

UGBOROUGH PARISH COUNCIL MEETING
Ugborough Village Hall
Wednesday 7th November 2018 at 7.30pm.

Questions from the Public - None

DCC Cllr Hosking reported that the grit bins would be replenished and an assessment made of their location and whether they were needed. Feedback was requested on traffic speeds and winter gritting. The request for a lollipop person outside the school should be referred to the school.

SDHC Cllr Holway reported that: the budget was being prepared; the consultation on public toilets had ended; consultations were being held on Council Tax discounts, and the Joint Local Plan modifications. Sea Moor lettings would bring together private landlords and the homeless. SHDC was seeking the rejuvenation of market town high streets. The online portal at SHDC should be used rather than the phone.

All were invited to the Chairman's Carol Service at St Peter's Church, Ugborough on Sunday 16 December at 3pm.

MINUTES

Present: Cllrs Beable (Chair), Cooper, Fletcher, Hart, Holway, Hosking & Johns

18.133 Apologies for absence were received from Cllrs Fairclough-Kay, Hutcheon, Nelson & Smallridge

18.134 Declarations of interest were received from Cllr Hosking: Item 18.137.7 (Personal)

18.135 The Minutes of the Meetings held on the 3rd October 2018, as previously circulated, were confirmed and signed by the Chairman

18.136 Planning

Planning Applications

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 **Support**
2. Refurbishment and remodelling of an existing dwellinghouse and erection of outbuilding at Sea Moor View, Bittaford Ref [0587/18](#) Mr T Willcox **Support**

Planning Applications considered at the Meeting held on the 3.10.18 were ratified

3. 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](#) **Neutral**
4. 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 **Neutral**

Planning Decisions – Noted

5. 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**
6. Householder application for extension to provide extra accommodation at 16 Lutterburn Street, Ugborough Ref [2750/18/HHO](#) **Conditional permission**
7. 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**
8. Householder application for front and rear extensions to Toad Hall Barn at Toad Hall, Filham Ref [2323/18/HHO](#) **Conditional permission**
9. 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**
10. **Developments, Ugborough West** No report

18.137 Finance

1. Cheques approved 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		Earmarked Reserves	
Lloyds Current Account to 17.10.18		P.3 grant	434.07
Less payments & unrepresented	1655.25	Prize money for parish map	300.00
Plus uncleared receipts	420.00	Open space sport & recreation	4500.00
Less Transfers not on Bank	10000.0	TAP: Community Education	366.00
Total	5375.66	Dementia Awareness	150.00
Plus: Santander Acc cash book	33295.1	Capital projects	3000.00
Total	38670.7	Community Highway equipment	197.90
Total uncommitted funds		Total	8947.97

3. Cllr Fletcher verified the bank statements and reconciliations

4. **Resolved to adopt the Risk Assessment, Appendix 18.137.4** The Clerk would ensure that a six-monthly review of the budget would be introduced. A review of the Clerk's expenses was currently not needed.

5. **Resolved to grant Ugborough PCC £50 (Chq 2039), Bittaford Methodist Church £25 (Chq 2040) & Bittaford Community Hall £25 (Chq 2041) towards the Christmas decorations.** Cllr Johns would arrange for the Ugborough Church Christmas tree to be erected from 2pm on the 24th November, and thanks were extended to Richard Prowse for his generosity.

6. **Resolved to use internet banking, in accordance with the Financial Regulations**

7. Funding request: Ivybridge RFC Fireworks display – no grant as an application had not been received

8. **Resolved to reimburse Shelley Hutcheon for planting the Ugborough oak tubs £138.75 (Chq 2042)**

9. **Resolved 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 – Cllrs Hosking, Beable or Nelson may attend

2. Plymouth & South West Devon Joint Local Plan Main Modifications – consultation to 3.12.18. The Clerk would respond that paragraph 5.46 should be reinstated, and that the 30 houses allocated to Ugborough village should be applied throughout the Neighbourhood Plan area, and not just the village.

3. SHDC: Town & Parish Council Event 10 December 6.30pm, Follaton House – Cllrs Holway & Hosking to attend.

4. Neighbourhood Planning research project – Cllr Fletcher would arrange a meeting, possibly after Sustainable Saturday.

5. SHDC: Peer Challenge, Wednesday 28 November 2-3.30pm – the Clerk would attend.

18.139 Asset Management

1. Burial ground – Adrian Rogers would trim the hedge

2. Phone box, Wrangaton – No progress

3. Bittaford playground – Repairs had been completed

4. **Resolved to purchase 2 benches for Church Lawn (4 seater & 2 seater) up to £500, and a 2 seater recycled plastic bench for Hillhead Cross, up to £250.** The benches should be delivered to Hillhead Farm

18.140 Highways & Rights of Way Maintenance

1. Donkey Lane maintenance – The hedge cutting had been completed

2. Grit supplies – Cllr Johns would request additional supplies. Cllr Hosking would provide the Highways Winter Service Scrutiny Task Group report

3. Speeding vehicles from Ivybridge to Wrangaton – Cllr Hosking would refer the matter to Highways.

4. South West Highways: Chapter 8 training would cease, with future course provision options being considered

5. Ugborough 20mph zone traffic calming – minimum cost £20,000. Councillors responded that signage only was needed. Cllr Hosking highlighted anticipated changes in national policy relating to speed restrictions. S106 funding could be used. Cllr Hosking would ask Nick Colton to carry out an assessment within the current 30mph area.

6. Cycle route, Wrangaton – The Clerk had contacted Sustrans and the DNPA to relocate the National Cycle Network Route 2 signage between Bittaford and Wrangaton from the B3213 to Wrangaton Road.
7. Missing crossroad warning sign, Ware Cross – The Clerk would request a replacement sign, together with an additional ‘traffic queuing’ sign

18.141 Public toilets in Ugborough & Bittaford As the cost of adopting the toilets would amount to 20% of the Parish Council Tax, further public consultation was needed and the decision would be deferred. The removal of business rates for public toilets would not be introduced until 2020/21. The Clerk would request further feedback in the Bugle and Newsletter, and ask for local cleaners.

18.142 Travellers at Hillhead No report

18.143 Reports on Meetings attended

- Clerks Workshop, Ugborough – Discussed the Audit Annual Return 2017/18, internet banking, Communities Together Fund, the future of public toilets and schemes of delegation.
- Cllr Beable attended the Preschool AGM. The Preschool was enthusiastic and successful, with £4k reserves, and was actively fundraising.
- Cllr Beable attended a meeting with Ivybridge Town Council and Gary Streeter MP, in which he highlighted the needs of the Preschool. Tom Jones (SHDC) would be meeting with the Preschool and School Federation. A further meeting was arranged with Gary Streeter MP on the 25.1.19

18.144 Correspondence available at the Meeting None

Meeting ended 10.00pm

Date of next Meeting 5.12.18

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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		