

UGBOROUGH PARISH COUNCIL MEETING
Ugborough Village Hall
Wednesday 7th August 2019 at 7.30pm

Questions from the Public

1. The bench by Ugborough bus shelter had collapsed and was repaired by a villager. A possible replacement would be considered at the September Meeting. The villager had offered to treat the new benches by the Church Lawn, and the Council agreed to pay for the cost of teak oil.
2. Complaints were received on the surface of the Donkey Lane play area, which Cllr Holway would report to SHDC
3. The bank on the Ermington side of Ivybridge Recycling Centre was too high and reduced visibility, which Cllr Hosking would report to DCC.
4. The path at the entrance to Seldons Close was uneven, which the Clerk would report to LiveWest.
5. Complaints had been received about a drone repeatedly flying over a private garden without permission, and it was noted that there were rules for flying a drone
6. The cobbled area on the corner of Lutterburn Street was persistently being used for parking. Cllr Hosking would investigate measures to restrict the parking.
7. A complaint had been received concerning noise from a wedding barn at Barrons Hill Farm, and the complainant would be advised to contact the Environmental Health Officer

DNPA Cllr Pannell:

- Had been re-elected to represent the same parishes as previously. Theresa Villiers, the new Environment Secretary, would be responsible for National Parks.
- Consultation on the Final Draft of the Local Plan for Dartmoor would run from the 16 September to 1 November, with a drop-in event at South Brent on 1 October 4-7pm.
- The DNP had signed up to the Climate & Ecological Emergency, with £50k allocated from reserves towards being a carbon neutral authority by 2025. Carbon emissions had been reduced by 40% since 2010, and peat restoration would contribute to this goal.

DCC Cllr Hosking reported:

- Flood prevention: The draft report had been produced on attenuation works in the field SW of Ware Cross. Progress would depend on the cooperation of the landowner. Works to Ludbrook would be considered separately.
- A replacement lamp post in Lutterburn Street may be erected on the verge at the entrance to Undertown.
- The National Cycle Network Route NCN 2 would be relocated along the old Wrangaton Road, after which parking along Green Lane, Wrangaton would be considered.

SHDC Cllr Holway reported:

- SHDC had declared a climate emergency, in conjunction with DCC and working with Exeter University. A Sustainable Ugborough Group would be formed in conjunction with Ugborough Sustainable Saturdays
- The Council Tax Support Grant was to be phased out
- Five street lights were still not working, and all had been reported to DCC.

SHDC Cllr Abbott confirmed that the cycle way from Bittaford to Ivybridge had been cleaned up, with plans to clean up the Ivybridge to Bittaford cycleway.

MINUTES

Present: Cllrs Beable (Chair), Cooper, Hart, Holway, Hosking, Johns & Smallridge; SHDC Cllr Abbott, DNPA C Pannell; 4 public

19.100 Apologies for absence were received from Cllrs Fairclough-Kay, Fletcher, Nelson & Slater

19.101 To note declarations of interest and consider granting dispensation requests None

19.102 The Minutes of the Meetings held on the 3rd July 2019, as previously circulated, were confirmed and signed by the Chairman

19.103 Planning

Planning Application recommendations

Cllr Holway abstained from any Resolutions

1. Householder application for extensions (resubmission of 0474/19/HHO) at Lower Barn, Ugborough Ref [2055/19/HHO](#) R Edwards **Support**
2. Householder application for construction of rear extension and new detached garage/car port at Rhiannons Spring California Cross Ugborough Ref [1880/19/HHO](#) Mr & Mrs A Horton **Neutral, subject to the privacy of the adjacent property being safeguarded**
3. 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](#) **Neutral, subject to need being proven**
4. Replacement dwelling and garage at The Ark, Quillet, Wrangaton Ref [0331/19](#) Mr & Mrs J Carida **Support**
5. Erection of single storey outbuilding to rear garden at 11 Moorfields, Moorhaven Ref [0341/19](#) Miss S Joselyn **Neutral**

Planning Applications considered at the Meeting held on the 3.7.19 were ratified

6. Application for removal or variation of condition 2 of planning consent 0166/18/FUL at The Sheep Shed at Venn Farm Ugborough Ref [1989/19/VAR](#) Mr C Stevens **Neutral**
7. Application to fell trees at Bittaford Wood Park Ref 19/0027 Referred to Cllr Johns (now withdrawn)

Planning decisions Noted

8. Provision of a life skills/equestrian teaching room & replacement isolation stable block at The Brook, Ugborough Ref [1243/19/FUL](#) **Conditional permission**
9. Erection of timber clad hay barn at Upper Lordswood Stables, Ugborough Ref [1359/19/FUL](#)

Conditional permission

10. Developments, Ugborough West – S106 Filham Park spending must be directly related to that development, and increased traffic through Bittaford & Wrangaton was considered too remote. The Clerk would ask Sir Gary Streeter MP to take up the matter on behalf of the Parish Council and suggest that the Parish Council be consulted before Planning Permission was granted.

19.104 Finance

1. Resolved to approve payments and receipts:

Cheque	Description	Gross
BACS	S Woodman – July pay	587.57
BACS	S Woodman – Gross expenses: £49.65 office, £29.99 printer, £61.20 travel	140.84
BACS	Cutting Crew	194.40
BACS	Cllr Nelson - expenses	18.00
Receipts		
BGC	Santander – Interest 23.4.19-22.7.19	52.85

2. Resolved to approve the Financial Statement Earmarked Reserves

Lloyds Current Account to 21.7.19	2859.36	P.3 grant	826.07
Less payments & unrepresented	1123.21	Prize money for parish map	300.00
Plus uncleared receipts	0.00	Open space sport & recreation	3850.00
Less Transfers not on Bank	0.00	TAP: Community Education	366.00
Total	1736.15	Dementia Awareness	150.00
Plus: Santander Acc cash book	38441.94	Capital projects	2805.00
Total	40178.09	Community Highway equipment	197.90
Total uncommitted funds		Total	8494.97

3. Cllr Fletcher had verified the bank statements and reconciliations

4. Resolved to adopt the revised Statement of Internal Control, Appendix 19.104.4

5. Resolved to transfer £8k from the Santander to Lloyds Bank Account

19.105 Correspondence received

1. Devon communities: Devon Community Resilience Forum & Neighbourhood Planning Courses – Request a short presentation on Emergency Plans to the Parish Council, and a progress update from Cllr Fairclough-Kay
2. SHDC: Standards & Governance Training, Follaton House 2pm 3.10.19 – The Clerk and one Councillor would attend
3. Dartmoor Local Plan Consultation, Parish Council Workshop 17 September 2-4pm. Public drop-in sessions would be held at South Brent 1 October 4-7pm.

4. Modbury Parish Council: Second homes planning restrictions/covenants – Await the Neighbourhood Plan review
5. South Devon Bioregional Learning Journey, Totnes 12.9.19 £30 – No one would attend

19.106 Asset Management

1. Burial ground – gates. A quotation had been replaced for £922 to replace the gates, with an additional £875 if new posts were erected. Another quote would be requested.
2. Phone box, Wrangaton – The defibrillator had been delivered & installation arranged. Training in Bittaford would be requested for October.
3. Bittaford playground: SHDC Play Area Agreement – SHDC considered the current agreement uneconomic, and the Clerk would obtain quotes for alternative insurance & inspections
4. Bittaford & Ugborough public toilets – The Solicitor would be reporting on SHDC responses to initial legal enquiries. Cllr Hosking had prepared a draft report on the toilets, and the issues raised would be forwarded to the solicitors. Maintenance arrangements would be considered at the September Meeting.

19.107 Highways & Rights of Way

1. Footpath maintenance, Ivybridge Rugby Club to Filham Cottages – The hedgerows had now been trimmed
2. Japanese Knotweed, DCC road verge outside Peek Wood Farm – The infestation had been reported to DCC, who did not intend to carry out any treatment. The adjacent landowner would be advised to contact DCC.
3. FP 16 diversion – The legal line of the footpath would be closed until 21.7.20 to facilitate the housing development. The temporary alternative footpath had also been closed temporarily, until the 5.8.19.

19.108 Parish Map – Design work was progressing.

19.109 To review the [Ugborough Parish Open Space, Sport and Recreation Plan](#) – Deferred to the September Meeting. The Preschool had commissioned The Stable Company to progress with a design, and a feasibility study would be undertaken at the proposed location on the lower school playground. The original quotation was just over £160k, although additional contingency funding would be required.

19.110 Travellers at Hillhead – No report

19.111 Reports on Meetings attended

1. Cllr Johns attended the Drop-in session on the regeneration of Ivybridge town centre
2. Cllr Holway attended a consultation on the rationalisation of the Devon and Somerset Fire and Rescue Service

19.112 Correspondence available at the Meeting Noted

1. DALC: Annual Report 2018/19

Privacy policy – visit ugboroughparishcouncil.gov.uk

Meeting ended 10.05pm

Date of next Meeting 4.9.19

Appendix 19.104.4

Statement of Internal Control

Amended 1.8.18 (Minute 18.099.5) & 7.8.19 (Minute 19.104.4)

Introduction

Ugborough Parish Council (the Council) is a local authority funded largely by public money and is responsible for ensuring its financial business is conducted in accordance with the law and proper standards, and that public money is safeguarded, properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

The Council is required to review at least annually the effectiveness of its system of financial control. This is informed by the work of the internal auditor and Councillor with responsibility for finance, who have responsibility for the development and maintenance of the internal audit environment, and also any comments made by the external auditors in their annual report.

The Purpose of the System of Internal Control

The Council's system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure. It cannot provide an absolute assurance of effectiveness. The system of

internal control is based on an ongoing process designed to identify and prioritise the risks to policies, aims and objectives, to evaluate the likelihood of those risks being realised, and the impact should they be realised, and to manage them effectively and economically.

The system of internal control accords with the practices set out in the Governance and Accountability for Smaller Authorities in England, March 2019.

The Internal Control Environment

The Council adopted the amended Financial Regulations on the 3 July 2019, which set parameters for the Council's financial operations. The Council has appointed a Responsible Finance Officer who implements financial systems and controls.

The Council uses Microsoft excel to process transactions and monitor performance against budget. HMRC PAYE Real Time is used to administer payroll services. Banking services are provided by Lloyds. An independent internal audit service is provided by Alison Marshall and Council's internal monitoring is undertaken by the Councillor responsible for finance.

Any issues raised by the Internal Auditor are reported in writing to the Council and agreed actions are monitored to ensure that they have been carried out and actioned within agreed timescales. Additionally, the Council seeks and receives appropriate property, legal, insurance, and health & safety advice as appropriate to manage risk.

The Council is responsible for:

- Establishing and monitoring the achievements of the authority's objectives
- The facilitation of policy and decision making
- Ensuring compliance with established policies, procedures, laws and regulations
- Identification and management of risk
- Ensuring that best value and value for money are achieved in all purchases
- Ensuring performance is regularly monitored against financial and operational budgets
- Control and reports on the financial management of the Council

Review of Effectiveness

The Council through the Responsible Finance Officer has responsibility for conducting a review of the effectiveness of the system of internal control and the internal audit process.

The review of the effectiveness of the system of internal control is monitored by:

- The Parish Clerk, who is the Council's Responsible Finance Officer and acts as the Council's legal advisor and administrator. The Clerk is responsible for administering the Council's finances, for advising on compliance with laws and regulations which the Council is subject to, and for managing risks. The Clerk also provides advice to help the Council ensure that its procedures, control systems and policies are adhered to.
- The Council meets 12 times each year and monitors progress against objectives, financial systems and procedures, budgetary control, and carries out regular reviews of financial matters by receiving relevant reports from the Responsible Finance Officer (Parish Clerk).
- The work of the Internal Auditor. The Internal Auditor, an independent person specialising in local council matters, reports to the Council on the adequacy of its records, procedures, systems, internal control and risk management.
- The External Auditors in their annual report.

Any concerns about the effectiveness of the system of internal control are investigated and action taken as appropriate.