

UGBOROUGH PARISH COUNCIL MEETING
Wednesday 7th November 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 Wednesday 7th November 2018 at 7.30pm for the purpose of transacting the following business.



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

18.133 To accept apologies for absence

18.134 To note declarations of interest and consider granting dispensation requests

18.135 To confirm the Minutes of the Meetings held on the 3rd October 2018, as previously circulated

18.136 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. Householder application for proposed single storey extension to the rear and a porch to front at Wisteria Cottage, Ludbrook, Ugborough Ref [2941/18/HHO](#) Mr J Knapman

To ratify Planning Applications considered at the Meeting held on the 3.10.18

2. Change of use of agricultural building to residential use with changes to the external appearance of consent 1792/17/PDM Barn at The Shippen, Marridge Farm, Ugborough Ref [2921/18/FUL](#)

3. TPO works T1: Oak – Fell, excessive lean over property; T2: Oak – fell, poor crown, dieback; T3: Oak – fell, dying; T4: Oak – fell, dying; T5: Oak – remove, windblown at Magnolia Barn, Ludbrook Ref [3044/18/TPO](#)

Mr R Prowse

Planning Decisions

4. Alterations and extension to existing dwelling house to include rebuilding of existing boundary retaining wall at Windbells, 5 Highfield Terrace, Bittaford Ref [0458/18](#) **Conditional permission**

5. Householder application for extension to provide extra accommodation at 16 Lutterburn Street, Ugborough Ref [2750/18/HHO](#) **Conditional permission**

6. 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](#) **Conditional permission**

7. Householder application for front and rear extensions to Toad Hall Barn at Toad Hall, Filham Ref [2323/18/HHO](#) **Conditional permission**

8. Notification to undertake works to trees in a Conservation Area at Hill House, Ugborough Ref [3110/18/TCA](#) **Refuse. TPO served.** Works to T2 Acer & T3 Crab Apple **No objection**

9. Developments, Ugborough West

18.137 Finance

1. To approve cheques for payment:

Cheque	Description	VAT	Gross
2036	S Woodman – Oct pay		537.25
2037	S Woodman – Net expenses: £71.25 office, £85.22 travel + subsistence, £200 replace chq 2031 to SHDC	44.98	396.47
2038	Cutting Crew	35.40	212.40
Receipts			
Santander	Interest		11.29
SHDC	Neighbourhood Plan expenses		337.17
Williams & Triggs	Coker memorial		250.00
Co-op Funeralcare	Bidgood memorial		250.00
Walter Parson	Northmore burial		420.00

2. Financial Statement**Earmarked Reserves**

Lloyds Current Account to 17.10.18	16610.81	P.3 grant	434.07
<i>Less</i> payments & unrepresented cheques	1655.25	Prize money for parish map	300.00
<i>Plus</i> uncleared receipts	420.00	Open space sport & recreation	4500.00
<i>Less</i> Transfers not on Bank Statement	10000.00	TAP: Community Education	366.00
Total	5375.66	Dementia Awareness	150.00
<i>Plus</i> : Santander Acc cash book	33295.14	Capital projects	3000.00
Total	38670.70	Community Highway equipment	197.90
Total uncommitted funds £29722.73		Total	8947.97

3. Verification of bank statements and reconciliations

Financial Regulation 2.2: On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council

4. To review the Risk Assessment – Appendix 18.137.4
5. Christmas decorations – 2017 grants: Ugborough PCC £50, Bittaford Methodist Church £25 & Bittaford Community Hall £25. Arrangements for Ugborough Church Christmas tree.
6. To use internet banking, in accordance with the Financial Regulations adopted by the Parish Council on 11.6.14 & amended 5.7.17– Appendix 18.137.6
7. Funding request: Ivybridge RFC Fireworks display
8. Funding request: Ugborough oak tubs £138.75
9. To reappoint Alison Marshall as Internal Auditor 2018/19. Audit fee £175.

18.138 Correspondence received

1. DNP: Parish Council Workshop – Local Plan & Development Management, Parke 5.12.18 2-4pm
2. Plymouth & South West Devon Joint Local Plan Main Modifications – consultation to 3.12.18
3. SHDC: Town & Parish Council Event 10 December 6.30pm, Follaton House

18.139 Asset Management

1. Burial ground – Hedge trimming
2. Phone box, Wrangaton
3. Bittaford playground
4. Benches at Hillhead Cross and Church Lawn

18.140 Highways & Rights of Way Maintenance

1. Donkey Lane maintenance
2. Grit supplies
3. Speeding vehicles from Ivybridge to Wrangaton
4. South West Highways: Chapter 8 training
5. Ugborough 20mph zone traffic calming – minimum cost £20,000

18.141 Public toilets in Ugborough & Bittaford**18.142 Travellers at Hillhead****18.143 Reports on Meetings attended**

1. Clerks Workshop, Ugborough

18.144 Correspondence available at the Meeting

Privacy policy – visit ugboroughparishcouncil.gov.uk

Appendix 18.137.4**Risk Assessment**

Item	Frequency	Last Reviewed	Action
Parish Council Insurance			
Public & Employers Liability	Annual	May 18	
Money & Fidelity Guarantee	Annual	May 18	
Personal Accident	Annual	May 18	
Buildings cover for Parish owned property/community assets	Annual	May 18	
Inspection of playground equipment by qualified inspector	½ yearly SHDC	May 18	Due Nov 2018
Cemetery inspection	On-going	Oct 18	
Financial Matters			
Banking arrangements	As required	Nov 18	
Insurance providers	As required	Nov 17	
VAT return completed/submitted	Annual	March 18	
Internal audit fee review	5 Yearly	Nov 18	
Clerk's salary review	Annual	March 18	
Clerk's expenses review	Annual	Nov 17	O/S
Budget agreed, monitored and reported	6 monthly	Jan 18	O/S
Precept requested	Annual	Jan 18	
Payments approval procedure	As required	June 14	
Bank reconciliations overseen by Cllrs	Monthly	Nov 18	
Chairman's Allowance reviewed & agreed	Annual	Jan 18	
Internal Audit	Annual	May 18	
External Audit	Annual	Sept 18	
Internal check of financial records	Quarterly	Nov 18	
Record Keeping			
Minutes properly numbered	On-going		
Asset Register available/updated	On-going	May 18	
Financial Regulations available/updated	On-going	July 17	
Standing Orders available/updated	On-going	July 17	
Backups taken of computer records	Monthly	Oct 18	
Archived computer records	No action		
Employees & Contractors			
Contract of employment	As required	May 07	Amended
Contractors' Indemnity Insurance	On-going		
Written arrangements with contractors	On-going	Oct 14	
Member's Responsibilities			
New Code of Conduct adopted	As required	Sept 14	
Register of Interests completed & updated	On-going	May 15	
Register of Gifts/Hospitality	On-going		
Declarations of Interests minuted	On-going		

Appendix 18.137.6**Financial Regulations (Extract) adopted by the Parish Council on 11.6.14 & amended 5.7.17**

6.8. If thought appropriate by the council, payment for certain items (principally Salaries) may be made by Banker's Standing Order provided that the instructions are signed, or otherwise evidenced by two members, including the Chairman and one bank signatory, and are retained, and any payments are reported to council as made. The approval of the use of a Banker's Standing Order shall be renewed by resolution of the council at least every two years.

6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

- 6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.15. Where internet banking arrangements are made with any bank, the Clerk [RFO] shall be appointed as the Service Administrator. The Bank Mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by [two of] the Clerk [the RFO][a member]. A programme of regular checks of standing data with suppliers will be followed.