

**UGBOROUGH PARISH COUNCIL MEETING**  
**Wednesday 6<sup>th</sup> June 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 6<sup>th</sup> June 2018 at 7.30pm for the purpose of transacting the following business.



Sarah Woodman, Clerk to the Council

Date 30<sup>th</sup> May 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*

**Bloor Homes Ltd: Land at North Filham**

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

**Reports from District & County Councillors**

**AGENDA**

**18.073 To accept apologies for absence**

**18.074 To note declarations of interest and consider granting dispensation requests**

**18.075 To confirm the Minutes of the Meetings held on the 2<sup>nd</sup> May 2018, as previously circulated**

**18.076 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. Erection of an agricultural building (Building 2) at Windy Ridge Farm, Toby Cross, Ugborough Ref [1490/18/FUL](#) Messrs Cooper
2. Erection of an agricultural building (Building 1) at Windy Ridge Farm, Toby Cross, Ugborough Ref [1518/18/FUL](#) Messrs Cooper
3. Application for a 4m deep slurry store (Store 1) at Windy Ridge Farm, Toby Cross, Ugborough Ref [1521/18/FUL](#) Messrs Cooper
4. Application for a 4m deep slurry store (Store 2) at Windy Ridge Farm, Toby Cross, Ugborough Ref [1522/18/FUL](#) Messrs Cooper
5. Erection of two and single storey rear extension and refurbishment at Holme Wood, Hillside, Bittaford Ref [0231/18](#) Mr N Toms

**To ratify Planning Applications considered at the Meeting held on the 2.5.18**

6. Change of use to allow storage (Use Class B8), laying of compacted hard surface and erection of 2.4 metre perimeter fence at land at SX633555, Ermington Road, Ivybridge Ref [1050/18/FUL](#) Mr J Hockin

**Planning Decisions**

7. Approval of details reserved by condition number 5 (Drainage Scheme) of planning consent 4114/17/FUL at Field at SX 671 560 Ridge Road Ugborough Ref [0632/18/ARC](#) **Discharge of condition Approved**
8. Notification to undertake works to trees in a Conservation Area: Fell T1 Eucalyptus at Palk House, Ware Hill, Ugborough Ref [0391/18/TCA](#) **Consent**
9. Application for approval of details reserved by condition 3 (Joinery Details) of listed building consent 2582/17/LBC Ref [0953/18/ARC](#) **Condition 3 discharged**
10. Alterations and extension to stables to form two new stables, feed room and tack store, with associated works at land south of Quillet, Wrangaton Ref [0170/18](#) **Conditional permission**
11. Demolition of existing barn, change of use of agricultural land to equestrian and construction of manege at Ruby Rose Farm, Wrangaton Ref [0169/18](#) **Conditional permission**

**Planning Correspondence**

12. Permission in Principle
13. DNPA: Local Plan Review consultation – Parish Council request to designate Wrangaton as a settlement
- 14. Developments, Ugborough West – progress**

**18.077 Finance****1. To approve cheques for payment:**

Cheque	Description	VAT	Gross
2004	S Woodman – May pay		560.27
2005	S Woodman – Net expenses: £47.06 office + £71.80 travel	1.99	120.85
2006	Ugborough Village Hall – hall hire		52.00
2007	Cutting Crew	27.40	164.40
<b>Receipts</b>			
BGC	Martin & Sons – Fox memorial		125.00
BGC	HMRC - VAT		3,844.41
BGC	SHDC – Neighbourhood Plan		592.10

**2. Financial Statement****Earmarked Reserves**

Lloyds Current Account to 17.5.18	14948.90	P.3 grant	434.07
Less payments & unrepresented cheques	897.52	Prize money for parish map	300.00
Plus uncleared receipts	592.10	Open space sport & recreation	4500.00
<b>Total</b>	<b>14643.48</b>	TAP: Community Education	366.00
Plus: Santander Acc to 2.4.18	23235.11	Dementia Awareness	150.00
<b>Total</b>	<b>37878.59</b>	Capital projects	3000.00
		Community Highway equipment	197.90
		<b>Total</b>	<b>8947.97</b>

**Total uncommitted funds £28930.62**

3. To confirm Zurich Municipal (Community First) Insurance Policy details and Asset Register 2018/19 and premium payment *Appendix 18.077.3*

4. To approve the 2017/18 Accounts and Audit Commission Annual Governance Statement *Appendix 18.077.4*

**18.078 Correspondence received**

- Fields in Trust: Centenary Fields
- DCC: Lutterburn, Ware and Parsonage – Flood Alleviation Works

**18.079 Asset Management**

- Burial ground
- Conduit redecoration
- Phone box, Wrangaton
- Bittaford playground – Allianz Report of Examination

**18.079 Highways & Rights of Way Maintenance****18.080 Travellers at Hillhead****18.081 Reports on Meetings attended****18.082 Correspondence available at the Meeting**

- Clerks & Councils Direct, May 2018

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<b>UGBOROUGH PARISH COUNCIL</b>			<i>Appendix 18.077.3</i>	
<b>FIXED ASSET REGISTER FOR YE 31.03.19</b>				
<b>Description</b>		<b>Insured Value</b> (£)	<b>Audit value</b> (£)	<b>Comments</b>
<b>Burial Ground</b>				
Land 1.5ha				
Wooden shed		300	1	
Double iron gates		799	1	
1 Wooden bench		250	1	
Gate & fencing to waste area		617	51	
<b>Playgrounds</b>				
				Ugborough playground owned/insured by SHDC
2 Picnic benches		409	375	
<b>Bittaford</b>				
				SHDC public liability ins
2 Footpath gates		200	2	
Field gate		250	1	
Roundabout		2056	1713	
Seesaw		4789	3991	
Clamberstack		11285	9404	
Other recreation (7 items)			7	
<b>Ugborough Primary School Field</b>				
Christmas lights			59	Public liability
<b>Church Lawn/Path, Ugborough</b>				
				Adopted by UPC
War memorial		5740	1	
1 Wooden seat		250	1	
<b>Equipment</b>				
Laptop, software, printer/copier, data		2500	450	
<b>Street Furniture</b>				
Bus shelter	Ugborough & Wrangaton	17857	2	Includes Bittaford shelter extras £423
	Bittaford (Metal/glass)		2907	
6 wooden benches		1500	200	Ugborough bench £195 + 5 benches
Flagpole		1205	1	Ownership unknown
Conduit		11482	1	Ownership unknown
Beacon		588	1	
Noticeboard Bittaford		191	190	
Noticeboard Wrangaton		253	250	
Phone boxes, Bittaford & Wrangaton			2	Adopted
<b>Emergency Planning</b>				
Saltspreader		1574	1312	
Defibrillator		4800	4000	
Community Lengthsman equipment			1093	
Tool shed		158	132	
<b>Total</b>		<b>£69,053</b>	<b>£26,149</b>	

Annual Audit for the Year ending 31.03.2018						Appendix 18.077.4
Significant variances in the statement of accounts & Explanation of variances						
Please provide full explanations, including numerical values, for the following:						
· variances of more than 15% between totals for individual boxes (except variances of less than £200);						
· a breakdown of approved reserves if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).						
Section 2	Description	Year ending		Variance		Detailed explanation of variance (with amounts £)
		31.03.17	31.03.18	£	%	
Box 1	Balances brought forward	24,349	34005			
Box 2	Annual Precept	17,000	18500			
Box 3	Total other receipts (excl precept)	18,077	13716	-4,361	-24	1. Council Tax Support: 2016/17 £678; 2017/18 £611 2. Burial Fees: 2016/17 £2195; 2017/18 £2565 3. Interest: 2016/17 £96; 2017/18 £78 4. Neighbourhood Plan: 2016/17 £3104; 2017/18 £0 5. Grants: 2016/17 £9852; 2017/18 £8132 6. Vat: 2016/17 £2080; 2017/18 £1895
Box 4	Staff costs	9,081	9720	639	7	
Box 5	Loan interest/capital repayments	0	0	0	0	
Box 6	Other payments	16,340	28684	12,344	76	1. Office expenses: 2016/17 £721; 2017/18 £815 2. Councillor expenses: 2016/17 £0; 2017/18 £58 3. Chairman expenses: 2016/17 £100; 2017/18 £81 4. Training: 2016/17 £95; 2017/18 £43 5. Hall hire: 2016/17 £142; 2017/18 £131 6. Grants: 2016/17 £881; 2017/18 £3920 7. Maintenance general: 2016/17 £2762; 2017/18 £2541 8. Maintenance burial ground: 2016/17 £1163; 2017/18 £1067 9. Highway maintenance: 2016/17 £517; 2017/18 £3042 10. Neighbourhood Plan: 2016/17 £1931; 2017/18 £470 11. Agency services (p3): 2016/17 £200; 2017/18 £0 12. Insurance: 2016/17 £643; 2017/18 £693 13. Other expenses: 2016/17 £320 (incl election & land registry); 2017/18 £1102 (playground landscaping) 14. Non revenue expenses: 2016/17 £4139 (bus shelter, defibrillator, drain rods); 2017/18 £10288 (play equipment, bus shelter materials, projector) 15. VAT: 2016/17 £1895; 2017/18 £3686
Box 7	Balances brought forward	34,005	27817			
Box 8	Total cash & short term investments	34,005	27817			
Box 9	Total fixed assets & long term assets	58,732	60204	1,472	3	
Box 10	Total borrowings	0	0	0	0	

Bank Reconciliation		
Ugborough Parish Council		
Devon County		
Financial year ending 31 March 2018		
Prepared by Sarah Woodman, Ugborough Parish Clerk & Responsible Financial Officer		
Date 15.4.18		
	Lloyds	Santander
Balance per bank statements as at 31 March 2018	£	£
	4,670.72	23,225.25
Less any unrepresented cheques at 31 March 2018		
	Chq 1981	78.69
	4,592.03	23,225.25
Add any unbanked cash at 31 March 2018	0	
Net balances as at 31 March 2018 (Box 8)	4,592.03	23,225.25
<b>The net balances reconcile to the Cash Book (receipts &amp; payments account) for the year, as follows:</b>		
<b>Cash Book:</b>		
Opening Balance 1 April 2017 (Prior year Box 8)		34,004.53
Add: Receipts in the year		32,216.40
Less: Payments in the year		38403.65
Closing balance per chash book (receipts & payments book) as at 31 March 2018 (must equal net balances above - Box8)		27,817.28

<b>UGBOROUGH PARISH COUNCIL</b>			
<b>RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31.03.2018</b>			
<b>Y/E 31.03.17</b>			<b>Current Year</b>
			<b>to</b>
		<b>RECEIPTS</b>	<b>31.03.18</b>
17,000.00	Precept		18,500.00
678.00	Council Tax Support		611.00
2,195.00	Burial Ground Fees		2,565.00
96.60	Interest on Investments		78.18
0.00	Agency (P3)		400.00
70.00	Other Receipts		34.64
3,104.52	Neighbourhood Plan		0.00
9,852.36	Grants		8,132.37
0.00	Non revenue receipts		0.00
2,080.21	HM Customs & Excise VAT		1,895.21
<b>35,076.69</b>			<b>32216.40</b>
		<b>PAYMENTS</b>	
9,081.45	Clerk's salary & pension		9,719.16
721.11	Office expenses		815.24
0.00	Councillor's Expenses		57.67
99.84	Chair's Expensees		80.86
95.20	Training		43.33
479.19	Subscriptions		396.69
350.00	Audit Fee		350.00
142.50	Hire of Halls		131.00
880.79	Grants		3,920.50
2,762.00	Maintenance - General		2,541.21
1,163.00	Maintenance - Burial Ground		1,066.79
517.50	Highway maintenance		3,041.85
200.00	Agency Services (P3)		0.00
643.21	Insurance		692.96
1,930.95	Neighbourhood Development Plan		469.97
319.98	Other Expenses		1,102.50
4,138.97	Non Revenue Items		10,287.63
1,895.21	HM Customs & Excise VAT		3,686.29
<b>25420.90</b>			<b>38403.65</b>
9655.79	<b>NET RECEIPTS/(DEFICIT)</b>		<b>-6187.25</b>