

UGBOROUGH ANNUAL PARISH COUNCIL MEETING
Wednesday 7th May 2025 at 7.45pm
In the Ugborough Village Hall

MINUTES

(The meeting started 15 minutes later than advertised due to over-run of the Annual Parish Meeting)

PRESENT: Cllrs Slater (Chair), Beable, Hall, Hart, Holway, Hosking, May, Wells

Also present: Cllrs Vic Abbott (SHDC) and Alison DeWynter (SHDC)

1 member of the public was in attendance.

Questions from the public:

1. It was noted that the problem of the overgrown vegetation on the approach to the Ivybridge Train Station was deteriorating. **Clerk has reported the visibility splay and Cllr Abbott will pursue the works UPC has requested from DCC.**
2. Use of the bus shelter in Ugborough Square was raised – concern at the suitability and quality of some of the books left and the dumping of other non-book items. **It was agreed that the clerk would give a deadline to the community to take anything they wanted and after that the bookstore and other items abandoned there would be cleared and the building would revert to sole use as a bus shelter. The community noticeboard in the shelter to be removed and the community noticeboard beside the shelter to be used by the community going forward. Clerk to monitor this board for out of date material.**
3. Concern at the overgrown hedges on the road opposite the entrance to the Park Homes in Bittaford was expressed – **clerk to report to DCC**
4. The on-going issue of parking on the verges at Wrangaton was raised (restricting visibility and damaging the grass). UPC had pursued this previously and there is nothing more the council can do.

Report from South Hams District Councillor Alison DeWynter – available on the [website](#). Summary:
DCC election roundup
Plymouth and South Devon Community Forest Plan consultation
Water quality monitoring pilot for South Hams
Be tic aware

25.38 Election of officers

Proposed by Cllr Hart, seconded by Cllr May and all agreed to elect Cllr Tim Slater as Chair
Proposed by Cllr Holway, seconded by Cllr Beable and all agreed to elect Cllr Jon May as Vice-Chair

25.39 Apologies for absence were received from Cllrs Cooper and Nelson

25.40 Cllrs Beable, Holway and Hosking expressed an interest in agenda item 25.46(3) being on the AYC group.

25.41 The following appointments to committees and outside bodies were agreed:

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 Hall 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 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 4Rivers Dementia Alliance	Cllrs Cooper Cllr Wells
Police/Traffic/Road Safety/transport	Ivybridge Community Transport/Neighbourhood Watch / Police Advocates	Cllr Beable Cllr Holway Cllr Johns Cllr Wells
Emergency Planning	Snow warden	Cllr Hart Cllr Johns Cllr Slater
	Ugborough Fair Committee	Cllr Slater
Filham and West Ugborough		Cllr Hall Cllr Wells

It was agreed that Council would consider the creation of committees at the next meeting

25.42 The Parish Council arrangements for the year 2025-2026 were confirmed:

- 1. Insurance – Clear Councils Insurance - agreed to renew the 3 year contract taking the agreement to end May 2028**
- 2. Grass-cutting agreement with Cutting Crew**
- 3. Annual contract with SHDC for the monthly and annual check of Bittaford Play Area – clerk to request that Cllr Hart be informed of the date of the annual inspection in order to be able to attend**
- 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. Confirmation of subscriptions to Devon Association of Local Councils, Ivybridge group of DALC and ParishOnline.**

25.43 The meeting dates were agreed for the 2nd Wednesday of the month. (Exception Wednesday 10th of September changed to Wednesday 3rd September and January 2026 – no meeting)

25.44 The Minutes of the Meeting held on the 9th April 2025, as previously circulated, were approved with amendment to 25.30(e) 0899/25/HHO - “current dilapidated stone work” changed to “current dilapidated stores”

Matters arising:

- Wall at the start of Donkey Lane – **Cllr Johns pursuing**
- Maintenance and clearance of the overgrown hedges and footway on the approach to the train station in Ivybridge – **Cllr Abbott to pursue**

- Flooding outside the school – **DCC will schedule work but it is a complex situation and will take time. The drains have been scheduled for clearance.**
- Bus shelter at Filham – **no update**
- Meeting with DCC Flood Officer in Ugborough Village – **UPC had received an email from the DCC officer and will request another site meeting**
- Management of the sponsorship and maintenance of roundabouts in the parish – especially Ivybridge Railway Station and Kitterford Cross – **DCC have put this project on hold for the present**

25.45 Planning

1. The following application was considered:

- a) [1126/25/FUL](#) Erection of silage building Haye Farm Ludbrook PL21 0LL

Support. Request confirmation of the means of disposal of the effluent.

- b) Cllr Hosking apologised for the mistake in the information considered at the April meeting regarding provision of affordable housing in the planning application for Lutterburn Farm.

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

- 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](#) Provenn 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. The responses from Elm Park Residents to the consultation on the proposed Aldi Planning Application were considered.

It was agreed that Cllr Hall would meet with the residents, summarise their concerns and approach the developers to make representation on their behalf

25.46 Finance and HR

1. The following payments were received:

	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
Coastal Garden Services	850	170	1,020.00

2. The Reconciliation was received:

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	£4,179
CCLA Savings (End March.)	£54,369.20	Climate Emergency Reserve	£4,881
Total Funds	£86,803.29	Community Projects & Support*	£25,662
		20 mph project	£7,000
		Election	£1,628
Total uncommitted funds	£37,385.29	Total	£49,418

3. The request for release of the £2000 funding held in reserves for the AtYourConvenience” project was considered.

Council were pleased to hear that there are now sufficient funds available to fund the legal advice needed prior to the proposed purchase of the toilet blocks in Bittaford and Ugborough.

It was agreed that Council would continue to hold in Council Reserves the £2000 ring-fenced for the project pending further progress with the initiative.

25.47 The following policies were reviewed and adopted (All available on the [website](#))

Standing Orders – new model

GDPR policy - new

Statement of Internal Control - revised

Financial Regulations – new model

Risk Management Schedule

Document retention policy – new

Privacy Notice - revised

Health and Safety Policy - new

25.48 Highways and Public Footpaths (Cllr Hart declared a personal interest and abstained from the vote)

The match funding for the DCC grants for footpath work was agreed:

Donkey Lane - £2000

Ennaton Farm - £250

Clerk to contact contractors for quotes for the work at Donkey Lane

25.49 Filham – Cllr Hall raised several unresolved issues arising on the Saxon Gate estate. It was agreed that he will meet with the Estate Management Company and this will be considered at the June meeting.

25.50 Asset Management and Maintenance Work

1. The asset register was reviewed and some amendments agreed – available on the [website](#)

25.51 There were no reports on any meetings attended – Cllr Wells will do further work following his attendance at the Dementia Alliance meeting and bring to the next meeting.

PART II **Members of the public and the clerk left the meeting for the next agenda item due to the confidential nature of the matter being discussed.**

25.52 The conclusion from the clerk's latest performance review was received and the salary proposal for 2025-2026 was agreed. The clerk will also make 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
Meeting closed at 21.32