

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

Katie Reville, South Dartmoor Community Energy, presented her proposals for renewable energy projects. An Affordable Eco Housing Event would be held at Ivybridge Library on the 22nd February.

Questions from the Public

- Complaints had been received about speeding through Ugborough, and Cllr Hosking was awaiting guidance on introducing a 20mph speed limit
- Car-sharing parking in the Square during the day was affecting visitors and trade in the village. Possible solutions to the problem would be considered at the Annual Parish Meeting
- The ‘Welcome to Bittaford’ signage needed repairs, and DCC Cllr Hosking advised no funding was available for non-essential signage. The Clerk would request that the missing Bittaford waste bin be reinstated.

SHDC Cllr Holway reported on the SHDC Budget. It was likely that the public toilets in Ugborough and Bittaford would close, and SHDC would provide less support generally.

DCC Cllr Hosking reported that:

- Devon had come third in the league for recycling, with a 55.7% recycling rate
- Road wardens should not repair safety defects, such as larger potholes, but should report them to DCC
- A further allocation of National Pothole Repair fund was being made in the spring, and repairs would be carried out to the Ludbrook-Filham lane.
- Sandbags could be purchased using the Emergency Repair Fund.
- DCC Highways had raised an order to dredge the upper section of the Lud Brook
- Drains and gullies were identified on <https://new.devon.gov.uk/roadsandtransport/data/>, together with the latest date they were cleared. If they had not been cleared for a considerable time, requests should be submitted using the online reporting facility.

DRAFT MINUTES

Present: Cllrs Beable (Chair), Cooper, Fletcher, Hart, Hutcheon, Holway, Hosking, Johns & Nelson; 3 public

18.013 Apologies for absence were accepted from Cllrs Fairclough-Kay & Smallridge: DNPA C Pannell

18.014 Declarations of interest were received from Cllr Hosking: Item 18.017.1 (Personal)

18.015 The Minutes of the Meetings held on the 3rd January 2018, as previously circulated, were confirmed and signed by the Chairman

18.016 Ugborough Neighbourhood Development Plan

1. Working Group Report – The Plan would be amended next week, in accordance with the Examiner’s requirements. SHDC would organise the referendum, probably in April.

The SHDC Local Allocation Policy was discussed in relation to the Plan, and the Clerk would request that the Local Housing Needs criteria identified in 5.11 be extended to A-E bands.

2. Draft Ugborough Parish Open Space, Sport and Recreation Plan – the provisions had been written into the Neighbourhood Development Plan

18.017 Planning

Planning Applications

1. Redevelopment of grass rugby pitch to provide World Rugby Compliant Third Generation Artificial Grass Pitch, with associated hard and soft landscaping, fencing, ancillary storage container and dugouts, and new floodlighting at Ivybridge Rugby Football Club Filham Ugborough PL21 0LR Ref [0126/18/FUL](#) Mr Ross Baxter **Support**

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 **Neutral**

3. Construction of detached dwelling and associated detached double garage in the garden area of Godwell House at Godwell House, Godwell Lane, Ivybridge Ref [0242/18/FUL](#) Mr & Mrs P Sankey **Neutral**

4. Fell T1: Eucalyptus at Palk House Ware Hill Ugborough Devon [Ref 0391/18/TCA](#) Mr Paul Payne **Support**

Planning Applications considered at the Meeting held on the 3.1.18 were ratified

5. 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**

6. Developments, Ugborough West – No report

18.018 Finance

1. Cheques approved 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

A quarterly review was requested of Community Lengthsman expenditure

3. Cllr Fletcher verified the bank statements and reconciliations.

4. Resolved not to transfer £500 to the Open space sport & recreation Reserve

5. Resolved to replace Chq 1947 £122.13, payable to Mondopeople LLP (Chq 1974)

6. Resolved to appoint Alison Marshall as Internal Auditor

18.019 Asset Management

1. Burial ground: Cllr Hutcheon had received no response to the gate renovation; Cllr Fairclough-Kay would manage the refuse collection; Cllr Beable would discuss with John Widdicombe the erection of a fence around the spoil heap; the crown of the yew tree would be raised to control the brambles; and Adrian Rogers would trim the hedgerows once the ground had dried.

2. Conduit – One quotation had been received, and a further two quotes would be requested. The Clerk would establish whether Listed Building permission was needed to change the colour. A resident in the Square had kindly offered to provide water and electricity to pressure wash the conduit.

3. Phone box – the Bittaford phone box had been completed, and the Clerk would thank Mr & Mrs Daniels for their hard work.

Resolved to adopt the Wrangaton phone box to accommodate a defibrillator

4. Bittaford playground - No report

18.020 Highways

1. Community Lengthsman Scheme – No purchase of Instarmac Permanent Pothole Repair

2. Resolved to purchase steel drain rods up to £120, using funding from the Community Highway Equipment Reserve

3. Resolved to approve the Community Lengthsman Risk Assessment, Appendix 18.020.3

4. Mobile speed sign – the sign was not working, and a new radar unit was awaited

5. DCC: Bridleway 16 Modification Order referred to Planning Inspectorate for determination - Noted

6. Alleged unlawful vehicular use of BR27 – Cllr Hosking would follow up the complaint

18.021 Annual Parish Meeting – To be held on Wednesday 11 April at Ugbortough Village Hall. Speakers would include Katie Reville (South Dartmoor Community Energy) and representatives from Dementia Friendly Parishes & the Neighbourhood Plan Working Group.

18.022 Correspondence received

1. Tesco Bags of Help Grant – Application deadline expired

2. Highways England: A30 & A38 Connectivity Scheme – environmental improvement works would be undertaken from 5.2.18-16.3.18, including planting over 10,000 trees and shrubs, and creating over 5km of new hedgerows

3. Energy Analysis: Community energy funding - Noted

18.023 Travellers at Hillhead – No progress

18.024 Ugborough Fair administration – Ugborough Fair Ltd had been struck off from Companies House. The existing committee would like to operate as a working group under the umbrella of the Parish Council, and the Clerk would arrange a meeting with Shelley Hutcheon to discuss administrative arrangements.

18.025 Reports on Meetings attended

1. Clerk: PKF Littlejohn LLP - 2017/18 External Auditor Update for Smaller Authorities
2. Cllrs Beable & Holway attended the TAP Meeting. No TAP allocation was made to the Parish Council as:
 - DCC Cllr Croad confirmed that DCC would provide a gulley sucker. Cllr Beable would consult the Community Lengthsman on which gullies needed clearing and advise DCC Cllr Hosking
 - Funding for a defibrillator in Wrangaton may be available from Rotary, and the Clerk would submit a request

18.026 Correspondence available at the Meeting Noted

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

Meeting ended 9.50pm

Date of next Meeting 7.3.18

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			I