

**UGBOROUGH PARISH COUNCIL MEETING**  
**Wednesday 15th October 2025 at 7.30pm**  
**In the Ugborough Village Hall**

**PRESENT:** Cllrs Slater (Chair), Cooper, Hart, Holway, Hosking, Johns, May, Nelson and Wells

**Also present:** Cllr Alison DeWynter (SHDC)

**MINUTES**

**Questions from the public:**

1. A resident in Bittaford had requested advice regarding the odour from the disposal of horse manure adjacent to their property. Cllr DeWynter advised reporting the matter to SHDC Environmental Services
2. Council were asked by "At Your Convenience" if there was a possibility that the convenience buildings could be included on the Council insurance. Unfortunately this is not possible as the buildings and contents do not belong to the council and the activities would not be Council led. At Your Convenience are working hard to negotiate with SHDC regarding the overage stipulation
3. The street lights in undertown are still not working and **Cllr Hosking will report this to DCC**
4. A request had been made for a property adjacent to the Bittaford Play Area to install a gate from their garden into the play area. Unfortunately due to security and insurance issues Council can not agree to this.

**Reports from Devon County Council and South Hams District Council Councillors**

Cllrs Thomas (DCC) and Vic Abbott (DCC and SHDC) had sent apologies. Cllr DeWynter delivered her report which is available on our [website](#):

Summary:

Sale of Churchill Cottages

Future of local government

South Hams Energy Assembly taking place on 18th October

South Hams Way

Salt Marsh Project

Support for Care Leavers

**25.104** Apologies for absence were received from Cllrs Beable and Hall. Cllr Hall has sadly resigned from the Council and Council thanks him for his work over the last year and wishes him well for the future.

**25.105** Cllr Wells will update his register of interest having recently been elected to stand for Plymouth Peverell Ward in May 2026.

**25.106** The Minutes of the Meeting held on 3<sup>rd</sup> September 2025, as previously circulated were agreed.

**Matters arising:**

- Wall at the start of Donkey Lane (Cllr Hart expressed an interest) – Cllr Johns has checked the wall and confirms it is not dangerous. **He will put together a spec of work needed to prevent further deterioration. Clerk to arrange a site visit with a local contractor to determine cost for Council to discuss with the person responsible for the wall and agree further action.**
- Overgrown vegetation on the new hedge along the A3121 at the Sign of the Owl – DCC Highways Safety Officer has assessed the site and considers no work other than routine

visibility spray trimming is necessary. **Clerk to request a site meeting with Cllr Thomas and the officer.**

- Replacement of the tree in The Square – will be planted this season
- Time-restricted parking (resident exempt) at Wrangaton – Cllr Thomas pursuing
- Promotion of Ugborough Parish Newsletter – leaflets have been delivered to all new residences in Ugborough West.

## 25.107 Planning

### 1. The following application was considered:

- a) **1001/25/HHO** 28 Creber Drive Wrangaton TQ10 9FL Householder application for single storey extension to rear of property with addition of velux roof windows & installation of a wood burner & flue

**Neutral**

### 2. Potential planning enforcement issue at a site at Wrangaton – further information has been received illustrating that there is no planning encroachment here.

### 3. The decisions made by SHDC and DNP were noted:

- a) Mr R W Winzer The Bungalow, Marridge Farm. Ugborough Certificate for lawfulness for existing non-compliance with agricultural occupancy condition of planning consent 9/57/2012/86/1

**Decision: Cert of Lawfulness (Existing) Certified**

- b) **1396/25/FUL** Land At Sx 665 563, Bittaford. Conversion of existing Paddock into sand school for personal use

**Decision: Conditional Approval**

- c) **2264/25/HHO** Meadowside, Bittaford. PL21 0LD Householder application for proposed upper ground floor extension over flat roof

**Decision: Conditional Approval**

- d) **25/0071** A dying Norway Spruce tree. It needs removing completely. Ref TPO no 136. We will replant with another Norway spruce. 5 Moor Park, Moorhaven, Ivybridge, Devon, PL21 0XG

**Decision: No objection TPO Exempt**

- e) **25/0056 Openreach** Playing Fields, Moorhaven, Devon,

Notification to remove branches to ensure adequate clearance around BT overhead cables and telegraph poles

**Decision: Consent**

## 25.108 Finance and HR

### 1. The following payments were approved:

	Gross	VAT	Net
Salary	675.01		675.01
DCC Pension	229.84		229.84
Ugborough Village Hall	90.00		90.00
SHDC - Play area inspection	291.60	48.60	243.00
Clerk (stationery)	4.50	0.75	3.75
PFK Littlejohn (Auditors)	252.00	42.00	210.00
fifty Threes Ground Maintenance (Burial Ground reserve)	50.00		50.00
SLCC	150.00		150.00
Bank Charge	4.25		4.25

J Widdicombe	316.80	52.80	264.00
Cutting Crew 1764	212.40	35.40	177.00
Cutting Crew 1765	84.00	14.00	70.00
J Friend	263.16	43.86	219.30
Total	2,623.56	237.41	2,386.15

## 2. Income received was noted:

Burial Fees	£20.00
Precept part 2	£21,000.00
Dividends – August	£198.07
Dividends – Sept	£192.84

## 3. The Reconciliation was received:

TRANSACTIONS		RESERVES	
Lloyds Current Account (end Sept)	£33,018.18	P.3 grant	£337
Less uncleared payments	2,623.56	Bittaford Play Area	£3,674
Plus uncleared receipts		Dementia Awareness	£150
Less Transfers not on Bank Statement	£0.00	Post office disabled access	£112
Total	£30,394.62	Burial ground	£3,789
CCLA Savings (End Sept.)	£55,562.64	Climate Emergency Reserve	£4,881
<b>Total Funds</b>	<b>£85,957.26</b>	Community Projects & Support*	£18,011
		20 mph project	£0
		Election	£1,628
<b>Total uncommitted funds</b>	<b>£53,375.26</b>	<b>Total</b>	<b>£32,582</b>

\*Community Projects:

Amenity green space (Ugborough village), Conduit repair and maintenance, Tidying village centres and planters, Grant towards community use of redundant WC buildings, Walking leaflets

4. The quarterly accounting report was considered. Spending to date is in line with budget projections and previously agreed additional spend on staff hours

## 5. The completion of the external audit and comment from JKF Littlejohn was noted.

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Section 1, Assertions 2 and 3 have been incorrectly completed as the smaller authority has not maintained its burial records in line with statutory requirements. This is consistent with the Internal Auditor's response to Internal Control Objective E.

6. It was agreed to grant fund the purchase of Ugborough Village Christmas tree to the value of £150.

25.109 There was no update from Filham and West Ugborough following the resignation of Cllr Hall.

## 25.110 Policy

1. It was agreed to include our logo on the valued Business Customers' page of Coastal Garden Services website

## 25.111 Highways, Parish Paths and Transport

### 1. Speed indicator cameras

It was agreed that Council would purchase a third speed camera in the 26/27 financial year.

### 2. Request to work with partner groups for a community bus scheme

It was agreed that the clerk write to Ivybridge Town Council expressing support for the extension of the station platform to enable more trains to stop at the station in the future and support for a suggested community bus scheme giving better access to the station.

**25.112 Maintenance**

**1. Grass cutting arrangements for the Church Burial Ground**

It was agreed to request that SHDC give 3 annual cuts to the south western corner of the Churchyard and the remaining areas be cut 6 times per annum.

**25.113 Local Government Review**

1. There was unanimous support for the letter drafted at the recent meeting of the 13 councils affected by the Plymouth proposal.

2. It was agreed to proceed with a simple consultation with parishioners to establish the preferred proposal from that of DCC, SHDC and Plymouth.

**25.114 Meetings attended**

Cllr Hosking had attended the meeting regarding the closure of Ugborough Out of School club and pre-school. Council regret the loss of the pre-school service and welcome the provision of wrap-around care by the school for its pupils.

**25.115 Communications Received**

1. Invitation to attend a “Dartmoor Futures” consultation event

2. Communication regarding the closure of Ugborough and Bittaford Preschool , Breakfast and Afterschool Club.

3. Invitation to attend South Hams Energy Assembly

**25.116 Date of next meeting: Wednesday 12<sup>th</sup> November 2025, 7.30pm (venue to be confirmed)**

**Meeting closed at 9.33pm**