

UGBOROUGH PARISH COUNCIL MEETING
Wednesday 7th February 2018 at 7.30pm

To all members of the Council

You are hereby summoned to attend a meeting of Ugborough Parish Council to be held at Ugborough Village Hall on Wednesday 7th February at 7.30pm for the purpose of transacting the following business.



Sarah Woodman, Clerk to the Council

Date 31st January 2018

The Public are welcome to attend. *If any member of the public wishing to attend the Meeting has special requirements (mobility or sensory impairment), please contact the Clerk, Sarah Woodman on 01364 661127*

Questions from the Public - *after which the public may not speak*

Reports from District & County Councillors

AGENDA

18.013 To accept apologies for absence

18.014 To note declarations of interest and consider granting dispensation requests

18.015 To confirm the Minutes of the Meetings held on the 3rd January 2018, as previously circulated

18.016 Ugborough Neighbourhood Development Plan

1. Working Group Report – *Verbal report*
2. Draft Ugborough Parish Open Space, Sport and Recreation Plan

18.017 Planning

Planning Applications

To comply with consultation time limits, planning applications received after agenda publication may be considered at the meeting and any recommendations ratified at the subsequent meeting.

1. Redevelopment of grass rugby pitch to provide World Rugby Compliant Third Generation Artificial Grass Pitch, with associated hard and softlandscaping, fencing, ancillary storage container and dugouts, and newfloodlighting at Ivybridge Rugby Football Club Filham Ugborough PL21 0LR Ref [0126/18/FUL](#) Mr Ross Baxter
2. Householder application for single storey rear extension and alterations to existing roof at 4 The Square Ugborough Ref [0111/18/HHO](#) Mr Tim Chambers

To ratify Planning Applications considered at the Meeting held on the 3.1.18

3. Creation of one new window, widening of three ground floor windows and removal of sunroom at 2 Highfield Terrace, Bittaford Ref [0625/17](#) Mr M Winter **Neutral. Prefer two traditional windows rather than the proposed corner window**

4. Developments, Ugborough West – progress

18.018 Finance

1. To approve cheques for payment:

Cheque	Description	VAT	Gross
1968	S Woodman – Jan pay		493.63
1969	S Woodman – Net expenses: office £70.51, travel £60.75	4.29	135.55
1970	G Beable – Chairman’s expenses		49.95
1971	J&MJ Widdicombe – Community Lengthsman	28.00	168.00
1972	Cutting Crew	19.20	115.20
1973	Devon Wildlife – Mole, Bittaford Playpark		120.00
Receipts			
500050	Camp - Roperidge		2.50
500050	Co op - Bidgood burial		540.00
BGC	Santander - Interest		9.69
BGC	DCC – HMCEF grant towards Community Lengthsman invoice		275.00
500076	James Bros – Tubman burial		180.00

2. Financial Statement**Earmarked Reserves**

Lloyds Current Account to 16.1.18	7024.08	P.3 grant	314.07
<i>Less</i> payments & unrepresented cheques	1204.46	Prize money for parish map	300.00
<i>Plus</i> uncleared receipts	0.00	Open space sport & recreation	4500.00
Total	5819.62	TAP: Community Education	366.00
<i>Plus</i> : Santander Acc to 23.1.18	23206.49	Dementia Awareness	150.00
Total	29026.11	Capital projects	3000.00
		Community Highway equipment	197.90
		Total	8827.97

Total uncommitted funds £20198.14

3. Verification of bank statements and reconciliations

Financial Regulation 2.2: On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council

4. To transfer £500 to the Open space sport & recreation Reserve
5. To replace Chq 1947 £122.13, payable to Mondopeople LLP
6. Appointment of Internal Auditor

18.019 Asset Management

1. Burial ground: Gate renovation; refuse bin arrangements; spoil heap barrier
2. Conduit - redecoration
3. Phone box
4. Bittaford playground

18.020 Highways

1. Community Lengthsman Scheme – purchase of Instarmac Permanent Pothole Repair and application to the Highway Maintenance Community Enhancement Fund
2. To purchase steel drain rods, using funding from the Community Highway Equipment Reserve
3. To approve the Community Lengthsman Risk Assessment – *Appendix 18.020.3*
4. Mobile speed sign
5. DCC: Bridleway 6 Modification Order referred to Planning Inspectorate for determination
6. Alleged unlawful vehicular use of BR27

18.021 Annual Parish Meeting – To arrange a date, venue & speaker. The meeting must be held between the 1st March and 1st June inclusive

18.022 Correspondence received

1. Tesco Bags of Help Grant
2. Highways England: A30 & A38 Connectivity Scheme
3. Energy Analysis: Community energy funding

18.023 Travellers at Hillhead**18.024 Ugborough Fair administration****18.025 Reports on Meetings attended**

1. Clerk: PKF Littlejohn LLP - 2017/18 External Auditor Update for Smaller Authorities

18.026 Correspondence available at the Meeting

1. Healthwatch Voices, Winter 2018
2. Clerks & Councils Direct, January 2018
3. The Clerk Magazine, January 2018

TASK DESCRIPTION		MANDATORY REQUIREMENTS														
ASSESSMENT DATE		Wear appropriate PPE (Helmet, mesh guard/ goggles, ear defenders, gloves, safety boots, trousers). Tools/Equipment to be regularly inspected and maintained by a competent person.														
ASSESSMENT REVIEW DATE		6.2.19														
ACTIVITY	HAZARD DESCRIPTION	PERSON(S) EXPOSED TO RISK <small>(EMPLOYEES, MEMBERS OF PUBLIC, VISITORS ETC)</small>	RISK POTENTIAL			CONTROL MEASURES	HIERARCHY OF CONTROL <small>(ELIMINATE, SUBSTITUTE, CONTROL, PPE)</small>					RESIDUAL RISK				
			H	M	L		E	S	C	P	H	M	L			
Set up Traffic Management	Traffic and other road users	Operatives, general public	H	M	L	Ensure vehicle beacons are activated. Use vehicle to protect operatives where possible. Set up traffic management as per Chapter 8 requirements. Only competent personnel to set up TM. Inspect regularly for fallen signs etc. Ensure sign and cones are clean. Follow Pristine Condition Manual Handling training.		X							M	
General	Manual Handling activities - Back strain, damage	Operatives		M		Follow Pristine Conditioning Manual Handling training (Dip & dive, Use big engines, turn don't twist & keep load inside base) and supported by TRACA coaches/audits. Correct use of equipment		X								
	Slips, trips, falls - Injury	Operatives		M		Ensure routes are clear of obstacles, trip hazards & indentations in ground. Ensure good tread depth on footwear.		X					X			
	Weather	Operatives, general public				As above. Beware of wet surfaces. Assess whether works can be carried out if conditions are too windy, contact agent to discuss. Stay covered and hydrated in hot weather, apply sunscreen to exposed skin. Operatives to be provided with thermal protection (i.e. gloves, hat liners etc) in cold conditions.		X								
Handling sharps	Blood born diseases (HIV, Hepertitis)	Operatives		M		Always assume sharps are present and be vigilant. Never place hands in gullies or other pits blindly. Use specialist sharps protective gloves and litter picker pliers to pick and place sharps into approved sharps box from gullies every time.		X								
Use of Hand Tools	Injury through misuse or failure	Operatives				Select the right tool for the job and use it only for the job it was intended. Use insulated tools when digging around electrical services. Always inspect a tool to check it's condition each time that you use it. Ensure handles are securely fitted. Make sure that all hand tools are well maintained. Report any defects to your supervisor.		X					X			
Contact with gully waste/ stagnant water etc	Leptospirosis (Wiel's Disease)	Operatives	H			Wash hands before eating, drinking & smoking. Cover cuts, abrasions & open wounds with water proof dressings. If contamination occurs seek medical attention. Seek medical attention if you feel flu like symptoms.		X					X			L
Site access through heavy vegetation	Slip, trips & falls, cuts to face & body from overgrown vegetation	Operatives	H			Assess site prior to works for hazards & notify Supervisor. Wear suitable safety boots with ankle support. Identify a route that is less steep with good footing. Cut access through vegetation. Be aware of thorned vegetation, wear gloves.							X	X	M	
Snakes, insects and other animals	Bites, infection	Operatives		M		Inspect site prior to starting work for any potential sources invertebrates and reptilia. Be aware of surroundings, do not provoke wildlife, snakes etc. keep your distance.							X	X		L
Pulling Weeds	Cuts to hands, pulled muscles, respiratory problems, skin & eye infection	Operatives		M		Ensure suitable gloves are provided and worn. Take care when pulling. If allergic reaction report to supervisor immediately. Keep skin covered, ensure suitable eye protection is worn, do not rub eyes.							X	X		L
Protruding branches	Cuts, Eye injury	Operatives		M		Be aware of your surroundings and where suitable eye protection where necessary.							X	X		I
Fly tipped materials/Asbestos	Exposure to hazardous substances	Operatives		M		Do not disturb or interfere with fly tipped materials unless absolutely certain its not hazardous. Stop work and contacts your Agent for advice.							X	X		I