

UGBOROUGH PARISH COUNCIL MEETING
Wednesday 4th November 2015 at 7.30pm
Committee Room, Ugborough Village Hall

A minute's silence was held in remembrance of John Fox

Questions from the Public Vegetation was overhanging the path below Beacon View, which the Clerk would ask DCC Highway to clear. Speeding cars were reported along Wrangaton Road, which were a hazard to road users, including horse riders

District Cllr Holway advised of the 2016 TAP deadlines

DRAFT MINUTES

Present: Cllrs Beable (Chair), Fairclough-Kay, Fletcher, Hart, Hutcheon, Holway, Hosking, Johns & Nelson; Ian Smith

15.116 Apologies for absence were accepted from Cllrs Cooper & Smallridge

15.117 Declarations of interest were received from Cllr Beable: Item 15.120.4 (Personal)

15.118 The Minutes of the Meeting held on the 7th October 2015, as previously circulated, were confirmed and signed by the Chairman

15.119 Neighbourhood Development Plan Progress report

- The Ugborough NDP website www.ugboroughplan.org had been updated recently.
- Development of themes and wider plan writing was on-going, and the conservation area character appraisal and the overall NDP area character appraisal were both well-developed. A theme-based (rather than site-based) plan was being developed.
- An externally-facilitated weekend workshop with consultants from Community Spirit Partnership CIC on 17 October provided useful external input and enabled development of housing policies and finalisation of policies.
- The completed draft plan would receive an externally sourced health-check to ensure soundness prior to going out to consultation.
- The draft Ugborough plan was still due to go out for consultation in early 2016, with completion in June 2016.

Outlook for November

- Policy development and plan writing would continue.
- Work on the 'Ugborough Voices' element of the plan would advance.
- An internally facilitated weekend workshop would take place to help maintain momentum.

15.120 Planning

Planning Applications

1. Householder application to widen existing vehicle access at Binwell Cottage, Filham Ref 57/2204/15/F Mr BW Robinson **Support**
2. Householder application for proposed extension to form garden room and sun room to rear at Palk Cottage, Ware Hill, Ugborough Ref 57/2288/15/F Mr & Mrs A Hamilton **Neutral**
3. Lawful development certificate for proposed use of building as B1 business, B2 general industrial and B8 storage and distribution at Unit 1, Wrangaton Business Park, Wrangaton Ref 57/2146/15/CLP **Support**
4. Provision of 2no. agricultural buildings, Cutwellcombe Farm, Avonwick Ref 57/2358/15/F **Support subject to a condition that they be used only for agriculture, and not residential or industrial use**
5. Change of use of dwelling (Class C3) to Osteopathic Practice (Class D1) at Key Cottage, The Square, Ugborough Ref 57/2371/15/CU **Support**
6. Erection of refreshment hut at Land at SX 684 578 Station Cross, Wrangaton Ref 57/2408/15/F Mr D Bowden **Object. Inappropriate location; traffic hazard; query site location**
7. Certificate of lawfulness in respect of the siting of mobile home at Cheston Cottage, Wrangaton Ref 0550/15 Mr & Mrs J Barclay **Object. Location too far from the main dwelling; should not be used as separate dwelling**
8. New pitched roof to garage at 2 Lanteglos Close, Bittaford Ref 0560/15 Mr W Headon **Support**

Planning Applications considered at the Meeting held on the 7th October 2015 were ratified

9. Outline application with some reserved matters for residential development of 10no. dwellings with associated access and other works at Development site at Ivydale, Godwell Lane, Ivybridge Ref 27_57/2139/15/O Mr F Nurse **No objection. Concern raised that land may be required for an eastern access onto the A38**
10. Ground floor extension to provide guest bedroom and verandah at Brookwood House, Moorhaven Ref 0492/15 Mr R Hughes **Support**

Planning Decisions Noted

11. Outline application with all matters reserved for Erection of bungalow to serve Ivybridge Equestrian at SX6544 5599, Ivybridge Equestrian, Davids Lane, Filham Ref 57/1518/15/F **Conditional permission**

12. Provision of stable block at SX 691 583 Cutwellcombe, Avonwick Ref 57/1628/15/F **Conditional permission**

13. Add lean-to extension to existing straw barn at Elizabeth Svendsen Trust, Godwell Lane, Ivybridge Ref 57/1798/15/F **Conditional permission**

Planning Correspondence

14. SHDC: Consultation on Prior Notification applications. Parish Councils would be advised of all planning applications through the weekly lists, including prior notifications and prior approvals. In the long term, it was intended to conduct paper-free consultations with Parish Councils. It was noted that planning permission was required for development within 195m of the gas national grid, and the Clerk would advise SHDC of the proximity of the travellers at Hillhead to the gas pipe.

15.121 Finance

1. Cheques approved for payment:

Cheque	Description	VAT	Gross
1745	S Woodman – Oct pay		453.94
1746	S Woodman – Expenses: office £48.96, travel & subsistence £85.65, storage shed (Tool Pool) £158.29	30.07	292.90
1747	KS Chamberlain - webname		48.00
1748	J&MJ Widdicombe – Burial ground	57.00	342.00
1749	Cutting Crew	37.40	224.40
1750	Underpressure – Bittaford playground		160.00
1751	SW Ambulance Trust – Defibrillators (TAP – Heart Start)	1080.00	6480.00
1752	Community Partnership CIC (Neighbourhood Plan)		1200.00
1753	Ugborough Village Hall (Neighbourhood Plan)		64.00
1754	O Davies (Neighbourhood Plan)		33.07
1755	G Beable - Expenses		50.50
1756	MondoPeople llp (Neighbourhood Plan)		222.13
Receipts			
50002	Walter Parson (Fox burial)		385.00
BGC	Santander - Interest		4.11

2. The Financial Statement was approved

Earmarked Reserves

Lloyds Current Account to 17.10.15	19571.88	P.3 grant	514.07
<i>Less</i> payments & unresented cheques	9570.94	Prize money for parish map	300.00
<i>Plus</i> uncleared receipts	385.00	Playground	3000.00
Total	10385.94	TAP: e-seniors	550.00
<i>Plus:</i> Santander Acc	10016.70	Going the Extra Mile	750.00
Total	20402.64	Capital projects	3000.00
Total uncommitted funds £12288.57		Total	8114.07

3. Resolved to accept Risk Assessment as detailed in Appendix 15.121.3. The Clerk's expenses would be reviewed at the December meeting.

4. Resolved to transfer £5000 to Santander Bank (Chq 1760)

5. Resolved to grant Ugborough PCC £50 (Chq 1757), Bittaford Methodist Church £25 (Chq 1758) & Bittaford Community Hall £25 (Chq 1759) towards Christmas lights. Cllr Johns would arrange for the provision of Christmas trees

6. Insurance cover Ugborough Fair. Details would be provided for Cllr Fairclough-Kay to confirm legal arrangements.

15.122 Correspondence received

1. DCC: Proposed extinguishment of part of Footpath No. 29 **Support**

2. DALC Training – Cllrs Fairclough-Kay & Hart may attend the New Councillors short course, South Brent 8.3.16; Cllr Holway & the Clerk may attend the Internal Audit Briefing, Exeter 28.1.15

3. Devon Communities Together: Information & Advice Surgery, Ashburton 8.2.16 – details would be included in the Newsletter

4. DCC Highways: Proposed 40mph speed limit, Ludbrook – Cllr Hosking confirmed that additional signage would be provided to slow traffic. He would follow up the request for a queue warning sign at the entrance to Ugborough from Ware Cross

5. Dartmoor National Park Authority Forum, 2pm Friday 27 November, Parke – Cllr Nelson would attend

6. Locality Drop In: Mobile Library 17 November 9.30-10am & Coffee Morning 26 November – Details would be circulated in the Bugle & Sustainable Saturdays

7. P3 Drop in sessions, Rattery Village Hall 10am-2pm 25 November - Noted

15.123 TAP schemes

1. Community Road Warden – highway works had been identified, and Cllr Hosking was arranging a meeting with Nick Colton to discuss responsibilities.
2. TAP submission 2016 – The Clerk would request £2k towards a defibrillator for Bittaford, and would consult Ivybridge Cluster Parish Councils on an interactive speed sign, which would cost £3-12k.

15.124 Bittaford Playground – The mole infestation had been treated and play surfaces pressure-washed. Rhino Play Ltd would be replacing the rocker seat, and would be instructed to replace the see-saw bearings and spindle at a cost of £235+VAT. The Clerk would obtain quotes to cut back trees near the play equipment, which Cllr Holway would remove.

15.125 Emergency Planning

1. Draft Emergency Plan – Organisational details were confirmed
2. Local resilience & Emergency Plans event 10.11.15 – Cllrs Beable, Fletcher & Holway would attend

15.126 Reports on Meetings attended

1. Cllr Holway attended the SHDC meeting on Open Spaces, Sport & Recreation. S.106 funding would be restricted to projects having a close connection with the development site. Neighbourhood Plans should include priorities for open spaces
2. Cllrs Holway & Hosking attended the Ivybridge Neighbourhood Plan meeting. Consultation on the draft plan had been undertaken, which would be redrafted to include a transport plan and design guide.
3. Cllr Beable attended the Devon Highways Event. DCC Highways needed £60m to maintain the system, but would only be receiving £45m; When the Devon Highways contract expires in 2017, a joint provision with Somerset & Plymouth may be considered; Contact details to report highway repairs would be included in the Newsletter; Spray injection patching now covered 80km, as opposed to 20km previously; Parking enforcement cost £60k pa; Communities would need to undertake up grass cutting and maintenance no longer carried out by DCC Highways. Snow Warden Cllr Johns confirmed that he held sufficient salt supplies.

15.127 Correspondence available at the Meeting Noted

1. Clerks & Councils Direct, November 2015

Meeting ended 10.10pm

Date of next Meeting 2.12.15

Appendix 15.121.3
Risk Schedule

Item	Frequency	Last Reviewed	Action
Parish Council Insurance			
Public & Employers Liability	Annual	May 15	
Money & Fidelity Guarantee	Annual	May 15	
Personal Accident	Annual	May 15	
Buildings cover for Parish owned property/community assets	Annual	May 15	
Inspection of playground equipment by qualified inspector	½ yearly SHDC	April 15	Due mid Nov
Cemetery inspection	On-going	Oct 15	
Financial Matters			
Banking arrangements	As required	Sept 15	
Insurance providers	As required	April 05	
VAT return completed/submitted	Annual	March 15	
Internal audit fee review	5 Yearly	Sept 14	
Clerk's salary review	Annual	March 15	
Clerk's expenses review	Annual	May 11	
Budget agreed, monitored and reported	6 monthly	Jan 15	
Precept requested	Annual	Jan 15	
Payments approval procedure	As required	June 14	
Bank reconciliations overseen by Cllrs	Monthly	Nov 15	
Chairman's Allowance reviewed & agreed	Annual	Jan 15	
Internal Audit	Annual	May 15	
External Audit	Annual	June 15	
Internal check of financial records	Quarterly	Oct 15	
Record Keeping			
Minutes properly numbered	On-going		
Asset Register available/updated	On-going	May 15	
Financial Regulations available/updated	On-going	June 14	
Standing Orders available/updated	On-going	Dec 13	
Backups taken of computer records	Monthly	Sept 15	
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		