

UGBOROUGH PARISH COUNCIL MEETING
Wednesday 4th May 2022 at 7.30pm (after the Annual Parish Council Meeting)
In the Main Hall, Ugborough Village Hall

To all members of the Council

You are hereby summoned to attend a meeting of Ugborough Parish Council to be held in the Main Hall, Ugborough Village Hall on Wednesday 6th April 2022 at 7.30pm (after the Annual Parish Council Meeting)



Sarah Woodman, Clerk to the Council

27th April 2022

Questions from the Public – *After which the public may not speak. Ten minutes designated for public participation, with a member of public speaking for not more than 5 minutes (Standing Orders 3a,3b)*

Reports from District & County Councillors

AGENDA

22.062 To accept apologies for absence and confirm Parish Councillor attendance

22.063 To note declarations of interest and consider granting dispensation requests

22.064 To confirm the Minutes of the Meeting held on the 6th April 2022, as previously circulated

22.065 Planning

Planning Application recommendations

To comply with consultation time limits, planning applications received after agenda publication may be considered at the meeting and any recommendations ratified at the subsequent meeting.

1. 1201/22/TPO T1: Macrocarpa - Fell and Remove Tree due to evidence of decaying roots underneath the bole of the tree and to reduce limb failure and T1: Macrocarpa - Fell and Remove Tree to reduce limb failure at Forder Brook Farmhouse, Nr Bittaford

To ratify Planning Application recommendations from the Meeting held on the 6.4.21

2. [0977/22/FUL](#) Replace existing wooden flagpole with recycled aluminium flagpole at The Flagpole, The Square, Ugborough **Support**

Planning Decisions

3. Alleged Breach of 2239/19/ARM Works to Trees at Proposed Development At Sx 6481 5631, Ivybridge Station Access Road, Ivybridge **No breach found**

4. [0461/22/LBC](#) Listed Building Consent for proposed roof slate replacement, with bat mitigation works to roof at Lower Bowcombe Farm, Ugborough **Conditional approval**

5. Developments, Ugborough West - Boundary change

22.066 Finance

1. To approve payments and receipts:

Payments	Description	Gross
BACS	S Woodman – April pay	550.71
BACS	S Woodman – Expenses (net): Travel £45.90, office £43.65	89.82
BACS	J&MJ Widdicombe	240.00
BACS	Cutting Crew – Playpark, burial ground, Square & verge	127.20
BACS	Fifty Threes Grounds Maintenance – moles, burial ground	40.00
BACS	DALC - Membership	543.75
BACS	Alison Marshall – internal audit	175.00

Receipts

BGC	SHDC – 1 st Precept	14150.00
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2. To approve the Financial Statement**Earmarked Reserves**

Lloyds Current Account to 14.4.22	29,484.60	P.3 grant	1058.91
Less uncleared payments	1,766.48	Open space sport & recreation	7,850.00
Plus uncleared receipts	0.00	TAP: Commuinity Education	366.00
Less Transfers not on Bank Statement	0.00	Dementia Awareness	150.00
Total	27,718.12	Community Highway equipment	96.69
Plus: Santander Acc cash book	30,639.21	Community Lengthsman	56.25
Total Funds	58,357.33	Post office disabled access	377.58
		Coronavirus support	413.77
Total uncommitted funds		Burial ground	1,500.00
£26,488.13		Community Projects & Support	20,000.00
		Total	31,869.20

3. Verification of bank statements and reconciliations *Financial Regulation 2.2: On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council*

4. To note the Internal Audit Report 2021/22

5. To approve the 2021/22 Audit Commission Annual Governance Statement and Accounts, Appendix 22.066.5

6. To renew the Internal Audit Contract to year ending March 2023 with Alison Marshall at a cost of £175

22.067 Correspondence Received

1. DALC training
2. [Wild about Devon](#) – Community Wildlife Grant Scheme to 31.10.22. Max grant £500
3. Ashburton Post Office: Post Office Outreach Service

22.068 Asset Management

1. Bittaford play park: Inspection report, footpath & replacement climbing frame
2. Flag pole replacement

22.069 Highways & Rights of Way**22.070 Climate Emergency**

1. [Draft Climate Emergency Declaration and Plan](#)
2. NALC: Fighting Climate Change: Online event 12-13.15 £38.93
3. EV charging points

22.071 Travellers

22.072 Proposed Assets of Community Value: Field below Bittaford Playpark & school field

22.072 Reports on Meetings attended

1. Cllr Holway: G-Up

22.073 Correspondence available at the Meeting

1. Clerks & Councils Direct, March 2022

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Appendix 22.066.5

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31.03.2022			
Y/E 31.03.21			Current Year to 31.03.22
		RECEIPTS	
25,475.00	Precept		26,570.00
248.00	Council Tax Support		0.00
2,940.00	Burial Ground Fees		3,110.00
66.69	Interest on Investments		3.06
0.00	Agency (P3)		690.00
300.00	Other Receipts		2.50
6,274.91	Grants		4,669.26
0.00	Non revenue receipts		0.00
1,305.08	HM Customs & Excise VAT		1,992.84
36,609.68			37037.66
		PAYMENTS	
10,725.93	Clerk's salary & pension		11,091.64
805.22	Office expenses		716.28
0.00	Councillor's Expenses		8.55
0.00	Chair's Expenses		38.10
45.00	Training		81.50
476.00	Subscriptions		493.00
375.00	Audit		375.00
10.00	Hire of Halls		175.00
1,929.54	Grants		1,034.39
1,835.93	Maintenance - General		1,142.13
882.00	Maintenance - Burial Ground		1,350.12
3,166.25	Highway maintenance		2,416.33
173.98	Agency Services (P3)		201.86
744.36	Insurance		756.54
1,853.58	Other Expenses		164.07
3,536.00	Non Revenue Items		17,994.86
1,992.84	HM Customs & Excise VAT		4,603.13
28551.63			42642.50
8058.05	NET RECEIPTS/(DEFICIT)		-5604.84

Bank Reconciliation

Reconciliation Of Account Balance To Bank Statement			
Balance per Cash Book			17,448.69
Add: Payments not on Bank Statement			85.48
Less: Receipts not on Bank Statement			0.00
			0.00
Transfers not on Bank Statement			0.00
			17,534.17
Balance Deposit Bank Statement 31.3.22			30,639.21
Balance Current Bank Statement 31.3.22			£17,534.17

Significant variances in the statement of accounts

Lines	Description	Year ending		Variance		Variance over 15% & over £200
		31.03.21	31.03.22	£	%	
1	Balances brought forward	45,635	53693			
2	Annual Precept	25,475	26570			
3	Total other receipts (excl precept)	11,135	10468	667	6	
4	Staff costs	10,726	11092	366	3	
5	Loan interest/capital repayments	0	0	0	0	
6	Other payments	17,826	31551	13,725	77	y
7	Balances brought forward	53,693	48088			
8	Total cash & short term investments	53,693	48088			
9	Total fixed assets & long term assets	29,888	46291	16,403	55	y
10	Total borrowings	0	0	0	0	

Explanation of Variances

Box No. 6		£
Figure in 2020/21 column		17,826
Figure in 2021/22 column		31,551
Variance		13,725
Reason		Amount (£)
1. Office expenses: 2020/21 £805; 2021/22 £716		-89
2. Councillor expenses: 2020/21 £0; 2021/22 £9		9
3. Chair's expenses: 2020/21 £0; 2021/22 £38		38
4. Training: 2020/21 £45; 2021/22 £81		37
5. Subscriptions: 2020/21 £476; 2021/22 £493		17
6. Hall hire: 2020/21 £10; 2021/22 £175		165
7. Grants: 2020/21 £1940 (incl covid support, community website, Ring&Ride, CAB & Libraries Unltd) ; 2021/22 £1034 (incl Greener Ugborough)		-895
8. Maintenance general: 2020/21 £1836 (incl tree felling); 2021/22 £1142 (incl playground repairs, flagpole planning)		-694
9. Maintenance burial ground: 2020/21 £882; 2021/22 £1350 (incl spoil heap removal)		468
10. Highway maintenance: 2020/21 £3255; 2021/22 £2416 (Dry year, fewer repairs)		-750
11. Agency services (p3): 2020/21 £174; 2021/22 £202		28
12. Insurance: 2020/21 £744; 2021/22 757		12
13. Other expenses: 2020/21 £1854 (incl election expenses & burial fee returned); 2021/22 £164		-1,690
14. Non revenue expenses: 2020/21 £3536 (incl trees, bench, defibrillators, signs & Xmas decs); 2021/22 £17995 (incl play equipment, picnic bench, & vehicle activated sign)		14,459
15. VAT: 2020/21 £1993; 2021/22 £4603 (inc Non revenue purchases)		2,610
Box No.9		£
Figure in 2020/21 column		29,888
Figure in 2021/22 column		46,291
Variance		16,403
Reason		
2021/22 purchases, including: Litter picking equipment £314; Commemorative plaque £211; swing £6216; play castle £5674, picnic bench £410; vehicle activated speed sign £3075		