

# UGBOROUGH ANNUAL PARISH COUNCIL MEETING

## Wednesday 8<sup>th</sup> May 2019 at 7.00pm

### 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 8th May 2019 at 7.00pm for the purpose of transacting the following business.



Sarah Woodman, Clerk to the Council Date

1<sup>st</sup> May 2019

**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 661125*

## AGENDA

### 19.050 Election of officers

1. Election of Chairman and completion of Declaration of Acceptance of Office of Chairman
2. Election of Vice-Chairman
3. Completion of Declaration of Acceptance of Office of Councillors

### 19.051 To accept apologies for absence

### 19.052 To appoint members to serve on the following Committees and outside bodies

| Responsibility                        | Committee/Outside body                            | 2018/19 Councillor             |
|---------------------------------------|---|--------------------------------|
| Education/Youth                       |   | Cllr Hutcheon                  |
| Dartmoor National Park                |   | Forum Committee Representative |
| Conservation/Recycling/Environment    | Tree & Hedge Warden                               | Cllrs Johns                    |
| Local Government Authorities          | IDALC   | Cllr Smallridge                |
| Planning – Development Control        |   | Cllr Hosking                   |
| Finance/Budgets/Council Tax           | Lead Councillor for Finance                       | Cllr Fletcher                  |
| Public Rights of Way                  | P.3 Co-ordinator                                  | Cllrs Fletcher & Hart          |
| Voluntary Organisations/grant funding | Ugborough Village Hall Committee                  | Cllr Smallridge                |
|                                       | Bittaford Community Hall Cttee                    | Cllrs Nelson                   |
| Public Health/Community care          | Carers Forum                                      | Cllrs Cooper & Smallridge      |
| Police/Traffic/Road Safety/transport  | Ivybridge Community Transport/Neighbourhood Watch | Cllr Nelson                    |
| Emergency Planning                    | Snow warden                                       | Cllr Johns & Fairclough-Kay    |
|                                       | Ugborough Fair Committee                          | Cllr Hart                      |

**19.053 To confirm that the Parish Council meets the General Power of Competence eligibility criteria** *Councillors elected at the last election or subsequent by-election must equal at least 2/3 of the total seats on the council; the Clerk must be qualified; and any criteria set by the Secretary of state.*

### 19.054 To co-opt for one vacancy in Ugborough West Ward

**19.055 To confirm Zurich Municipal (Community First) Insurance Policy details and Asset Register 2019/20**  
*Appendix 19/055*

Insurance policy details awaited. Discussion on the basis of the Asset Register.

The insurers previously advised that index linking was no longer applied (except to material damage to building & contents). Asset values should be increased in line with Consumer Price Inflation (2.6% over the previous year).

**19.056 To Confirm the Meeting Schedule 2019/20** It is proposed to continue meetings on the first Wednesday of each month

| Description                            | Value 2018/19 (£)       | Value 2019/20  | Audit value* (£) | Comments                                   | 2   |
|--|-------------------------|----------------|------------------|--|---|
| <b>Burial Ground</b>                   |                         |                |                  |  |   |
| Land 1.5ha                             |                         |                |                  |  |   |
| Wooden shed                            | 300                     | 308            | 1                |  |   |
| Double iron gates                      | 799                     | 820            | 1                |  |   |
| 1 Wooden bench                         | 250                     | 257            | 1                |  |   |
| Gate & fencing to waste area           | 617                     | 633            | 51               |  |   |
| <b>Playgrounds</b>                     |                         |                |                  |  |   |
|  |                         |                |                  | Ugborough playground owned/insured by SHDC |   |
| 2 Picnic benches                       | 409                     | 420            | 375              |  |   |
| <b>Bittaford</b>                       |                         |                |                  |  |   |
|  |                         |                |                  | SHDC public liability ins                  |   |
| 2 Footpath gates                       | 200                     | 205            | 2                |  |   |
| Field gate                             | 250                     | 257            | 1                |  |   |
| Roundabout                             | 2056                    | 2109           | 1713             |  |   |
| Seesaw                                 | 4789                    | 4914           | 3991             |  |   |
| Clamberstack                           | 11285                   | 11578          | 9404             |  |   |
| Other recreation (7 items)             |                         |                | 7                |  |   |
| <b>Ugborough Primary School Field</b>  |                         |                |                  |  |   |
| Christmas lights                       |                         |                | 59               | Public liability Insurance excess £100     |   |
| <b>Church Lawn/Path, Ugborough</b>     |                         |                |                  |  |   |
|  |                         |                |                  | Adopted by UPC                             |   |
| War memorial                           | 5740                    | 5889           | 1                |  |   |
| 2 Wooden benches                       | 456                     | 468            | 456              | Replacements purchased 2018/19             |   |
| <b>Equipment</b>                       |                         |                |                  |  |   |
| Laptop, software, printer/copier, data | 2500                    | 2565           | 450              |  |   |
| <b>Street Furniture</b>                |                         |                |                  |  |   |
| Bus shelter                            | Ugborough & Wrangaton   | 17857          | 18321            | 2  |   |
|  | Bittaford (Metal/glass) |                | 0                | 2907                                       | Includes Bittaford shelter extras £423          |
| 6 wooden benches                       |                         | 1500           | 1539             | 200  | Ugborough bench £195 + 5 benches                |
| Plastic bench, Hillhead                |                         | 234            | 240              | 234  |   |
| Flagpole                               |                         | 1205           | 1236             | 1  | Ownership unknown                               |
| Conduit                                |                         | 11482          | 11781            | 1  | Ownership unknown                               |
| Beacon                                 |                         | 588            | 603              | 1  |   |
| Noticeboard Bittaford                  |                         | 191            | 196              | 190  |   |
| Noticeboard Wrangaton                  |                         | 253            | 260              | 250  |   |
| Phone boxes, Bittaford & Wrangaton     |                         |                |                  | 2  | Adopted   |
| Planters, Bittaford (2)                |                         |                |                  | 90   | Purchased 2018/19. Insurance policy excess £100 |
| <b>Emergency &amp; Highways</b>        |                         |                |                  |  |   |
| Saltspreader                           |                         | 1574           | 1615             | 1312                                       |   |
| Defibrillator                          |                         | 4800           | 4925             | 4000                                       |   |
| <b>Community Lengthsman equipment</b>  |                         |                |                  |  |   |
| Tool shed                              |                         | 158            | 162              | 132  |   |
| Speed sensor brackets                  |                         |                |                  | 298  | Purchased 2018/19                               |
| <b>Total</b>                           | <b>£69,493</b>          | <b>£71,301</b> | <b>£27,226</b>   |  |   |

**\*Governance and Accountability for Local Councils A Practitioners' Guide (England) March 2014**

3.74 Most assets will be first recorded in the asset register at their actual purchase cost. In some cases the purchase cost may not be known and a proxy cost should be substituted. A proxy cost is a value for the asset which is estimated by the council based on external advice. Councils may apply the insurance value of the asset at the time of first recording as a proxy. Whether actual or proxy cost is used, for accounting purposes the first recorded value of the asset will not change throughout its life.

3.75 Whatever asset valuation basis is applied, the method used (actual or proxy) should be recorded in the asset register. If for some reason the council decides that the basis of valuation is to be changed, the change should be applied consistently to all fixed assets. In such an event, the value shown in Box 9 of the annual return for the previous year should also be changed to the same new basis and clearly marked as 'RESTATED'. The council should provide a justification and explanation for the change to the external auditor.

3.76 In the special case where a local council receives an asset as a gift at zero cost, for example by transfer from a principal authority under a community asset transfer scheme, the asset should be included in the asset register at cost. However, it is strongly recommended to ensure that such assets are always disclosed in Section 1, Box 9 of the annual return councils should assign a nominal one pound (£1) value as a proxy for the zero cost. The use of the £1 proxy is particularly important in cases where a council operates an asset registration system that requires a positive value for every asset. Any costs of bringing gifted assets into productive use should be expensed as revenue items.

3.77 Many councils own assets that do not have a functional purpose or any intrinsic resale value (for example, a village pond or war memorial). These assets are often referred to as 'community assets'. Councils should record community assets in the assets register in the same way as gifted assets (see 3.76 above).