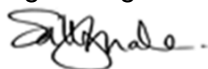


UGBOROUGH ANNUAL PARISH COUNCIL MEETING
Wednesday 7th May 2025 at 7.30pm
In the Ugborough Village Hall

To all members of the Council

You are hereby summoned to attend the annual meeting of Ugborough Parish Council to be held in Ugborough Village Hall at 7.30 pm on Wednesday 7th May 2025



Smale, Clerk to the Council

Wednesday 30th April 2025

AGENDA

Questions from the public:

25.38 Election of officers – Chair and Vice-Chair

25.39 Apologies for absence

25.40 To note declarations of interest

25.41 To agree the following appointments to committees and outside bodies:

(Current roles listed below)

Responsibility	Committee/Outside body	Councillor
Children and Young People		Cllr Hart Cllr May
Pre-School		Cllr Hosking Cllr Slater
Dartmoor National Park	Forum Committee	Cllr Nelson Cllr May
Conservation/Recycling/Environment	Tree & Hedge Warden	Cllr Johns Cllr May
	Water Quality	Cllr Hosking
Local Government Authorities	IDALC	Cllr Beable
Climate Emergency	Gup	Cllr Holway Cllr Beable Cllr Hart Cllr Wells
Planning – Development Control		Cllr Hosking
Finance	Lead Councillor for Finance	Cllr Nelson
Public Rights of Way	P.3 Co-ordinator	Cllr May Cllr Hart
Voluntary Organisations/grant funding	Ugborough Village Hall Cttee	Cllr Slater
	Bittaford Community Hall Cttee	Cllr Nelson
Public Health/Community care	Carers Forum	Cllrs Cooper

Police/Traffic/Road Safety/transport	Ivybridge Community Transport/Neighbourhood Watch / Police Advocates	Cllr Holway Cllr Beable Cllr Johns Cllr Wells
Emergency Planning	Snow warden	Cllr Johns Cllr Hart Cllr Slater
	Ugborough Fair Committee	Cllr Slater
Filham and West Ugborough		Colin Wells

25.42 To approve Parish Council arrangements for the year 2025-2026:

1. **Insurance – Clear Councils Insurance** - currently to 31st May 2026. Change of underwriter offers the opportunity to renew for another 3 year at the current fixed rate to 31st May 2028.
Propose to renew the 3 year contract
2. **Grass-cutting agreement with Cutting Crew**
3. **Annual contract with SHDC for the monthly and annual check of Bittaford Play Area**
4. **Pension payments to Peninsular Pensions first week in the month**
5. **Clerk Salary Payments in the first week of the month**
6. **HMRC payments quarterly**
7. **Agreement to receive the agenda via email**
8. **Confirm subscriptions to Devon Association of Local Councils, Ivybridge group of DALC and ParishOnline.**

25.43 To agree the meeting dates – 2nd Wednesday of the month. (Exception Wednesday 10th of September changed to Wednesday 3rd September and January 2026 - meeting cancelled)

25.44 To confirm the Minutes of the Meeting held on the 9th April 2025, as previously circulated.

Matters arising:

- Wall at the start of Donkey Lane
- Maintenance and clearance of the overgrown hedges and footway on the approach to the train station in Ivybridge
- Flooding outside the school
- Bus shelter at Filham
- Meeting with DCC Flood Officer in Ugborough Village
- Management of the sponsorship and maintenance of roundabouts in the parish – especially Ivybridge Railway Station and Kitterford Cross

25.45 Planning

1. **To consider the following applications:**
 - a) **[1126/25/FUL](#) Erection of silage building Haye Farm Ludbrook PL21 0LL**
2. **To note the planning decision made by SHDC and DNP**
 - a) **Turtley Corn Mill, South Brent. T14: Ash - Pollard to 7m, to reduce falling branches on the outdoor seating area for the pub/resturant, the tree (T14) has been consistently dropping large amounts of debri including some substantial branches/deadwood - **Conditional Approval****

- b) Cooper Farm Partnership. Windy Ridge, Ugborough. PL21 0HQ Erection of covered yard. - **Conditional Approval**
- c) Meade House, Moorhaven, Ivybridge, PL21 0HB Removal of log shed and replacement with local needs self build dwelling, The Pottery, Moorhaven, - **Conditional approval**
- d) [0886/25/ARC](#) Provonn Ltd Land At Sx 653 560, Davids Lane, Filham Application for approval of details reserved by conditions 3 (External Materials), 6 (Estate Roads) and 8 Works/Access) of planning consent 1414/23/FUL - **Discharge of Conditions - Split**
- e) Earlscombe Barns. Bittaford Application for the variation of condition 2 (approved drawings) for planning consent 0228/20/FUL - **Conditional Approval**

3. To consider the responses from Elm Park Residents to the proposed Aldi Planning Application.

25.46 Finance and HR

1. To approve the payments:

	Gross	VAT	Net
Service charge	4.25		4.25
HMRC	442.34		442.34
Salary	582.90		582.90
DCC Peninsular Pensions	211.23		211.23
Clerk expenses	66.71		66.71
Conduit maintenance (Community project reserves)	600.09		600.09
T Holway	30.36		30.36
Fifty Threes Ground Maintenance (Burial Ground reserve)	170.00		170.00
Postage (Re-imburse clerk) - tracked delivery x 2	5.54		5.54
Printer toner x 3 (Re-imburse clerk)	94.37	15.73	78.64
Council insurance	981.03		981.03

2. To receive the Reconciliation:

TRANSACTIONS		RESERVES	
Lloyds Current Account (end April)	£35,176.32	P.3 grant	£520
Less uncleared payments	2,742.23	Bittaford Play Area	£5,286
Plus uncleared receipts		Dementia Awareness	£150
Less Transfers not on Bank Statement	£0.00	Post office disabled access	£112
Total	£32,434.09	Burial ground	£4,009
CCLA Savings (End March.)	£54,369.20	Climate Emergency Reserve	£4,881
Total Funds	£86,803.29	Community Projects & Support*	£25,062
		20 mph project	£7,000
		Election	£1,628
Total uncommitted funds	£38,155.29	Total	£48,648

3. To consider the request for release of the £2000 funding held in reserves for the "AtYourConvenience" project

25.47 Policy

Review of policies:

Standing Orders – new model

Statement of Internal Control - revised

Risk Management Schedule

Privacy Notice - revised

GDPR policy - new

Financial Regulations – new model

Document retention policy – new

Health and Safety Policy - new

25.48 Highways and Public Footpaths

To agree match funding for the DCC grants:

Donkey Lane - £2000

Ennaton Farm - £250

25.49 To consider various matters arising on the new estate in Filham - Saxon Gate

25.50 Asset Management and Maintenance Work

- 1. To review the asset register**

25.51 To receive reports on any meetings attended

Members of the public will be asked to leave the meeting for the next agenda item due to the confidential nature of the matter being discussed.

PART II

25.52 To receive the conclusion from the clerk's latest performance review and consider the salary proposal for 2025-2026 and different use of the PAYE tools software to generate payments.

25.53 Date of next meeting:

Wednesday 11th June, 7.30pm in Ugborough Village Hall