

## UGBOROUGH PARISH COUNCIL MEETING

Held remotely on Zoom

Wednesday 7th October 2020 at 7pm

### Presentation by Natalie Johnson: Changes to the SHDC recycling service from March 2021

The service would be introduced in two stages: Changes had already been made to collection runs, and the new containers would be delivered early 2021, with the new service starting in March.

The aim was to replace the plastic recycling sacks with tubs, which would include the collection of glass.

The change included 12 new recycling vehicles and a transfer station to be built at Ivybridge depot.

What happens to the recycling was explained at <https://www.southhams.gov.uk/WhereDoesRecyclingGo>

In response to questions from the public, it was normally not the policy to collect from private or unadopted roads, and it may be necessary to establish collection points. An assisted collection service was available for those unable to move the tubs, for example, the elderly.

### Questions from the Public

- The planning applicant of [2810/20/FUL](#) presented his proposals. Questions were raised as to whether he would contribute to renovating the lane.
- A complainant raised concerns in relation to [3460/17/OPA](#) in relation to: the effect on the adjacent TPO, listed building and conservation area; the loss of 2 parking spaces; loss of amenity from the removal of trees along the stream; loss of community space; development within the flood zone; no demonstrable need for housing as a result of the Wrangaton and Filham developments; not in accordance with the Local Development Plan; and questions over land ownership. A letter from the applicant was displayed at the meeting.  
Cllr Holway would follow up the downgrading of the flood risk by the Environment Agency.
- A local farmer was concerned that walkers were not following FP24, but were creating their own paths. Signage had been requested from P3, and details would be included in the Newsletter.

### County Cllr Hosking

- Coronavirus had increased sharply in Devon, with 549 cases in the week to 6 October, and 2348 total confirmed cases in the County. Over 400 of the new cases were in Exeter, mostly associated with the university, and Devon had a low level of infection, with low hospital admissions. Eleven schools in Devon had to isolate at least one teaching pod, including Ivybridge and Ugborough. The Local Outbreak Management matrix was awaited.
- Road widening works were underway on the A3121 from the Sign of the Owl to The Hollies, with a second section to follow south of the Sign of the Owl. Horse & Rider signs had been requested, which would depend on daily horse and pony movements along the road. The Kitterford Cross roundabout construction would follow the road widening, probably in Spring 2021.
- Cllr Fletcher had made a good presentation to DCC of the B3196 petition regarding pinch points from Kitterford Cross to Loddiswell.
- PL21, in consultation with Sustrans, continued with its plans for a cycle route between Bittaford and Ivybridge. Two options in Bittaford: a 20mph speed limit, or a new cycle route below the B3213, with the current preference being a separate cycle lane with 0.5m verge separation from the highway.
- Patch repairs would be undertaken in the near future on the lanes from Haredon Cross to Dunwell Cross and Ludbrook to David's Lane.
- Please check grit bins and report those that are low on the [report a problem](#) web page.

**Cllr Holway** SHDC would support litter picks by providing sacks, pickers and Hi Viz. Funds were available for Covid support and green issues. Ivybridge Leisure Centre was open, with Kingsbridge & Dartmouth opening soon. Options were still being discussed on the cycleway from South Brent to Ivybridge.

**Cllr Abbott** SHDC meeting schedule had resumed.

## MINUTES

**Present:** Cllrs Fletcher (Chair), Beable, Fairclough-Kay, Hart, Holway, Hosking, Johns, Nelson & Slater; SDHC Cllr Abbott, SHDC Natalie Johnson & 2 public

**20.130 Apologies for absence** were accepted from Cllrs Cooper & Smallridge

**20.131 Declarations of interest** were received from Cllr Fletcher in relation to Item 20.199.1 (Pecuniary) and 20.135.1 (Personal)

**20.132 The Minutes of the Meeting held on the 2<sup>nd</sup> September 2020, as previously circulated, were confirmed and will be signed by the Chairman**

### 20.133 Planning

#### Planning Application recommendations

*Cllr Holway abstained from any voting*

1. [2810/20/FUL](#) Retrospective application to regularise engineering works that have been undertaken to improve the access, retention of two field shelters and the change of use of land to equestrian (resubmission of 0165/20/FUL) at Land At Sx 659 553, Earlscombe Farm, Bittaford **Neutral**
2. [3460/17/OPA](#) READVERTISEMENT (Revised Red Line Plan) Outline application with some matters reserved for 7 self-build/custom-build dwellings (five open market and 2 affordable self-build plots) At Lutterburn Farm, Lutterburn Street, Ugborough **Object. Not taken into account the affordable housing requirements in the Neighbourhood Development Plan & Joint Local Plan; Query housing need in the light of largescale housing developments in Wrangaton & Filham; Query changes in the flood risk assessment in relation to the flood zones; Public open space should be incorporated, including a flood attenuation pond** *Cllr Fletcher left the meeting during consideration of the item* within the development; Inadequate access arrangements; Safety concerns over 'shared space' proposals.
3. [3030/20/HRN](#) Application for hedgerow removal notice to remove 158m of hedgerow for road safety improvement at Hedgerow on Eastern side of A3121, Sign of the Owl West, Ugborough **Support**
4. [2399/20/FUL](#) Change of use from agricultural to equestrian, erection of single storey barn and access track at Lot A Earlscombe Farm Ugborough **Inadequate plans, including location of footpath. Query excessive size of stable building & why proposed location is at the far end of the field, with a long access track**
5. [2993/20/CLE](#) Certificate of lawfulness for existing use of The Cottage as a separate dwelling house in breach of condition 2 of planning consent 38/0396/01/F at The Cottage Barons Hill Farm, Avonwick **No evidence to support or refute the claim**

#### Planning Applications considered at the Meeting held on the 2.9.2020 were ratified

6. [2638/20/VAR](#) Variation of condition 2 (approved plans) of planning consent 3854/17/FUL at Development Site At Sx 6935 5891, former Woodpecker Inn, South Brent **Support**

#### Planning Decisions - Noted

7. TPO 1011, Rear of 10 Fore Street, Ugborough Ref 1362582 **Confirmed as served**
8. [2494/20/HRN](#) Hedge at Land at SX687 574, Western side of section of A3121 Kingsbridge Road, Ugborough **Agreement that hedgerow may be removed**
9. [3807/19/ARC](#) Application for approval of details reserved by conditions 7, 8 and 10 of planning consent 4202/18/ARM at Filham Farm, Filham **Details confirmed**
10. [2266/20/ARC](#) Application for approval of details reserved by conditions 3 and 4 of planning consent 1358/19/FUL at Upper Lordswood Stables Ugborough **Details confirmed**
11. [2397/20/ARC](#) Application for approval of details reserved by condition 3 of planning permission 2524/19/FUL at Fowlescombe Farm Ugborough **Details confirmed**

**12. Developments, Ugborough West** Cllr Abbot had offered the Lucerne Fields management Company a bench, together with a UPC plaque. UPC would install and maintain the bench. A footpath was proposed to the east end of Filham Park to link into FP16 and Lucerne Fields.

## 20.134 Finance

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

Payments	Description	Gross
BACS	S Woodman – September pay	647.40
BACS	S Woodman – Expenses: £50.13 office, £59.98 Trees, £15.30 travel	125.41
BACS	HMRC – PAYE + NI	278.33
BACS	DCC Pension Fund	584.78
BACS	Cutting Crew – Play Park £30, cemetery £134.40, Square £18	182.40
BACS	Pittman Trees Ltd – Bittaford playpark ( <i>already paid</i> )	924.00
BACS	J&MJ Widdicombe – Bus shelter cleaning £72, Lengthsman £169.50	241.50
BACS	Joan Fletcher – Ugborough Covid19 Support (from Coronavirus support Reserve)	14.39
BACS	L Nelson – Bittaford playpark £12.79, Bittaford planting £21.50	34.29
BACS	SHDC – Bittaford playpark insurance & inspection	252.00

### Receipts

BGC	SHDC – 2 <sup>nd</sup> Precept	12737.50
Chq	Coop Funeralcare – Tubman memorial	135.00

### 2. The Financial Statement was approved

### Earmarked Reserves

Lloyds Current Account to 17.9.2020	30,507.31	P.3 grant	590.84
<i>Less payments &amp; unrepresented</i>	3,284.50	Open space sport & recreation	5850.00
<i>Plus uncleared receipts</i>	135.00	TAP: Community Education	366.00
<i>Less Transfers not on Bank Statement</i>	0.00	Dementia Awareness	150.00
<b>Total</b>	<b>27357.81</b>	Capital projects	2805.00
<i>Plus: Santander Acc cash book</i>	30,630.65	Community Highway equipment	197.90
<b>Total Funds</b>	<b>57,988.46</b>	G-UP	520.00
		Post Office disabled access	500.00
		Coronavirus support	817.36
		Community Projects & Support	20,000.00
		<b>Total</b>	<b>31,797.10</b>

**Total uncommitted funds**  
**£ 26,191.36**

### 3. Community Projects & Support Expenditure proposals:

- Community Planting £500pa
- Bench, Filham
- Renovation of Wrangaton bus shelter
- Highway speed restrictions
- Donkey Lane resurfacing (Clerk to consult DCC)
- Donkey Lane playpark renovation
- Ugborough preschool building
- Public toilet conversion
- Flagpole renovation (Spring 2021)

The Clerk would ask for proposals in the Newsletter

### 4. Community Lengthsman expenditure review: 2020/21 Budget £1530, Expenditure to date £1,515.25.

To be discussed during the budget review at the November Meeting. DCC Cllr Hosking thanked the Parish Council for its effective Community Lengthsman scheme

### 5. NJC Pay Agreement 2020-21: £8450pa w/e/f 1.4.2020. **Noted**

6. To review the Risk Assessment – [Appendix 20.134.6](#) The Bittaford playground inspection had now been received and would be considered at the November Meeting. The Budget review would be considered at the November Meeting. Updating of Councillor's Registers of Interests would be included at Annual Parish Council Meetings.

## 20.135 Correspondence received

### 1. Resolved to nominate the Lutterburn community bench as a Community Asset

2. DCC: Devon Local Flood Risk Management Strategy [Consultation](#) to 15.10.20, including [Action Plan](#) Response: UPC values the resource provided by the Devon Communities Resilience Forum and welcomes the aspirations detailed in the vision and principles. However, UPC would like to see an evaluation on whether the principles have been applied as well as monitoring of the action plan. More communication and consultation needed with communities affected by flooding as they have first-hand experience of the

impacts. More information needed on the impact of climate change under Climate Change and Adaptation (pages 22 and 23). Query role of Devon County Council, as Lead Local Flood Authority, in stopping development proposals affected by flooding as the LLFA a was not a statutory consultee.

**3. Cllr Nelson would attend the DALC training: Finance for Councillors 15.10.22 £36**

4. Wrangaton street naming – Object to Langford Drive, as there was already a Langford in the Parish. Suggest Creber Drive, after a rock on the western side of Ugborough Beacon.

5. Full Fibre: Fibre-optic network to Ugborough. Deadline 9.10.2020 – details would be distributed on the Bugle

6. Ugborough PCC: Remembrance Service – Due to covid, the service may not be held in the church. As an alternative, the Church Lawn could be used. A Government announcement on Remembrance commemorations was awaited, and Cllr Fletcher was given delegated authority to make arrangements.

**20.136 Asset Management**

1. Burial ground – Two WW2 memorial trees had been ordered £59.98. A ceremony to display a plaque would be arranged when covid restrictions allowed.

2. Ugborough playground – the preferred quotation was from Komplan. Design details and financing would be discussed with SHDC

3. Bittaford playground – tree removal & hedge trimming completed £924.00 (incl VAT). The neighbour had contributed £297.50 towards the costs.

4. Bench, Hillhead – J Widdicombe would be asked to install the bench

**20.137 Highways & Rights of Way**

1. Church path cleaning – Following consultation with the Church, Cutting Crew would be instructed to clean the cobbles using weedkiller, preferably before Remembrance Day.

2. PL21 Transition Initiative: Ivybridge Street Design Strategy – proposed appraisal for a traffic free path connecting Ivybridge & Bittaford. Approval under Covid Regulations for a walking & cycle route to bypass Exeter Road, which would benefit Ugborough residents – previously discussed.

**20.138 Travellers** Neighbours had complained about the traveller's new site on the lane verge between Hockmoor Cross and The Hollies, which was on Highways England land. The Clerk would report the encampment to SHDC Enforcement and Highways England, and would ask DCC for its plans in relation to the previous Hillhead site.

**20.139 Reports on Meetings attended** The Clerk attended a Data Protection webinar

**20.140 Correspondence available at the Meeting**

1. Clerks & Councils Direct, Sept 2020

*Meeting ended 10.25pm*

*Date of next Meeting 4.11.2020*

*Privacy policy – visit [ugboroughparishcouncil.gov.uk](http://ugboroughparishcouncil.gov.uk)*

**Appendix 20.134.6****Risk Assessment**

<b>Item</b>	<b>Frequency</b>	<b>Last Reviewed</b>	<b>Action</b>
<b>Parish Council Insurance</b>			
Public & Employers Liability	Annual	June 20	
Money & Fidelity Guarantee	Annual	June 20	
Personal Accident	Annual	June 20	
Buildings cover for Parish owned property/community assets	Annual	June 20	
Inspection of playground equipment by qualified inspector	Annual SHDC	June 19	Outstanding
Cemetery inspection	On-going	March 20	
<b>Financial Matters</b>			
Banking arrangements	As required	Nov 18	
Insurance providers	As required	Nov 17	
VAT return completed/submitted	Annual	April 20	
Internal audit fee review	5 Yearly	Nov 18	
Clerk's salary review	Annual	April 20	
Clerk's expenses review	Annual	Nov 17	
Budget agreed, monitored and reported	6 Monthly	Jan 20	Outstanding
Precept requested	Annual	Jan 20	
Payments approval procedure	As required	June 14	
Bank reconciliations overseen by Cllrs	Monthly	Sept 20	
Chairman's Allowance reviewed & agreed	Annual	Jan 20	
Internal Audit	Annual	May 20	
External Audit	Annual	Aug 20	
Internal check of financial records	Quarterly	August 20	
<b>Record Keeping</b>			
Minutes properly numbered	On-going		
Asset Register available/updated	On-going	June 20	
Financial Regulations available/updated	On-going	July 19	
Standing Orders available/updated/confirmed	On-going	July 20	
Backups taken of computer records	Monthly	Sept 20	
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	Annual
Register of Gifts/Hospitality	On-going		
Declarations of Interests minuted	On-going		