

## UGBOROUGH PARISH COUNCIL MEETING

**Ugborough Village Hall  
Wednesday 8<sup>th</sup> May 2019 at 7.30pm**

### Questions from the Public

- Complaints were received about speeding along Fore St, Ugborough
- A suggestion for No Smoking signs in the Bittaford bus shelter was dismissed
- The Clerk would advise DCC Highways that tree branches along the B3213 verge, Bittaford were encroaching over the pavement
- Road markings generally were worn out, which the Clerk would report to DCC Highways
- Cars were still parked on the pavement along Fore St, Ugborough. The Clerk advised she had twice advised the Police of the infringement.

### DNP Member Cathie Pannell advised:

- The Dartmoor Local Plan was progressing, with a revised draft for further consultation in September 2019
- The Love Moor Life aimed to protect lambs and ground nesting birds by keeping dogs on leads from 1 March – 31 July
- Police powers for Rangers had been renewed for a further 3 years
- DNP Visitor Centres were awarded Gold in the SW Tourism Excellence Awards
- Restoration of peatland continued
- The Moor Otter scheme may be renewed
- The Glover Review of National Parks may have big implications, and future funding arrangements were yet to be confirmed
- The DNPA election would be held on the 22 May. Councillors would be consulted on the Ballot by email.

**SHDC Cllr Holway** reported that the Conservative majority had reduced, which would result in greater involvement by the minor parties

### DCC Cllr Hosking reported on:

- Doing What Matters grants, which would be detailed in the Newsletter. Funds were also available through Crowdfund Devon and Making the Connection
- John Galt would be attending the Parish Council Meeting on the 7<sup>th</sup> August to discuss flood prevention in Lutterburn St
- The grass verges along the B3213 in Bittaford, and thanked Cllr Nelson for cutting the grass
- The removal of the lamppost at Lutterburn. He would follow up complaints that the area was now very dark and potentially unsafe. A lamp by the bench was suggested.

## DRAFT MINUTES

**Present:** Cllrs Beable (Chair), Fairclough-Kay, Fletcher, Hart, Holway, Hosking, Johns, Nelson, Slater & Smallridge

Cllr Beable congratulated Cllrs Holway & Slater for their election success

**19.057 To accept apologies for absence** None

**19.058 Declarations of interest** were received from Cllr Fairclough-Kay: Item 19.060.6 Pecuniary

**19.059 The Minutes of the Meetings held on the 3<sup>rd</sup> April 2019, as previously circulated, were confirmed and signed by the Chairman**

### 19.060 Planning

#### Planning Application recommendations

1. Construction of 2 residential dwellings on an infill site, formerly Whiteoaks camp site at Whiteoaks Davids Lane Filham [1386/19/OPA](#) Mr & Mrs M & R French **Neutral. Query land contamination from the previous toilet block/septic tank**
2. Application to fell trees at Bittaford Wood Caravan Park TPO 19/0021 **Delegated to Cllr Johns**
3. Installation of velux window at 5 Church Lane, Moorhaven Village Ref [0189/19](#) Mrs A Roe **Neutral**

#### Planning Applications considered at the Meeting held on the 3.4.19 were ratified

4. Erection of single storey extension at Grove Villa, Bittaford Ref 0123/19 Mr A Brown **Neutral. Prefer a more traditional construction**

#### Planning Decisions Noted

5. 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)) (Resubmission of 2047/18/PDM) at Barn at Coarswell Cross, Ugborough Ref 0197/19/PDM **Conditional prior approval**

6. Application for a Lawful Development Certificate for a proposed use or development – conversion of garage and store into ancillary accommodation at Ugborough House, Parsonage Lane, Ugborough Ref 0441/19/CLP **Lawful**

4. Proposed window replacement at Owley Cottage, South Brent Ref 0048/19 & replacement roof and windows to farmhouse at Owley Farmhouse, South Brent Ref 0049/19 **Grant of Listed Building Consent**

## 5. Developments, Ugborough West

### Planning Correspondence

6. Bittaford: Proposed development site – the Clerk would respond that there were insufficient details to comment. Concerns were raised on the absence of pavement and speed limits along the road.

*Cllr Johns left the Meeting*

7. DNPA: Dartmoor Local Plan – commenting on planning applications should have regard to the policies in the adopted Local Plan rather than the draft Local Plan

## 19.061 Finance

### 1. Resolved to approve payments and receipts:

Cheque	Description	Gross
BACS	S Woodman – April pay	558.77
BACS	S Woodman – Gross expenses: £49.29 office, £76.95 travel	126.24
2062	J&MJ Widdicombe – Community lengthsman	220.50
2063	Cllr Beable - expenses	9.70
BACS	Octagon Consultants – website domain renewal	48.00
2064	Cutting Crew - Bittaford playpark & burial ground	97.20
2065	Bittaford Community Hall – hall hire	17.00
<b>Receipts</b>		
BGC	SHDC - £11250 precept + £497 grant	11747.00
500087	WC Parson (Coker burial)	290.00
BGC	Santander - interest	15.99

### 2. The Financial Statement was approved

### Earmarked Reserves

Lloyds Current Account to 22.4.19	15230.45	P.3 grant	902.11
<i>Less</i> payments & unrepresented cheques	1077.41	Prize money for parish map	300.00
<i>Plus</i> uncleared receipts	290.00	Open space sport & recreation	3850.00
<i>Less</i> Transfers not on Bank Statement	0.00	TAP: Community Education	366.00
<b>Total</b>	<b>14443.04</b>	Dementia Awareness	150.00
<i>Plus:</i> Santander Acc cash book	31389.09	Capital projects	2805.00
<b>Total</b>	<b>45832.13</b>	Community Highway equipment	197.90
<b>Total uncommitted funds</b>	<b>£37,261.12</b>	<b>Total</b>	<b>8571.01</b>

3. Resolved to approve the 2018/19 Accounts & Audit Commission Annual Governance Statement, Section 1

4. Resolved to approve the 2018/19 Accounts & Audit Commission Annual Governance Statement, Section 2, Appendix 19.061.4

The internal auditor had completed her audit and confirmed that the Parish Council had robust and effective systems of internal control and that the Clerk's work was of a high standard. Following her recommendations, a review of the Financial Regulations and Standing Orders would be undertaken.

*Cllr Hart joined the Meeting*

5. Resolved to transfer £7k from Lloyds to Santander account

6. Resolved to grant Cllr Nelson for Bittaford community planting £107.75 (Chq 2066)

7. Resolved to grant Ugborough website £115 (Chq 2067)

## 19.062 Correspondence received

1. Devon Rural Housing Partnership: Affordable housing - Noted

2. Devon Community Resilience Forum, 13 June Bishops Nympton – Cllr Beable may attend

3. Fields in Trust: Have a Field Day, 6 July – it was noted that the event would clash with Open Gardens Day

4. Ivybridge Community First Responders: Ugborough Parish Council name would be displayed on the response car. Financial support continued to be provided by Sustainable Saturdays.

5. DNPA: Dartmoor Awards – No nomination

6. DALC Training - None

7. CPRE: Devon's Best Churchyard Competition 2019 – No entry

8. AONB Management Plan launch 24 May – Cllr Holway would attend
9. The Clay Factory invitation to visit – Cllr Beable would email details, with the preferred dates 5 & 12 June

#### **19.063 Asset Management**

1. Burial ground gates – If Richard Hutcheon had made no progress, the Clerk would ask Dougie Northey to quote for shot blasting and galvanizing the gates.
2. Phone box, Wrangaton – defibrillator. A reply was awaited from Justin Sharples, South Western Ambulance Service NHS Foundation Trust
3. Bittaford Playground Report of inspection – No category A (danger to persons) defects were identified. The Clerk would forward to the manufacturer the recommendations relating to the new Clamber Stack
4. Bittaford & Ugborough public toilets – Cllr Hosking would circulate a report on the condition for the June Parish Council Meeting. Cllr Beable signed the Howard & Over Client Agreement in respect of the Transfer.

#### **19.064 Highways & Rights of Way**

1. Footpath 24, Whitehouse Hill – Public Rights of Way Warden Paul McFadden was investigating the possibility of a handrail. Farmers had complained about dogs mess in the fields. Footpath 13 had been closed pending repairs to the wooden steps.
2. Erme Playing Fields – Dogs mess continued to be a problem despite improved signage, volunteer support and the article in the press. Fencing in the footpath was seen as the only option, and Cllr Holway would follow up the complaint, including funding.
3. DNPA: Dartmoor Way Walking Route - Noted
4. Crownhill Cross to Strode Cross – Cllr Hosking reported that there was little potential to improve drainage

**19.065 Parish Map** Cllrs Beable, Fletcher, Holway & Hart would consult Eris Artwork about the design. In addition, Cllrs Hart & George Fletcher would be preparing a walking map.

**19.066 To review the [Ugborough Parish Open Space, Sport and Recreation Plan](#)** Cllr Fletcher would circulate the revised Plan for comment at the June Meeting

**19.067 Travellers at Hillhead No report**

**19.068 Reports on Meetings attended None**

**19.069 Correspondence available at the Meeting None**

*Meeting ended 9.50pm*

*Date of next Meeting 5.6.19*

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**Appendix 19.061.4**  
**2018/19 Accounts**

<b>RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31.03.2019</b>			
<u>Y/E 31.03.18</u>			<b>Current Year</b>
			<b>to</b>
		<b>RECEIPTS</b>	<b>31.03.19</b>
18,500.00	Precept		20,000.00
611.00	Council Tax Support		551.00
2,565.00	Burial Ground Fees		3,900.00
78.18	Interest on Investments		147.85
400.00	Agency (P3)		200.00
34.64	Other Receipts		2.50
0.00	Neighbourhood Plan		929.27
8,132.37	Grants		950.00
0.00	Non revenue receipts		0.00
1,895.21	HM Customs & Excise VAT		3,844.41
<b>32216.40</b>			<b>30525.03</b>
9,719.16	Clerk's salary & pension		10,034.37
815.24	Office expenses		732.46
57.67	Councillor's Expenses		38.78
80.86	Chair's Expenses		122.20
43.33	Training		116.05
396.69	Subscriptions		415.00
350.00	Audit Fee		394.35
131.00	Hire of Halls		169.50
3,920.50	Grants		2,996.40
2,541.21	Maintenance - General		2,188.00
1,066.79	Maintenance - Burial Ground		1,036.00
3,041.85	Highway maintenance		875.00
0.00	Agency Services (P3)		113.75
692.96	Insurance		687.48
469.97	Neighbourhood Development Plan		337.17
1,102.50	Other Expenses		2.50
10,287.63	Non Revenue Items		898.28
3,686.29	HM Customs & Excise VAT		957.79
<b>38403.65</b>			<b>22115.08</b>
<b>-6187.25</b>	<b>NET RECEIPTS/(DEFICIT)</b>		<b>8409.95</b>

Significant variances in the statement of accounts									
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).									
Lines	Description	Year ending		Variance		15% & over £200	Detailed explanation of variance (with amounts £)		
		31.03.18	31.03.19	£	%			£	%
1	Balances brought forward	34,005	27817						
2	Annual Precept	18,500	20000						
3	Total other receipts (excl precept)	13,716	10525	-3,191	-23	y	1. Council Tax Support: 2017/18 £611, 2018/19 £551 2. Burial Fees: 2017/18 £2565, 2018/19 £3900 3. Interest: 2017/18 £78, 2018/19 £147 4. Agency (P3): 2017/18 £400, 2018/19 £200 5. Neighbourhood Plan: 2017/18 £0, 2018/19 £929 6. Grants: 2017/18 £8132, 2018/19 £950 7. HMRC VAT: 2017/18 £1895, 2018/19 £3844		
4	Staff costs	9,720	10034	314	3				
5	Loan interest/capital repayments	0	0	0	0				
6	Other payments	28,684	12081	-16,603	-58	y	1. Office expenses: 2017/18 £815, 2018/19 £732 2. Councilor expenses: 2017/18 £58, 2018/19 £38 3. Chairman expenses: 2017/18 £81, 2018/19 £122 4. Training: 2017/18 £43, 2018/19 £116 5. Hall hire: 2017/18 £131, 2018/19 £169 6. Grants: 2017/18 £3920, 2018/19 £2996 7. Maintenance general: 2017/18 £2541, 2018/19 £2188 8. Maintenance burial ground: 2017/18 £1067, 2018/19 £1036 9. Highway maintenance: 2017/18 £3042, 2018/19 £875 10. Neighbourhood Plan: 2017/18 £470, 2018/19 £337 11. Agency services (p3): 2017/18 £0, 2018/19 £113 12. Insurance: 2017/18 £693, 2018/19 £687 13. Other expenses: 2017/18 £1102 (playground landscaping), 2018/19 £2 14. Non revenue expenses: 2017/18 £10288 (play equipment, bus shelter materials, projector), 2018/19 £898 (benches, tubs, speed sign fixings) 15. VAT: 2017/18 £3686, 2018/19 £958		
7	Balances brought forward	27,817	36227						
8	Total cash & short term investments	27,817	36227						
9	Total fixed assets & long term assets	60,204	27226	-32,978	-55	y	Asset Register valuations restated in accordance with the Governance & Accountability for Local Councils Practitioners' Guide		
10	Total borrowings	0	0	0	0				