

UGBOROUGH PARISH COUNCIL MEETING
Wednesday 5th September 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 5th September 2018 at 7.30pm for the purpose of transacting the following business.



Sarah Woodman, Clerk to the Council

29th August 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

18.106 To accept apologies for absence

18.107 To note declarations of interest and consider granting dispensation requests

18.108 To confirm the Minutes of the Meetings held on the 1st August 2018, as previously circulated

18.109 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. Certificate of Lawfulness for the use of the garage with a staircase to the above study at Davids Moor, Davids Lane, Filham Ref [0409/18](#) Mr S Mitchell
2. Provision of two stables at Springwater Barn, Ludbrook Ref [2486/18/FUL](#) Mr William & Mrs Cindy
3. Application for variation of Condition 2 following grant of planning permission 57/2326/12/F at Cannamore, Avonwick Ref [2053/18/VAR](#) Mr R Wakeham
4. Approval of reserved matters following outline approval 27_57/2139/15/O for residential development of 4no. dwellings with associated access and other works at Development site at Ivydale, Godwell Lane, Ivybridge Ref [2387/18/ARM](#) Hembury Homes Ltd
5. Replacement of existing temporary dwelling with permanent bungalow at Haydens Farm, Yellowberries Lane, Wrangaton Ref [1733/18/FUL](#) Mr R Rowe
6. Householder application for front and rear extensions to Toad Hall Barn, Filham Ref [2323/18/HHO](#) Mr & Mrs Stafford
7. Change of use of land for grazing of horses (with mobile structures used for shelter) at Earlscombe Farm, Bittaford Ref [2359/18/FUL](#) Mrs D Willman
8. Householder application for extension to provide extra accommodation at 16 Lutterburn Street, Ugborough Ref [2750/18/HHO](#) Mr J Camp
9. Householder application for addition of a roof light to the rear elevation of the main house and renovation of the barn at 20 Fore Street, Ugborough Ref [2707/18/HHO](#) Mr & Mrs Jones

To ratify Planning Applications considered at the Meeting held on the 1.8.18

10. 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**
11. 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**
12. Works to trees subject to TPO at Bittaford Wood Caravan Park, Ugborough Ref 18/0039 **Delegated to Cllr Johns**

Planning Decisions

13. Outline application with all matters reserved for permanent agricultural workers dwelling at Land a Combe Cross, Filham Ref [1629/18/OPA](#) **Conditional permission**
14. Variation of condition 3 (Time restriction) of planning consent 0126/18/FUL to enable pitch to be used on Sundays at Ivybridge Rugby Football Club, Filham Ref [1986/18/VAR](#) **Conditional permission**
15. 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](#) **Conditional permission**
16. Change of use of agricultural land to campsite. Siting of up to 4no. safari tents and 2no. ancillary shipping container units. Works to existing access, creation of parking area, and installation of required utilities and

associated landscaping at Brackenhill, Ugborough Ref [0983/18/FUL](#) **Conditional permission**

17. Notification for prior approval for proposed change of use of agricultural building to dwellinghouse (Class C3) and for associated operational development (Class Q(a+b)) at Barn at Coarsewell Cross, Ugborough Ref [2047/18/PDM](#) **Refuse**

18. Householder application for a two-storey extension and alterations at 1 Trinnicks Orchard Ugborough Ref [2165/18/HHO](#) **Conditional permission**

19. Readvertisement (Revised Plans and Amendment to Number of Dwellings Proposed) Outline application with some matters reserved for construction of up to 36 dwellings (including affordable housing), flexible shop/community space, and associated works including landscaping at Land Adjacent To Siding Cross Wrangaton [1317/16/OPA](#) **Conditional permission**

20. Single storey front and rear extensions at Bittaford Lodge, Bittaford Ref [0330/18](#) **Conditional permission**

Planning Correspondence

21. Pre-application process – Consultation to 21.9.18

Developments, Ugborough West

22. Filham Park – access and road safety & traffic calming measures, Bittaford & Wrangaton

18.110 Finance

1. To approve cheques for payment:

Cheque	Description	VAT	Gross
2021	S Woodman – August pay		537.25
2022	S Woodman – Net expenses: £56.53 office, £59.85 travel		118.38
2023	Ugborough Village Hall – hall hire		33.75
2024	Cutting Crew – Grass cuts cemetery & Bittaford playpark, spray Square	35.40	212.40

2. Financial Statement

Earmarked Reserves

Lloyds Current Account to 17.8.18	9243.21	P.3 grant	434.07
Less payments & unrepresented cheques	901.78	Prize money for parish map	300.00
Plus uncleared receipts	0.00	Open space sport & recreation	4500.00
Total	8341.43	TAP: Community Education	366.00
Plus: Santander Acc to 25.7.18	23264.09	Dementia Awareness	150.00
Total	31605.52	Capital projects	3000.00
		Community Highway equipment	197.90
Total uncommitted funds £22657.55		Total	8947.97

3. To upgrade the Wordpress website to a Personal Plan at a cost of £1.33pm

4. Grant application: Ugborough Village Hall

5. Grant application: Ivybridge Community Transport Association (2016 granted £180)

18.111 Correspondence received

1. Communities Together Fund application

2. Ugborough Post Box

3. SHDC: [Gambling policy](#) consultation to 5.1.18

4. Police & Crime Commissioner: Proposed merger of Devon & Cornwall Police and Dorset Police

5. SHDC: Public toilets in Ugborough & Bittaford

6. DCC: S106 funding towards schools & preschools

7. Ugborough crime

8. SHDC: Devon Home Choice training, 2-4pm 18 October

18.112 Asset Management

1. Burial ground

2. Phone box, Wrangaton

3. Bittaford playground

18.113 Highways & Rights of Way Maintenance

1. Erme-Plym Trail – dog mess

18.114 Anti-Fraud and Corruption Policy – Appendix 18.114

18.115 Community Landing Site

18.116 Travellers at Hillhead

18.117 Reports on Meetings attended

18.118 Correspondence available at the Meeting

Appendix 18.114

Anti-Fraud and Corruption Policy

Background

Ugborough Parish Council is committed to

- ensuring effective safeguarding of the public money and all other assets and resources for which it is responsible.
- the prevention, detection and investigation of all forms of fraud, corruption and theft which could threaten the security of its assets or its reputation.

Definitions

Fraud - Criminal deception or the use of false representations to gain an unjust advantage.

Corruption - The offering, giving, soliciting or acceptance of an inducement or reward which may influence the action of any person or the failure to disclose an interest in order to gain financial or other pecuniary gain.

Raising Concerns

Concerns must be raised when Councillors or employees reasonably believe that one or more of the following has occurred, is in the process of occurring or is likely to occur:

- a criminal offence
- a failure to comply with a statutory or legal obligation
- improper unauthorised use of public or other funds
- a miscarriage of justice
- maladministration, misconduct or malpractice
- endangering of an individual's health and safety
- damage to the environment
- deliberate concealment of any of the above

Culture of Openness and Honesty

Ugborough Parish Council promotes a culture of openness and honesty in all Council activities. The Council's employees are key to creating, maintaining and promoting this culture. Staff are encouraged to raise concerns they have about any aspect of the Council's activities.

The Council has adopted the Code of Conduct for Members which requires high standards of integrity, openness and honesty from Councillors and which lays out stringent requirements regarding transparency in public life.

Prevention

a) The role of Councillors as representatives

All members of the council have a duty to protect the Parish Council from all forms of abuse. This is undertaken through the procedures outlined in this policy and compliance with the Code of Conduct, the Council's Financial Regulations, Standing Orders and relevant legislation.

Members sign to the effect that they have read and understood the Code of Conduct when they take office. This includes the declaration and registration of interests.

The Council recognises that a key preventative measure in dealing with fraud and corruption is to take effective steps at the recruitment stage to establish, as far as possible, the honesty and integrity of potential employees, whether for permanent, temporary or casual posts.

b) The role of employees

Each employee is governed in their work by the Parish Council's Standing Orders, Financial Regulations and other relevant legislation.

In addition, employees are responsible for ensuring that they follow the instructions given to them by Council, particularly in relation to the safekeeping of the assets of the Council.

Employees are expected always to be aware of the possibility that fraud, corruption or theft may exist in the workplace and be able to share their concerns with their line manager or the Chairman or Vice Chairman of the Council as appropriate.

c) Conflicts of Interest

Both members and employees must ensure that they avoid situations where there is a potential for a conflict of interest. Such situations can arise with externalisation of services, tendering, planning and land issues, etc. Effective role separation will ensure decisions made are clearly based upon impartial advice and avoid questions about improper disclosure of confidential information.

d) Role of Internal Audit

It is not the Internal Auditor's function to prevent fraud and irregularity, but the Internal Auditor plays a vital preventative role in trying to ensure that systems and procedures are in place to prevent and detect fraud and corruption.

e) **The Role of External Audit**

Independent external audit is an essential safeguard in the stewardship of public money. This role is delivered through the carrying out of specific reviews that are designed to test (amongst other things) the adequacy of the council's financial systems, and arrangements for preventing and detecting fraud and corruption. It is not the external auditor's function to prevent fraud and irregularity, but the integrity of public funds is a matter of general concern. External auditors are always alert to the possibility of fraud and irregularity and will act without undue delay if grounds for suspicion come to their notice.

f) **Co-operation with Others**

The Council is aware of the high degree of external scrutiny of its affairs by a variety of bodies such as the External Auditor, HM Customs & Excise and the Inland Revenue. These bodies are important in highlighting any areas where improvements can be made.

Deterrence

Disciplinary action, theft, fraud and corruption are serious offences against the Council and employees will face disciplinary action if there is evidence that they have been involved in these activities.

Disciplinary action will be taken in addition to, or instead of, criminal proceedings, depending on the circumstances of each individual case, but in a consistent manner, after relevant consultation.

Councillors will face appropriate action under this Policy if they are found to have been involved in theft, fraud or corruption against the Council.

Action will be taken in addition to, or instead of, criminal proceedings, depending on the circumstances of each individual case, but in a consistent manner.

Detection and Investigation

Internal Audit plays an important role in the detection of fraud and corruption.

In addition to Internal Audit, there are other controls in place to deter fraud and corruption, outlined in the Financial Risk Assessment. However, it is often the vigilance of Councillors, employees and members of the public that aids detection.

Investigations will apply to all the following:

- Fraud/corruption by Councillors
- Other fraud/corruption by Parish Council employees
- Fraud by contractors' employees
- External fraud (the public) relating to the Parish Council.

Any decision to refer a matter to the Police will be taken by the Parish Clerk in conjunction with the Chair or Vice Chair of the Council.

The Council will normally wish the Police to be made aware of and independently investigate offenders where financial impropriety is discovered.

Depending on the nature of an allegation, the Parish Clerk and Chair of the Council will normally work closely with the relevant members of staff to ensure that all allegations are thoroughly investigated and reported upon.

The Parish Council's Disciplinary Procedures will be used to facilitate a thorough investigation of any allegations of improper behaviour by employees.

The Council will deal firmly with those who defraud the Council, or who are corrupt, or where there has been financial malpractice. Any abuse investigation process (such as malicious allegations) may be dealt with as a disciplinary matter.

When fraud or corruption have occurred because of a breakdown in the Council's systems or procedures, the Council will ensure that appropriate improvements in systems of control are implemented to prevent a reoccurrence.

Awareness and training

The Parish Council recognises that the continuing success of this Policy and its general credibility will depend in part on the effectiveness of training and awareness of Councillors and employees.

Conclusion

This Policy supports the Council's desire to maintain an honest Council, free from fraud and corruption. The Council has in place a network of systems and procedures to assist it in dealing with fraud and corruption should it occur. It is determined that these arrangements will keep pace with any future developments in techniques to both prevent and detect fraudulent or corrupt activity that may affect its operation.