

**UGBOROUGH PARISH COUNCIL MEETING**  
**Ugborough Village Hall**  
**Wednesday 6<sup>th</sup> November 2019 at 7.30pm**

**Questions from the Public**

1. A complaint was received about the closure of the Ugborough public toilets. In response, the Parish Council explained that it had intended to buy the toilets, but had been thwarted by SHDC conditions on the sale.
2. Complaints and support were voiced in relation to the Householder application for two storey extension over existing dwelling and conversion of garage at Wynric, Ware Hill, Ugborough Ref [2468/19/HHO](#). The applicant advised that amended plans were being submitted to mitigate the objections.
3. In response to a complaint that the double yellow lines in Wrangaton still had not been altered, Cllr Hosking advised that this was dependant on the extinguishment of the duplicated section of the National Cycle Network route 2. He would press for progress.
4. Donkey Lane was overgrown and a tree branch needed felling. The Clerk would instruct John Widdicombe to carry out the work, which would be funded from P3.

**DCC Cllr Hosking** reported:

- Grit bins would be replenished on a request basis. Cllr Hosking would follow up a request for a grit bin in West Peek Lane, where there was flooding and therefore a risk of ice
- DCC Highways were on task to resolve the flooding on the Moorhaven to Chelston/Glazebrook lane.
- Connecting Devon & Somerset aimed for download speeds of at least 30Mbps and were carrying out a consultation on existing speeds, which the Clerk would include in the Newsletter.
- No date had yet been given for the speed test in Fore St
- Alternative proposals were still awaited in relation to the Lutterburn street lighting
- Ware Farm flooding project: A new plan was awaited upstream from Ware Bridge
- Renewal of road markings will be considered at the annual meeting in April
- No date had been given for repairs to the Workhouse Brook lane, which was currently closed. The Community Lengthsman needed to carry out regular maintenance
- No feedback had been received on the proposed roundabout at Kitterford Cross
- The programmed tarmacking along the A3121 had yet to be undertaken, which Cllr Hosking would follow up.

**SHDC Cllr Holway** reported:

- Embarrassment at the closure of the public toilets, which would be discussed at the December meeting.
- The SHDC Climate Emergency Working Group had set up a website for the public to submit ideas.
- Feedback on waste collection was requested, and missed collections could be reported online
- Ermington would be sharing the speed sensor.

**SHDC Cllr Abbott** reported:

- SHDC was proposing to replace S106 with the Community Infrastructure Levy following a consultation
- RSPCA had published guidelines to limit disturbance from fireworks. Feedback was requested on how to reduce the disturbance, and details would be included in the Newsletter.
- Planning permission had not been granted for the large sign at the junction into Ivybridge railway station.

**DRAFT MINUTES**

**Present:** Cllrs Beable (Chair), Fletcher, Hart, Holway, Hosking, Johns, Nelson, Slater & Smallridge;  
 SHDC Cllr Abbott; 12 public

**19.139 Apologies for absence** were received from Cllrs Cooper & Fairclough-Kay; DNPA C Pannell

**19.140 Declarations of interest** were noted from Cllr Fletcher: Item 19.142.8 Pecuniary

**19.141 The Minutes of the Meetings held on the 2<sup>nd</sup> October 2019, as previously circulated, were confirmed and signed by the Chairman**

**19.142 Planning**

**Planning Application recommendations**

1. Proposed conversion of garage to dependant residential unit at Ludd Farm, Ugborough Ref [2873/19/FUL](#)  
**Support, subject to the dwelling being ancillary to the main residence**
2. Proposal: T1: Beech - Crown height reduction by 1.5m and lateral reduction by 1.5m on all sides, crown raise to approx. 2m from ground level, crown thin by 20%. T2: Pittisporum - Crown height reduction by 1.5m and lateral

- reduction by 0.5m on North, East and West sides. Reasons -To reduce shading of properties and avoid damage to neighbouring property's roof at 6 Lutterburn Street, Ugborough Ref [3282/19/TCA](#) **Delegated to Cllr Johns**
3. Proposed installation of a Peaking Gas Generation Plant with associated development to include vehicular access and security fencing at Land at Ermington Road Ivybridge [3354/19/FUL](#) **Neutral, subject to a condition requiring the planting of mature trees (10 years plus) along the boundary of the site to progressively screen the generators in future years. This would provide landscape improvement and some carbon sequestration to offset a little of the mains gas used to power the generators.**
4. Demolition of stable block and erection of replacement barn at Cheston Farm, Wrangaton Ref [0496/19](#) **Support**
- Resolved to ratify Planning Applications considered at the Meeting held on the 2.10.19**
5. Householder application for two storey extension over existing dwelling and conversion of garage at Wynric, Ware Hill, Ugborough Ref [2468/19/HHO](#) **Understand that revised plans are to be submitted and request an extension of time so that the Parish Council may be consulted on those plans** An email consultation of Councillors may be necessary to meet time constraints.
6. Application for approval of reserved matters (landscaping) following outline approval 0786/16/OPA (Outline application with some matters reserved for 2no. new dwellings) at Kosy Cottage, 1 Filham Cottages, Filham Ref [2988/19/ARM](#) **Neutral**
7. Hedgerow removal notice to widen existing access from 4.5m to 9m to provide safe and suitable access for agricultural machinery at Land at Coarsewell, Ugborough Ref [3010/19/HRN](#) **Support**

#### Planning decisions Noted

8. Householder application & Listed Building Consent for erection of lean-to greenhouse in side garden at 21 Lutterburn Street, Ugborough Ref 2457/19/HHO & 2458/19/LBC **Householder & Listed Building Consent Granted**
9. Householder application for garage and workshop to replace existing garage at The Mill, Marridge Farm, Ugborough Ref 2550/19/HHO **Householder Granted**
10. New external hard standing to adjacent donkey stables at The Donkey Sanctuary, Godwell Lane, Ivybridge Ref 2661/19/FUL **Full Planning Application Granted**
11. Alterations and extension to existing dwelling house to include rebuilding of existing retaining wall (revised submission of application 0458/18) at Windbells, 5 Highfield Terrace, Bittaford Ref 0366/19 **Grant of conditional Planning Permission**
12. Proposed use of field for camping purposes (6 pitches) with access, parking, pv array and provision of cabin and associated infrastructure at Cannamore, Avonwick Ref 1319/19/FUL **Full Planning Application Refused**
13. Non material minor amendment to amend planning permission 1317/16/OAP at land adjacent to Siding Cross, Wrangaton Ref 2814/19/NMM **Non Material Minor Amendment Granted**

#### 14. Developments, Ugborough West – No report

#### 19.143 Finance

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

Cheque	Description	Gross
BACS	S Woodman – October pay	587.57
BACS	S Woodman – Gross expenses: £51.15 office, £65.25 travel	116.40
BACS	First Choice Metalwork Ltd – Cemetery gates	996.00
BACS	Cutting Crew	164.40
BACS	J & MJ Widdicombe	262.50
BACS	L Nelson - expenses	18.00
<b>Receipts</b>		
500090	Taylor (memorial)	150.00
BGC	Santander - Interest	15.03

##### 2. The Financial Statement was approved

##### Earmarked Reserves

Lloyds Current Account to 17.10.19	19053.92	P.3 grant	826.07
<i>Less</i> payments & unrepresented cheques	2144.87	Prize money for parish map	300.00
<i>Plus</i> uncleared receipts	150.00	Open space sport & recreation	5850.00
<i>Less</i> Transfers not on Bank Statement	0.00	TAP: Community Education	366.00
<b>Total</b>	<b>17059.05</b>	Dementia Awareness	150.00
<i>Plus</i> : Santander Acc cash book	30493.27	Capital projects	2805.00
<b>Total</b>	<b>47552.32</b>	Community Highway equipment	197.90
<b>Total uncommitted funds</b> £37057.35		<b>Total</b>	<b>10494.97</b>

## Finance Correspondence

3. Cllr Fletcher verified the bank statements and reconciliations

**4. Resolved to adopt the Risk Assessment, Appendix 19.143.4**

**5. Resolved to grant Ugborough PCC £50 (Chq 2073), Bittaford Methodist Church £25 (Chq 2074) & Bittaford Community Hall £25 (Chq 2075) towards the Christmas decorations.** Cllr Johns would arrange for the Ugborough Church Christmas tree to be erected

6. SHDC: Notice of the cost incurred for the election held on the 2.5.19, for payment in April 2020: £1529.33 - Noted

**7. Resolved to grant Ring & Ride £250 (Chq 2076)**

### 19.144 Correspondence received

**1. Resolved to declare a Climate Emergency** The principles of the Declaration would be discussed at the December Meeting. The Devon Carbon Plan would be delivered by the Net-Zero Task Force, which was inviting Devon residents to submit ideas to reduce carbon emissions. Details would be included in the Newsletter.

2. Devon Community Resilience Forum 10am-4pm 27 November, Rattery Village Hall – Cllr Holway was attending & Cllr Beable may attend.

3. Dartmoor National Park Forum 2pm 22 November – Requested items for the agenda would include the revised planning delegation scheme, which had resulted in reduced community involvement from local elected representatives; and the failure to identify Wrangaton as a settlement in the Dartmoor Local Plan. Cllr Nelson would attend.

4. Donkey Lane Playpark – Some repairs had been undertaken. The Clerk would complain to SHDC that the equipment was rusting and needed upgrading. A climbing frame was requested.

5. SHDC: Town & Parish Council Event 4.12.19 6.30pm – No one would attend

### 19.145 Asset Management

1. Burial ground – Hedge trimming was still awaited, and Cllr Beable would remind the farmer; Western Power Distribution would be trimming trees close to the electric lines. Cllr Beable had inspected the trees and agreed to the proposed work; the Clerk had arranged for mole clearance; and Cllr Beable would ask Sean Marcus to carry out repairs to the shed.

2. Phone box, Wrangaton – three Defibrillator signs would be ordered

3. Bittaford playground – the Clerk had arranged for mole clearance

4. Bench, Hillhead – No progress

### 19.146 Highways & Rights of Way

1. A3121 Ludbrook Gate – Cllr Hosking advised that, if the current proposals were unlikely to be implemented, Nick Colton would work towards a local solution to the problem.

2. Seldons Close pavement – Cllr Holway had complained to LiveWest that roots from the tree on its land were damaging the path, and the Clerk would press for a response.

3. Advisory speed signs – The Clerk would order five ‘20s plenty’ signs

**19.147 Parish Map** The map had been finished and the photos would be inserted. It would be converted into a digital image and A2 plans would be displayed in the villages.

**Resolved that the £400 fee (BACS) would be met from £300 Parish Map reserve & £100 Parish Council funds**

**19.148 [Ugborough Parish Open Space, Sport and Recreation Plan](#)** – Cllr Holway would confirm the use of S106 Payments towards the preschool’s proposed external playspace. He advised that there was flexibility in the allocation of S106 payments.

**19.149 Travellers at Hillhead** – The Clerk would remind the Enforcement officers that the travellers were due to vacate the site at the end of the year.

### 19.150 Reports on Meetings attended

1. Standards & Governance Training, attended by the Clerk. The Parish Council was meeting legal requirements and had a more rigorous interpretation of Disclosable Pecuniary Interests. Where there was Predetermination, the Councillor should declare an interest and leave the meeting. A General Dispensation could be granted where Council Tax was discussed. Where there was a breach of the Code, SHDC could only make recommendations.

2. Cllr Beable attended the Highways Parish & Town Council Conference. The Police were more enthusiastic about the Community Speedwatch scheme. Devon CC had introduced Dragon Patcher vehicles to repair roads.

3. Cllrs Beable & Holway had attended the Councillor Advocate Meeting, where the Police explained the challenges presented by County Lines crime.

**19.151 Correspondence available at the Meeting** None

*Meeting ended 10.25pm*

*Date of next Meeting 4.12.19*

## Appendix 19.143.4 Risk Assessment

Item	Frequency	Last Reviewed	Action
<b>Parish Council Insurance</b>			
Public & Employers Liability	Annual	May 19	
Money & Fidelity Guarantee	Annual	May 19	
Personal Accident	Annual	May 19	
Buildings cover for Parish owned property/community assets	Annual	May 19	
Inspection of playground equipment by qualified inspector	Annual SHDC	May 19	
Cemetery inspection	On-going	Oct 19	
<b>Financial Matters</b>			
Banking arrangements	As required	Nov 18	
Insurance providers	As required	Nov 17	
VAT return completed/submitted	Annual	March 19	
Internal audit fee review	5 Yearly	Nov 18	
Clerk's salary review	Annual	March 19	
Clerk's expenses review	Annual	Nov 17	
Budget agreed, monitored and reported	6 Monthly	Sept 19	
Precept requested	Annual	Jan 19	
Payments approval procedure	As required	June 14	
Bank reconciliations overseen by Cllrs	Monthly	Nov 19	
Chairman's Allowance reviewed & agreed	Annual	Jan 19	
Internal Audit	Annual	May 19	
External Audit	Annual	Sept 19	
Internal check of financial records	Quarterly	Nov 19	
<b>Record Keeping</b>			
Minutes properly numbered	On-going		
Asset Register available/updated	On-going	May 19	
Financial Regulations available/updated	On-going	July 19	
Standing Orders available/updated/confirmed	On-going	July 19	
Backups taken of computer records	Monthly	Oct 19	
Archived computer records	No action		
<b>Employees &amp; Contractors</b>			
Contract of employment	As required	May 07	Amended
Contractors' Indemnity Insurance	On-going		
Written arrangements with contractors	On-going	Oct 14	
<b>Member's Responsibilities</b>			
New Code of Conduct adopted	As required	Sept 14	
Register of Interests completed & updated	On-going	May 19	
Register of Gifts/Hospitality	On-going		
Declarations of Interests minuted	On-going		