

UGBOROUGH PARISH COUNCIL MEETING
Ugborough Village Hall
Wednesday 1st August 2018 at 7.30pm

Questions from the Public

- Praise was received for the redecorated conduit
- Thanks were received for the removal of the trailer at Hillside Crescent, Bittaford

SHDC Cllr Holway reported that the Lotto would go live soon. A waste review would align the service with the rest of Devon, either in-house or using a contractor.

In response to a question over S106 funding for the preschool, DCC had advised that there was no justification for additional preschool places, as there was adequate provision. Cllrs Holway & Hosking would continue to press for S106 funding. Cllr Hosking had offered the preschool Locality Funding towards the pre-development stage and had suggested crowd-funding. Cllr Hosking would forward the DCC analysis of preschool places.

DCC Cllr Hosking reported on the repositioning of the Lutterburn Street lamppost. The lamppost was being relocated at the request of the landowner as it obstructed the access and, as DCC believed it owned the new site, no consultation was generally undertaken. DCC was consulting an arboriculturalist in relation to the adjacent tree.

DRAFT MINUTES

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

18.095 Apologies for absence were accepted from Cllrs Fairclough-Kay & Smallridge

18.096 Declarations of interest were received from Cllr Cooper: Item 18.089.9 (Pecuniary)

18.097 The Minutes of the Meetings held on the 4th July 2018, as previously circulated, were confirmed and signed by the Chairman

18.098 Planning

Planning Applications

1. Householder application for a two-storey extension and alterations at 1 Trinnicks Orchard, Ugborough Ref [2165/18/HHO](#) Mr & Mrs G Evans **Support**
2. Provision of manege at Land at Orchard Barn, Zeaston, South Brent Ref [1974/18/FUL](#) Mrs A Croudace **Neutral**
3. Construction of enclosed porch on existing raised plinth and steps at 15 Sumner Road, Bittaford Wood, Ivybridge Ref [0366/18](#) Mr R Prendergrast **Neutral. Ensure a permanent dwelling is not created**
4. Erection of artists studio to side of house (retrospective) at Anthony House, Moorhaven Ref [0387/18](#) Mr & Mrs A Jackson **Neutral. Prefer a dual pitched roof**
5. Change of use of land and creation of an all-weather riding arena at 1 Leigh Close, Bittaford Ref [0375/18](#) Mr S Daniels **Neutral**
6. Works to trees subject to TPO at Bittaford Wood Caravan Park, Ugborough Ref 18/0039 **Delegated to Cllr Johns**

Planning Applications considered at the Meeting held on the 4.7.18 were ratified

7. Single storey front and rear extension at Bittaford Lodge, Bittaford Ref [0330/18](#) Dr Welch **Neutral. Prefer a traditional dual pitched roof on the roadside elevation**

Planning Decisions

8. Erection of two storey and single storey rear extension and refurbishment at Holme Wood, Hillside, Bittaford Ref [0231/18](#) **Conditional permission**
9. Erection of two agricultural buildings and two stores for 4m deep slurry stores at Windy Ridge Farm, Toby Cross, Ugborough Refs [1490/1518/1521/1522/18/FUL](#) **Conditional approval**
10. Proposed detached dwelling (amendments to 57/1848/14/F) at Land adjacent to Whiteoaks, Davids Lane, Filham Ref [0557/18/FUL](#) **Conditional permission**

11. Developments, Ugborough West: Manorial Mineral Rights - Noted

18.099 Finance

1. Cheques approved for payment:

Cheque	Description	VAT	Gross
2015	S Woodman – July pay		537.25
2016	S Woodman – Net expenses: £49.31 office, £59.85 travel		109.16
2017	Cutting Crew	27.40	164.40

Receipts			
BGC	Santander – May interest		9.55
BGC	Santander – June interest		9.87
BGC	Santander – July interest		9.56

2. Financial Statement**Earmarked Reserves**

Lloyds Current Account to 16.7.18	12578.47	P.3 grant	434.07
Less payments & unrepresented cheques	1217.61	Prize money for parish map	300.00
Plus uncleared receipts	0.00	Open space sport & recreation	4500.00
Total	11360.86	TAP: Community Education	366.00
Plus: Santander Acc to 25.7.18	23264.09	Dementia Awareness	150.00
Total	34624.95	Capital projects	3000.00
		Community Highway equipment	197.90
		Total	8947.97

Total uncommitted funds £25676.98

3. Cllr Fletcher verified the bank statements and reconciliations

4. Resolved to adopt the Grant Giving Policy, Appendix 18.099.4

5. Resolved to update the Statement of Internal Control, Appendix 18.099.5

6. Resolved to adopt the Risk Management Scheme, Appendix 18.099.6

7. Resolved to grant Bittaford Community Hall £1000 towards repairs to bargeboards & fascias (Chq 2018)

8. Resolved to grant £257.65 towards the purchase of half barrels for Ugborough Square (Chq 2019)

18.100 Correspondence received

1. Devon & Cornwall Police: Communication with Town & Parish Councils – It was noted that none of the communications detailed applied to Ugborough Parish. Increasing emphasis was being placed on social media.
2. Ugborough Post Box – Concern was expressed on the lack of consultation about the removal and relocation of the post box. The Clerk would ascertain how to submit complaints to Royal Mail and would forward Parish concerns to Gary Streeter MP.

18.101 Asset Management

1. Burial ground – Cllr Hutcheon had received no response from the contractor, and would request a quote to renovate the gate from another contractor
2. Conduit redecoration – compliments were received.

Resolved to pay MP Jutson (Brushmark) £860 (Chq 2020) as agreed under Minute 18.033.2

3. Phone box, Wrangaton – No progress
4. Bittaford playground – Repairs awaited
5. Defibrillator training – The Clerk would request a weekday evening in September or October. The event should be well advertised, including at Sustainable Saturdays.

18.102 Highways & Rights of Way Maintenance

1. Highways England: A38 grassland improvement scheme – Grassland improvement schemes along the A38 between Ashburton and Wrangaton would improve the appearance of the verges and support further biodiversity.
2. Turning bay, Park Cottages, Ugborough – The complainant would be advised to contact Livery, the landowner
3. Erme-Plym Trail: dog mess – The Clerk had been referred to Public Rights of Way Warden Paul McFadden and the dog warden. Councillors complained that the complaint was going in circles, and the correspondence would be forwarded to Cllr Holway.
4. Dog mess, Parsonage Lane – SHDC considered the waste bin at the top of Donkey Lane was adequate provision, although they would monitor the situation.
5. Speed sensor: As Ermington Parish Council was not ready for the sensor, it would be returned to Yealmpton

18.103 Travellers at Hillhead – Cllr Holway would advise whether an appeal had been submitted.

18.104 Reports on Meetings attended Cllr Beable attended the SHDC Corporate Strategy Consultation

18.105 Correspondence available at the Meeting None

Meeting ended 9.20pm

Date of next Meeting 5.9.18

Appendix 18.099.4

Ugborough Parish Council Grant Aid Policy

Introduction

Ugborough Parish Council budgets a sum of money every financial year for grants to local voluntary or charitable organisations where the activities will contribute to, and be of benefit to, the life or community and benefit the people of Ugborough.

These grants are limited and are made available to organisations that can demonstrate a need for assistance.

A total figure for available grant aid will be agreed by the Council as part of the budget for each financial year. To ensure that fair and proper consideration may be given to all requests, the Council requires applicants to follow the following Application Process:

Application Process

Applications should be in writing and include the following information:

<ul style="list-style-type: none"> • Name of applicant • Contact details • Any relationship to Council Members • Purpose of the grant • Cost of the project/scheme • Amount of grant applied for 	<ul style="list-style-type: none"> • Previous grant applications to the Council • Latest financial accounts • Constitution or rules of the organisation. • Any additional information the organisation considers will support its application
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Conditions

1. Organisations and Locality

1.1 Applications for assistance must be made on an annual basis irrespective of the type of financial assistance being requested.

1.2 Applications will only be accepted from charitable, voluntary and non-profit making organisations.

1.3 Organisations should be local to Ugborough or, if outside the boundary, its work should be of benefit to the Parish and its residents.

1.4 The Council is unable to give financial assistance to individuals or charities operating overseas.

2. Type of Financial Assistance

2.1 Annual Grants - The Council will provide grant aid for revenue expenses towards the continuing provision of a service.

2.2 Project Grants - The Council will provide grant aid toward specific projects or purchases of equipment.

3. General

3.1 Grants should be spent for the purpose and on the project/activity for which they were given and the Council would ask for due recognition and advertisement for any grant aid awarded.

3.2 Grants will not be made for money already spent.

3.3 Organisations receiving grant aid are required to provide the Council with a written report within six months of the award date to demonstrate how the funds are being spent. The report may also be included in the Council's newsletter or howsoever the Council 3.4 If an organisation is dissolved the Council would expect the organisation to reimburse the grant awarded.

3.5 Organisations are not restricted to the number of grant applications they may submit to the Council during any year. However, the history of previous applications may be considered in the decision-making process.

3.6 The awarding of a grant in one year or period does not set a precedent for any subsequent applications.

3.7 If contractors are used for any work, the Council may require organisations to provide written estimates.

Ugborough Parish Council will:

- Publicise widely, throughout the Parish, the availability of grant aid
- Review the grant aid budget on a regular basis and at least annually
- Periodically review the policy and applications for grant aid

Appendix 18.099.5

Statement of Internal Control

Introduction

Ugborough Parish Council (the Council) is a local authority funded largely by public money and is responsible for ensuring its financial business is conducted in accordance with the law and proper standards, and that public money is safeguarded, properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

The Council is required to review at least annually the effectiveness of its system of financial control. This is informed by the work of the internal auditor and Councillor with responsibility for finance, who have responsibility for the development and maintenance of the internal audit environment, and also any comments made by the external auditors in their annual report.

The Purpose of the System of Internal Control

The Council's system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure. It cannot provide an absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to policies, aims and objectives, to evaluate the likelihood of those risks being realised, and the impact should they be realised, and to manage them effectively and economically.

The system of internal control accords with the practices set out in the Governance and Accountability in Local Councils: A Practitioners' Guide (2017 edition).

The Internal Control Environment

The Council adopted the amended Financial Regulations on the 5 July 2017, which set parameters for the Council's financial operations. The Council has appointed a Responsible Finance Officer who implements financial systems and controls.

The Council uses Microsoft excel to process transactions and monitor performance against budget. HMRC PAYE Real Time is used to administer payroll services. Banking services are provided by Lloyds. An independent internal audit service is provided by Alison Marshall and Council's internal monitoring is undertaken by the Councillor responsible for finance.

Any issues raised by the Internal Auditor are reported in writing to the Council and agreed actions are monitored to ensure that they have been carried out and actioned within agreed timescales. Additionally, the Council seeks and receives appropriate property, legal, insurance, and health & safety advice as appropriate to manage risk.

The Council is responsible for:

- Establishing and monitoring the achievements of the authority's objectives
- The facilitation of policy and decision making
- Ensuring compliance with established policies, procedures, laws and regulations
- Identification and management of risk
- Ensuring that best value and value for money are achieved in all purchases
- Ensuring performance is regularly monitored against financial and operational budgets
- Control and reports on the financial management of the Council

Review of Effectiveness

The Council through the Responsible Finance Officer has responsibility for conducting a review of the effectiveness of the system of internal control and the internal audit process.

The review of the effectiveness of the system of internal control is monitored by:

- The Parish Clerk, who is the Council's Responsible Finance Officer and acts as the Council's legal advisor and administrator. The Clerk is responsible for administering the Council's finances, for advising on compliance with laws and regulations which the Council is subject to, and for managing risks. The Clerk also provides advice to help the Council ensure that its procedures, control systems and policies are adhered to.
- The Council meets 12 times each year and monitors progress against objectives, financial systems and procedures, budgetary control, and carries out regular reviews of financial matters by receiving relevant reports from the Responsible Finance Officer (Parish Clerk).
- The work of the Internal Auditor. The Internal Auditor, an independent person specialising in local council matters, reports to the Council on the adequacy of its records, procedures, systems, internal control and risk management.
- The External Auditors in their annual report.

Any concerns about the effectiveness of the system of internal control are investigated and action taken as appropriate.

Appendix 18.099.6

UGBOROUGH PARISH COUNCIL RISK MANAGEMENT SCHEDULE				
Definition of Risk Management				
Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.				
This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. The Council is aware that although some risks can never be eliminated fully, it has in place a strategy that provides a structured, systematic and focuses approach to managing risk, which:				
<ul style="list-style-type: none"> • Identifies the key risks facing the council • Identifies what the risk may be • Identifies the level of risk • Evaluates the management and control of the risk and records findings • Reviews, assesses and revises procedures if required. 				
MANAGEMENT				
Subject	Risk(s) Identified	H M L	Management/Control of Risk	Review/Assess/Revise
Business Continuity	Council not being able to continue its business due to an unexpected or tragic circumstance	M	All files and recent records are kept at the clerk's home. The clerk makes a monthly back up of files. In the event of the clerk being indisposed the Chairman to contact SLCC Secretary for advice.	Review when necessary Ensure procedures below are undertaken
Meeting location	Adequacy Health and Safety	L	Meetings are held in Ugborough Village Hall. The premises and facilities are maintained by the Village Hall Committee	
Council Records	Loss through theft, fire, damage	L	Some older records are retained at the Devon County Record store. Papers, less than 6 years old, are stored in the village hall and clerk's home	Damage or theft is unlikely and so provision adequate.
Council Records electronic	Loss through damage, fire, corruption of computer	M	The Parish Council's electronic records are stored on the clerk's computer. Back-ups of the files are taken at monthly intervals and are checked to ensure readability of data. Adequate anti-virus protection is regularly updated.	Back-up of electronic files given to Chairman monthly
FINANCE				
Precept	Adequacy of precept	M	Sound budgeting to underlie annual precept. The Parish Council regularly receives budget update information and detailed budgets in the late autumn. The precept is an agenda item at the January meeting.	Precept Existing procedure adequate
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L M	An annual review is undertaken of all insurance arrangements in place. Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement	Existing procedure adequate Review provision and compliance annually
Banking	Inadequate checks	L	The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts	Existing procedures adequate. Review Financial Regulations as necessary
Cash	Loss through theft or dishonesty	L	The Council has no petty cash or float. Transactions are made or paid by cheque	Existing procedures adequate
Financial controls and records	Inadequate checks	L	Monthly reconciliation checked by Parish Council. Three signatories on cheques. Internal and external audit. Any payments must be resolved and clearly minuted.	Existing procedures adequate
Freedom of Information Act	Policy Provision	L M	The Council has a model publication scheme for Local Councils in place. There have been no requests for information to date.	Monitor and report any impacts made under Freedom of Information Act
Clerk	Loss of qualified clerk Fraud Actions undertaken Salary paid incorrectly	M L L L	Funding for training for the Cilca qualification in the event of the clerk resigning Meet Fidelity Guarantee insurance requirements Clerk should be provided with relevant training, reference material, access to assistance & legal advice Internal Auditor check	Include in financial statement when setting budget and precept. Maintain up to date reference material Monitor working conditions and hours of work

Election Costs	Risk of election cost	M	Risk is higher in an election year. There are no measures which can be adopted to minimise risk of having a contested election.	Include in financial statement when setting precept
VAT	Re-claiming/charging	L	The Council has financial regulations which set out the requirements	Existing procedures adequate
Annual return	Not submitted within time limits	L	Annual return is completed and signed by the Council, submitted to the Internal Auditor for completion and signing, then checked and sent on to the External Auditor within time limit	Existing procedures adequate
ASSETS				
Street Furniture & burial ground	Loss or Damage Risk/damage to third party property	L	Parish Council street furniture is listed in the Asset Register. Review of assets undertaken periodically, but at least annually for Insurance provision and maintenance. Monthly regular inspection of noticeboards when displaying Notices for meetings All repairs and relevant expenditure for these are actioned in accordance with correct procedures	Existing procedure adequate Ensure inspections are carried out
Playground	Loss or Damage Risk/damage to third party/property	M	Parish Council play equipment is listed in the Asset Register. Review of assets undertaken periodically, but at least annually for Insurance provision and maintenance. Regular inspections undertaken by the SHDC Locality Officer, with annual inspection being undertaken by Allianz Engineering, and action taken on inspection findings. Budget allocation for repairs.	Existing procedure adequate Ensure inspections are carried out.
Office Equipment	Loss or Damage	L	Review of assets undertaken periodically, but at least annually for Insurance provision and maintenance. All repairs and relevant expenditure for these are actioned in accordance with correct procedures	Existing procedure adequate
LIABILITY				
Legal Powers	Illegal activity or payments Working Parties taking decisions	L L	All activity and payments made within the powers of the Parish Council (not ultra vires) and to be resolved and clearly minuted. Ensure established with clear terms of reference.	Existing procedures adequate Monitor on a monthly basis
Minutes/ Agendas/ Statutory documents	Accuracy and legality Non-compliance with statutory requirements	L L	Minutes and agendas are produced in the prescribed method and adhere to legal requirements Minutes are approved and signed at next meeting Minutes and agendas are displayed according to legal requirements Business conducted at Council meetings should be managed by chair	Existing procedures adequate Undertake adequate training Members to adhere to Code of Conduct
Public Liability	Risk to third party, property or individuals	M	Insurance is in place. Risk assessment of any individual event undertaken	Existing procedures adequate
Employer liability	Non-compliance with employment law	L	Undertake adequate training	Existing procedures adequate
Legal Liability	Legality of activities Proper and timely reporting via Minutes Proper document control	M L L	Clerk to clarify legal position on proposals and to seek advice if necessary Council always receives and approves minutes at monthly meetings Retention of document policy in place	Existing procedures adequate Existing procedures adequate Existing procedures adequate
COUNCILLORS PROPRIETY				
Members Interests	Conflict of interest Register of Members Interests	M L	Councillors have a duty to declare any interest at the start of the meeting Register of Members Interests form to be reviewed at least on an annual basis	Existing procedures adequate Members to take responsibility to update their register