

UGBOROUGH PARISH COUNCIL MEETING

Wednesday 6th October 2021 at 7pm

Held in the Main Hall, Ugborough Village Hall

Ugborough & Bittaford Preschool: Plans for a pre-school building on school site

A purpose-built preschool building was needed to: enable the preschool to open for extended hours, particularly in the summer holidays; provide access to outside space; provide more effective storage; provide administration facilities; and provide more toilet facilities, purpose built changing areas, kitchen facilities and appropriate storage of medicines and lunches.

The proposed preschool/After School Club had received the full agreement of the school governors, and discussions were proceeding with a local builder, surveyor and architect. The total cost was estimated to be below £100k and building may be completed by the summer 2022 holiday club.

Councillors were in full support of the plans, and requested a costed proposal so that grant support could be made available.

Questions from the Public

- A complaint had been received about bin collections
- Serious subsidence was occurring on Whitehouse Lane, and on the lane from Hillhead to Little Bittaford, which the Clerk would report to DCC Highways
- Hedge cutting was needed on the lane up to Toby Cross, and Cllr Holway had already spoken to some of the owners
- The unkempt state of the churchyard was now a health and safety issue, as well as being an embarrassment to the village. Cllr Holway would remind Rob Sekula that it needed maintenance.
- An unauthorised dwelling had been noted in Bittaford, and Cllr Holway would provide the Clerk with detail to report to DNPA

County Cllr Dan Thomas submitted a report detailing Covid statistics. The next step towards a 20mph zone in the village and particularly around the school, would be for the school to revisit its traffic/transport plan and express a clear desire for a 20mph zone within that document.

District Cllr Abbott expressed support for a footpath inside the hedge to provide an entrance to Filham from the underpass. *Cllr Abbott left the Meeting*

District Cllr Holway reported that SHDC had declared a housing emergency, which included proposals for the Council to provide housing.

MINUTES

Present: Cllrs Fletcher (Chair), Beable, Cooper, Hart, Holway, Hosking, Nelson & Slater; SHDC Cllr Abbott; 3 public

21.117 Apologies for absence were accepted from Cllrs Greaves, Johns & Smallridge, DCC Cllr Thomas

21.118 Declarations of interest were received from Cllr Hart: Item 21.125.1 (Personal)

21.119 The Minutes of the Meeting held on the 1st September 2021, as previously circulated, were confirmed and signed by the Chairman

21.120 Planning

Planning Correspondence

1. SHDC: Draft Memorandum of Understanding – the Clerk would express thanks for the guidance

Planning Application recommendations

2. [3557/21/PDM](#) Application to determine if prior approval is required for a proposed change of use of Agricultural building to 1no. dwellinghouse (Class C3) at Venn Farm, Ugborough **Noted**

3. [3507/21/FUL](#) Change of use of land from storage to lorry parking in association with Ivybridge Waste Transfer Station at Land at SX 633555 Ermington Road, Ivybridge **Neutral. A Travel Plan was needed to ensure unnecessary trips through residential areas to reach destinations were avoided.**

Planning Decisions Noted

4. [2366/21/HHO](#) Householder application for refurbishment, alterations, replacement extension and roof at Lower Well Cottage, Lower Well Farm Ugborough **Conditional Approval**
5. [3104/21/AGR](#) Application to determine if prior approval is required for proposed agricultural storage building at Land at SX 702 573 Barons Hill Farm Avonwick **Ag Determination details not required**
6. Alleged Breach of 0228/20/FUL: Demolished beyond agreed Approval at Earlscombe Barns, Bittaford **No breach found**
7. [3325/21/COL](#) Circular 14/90 application to adopt a section of currently private network that feeds Newlands, replace the poles and re-conductor with an insulated conductor and replace the line Ermington Road Ivybridge **No objection recommend Approval**
8. 2822/21/HHO Householder application for demolition of existing garage/utility/office extension, new front extension for kitchen and utility and new side extension for garage and ensuite at West Cannamore Avonwick **Conditional approval**
9. [0368/21](#) Installation of a small Velux conservation-style roof window in the bathroom of the property at Little Barn, Wrangaton **Conditional permission**
10. [2929/21/HRN](#) Application for hedgerow removal notice to remove 466 metres of hedgerow to enable construction of roundabout at Fields to north east of Kitterford Cross Ugborough **Agreed**
11. [2040/21/ARC](#) Application for approval of details reserved by conditions 8 and 9 of planning consent 0307/21/FUL at Land at SX 659 553 Earlscombe Farm Bittaford **Discharge of condition approved**

12. Developments, Ugborough West No report

21.121 Finance

1. Resolved to approve payments and receipts:

Payments	Description	Gross
BACS	S Woodman – September pay	528.27
BACS	S Woodman – Expenses (net): Travel £61.20, office £50.25	111.45
BACS	DCC Pension Fund	577.86
BACS	HMRC	468.00
BACS	Cutting Crew	236.40
BACS	PKF Littlejohn LLP – External Audit	240.00
BACS	J&MJ Widdicombe – Community Lengthsman	73.50
BACS	J Fletcher – Sign fixings & P3	59.88
BACS	SHDC – Bittaford playpark insurance & inspection	252.00
BACS	DALC - Training	54.00

Receipts

BGC	DCC – Community Lengthsman grant	790.00
BGC	SHDC – 2 nd Precept	13285.00

2. Resolved to approve the Financial Statement

Earmarked Reserves

Lloyds Current Account to 8.9.2021	16826.88	P.3 grant	1220.96
Less uncleared payments	2,601.36	Open space sport & recreation	5,850.00
Plus uncleared receipts	13,285.00	TAP: Commuinity Education	366.00
Less Transfers not on Bank Statement	0.00	Dementia Awareness	150.00
Total	27,510.52	Community Highway equipment	197.90
Plus: Santander Acc cash book	30,637.69	Community Lengthsman	1,431.25
Total Funds	58,148.21	Post office disabled access	500.00
		G-UP	520.00
Total uncommitted funds		Coronavirus support	633.77
£ 27,278.33		Community Projects & Support	20,000.00
		Total	30,869.88

3. External Auditor Report and Certificate 2020/21 - Sections 1 and 2 of the AGAR were in accordance with Proper Practices and no other matters giving cause for concern that relevant legislation and

regulatory requirements have not been met, subject to: Section 2 was not signed Responsible Finance Officer. **Noted**

4. Budget review Appendix 21.121.4 **Noted**

Resolved to move £2000 into the Open Space Sports & Recreation Reserve and £1500 into the Burial Ground Reserve.

Community project proposals would be discussed at the November meeting.

5. Risk Assessment review Appendix 21.121.5 **Noted**. Councillors suggested two additional categories: Data protection & Pandemic precautions

21.122 Correspondence Received

1. DNPA: [Consultation](#) on draft revisions to Dartmoor's byelaws, which were updated to reflect new technology and the outcome of the pandemic. **Support**
2. Devon Communities Together: Nominate your Devon Diamonds! The covid support group was suggested
3. SWAST: Defibrillator training – a session from 7-9pm in November, based in Ugborough or Bittaford.
4. [DCC: Community Energy Fund](#) - Grants up to £25,000 to develop and strengthen the capacity of the community energy sector in Devon, Deadline 8 November. Details would be sent to the village halls and preschool.
5. Further complaints had been received from the school concerning dogs mess in the playing field, which may adversely affect negotiations on the community use of the school field. The Clerk would invite a representative from the school to the next Parish Council Meeting to discuss the academizing proposals, dogs mess and a license for the community use of the school field.

21.123 Emergency Planning

1. Cllrs Hart and Slater were appointed lead Councillors. It was noted that the Emergency Plan needed a review.
2. [Climate and Ecological Emergency Bill](#) **Noted**
3. Devon Community Resilience Forum: [Grants](#) up to £250 to set up a community emergency planning group, and grants up to £1,500 for equipment to increase community resilience. The Clerk would apply for funding for walkie talkies

21.124 Asset Management

1. Burial ground – A date from the contractors was still awaited, which Cllr Beable would pursue.
2. Bittaford playground – One bolt was still missing on the seesaw and Cllr Hart queried whether the site of the former slide should have been reseeded. Cllr Hart would confirm compliance of the clamber stack to SHDC & Allianz
3. Flagpole, Ugborough Square renovation – No progress
4. War memorial – Cllr Fletcher would carry out weeding

21.125 Highways & Rights of Way

1. Donkey Lane pothole repairs – The potholes in the path were now hazardous and Paul Mcfadden had not arranged repairs. Under delegated powers on safety grounds, the Chairman had purchased tarmac to fill the holes up to the value of £150, with funding taken from P3 reserves. Hedge cutting in Donkey Lane under P3 had been deferred until the debris could be cleared away.
2. **Vehicle activated speed sign: Resolved to purchase a Message Maker Speed Limit Reminder sign, at a basic cost of £2050 + £625 solar power.** A data reading facility should be confirmed. Cllr Holway confirmed £200 SHDC locality funding and DCC locality funding would be requested from Cllr Thomas.
3. **Resolved to provide the Community Lengthsman with Ugborough Parish hi vis clothing, with funding from the Community Lengthsman Reserve.**

21.126 Travellers No progress

21.127 Reports on Meetings attended

1. G-Up: Cllr Holway, as Parish Council representative on G-UP, had yet to be invited to a meeting, although he had offered his field for G-UP's biodiversity project. The road verges in Wrangaton were also suggested. The Clerk would confirm that the Parish Council would like to work with G-UP on other projects.

21.128 Correspondence available at the Meeting

None

Appendix 21.121.4**Budget Review**

	Y/E 31.03.22		
	Budget	6 Mths Act.	F/Y Fcast
EXPENDITURE			
Clerks Salary & Pension	10938	5,397	10,794
Office	835	429	858
Cllrs Expenses	100	9	18
Chair's Expenses	100	0	0
Training	100	0	0
Subscriptions	638	451	458
Audit	383	175	375
Hire of Halls	150	45	90
Grants	1922	31	62
Maintenance General	2263	443	886
Cemetery & verge maintenance	1017	614	1,228
Agency Inc. P3	381	0	690
Community Lengthsman	3100	1,089	2,178
Insurance	759	757	757
Election expenses	0	0	0
Open Space Sport & Recreation Re	2000	0	2,000
Burial Ground Reserve	1500	0	1,500
Other Expenses	408	0	200
Non Revenue Expenses	4000	14,792	15,000
	31,136	24,232	37,094
INCOME			
Precept	26570	13,285	26,570
Burial	2591	1,605	3,210
Interest	56	1	2
Agency Inc. P3	300	690	690
Grants	1967	3,792	7,584
Other receipts	0	0	0
	31240	19,373	38,056
Si Surplus/shortfall	104	-4,859	962

Appendix 21.121.5
Risk Assessment review

Item	Frequency	Last Reviewed	Action
Parish Council Insurance			
Public & Employers Liability	Annual	May 21	
Money & Fidelity Guarantee	Annual	May 21	
Personal Accident	Annual	May 21	
Buildings cover for Parish owned property/community assets	Annual	May 21	
Inspection of playground equipment by qualified inspector	Annual SHDC	April 21	
Cemetery inspection	On-going	Sept 21	
Financial Matters			
Banking arrangements	As required	Nov 18	
Insurance providers	As required	Nov 17	
VAT return completed/submitted	Annual	April 21	
Internal audit fee review	5 Yearly	Nov 18	
Clerk's salary review	Annual	March 21	
Clerk's expenses review	Annual	Nov 17	
Budget agreed, monitored and reported	6 Monthly	Oct 21	
Precept requested	Annual	Jan 21	
Payments approval procedure	As required	June 14	
Bank reconciliations overseen by Cllrs	Monthly	Oct 21	
Chairman's Allowance reviewed & agreed	Annual	Jan 21	
Internal Audit	Annual	May 21	
External Audit	Annual	Aug 21	
Internal check of financial records	Quarterly	August 21	
Record Keeping			
Minutes properly numbered	On-going		
Asset Register available/updated	On-going	June 21	
Financial Regulations available/updated	On-going	July 19	
Standing Orders available/updated/confirmed	On-going	July 21	
Backups taken of computer records	Monthly	Sept 21	
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	July 21	
Register of Interests completed & updated	On-going	May 21	Annual
Register of Gifts/Hospitality	On-going		
Declarations of Interests minuted	On-going		

Meeting ended 9.55pm

Date of next Meeting 3.11.21

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