

**UGBOROUGH PARISH COUNCIL MEETING**  
**Wednesday 13<sup>th</sup> December 2023 at 7.30pm**  
**Ugborough Village Hall**

**Present: Cllrs Fletcher (Chair), Beable, Cooper, Holway, Hosking, May, Nelson, Slater and Wells**

**Also present: Cllr Dewynter (SHDC)**

**1 Member of the public was in attendance**

**Questions from the Public**

- a request was made for the yellow **zig-zag lines outside the school** to be repainted – **clerk to action**
- Discussion is still underway between SHDC planning dept. and the electrical company to agree the best method for repairing the **light on the conduit**
- The **drain in Donkey Lane** adjacent to the Play Park is still blocked and causing flooding– **Clerk to chase**
- **Clerk to consult Cllr Johns regarding the replacement of the tree in the square**
- An increase in instances of **dog fouling** in Ugborough village and surrounding areas has been reported. **Clerk to report to [SHDC](#) and put a polite notice in the newsletter for dog owners to be vigilant about clearing up after their dogs.**

**Report from County Councillor (Apologies had been received from Cllr Thomas)**

- **Potholes** – the most effective way to report a pothole is on the DCC website:  
<https://www.devon.gov.uk/roads-and-transport/report-a-problem/report-a-pothole/>  
Cllr Thomas requests that, if anyone is not satisfied with the speed at which DCC acts following the reporting of a pothole, to please give him the relevant reference number to pursue. Where a road suffers from damage that requires more than just pothole refilling, send him photographs so that he can pursue.
- **Devolution** - Government has given the green light for Devon County Council and Torbay Council to proceed with plans for a devolution Deal. Devon and Torbay's Deal would not change the councils' established democratic structures, and responsibilities for the delivery of local services would remain unchanged. The Deal would see the creation of a Combined County Authority (CCA), a partnership with representation from all the main stakeholder groups who will take on the responsibilities of managing the additional funding from central Government to address local issues across Devon.

**Report from South Hams District Councillor Alison Dewynter** – the full report can be found on our [website](#)

**Summary:**

- Spilled paint in Ugborough Square - Localities have visited the square and do not feel that the paint requires a team to clean it up.
- Council tax single person occupancy discount review
- SHDC have 4 thermal cameras for hire
- Free Skills Training for Residents
- Police Commissioners Policing Priorities Survey
- New Planning Software at the Council
- Support available with Energy Bills
- 20 minute YouTube Channel film about healthy relationship for parents and carers of teenagers
- A Reminder about how to make enquiries regarding waste collections

**MINUTES**

**23.104 Apologies for absence had been received from Cllrs Hart (Illness) and Johns (Previous commitment) and also Cllrs Thomas (DCC) and Abbott (SHDC)**

**23.105 There were no declarations of interest**

**23.106 The Minutes of the Meetings held on the 8<sup>th</sup> November 2023, as previously circulated, were approved**

**Matters arising:**

Bus shelter at Wrangaton – clerk has chased but there has been no reply.

Bus shelter at the entrance to Bloor Estate – Cllr Wells continues to investigate this issue

**23.107 Planning**

**1. The following applications were considered:**

a) **0496/23** Prior Notification Demolition of 14 garages (Turners Park Group) Bittaford Wood Caravan Park, Bittaford, Ivybridge, PL21 0ET

**Support and comment that Council maintain their preference for there to be at least 2 metres from boundary properties**

b) **0499/23** Cladding to upper walls of existing house Mr Matthew Westmoreland Burrington House, Wrangaton, South Brent, Devon, TQ10 9HF

No comment on this application as there is insufficient information. **Clerk to request further information**

**2. The following decisions made at the November Meeting were ratified:**

a) 3406/23/VAR Application for variation of condition 2 (approved drawings) & 10 (ecology) of planning consent 0228/20/FUL Earlscombe Farm Bittaford PL21 0LD

**No comments to make**

b) 3624/23/VPO Mr Mike Deaton - Devon County Council Education Application for modification of Section 106 Agreement on 57/2472/14/O and 2084/22/OPA Land At Sx 647 561 Filham Devon

**Support**

c) 3526/23/TCA T1: Magnolia Grandiflora - Crown reduction by 1mtr & lateral crown reduction by 1 metre on all sides back to branch thickness of 2.5 - 3.0cm. T2: Multi-stem fern leaf beech (Fagus) - Crown reduction by 1.0-1.5 metres & lateral reduction by 0.5-1.0 metres to all sides, thin crown by 5-10% to remove any dead or crossing/ rubbing branches 21 Lutterburn St. PL21 0NG

**Delegate to Cllr Ed Johns as Tree Warden**

**2. The following decisions made by SHDC and DNP were noted:**

a) 4254/20/FUL Springfield Filham PL21 0DN South Dartmoor Community Energy Proposed development of a redundant commercial nursery to provide 33 new low carbon and energy efficient dwellings for affordable rent. Landscaping works will provide communal areas and a playground as well as ecological features. Access will be provided from the main road with a main spine route running through the site. Springfield Cottage is to remain as current use but be a separate property entity with access from within the site.

**DECISION: Conditional Approval**

b) 3011/23/PAT National Grid Telecoms Ugborough Radio Station Forder Cross Ugborough PL21 0PF National Grid Electricity Distribution (South West) plc Application for prior notification of proposed development for installation of replacement radio equipment housing, a new generator measuring 1.9m x 1.01m x 1.662m (h), air conditioning units & ancillary development thereto by telecommunications code systems operators

**DECISION: Prior Approval Required and Given**

c) Mr & Mrs Matthews, Rockdale, Bittaford PL21 0EA  
Erection of detached garage, Rockdale, Bittaford, Ivybridge, PL21 0EA

**Conditional Approval**

**23.108** Cllr Wells had produced an update on Ugborough West issues and this can be seen on the [website](#) – SUMMARY:

- Bus shelter junction of David's Lane / Exeter Road
- Parish Council drop-in clinic
- Parking in and around the rugby club
- Use of motor vehicles in pedestrian lane between David's Lane and Godwell Lane
- Right to further consultation to planning application 4254/20/FUL

## 23.109 Finance

### 1. The following payments were approved:

Detail	Gross	VAT	Net
Clerk - expenses	71.13		71.13
Cutting Crew 1466	36.00	6.00	30.00
Cutting Crew 1465	79.20	13.20	66.00
Clerk salary (includes back pay)	775.27		775.27
Ashburton Instrument Company	228.00	38.00	190.00
Parish Online	264.00	44.00	220.00
J Widdicombe	422.40	70.40	352.00
Cutting Crew 1445	72.00	12.00	60.00
Cutting Crew 1444	158.40	26.40	132.00
Xmas Tree	50.00		50.00
DCC Pensions	281.03		281.03
J Widdicombe	752.40	125.40	627

**Clerk to ascertain the proportion of J Widdicombe payment for Donkey Lane work which will be debited from the P3 grants money**

### 2. The following receipts were noted:

DCC Grant for Play Area bench	750.00
Burial Fees	155.00
Savings account dividends re-invested	206.33 and 231.45

### 3. The financial statement was received:

TRANSACTIONS	
Lloyds Current Account (End Nov)	£26,431.47
Less uncleared payments	£3,189.83
Plus uncleared receipts	£0.00
Less Transfers not on Bank Statement	£0.00
Total	£23,241.64
CCLA Savings (End Oct.)	£50,835.96
<b>Total Funds</b>	<b>£74,077.60</b>

<b>Total uncommitted funds</b>	<b>£40,981.51</b>
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RESERVES	
P.3 grant	£979.98
Open space sport & recreation	£4,257.50
TAP: Community Education	£366.00
Dementia Awareness	£150.00
Community Highway equipment	£97.00
Community Lengthsman	£0.00
Post office disabled access	£112.00
Burial ground	£1,500.00
Climate Emergency Reserve	£5,000.00
Community Projects & Support*	£7,446.00
20 mph project	£13,000.00
Bittaford and Ugborough Planters	£187.61
<b>Total</b>	<b>£33,096.09</b>

*Community Projects: New Pre School building, Amenity green space (Ugborough village), Bittaford play park equipment and surfaces, Conduit repair and maintenance, Tidying village centres and planters, Grant towards community use of redundant WC buildings, Walking leaflets.*

**e) The first draft of the budget for 2024-2025 was considered and various recommendations made and principals agreed. Information regarding the tax base for Ugborough has not yet been received from SHDC and so the final budget and precept demand will be agreed at the January meeting.**

**f) The National Pay Award for the clerk back-dated to 1st April 2023 (increase of £1.00 per hour) was noted.**

**g) The quotation for a new .gov.uk website for UPC to comply with domain registry regulations (annual cost £385 ex vat.) was considered. As this fee includes the current subscription for domain+email and so**

is essentially only a £165 uplift per annum it was agreed that this was a best value option given the added advantage of a single body for any technical support that might be required.

### 23.110 Highways

#### 1. 20mph scheme

- a) Devon County Councils comments on the results of the consultation for the scheme in Ugborough Village were noted **and it was agreed to post these on the website. Agreed that UPC will now ask DCC to progress this to the formal stage of consultation**
- b) **It was agreed that the introduction of a restriction in Bittaford on a busy B road was a larger and more complicated project that was part of a bigger highways picture and not within the scope of parish council responsibilities**
- c) **The request for 20mph on Beacon View cannot be considered as it is a private road**

### 23.111 Climate Emergency and sustainable Ugborough update

1. **It was agreed that UPC has performed the [duty of a public authority](#) and completed the first consideration of what action to take for biodiversity by 1 January 2024 with the declaration of a climate emergency, participation in the joint Parish Council Water Quality Working Group and leading on the Ugborough Parish Sustainability event in March.**
2. **Sustainability event on 23<sup>rd</sup> March – It was agreed that Cllrs Fletcher, Holway, Nelson, May, Hoskings, Hart and Wells would run this event.**
3. Cllr Holway reminded everyone that a thermal imaging camera was available for loan

### 23.112 Asset Management

#### 1. Bittaford Play Park:

- a) **Three quotations for the removal of the shelter and make good of surfacing were considered and it was agreed to award the work to MS Contracting – cost £1772**
- b) **The quote from MS Contracting for undertaking UPC general maintenance work as and when needed was discussed:**

*Planned works per hour Within the hours of 8am and 5pm - £25.12 OOH (Out of Hours) between 5pm & 9pm = £38.66 Per Hour + £25 Mobilisation Fee Between 9pm & 8am = £59.45 Per hour + £50 Mobilisation Fee*

**It was agreed that given the recommendations from 3 neighbouring parishes for similar work and a very competitive rate of pay, future larger maintenance tasks (and in particular in the Play Areas) would be assigned to MS contracting.**

- c) **Damage to the path – A meeting has been held with DCC to discuss what action they can take to prevent water flooding down from the road. It was agreed to ask John Widdicombe to remove the vegetation along the whole base of the stone retaining wall to give a clear view of exactly what path the existing drainage pipe is taking from the culvert to the river below and then pursue the issue with DCC again.** DNP do not consider the issue to be their responsibility.
- d) **The gate – There is no response from DNPA and it was agreed that, pending their approval, a self-closing hinge/lock to be fitted.**

### 23.113 School Field

- **Work is progressing to secure the S106 funding. Cllr Fletcher to check if the Holiday Club running during the Easter Holidays will affect the installation date**

### 23.114 Correspondence received:

#### 1. [Dartmoor National Park Housing Supplementary Planning Document](#)

The Authority adopted the Housing SPD on 1st December 2023. The Housing SPD provides guidance to support the delivery of housing in Dartmoor National Park

**23.115 Meeting dates for 2024 were agreed:**

**2<sup>nd</sup> Wednesday of the month apart from;**

**June – Wednesday 19<sup>th</sup>**

**July – Wednesday 17<sup>th</sup>**

**23.116 To receive reports on any meetings attended**

1. Cllrs Fletcher and Hart had met with Cllr Abbott and a SHDC Officer to discuss **the future of the public toilets in Bittaford and Ugborough**. SHDC wish to transfer responsibility for the toilets but with no funding to refurbish them or for the future running costs and with no provision of cleaning and maintenance staff UPC could buy into (the running costs alone is estimated to be at least 25% of the Council precept)

**It was agreed that UPC would respond to SHDC that it cannot take on this asset on these terms.**

2. Cllrs Fletcher, Holway and the Clerk had attended the **DCC budget update webinar** held by Council Leader John Hart

3. Cllr May had attended the **River Erme Councils** meeting – the main bit of work currently is to co-ordinate and standardise the consideration of water related issues when commenting on planning applications.

4. Cllrs Beable and Holway had attended the monthly **police liaison** meeting

**Meeting closed at 9.28pm**