

## UGBOROUGH PARISH COUNCIL MEETING

Ugborough Village Hall

Wednesday 5th September 2018 at 7.30pm

### Questions from the Public

- Complaints were received about speeding through the village. A 20mph limit was required, which Cllr Hosking and the Clerk would request
- Speeding cycles were a hazard along Shute Lane, Wrangaton, part of the Dartmoor Way Cycle Route. The Clerk would request that the route be diverted along Green Lane.

**DNP Cathie Pannell** reported that a temporary reduction in planning officers meant that the pre-application advice service was not currently available. The DNP Plan discussions were progressing and full consultation would be undertaken soon

**SHDC Cllr Holway** reminded the Meeting of the SeaMoor Lotto, which raised money for good causes. A Civic Service was arranged from 2.30pm 16 December, supporting charities Riding for the Disabled and Dementia Alliance, and all were welcome. Cllr Holway attended a Rugby Club match, which used the new artificial grass pitch. It looked good and was available to other teams when their pitches were waterlogged.

**DCC Cllr Hosking** highlighted DCC support of victims of scamming, and he had become a SCAMbassador. No report on the Lutterburn lamppost.

### DRAFT MINUTES

**Present:** Cllrs Beable (Chair), Cooper, Fairclough-Kay, Fletcher, Hart, Holway, Hosking & Smallridge; DNP C Pannell & 8 public

**18.106 Apologies for absence** were accepted from Cllr Nelson

**18.107 To note declarations of interest and consider granting dispensation requests** None

**18.108 The Minutes of the Meetings held on the 1<sup>st</sup> August 2018, as previously circulated, were confirmed and signed by the Chairman**

### 18.109 Planning

#### Planning Applications

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 **No comment**

2. Provision of two stables at Springwater Barn, Ludbrook Ref [2486/18/FUL](#) Mr William & Mrs Cindy **Neutral. Prefer double pitch roof**

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 **Neutral, subject to condition for commercial use only in relation to the applicant's plant hire business - no residential use is created**

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 **Neutral. Prefer local vernacular design**

5. Replacement of existing temporary dwelling with permanent bungalow at Haydens Farm, Yellowberries Lane, Wrangaton Ref [1733/18/FUL](#) Mr R Rowe **Neutral, subject to functional tests that the farm is viable**

6. Householder application for front and rear extensions to Toad Hall Barn, Filham Ref [2323/18/HHO](#) Mr & Mrs Stafford **Neutral**

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 **Object. Overdevelopment - barn is too large for the land area. Note there is an existing building on the site. Application details are inaccurate**

8. Householder application for extension to provide extra accommodation at 16 Lutterburn Street, Ugborough Ref [2750/18/HHO](#) Mr J Camp **Support**

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 **Neutral. Roofing should be slate. The barn renovation should be ancillary to the main dwelling. Prefer no skylight or chimney flue, or relocate flue to the east elevation of the building**

10. Alterations and extension to existing dwelling house to include rebuilding of existing boundary retaining wall at Windbells, 5 Highfield Terrace, Bittaford Ref [0458/18](#) Mrs D Watson **Neutral. Strongly prefer the design to be in character with the street scene. Concern development has started before planning permission.**

11. Changes to the existing access at Spring Water Barn, Ludbrook Ref [2860/18/FUL](#) Mr & Mrs Cull **An improvement, but better visibility to the east required**

### Planning Applications considered at the Meeting held on the 1.8.18 were ratified

12. 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**

13. 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**

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

### Planning Decisions Noted

15. Outline application with all matters reserved for permanent agricultural workers dwelling at Land a Combe Cross, Filham Ref [1629/18/OPA](#) **Conditional permission**

16. 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**

17. 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**

18. 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**

19. 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**

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

21. 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**

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

### Planning Correspondence

23. SHDC Pre-application process – Response delegated to Cllr Hosking

### Developments, Ugborough West

24. Filham Park – Cllr Holway had requested S106 funding towards access and road safety & traffic calming measures in Bittaford & Wrangaton, and towards Ugborough Preschool. Cllr Beable provided statistics from the speed sensor on speeding through Bittaford & Wrangaton

### 18.110 Finance

#### 1. Cheques approved 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. The Financial Statement was accepted

#### 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
<b>Total</b>	<b>8341.43</b>	TAP: Community Education	366.00
Plus: Santander Acc to 25.7.18	23264.09	Dementia Awareness	150.00
<b>Total</b>	<b>31605.52</b>	Capital projects	3000.00
		Community Highway equipment	197.90
<b>Total uncommitted funds £22657.55</b>		<b>Total</b>	<b>8947.97</b>

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

4. Resolved to grant Ugborough Village Hall £1000 towards repairs & renovations (*chq 2025*)

5. Grant application: Ivybridge Community Transport Association (*2016 granted £180*) – Details of usage within the Parish would be requested

### 18.111 Correspondence received

1. Communities Together Fund application - £2000 would be requested towards a defibrillator for Wrangaton. An application form would be forwarded to Ugborough Village Hall.

2. Ugborough Post Box – the Clerk would request progress

3. SHDC: [Gambling policy](#) consultation – No response
4. Police & Crime Commissioner: Proposed merger of Devon & Cornwall Police and Dorset Police – consultation closed
5. SHDC: Public toilets in Ugborough & Bittaford – a discussion with SHDC would be requested
6. DCC: S106 funding towards schools & preschools – Cllrs Beable & Hosking attended a meeting with Lorna Pitts, DCC, who advised that the Ugborough school catchment area excluded the new Ivybridge housing developments, and that DCC would be reviewing capacity in Ivybridge. The preschool claim would be more effective if they demonstrated fund-raising for capital projects.  
Councillors considered the increased precept arising from new housing to the west of the parish may be used towards the preschool. The Clerk would ask that Parish Council representatives attend the next preschool committee meeting to discuss alternatives for the way ahead, including costings.
7. Ugborough crime – No further crime had been reported. The possibility of a Neighbourhood Watch Group was discussed.
8. SHDC: Devon Home Choice training, 2-4pm 18 October – Cllrs Beable & Hosking would attend

### **18.112 Asset Management**

1. Burial ground – No report
2. Phone box, Wrangaton – No progress
3. Bittaford playground – Repairs awaited

### **18.113 Highways & Rights of Way Maintenance**

1. Erme-Plym Trail: dog mess – No report
2. Donkey Lane, Ugborough – SHDC confirmed that it had no capacity within existing rounds to install an additional bin at the lower end of Donkey Lane.

### **18.114 Resolved to adopt the Anti-Fraud and Corruption Policy, Appendix 18.114**

**18.115 Community Landing Site** – A response was awaited from the landowner

**18.116 Travellers at Hillhead** – Cllr Holway would provide the terms of the Enforcement Order

**18.117 Reports on Meetings attended** – Cllrs Beable & Holway attended the Councillor Advocate Meeting, which was gradually being rolled out. They visited the Victim Support Unit and received a presentation on scamming. Details would be included in the Newsletter.

**18.118 Correspondence available at the Meeting** Noted

1. DALC Annual Report 2017/18

*Meeting ended 10.15pm*

*Date of next Meeting 3.10.18*

*Privacy policy – visit [ugboroughparishcouncil.gov.uk](http://ugboroughparishcouncil.gov.uk)*

## **Appendix 18.114**

### **Ugborough 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.