

UGBOROUGH PARISH COUNCIL MEETING

**Ugborough Village Hall
Wednesday 6th June 2018 at 7.30pm**

Bloor Homes Ltd: Land at North Filham The proposal was currently at pre-application stage, with a planning application likely in July/August. It was intended to apply for detailed planning permission for 100 dwellings on the Northern site, outline application for 70 dwellings on the SW site, with a possible 40 dwellings on an unallocated site to the South. Densities would be lower than nearby developments because of the topography, and 30% of the dwellings would be Affordable, with priority to Ugborough residents. A website would detail proposals, and those affected would be leafleted. In addition, Councillors requested that Bittaford and Wrangaton residents be included in the consultation, and an article would be included in the Newsletter.

Within the Affordable Housing allocation, self-build plots were unlikely to be acceptable. However, the developers may consider a 25% discounted sale, with a covenant that any resale was also discounted.

Bloor Homes would provide the Parish Council with its S106 'Head of Terms' and advised the Parish Council to submit its request to DCC & SHDC for funding towards the preschool building as soon as possible. SHDC had a set formula for S106 allocations towards off-site playing fields.

Concern was raised in relation to the traffic generation through Bittaford, Wrangaton and Ivybridge Town Centre, but was advised that only a 'severe' impact would be grounds for refusal. The provision of a slipway onto the A38 was an opportunity missed.

DNPA C Pannell announced that the Local Plan Steering Group were considering the possibility of including Wrangaton as a 'Village & hamlet' in the Plan. Charges had been introduced in some car parks.

Questions from the Public

- More defibrillator training was requested, possibly in September, with more attending, including from Bittaford and Wrangaton
- The Neighbourhood Plan website would be allowed to expire, with the documents being displayed on the Parish Council website
- SHDC parking charge increases were considered excessive, with 24 hour parking charges, including weekends being introduced in Ivybridge
- Concern was raised at the proposed dry batching concrete facility at Wrangaton (0337/18/FUL) in relation to traffic generation. Compliance with the Neighbourhood Plan should be ensured.
- Undertown residents had expressed concern at the relocation of a lamppost onto private land, and Cllr Hosking had referred the matter to the DCC solicitor. There had been no consultation or communication about the proposal, even though it was adjacent to a tree protected by a TPO and on the edge of the Conservation Area. The Clerk would pass the concerns to DCC Cllr Hosking.

SHDC Cllr Holway reported that the SeaMoor Lotto was seeking good causes.

DRAFT MINUTES

Cllr Beable congratulated Cllr Holway on becoming SHDC Chairman, Cllr Hosking on becoming DCC Vice Chairman, and Cllr Johns on becoming a father.

Present: Cllrs Beable (Chair), Fletcher, Hart, Holway, Nelson & Smallridge; DNP C Pannell, 3 Bloor Homes representatives

18.073 Apologies for absence were accepted from Cllrs Cooper, Fairclough-Kay, Hosking & Hutcheon

18.074 To note declarations of interest and consider granting dispensation requests None

18.075 The Minutes of the Meetings held on the 2nd May 2018 (as amended), as previously circulated, were approved and signed by the Chairman

18.076 Planning

Planning Applications

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

6. Change of use of barn from agricultural to residential, demolition of barn and hardstanding and construction of garage at Stone Barn, Fowlescombe Farm, Ugborough Ref [1700/18/FUL](#) Mrs Barker **Neutral**

Planning Applications considered at the Meeting held on the 2.5.18 were ratified

7. 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

8. 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**

9. Notification to undertake works to trees in a Conservation Area: Fell T1 Eucalyptus at Palk House, Ware Hill, Ugborough Ref [0391/18/TCA](#) **Consent**

10. 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**

11. 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**

12. 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 – deferred to the July Meeting

13. DNPA: Local Plan Review consultation – The extent and grounds to include Wrangaton as a settlement were confirmed.

14. Developments, Ugborough West – already discussed

18.077 Finance

1. Resolved 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
Receipts			
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
<i>Less</i> payments & unrepresented cheques	897.52	Prize money for parish map	300.00
<i>Plus</i> uncleared receipts	592.10	Open space sport & recreation	4500.00
Total	14643.48	TAP: Community Education	366.00
<i>Plus</i> : Santander Acc to 2.4.18	23235.11	Dementia Awareness	150.00
Total	37878.59	Capital projects	3000.00
		Community Highway equipment	197.90
		Total	8947.97

Total uncommitted funds £28930.62

3. Resolved to confirm Zurich Municipal (Community First) Insurance Policy details and Asset Register 2018/19 as detailed in Appendix 18.077.3, adoption of a 5 year term, and premium payment of £687.48 (Chq 2008)

4. Resolved to approve the 2017/18 Accounts & Audit Commission Annual Governance Statement, Section 1

5. Resolved to approve the 2017/18 Accounts & Audit Commission Annual Governance Statement, Section 2 as detailed in Appendix 18.077.5

The Internal Audit Report was noted, and Councillors praised the Clerk for her work. The following recommendations would be introduced: Grant giving policy, Risk Management Scheme, Anti-Fraud & Corruption Policy, and annually updated Statement of Internal Control.

18.078 Correspondence received

1. Fields in Trust: Centenary Fields – No submission

2. DCC: Lutterburn, Ware and Parsonage – Flood Alleviation Works. No clear recommendations were given. The order of works should be: Parsonage, Ware and, finally, Lutterburn. Further consideration at the July Meeting.

18.079 Asset Management

1. Burial ground
2. Conduit redecoration
3. Phone box, Wrangaton
4. Bittaford playground – Allianz Report of Examination reported no defects requiring immediate attention.

18.080 Highways & Rights of Way Maintenance The Clerk would advise DCC that the road was subsiding at the bend by the Ship PH, and would instruct the Community Lengthsman to clear the gullies as Churchill Cottages.

18.081 Travellers at Hillhead: Enforcement Notice - Noted

18.082 Reports on Meetings attended Cllr Smallridge attended the International Dementia Conference, which discussed approaches to dementia, including a score system for Chinese businesses.

18.083 Correspondence available at the Meeting

1. Clerks & Councils Direct, May 2018

Meeting ended 10pm

Date of next Meeting 4.7.18

Privacy policy – visit ugboroughparishcouncil.gov.uk

UGBOROUGH PARISH COUNCIL			<i>Appendix 18.077.3</i>	
FIXED ASSET REGISTER FOR YE 31.03.19				
Description		Insured Value (£)	Audit value (£)	Comments
Burial Ground				
Land 1.5ha				
Wooden shed		300	1	
Double iron gates		799	1	
1 Wooden bench		250	1	
Gate & fencing to waste area		617	51	
Playgrounds				
				Ugborough playground owned/insured by SHDC
2 Picnic benches		409	375	
Bittaford				
				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	
Ugborough Primary School Field				
Christmas lights			59	Public liability
Church Lawn/Path, Ugborough				
				Adopted by UPC
War memorial		5740	1	
1 Wooden seat		250	1	
Equipment				
Laptop, software, printer/copier, data		2500	450	
Street Furniture				
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
Emergency Planning				
Saltspreader		1574	1312	
Defibrillator		4800	4000	
Community Lengthsman equipment			1093	
Tool shed		158	132	
Total		£69,053	£26,149	

Annual Audit for the Year ending 31.03.2018						18,077.5
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
The net balances reconcile to the Cash Book (receipts & payments account) for the year, as follows:		
Cash Book:		
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

UGBOROUGH PARISH COUNCIL			
RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31.03.2018			
Y/E 31.03.17			Current Year
			to
	RECEIPTS		31.03.18
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
35,076.69			32216.40
	PAYMENTS		
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
25420.90			38403.65
9655.79	NET RECEIPTS/(DEFICIT)		-6187.25