may be available for the purchase of gazebos.

17.074 Travellers at Hillhead Cllr John Tucker, Leader of SHDC, had responded that it was ‘...likely that an enforcement notice will be issued very soon.’ Cllr Holway would follow up progress.

17.075 Reports on Meetings attended

1. Clerk: SLCC Meeting – highlighted conditions relating to the right of Parish Councils to reclaim VAT on exempt supplies. The ability of Councillors to purchase on behalf of the Parish Council should be included in the Financial Regulations.
2. Cllr Holway attended the Community Led Housing Workshop, in which £2m was being made available for Community Land Trusts to support areas with high levels of second homes.

17.076 Correspondence available at the Meeting Noted

1. Clerks & Councils Direct, May 2017
2. SLCC: The Clerk, May 2017

Meeting ended 10.05pm

Date of next Meeting 5.7.17

Appendix 17.070.4

2016/17 Accounts and Audit Commission Annual Governance Statement

Section 2						
Accounting Statements 2016/17						
Lines	Description	Year ending		Variance		Variance over 15% & over £250
		31.03.16	31.03.17	£	%	
1	Balances brought forward	21,478	24349			
2	Annual Precept	15,000	17000			
3	Total other receipts (excl precept)	18,102	18077	-25	0	
4	Staff costs	8,840	9081	241	3	
5	Loan interest/capital repayments	0	0	0	0	
6	Other payments	21,391	16340	-5,051	-24	y
7	Balances brought forward	24,349	34005			
8	Total cash & short term investments	24,349	34005			
9	Total fixed assets & long term assets	52,826	58732	5,906	11	
10	Total borrowings	0	0	0	0	

Explanation of variances	
Box No. 6	
	£
Figure in 2015/16 column	21,391
Figure in 2016/17 column	16,340
Variance	5,051
Reason	Amount (£)
1. Office expenses: 2015/16 £793; 2016/17 £721	72
2. Chairman expenses: 2015/16 £85; 2016/17 £100	-15
3. Audit Fee: 2015/16 £250; 2016/17 £350	-100
4. Hall hire: 2015/16 £104; 2016/17 £142	-38
5. Grants: 2015/16 £565; 2016/17 £881	-316
6. Maintenance general: 2015/16 £1205; 2016/17 £2762	-1,557
7. Maintenance burial ground: 2015/16 £1418; 2016/17 £1163	255
8. Highway maintenance: 2015/16 £546; 2016/17 £517	29
9. Agency services (P3): 2015/16 £0; 2016/17 £200	-200
10. Neighbourhood Plan: 2015/16 £6745; 2016/17 £1931	4,817
11. Insurance: 2015/16 £580; 2016/17 £643	-63
12. Other expenses: 2015/16 £848 (incl planting, safety clothing, electrician for defibrillator); 2016/17 £320 (incl election & land registry)	528
13. 2015/16 £5400 (defibrillators); 2016/17 £4139 (bus shelter, defibrillator & drain rods)	1,261
14. VAT: 2015/16 £2077; 2016/17 £1895	182

Earmarked Reserves		
Held at 31.3.17		
£	Purpose of reserve	Short/Long term?
314	P3 (footpath) maintenance	Long
300	Parish map award	Long
4500	Open space sport & recreation	Long
366	Community Education	Long
150	Dementia Awareness	Long
3000	Capital projects - easement consideration	Long
8630		

RECONCILIATION OF BANK ACCOUNTS							
Bank Depos it Account (Santander)		Cas h Book		Reconciliation Of Account Balance To Bank Statement			
Balance per Bank Statement 31.03.17	23,147.07	b/fwd	24,348.74	Balance per Cash Book	23,147.07	10,857.46	
Add: Interest advised, not received	0.00 +	Receipts	35,076.69 +				
		Payments	25420.9 -	Add: Payments not on Bank Statement	0	31	
	<u>23,147.07</u>	C/fwd	<u>34004.53</u>	Less: Receipts not on Bank Statement	0	0	
Bank Current Account (Lloyds Bank Plc)				Transfers not on Bank Statement	0	0	
Balance per Bank Statement 31.03.17	10,888.46				23147.07	10,888.46	
Less: Outstanding Cheques							
Cheque 001888	31.00			Balance Deposit Bank Statement 31.3.17	23147.07		
Total	31.00 -			Balance Current Bank Statement 31.3.17		10888.46	
Balance per Accounts	<u>10857.46</u>						
Total Cash & Investments	<u>34,004.53</u>						

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31.03.2017

<u>Y/E 31.03.16</u>	RECEIPTS	<u>Current Year</u> <u>To 31.03.17</u>
15,000.00	Precept	17,000.00
752.00	Council Tax Support	678.00
3,825.00	Burial Ground Fees	2,195.00
40.08	Interest on Investments	96.60
0.00	Agency (P3)	0.00
2.50	Other Receipts	70.00
5,537.05	Neighbourhood Plan	3,104.52
7,166.51	Grants	9,852.36
0.00	Non revenue receipts	0.00
778.46	HM Customs & Excise VAT	2,080.21
<u>33,101.60</u>		<u>35076.69</u>
	PAYMENTS	
8,839.95	Clerk's salary & pension	9,081.45
792.88	Office expenses	721.11
204.97	Councillor's Expenses	0.00
85.23	Chair's Expensees	99.84
94.00	Training	95.20
475.55	Subscriptions	479.19
250.00	Audit Fee	350.00
104.13	Hire of Halls	142.50
565.45	Grants	880.79
1,204.68	Maintenance - General	2,762.00
1,418.00	Maintenance - Burial Ground	1,163.00
546.06	Highway maintenance	517.50
0.00	Agency Services (P3)	200.00
579.82	Insurance	643.21
6,744.75	Neighbourhood Development Plan	1,930.95
848.07	Other Expenses	319.98
5,400.00	Non Revenue Items	4,138.97
2,076.83	HM Customs & Excise VAT	1,895.21
<u>30230.37</u>		<u>25420.90</u>
2871.23	NET RECEIPTS/(DEFICIT)	9655.79