

**UGBOROUGH PARISH COUNCIL  
ANNUAL COUNCIL MEETING  
Wednesday 13<sup>th</sup> May 2026 at 7.30pm  
In the Ugborough Village Hall**

**PRESENT:** Cllrs May (Chair), Beable, Fletcher, Hart, Holway, Nelson, Wells

**2 members of the public were in attendance**

**Cllrs Dan Thomas (DCC) and Alison DeWynter (SHDC) were present**

**Questions from the public:**

**1. A potential matter for SHDC planning enforcement was raised.** The clerk reported on recent advice from the Devon Association of Local Councils regarding reporting of possible planning enforcement: *DALC generally recommends that parish and town councils do not get involved in reporting suspected planning breaches unless it has been identified by the council themselves. If someone reports a suspected breach to the parish/town council, we suggest that the individual is advised to contact the planning authority directly. Our reasoning is based on a couple of factors -there could be issues around "pre-determinisation" if a planning application was subsequently submitted after the council had filed a report in relation to a suspected breach. Formally putting your councils' name to information provided to the planning authority could have ramifications for the parish/town if that information was not correct. Overriding, a town and parish council does not have the power to investigate suspected planning breaches, and such matters are not a duty of town and parish councils.*

Cllr Thomas added that if the individual reports their concern themselves then all the updates regarding that matter goes directly to them.

To report any concerns regarding potential planning breaches go to the SHDC website [enforcement reporting page](#)

**2.** Cllr Fletcher reported on the work done by a parishioner to ensure the success of public access to the school field and **it was agreed that Council would formally thank him.**

**3.** Progress regarding replacement of the tree in Ugborough Square was requested – clerk advised the matter was in hand.

**Reports from County Councillors had been delivered at the Annual Parish Community Meeting. The monthly report from District Councillors DeWynter and Abbott is available [on the website:](#)**

**Summary:**

1. Fusion Lifestyle and SHDC Leisure Centres
2. Bank Holiday Changes to Waste Collection
3. Guided Tour of Local Community Energy Projects
4. Renter's Rights Act Came into Effect on 1 May 26
5. A special community screening of "The People's Emergency Briefing".
6. Let's Talk Sessions on Teenagers
7. Delivering More Temporary Accommodation to help tackle homelessness

**MINUTES**

**26.36 Election of officers**

**Proposed by Cllr May, seconded by Cllr Fletcher and agreed by all that Cllr Tim Slater continue as Chair of Council**

**Proposed by Cllr Hart, seconded by Cllr Beable and agreed by all that Cllr Jon May continue as Vice-Chair**

**26.37 Apologies for absence were received from Cllrs Slater, Hosking and Cooper**

**26.38 There were no declarations of interest**

**26.39 The following appointments to committees and outside bodies were agreed:**

Responsibility	Committee/Outside body	Councillor
Children and Young People		Cllr Hart Cllr May

Dartmoor National Park	Forum Committee	Cllr Hall Cllr Nelson Cllr May
Conservation/Recycling/Environment	Tree & Hedge Warden  Water Quality	Cllr Johns Cllr May 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 Cllr Fletcher
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 Fletcher
Ugborough Fair Committee	Ugborough Fair Committee	Cllr Slater
Filham and West Ugborough		Cllr Wells
Community Speedwatch	Lead Councillor	Cllr May
Complaints Review Panel – see minute 26.46		Cllrs Holway, Beable, Fletcher, Hart, Nelson and Wells

**26.40 The Parish Council arrangements for the year 2026-2027 were approved:**

- 1. Insurance – Clear Councils Insurance - 3 year contract 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**
- 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 by Councillors to receive the agenda via email**
- 8. Confirm subscriptions to Devon Association of Local Councils, Ivybridge group of DALC and ParishOnline.**

**26.41 The meeting dates for the year were agreed – 2<sup>nd</sup> Wednesday of the month. (Exception January 2027 - meeting cancelled)**

## 26.42 The Minutes of the Meeting held on 8<sup>th</sup> April 2026 were approved:

Matters arising:

- **Defibrillator training** booked for Saturday 19<sup>th</sup> September, 12.15pm in Ugborough Village Hall.
- **Grit Bin at Lucerne Fields** – DCC have agreed to install a bin opposite Kerswell Close
- **Hedge on Ugborough Road**, Bittaford – DCC will be trimming parts of the hedge and clearing back undergrowth to widen the road. The stability of the waste in the hedge is being monitored
- **Lutterburn St and junction with Undertown street lighting** – The tree obscuring the existing light has been trimmed. DCC will be undertaking a light monitoring test which will inform any further action.
- **Flooding above the school** – DCC will be undertaking major works to unblock underground drains this financial year

## 26.43 Planning

### 1. The following applications were considered:

- a) [0109/26](#) Construction of new entrance porch, external alterations to dwelling including extension of roof gable overhang on southern elevation, internal reconfiguration of existing dwelling, and construction of new detached outbuilding/garage for domestic use. Thorncourt, Bittaford, Ivybridge, Devon, PL21 0ES

#### Support

- b) [1001/26/FUL](#) Land At Sx 705 544 (Marridge Farm) Ugborough Proposal Erection of agricultural Livestock building

**Support, subject to the Local Planning Authority confirming the acreage farmed and reconciling with application 1065/26/AGR**

- c) [1065/26/AGR](#) Marridge Farm Ugborough PL21 0HR General purpose agricultural building

**Support, subject to the Local Planning Authority confirming the acreage farmed is 294.95 acres or 119.3 Ha reconciling with application 1001/26/FUL**

- d) [1077/26/COM](#) 6 Undertown Ugborough PL21 0NH Notice of intent to install electronic communication apparatus comprising one 8m light wooden pole (ref. no. WH1M8J9Z)

#### No comment

- e) [0964/26/HHO](#) Newcombe Ugborough PL21 0HQ Householder application for two storey and single storey extensions, demolition of existing detached garage & erection of new detached garage and external kitchen

#### Support

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

- a) **0352/26/TPO** T1: English Oak - Crown raise by removing tertiary growth to give 3m clearance from ground level. This descending growth is currently contacting the out-building roof in high winds. T2: Beech tree - Crown raise to 3m clearance from ground level. Close to another out-building and over a lawn. Clearances will ensure clear walkway for pedestrians. Quarry Farm House, Ludbrook, PL21 0LL

#### Permission granted

- b) **0232/26/HHO** 26 Lutterburn Street, Ugborough. PL21 0NG. Householder application for proposed two storey rear extension to detached cottage to replace existing single storey extension.

#### Conditional Approval

- c) **0528/26/CLP** 4 Hazel Lane, Ivybridge. PL21 0ZA Certificate of lawfulness for proposed to change garage door from existing up and over to an electric roller door

#### Cert of Lawfulness (Proposed)

- d) **0295/26/ARC** Application for approval of details reserved by condition 11 (External Lighting) of planning consent 1683/25/VAR. Land At Sx 653 560, Davids Lane, Filham

#### Discharge of Condition Approved

- e) **0644/25/ARM** Lutterburn Farm, Lutterburn Street, Ugborough, PL21 0NG

#### Approved

- f) **0395/26/FUL and 0396/26/FUL** Little Allers, Avonwick. TQ10 9HA. Erection of roofing over an existing yard (erection of a covered yard)

#### Conditional Approval

## 26.44 Finance and HR

### 1. The following payments were approved:

	Gross	VAT	Net
Salary	697.12		697.12
DALC	42.00	7.00	35.00
Ugborough Primary School	200.00		200.00
Stationery - re-imburse clerk	4.90		4.90
DALC subscription	975.02	119.02	856.00
J Widdicombe - 2794	607.20	101.20	506.00
Cutting Crew - 1827	212.40	35.40	177.00
Cutting Crewe - 1828	72.00	12.00	60.00
J Widdicombe - 2811	92.40	15.40	77.00
Bittaford Planters	58.99	9.83	49.16
Cutting Crew 1842	72.00	12.00	60.00
Cutting Crew 1841	182.40	30.40	152.00
J Snooks (Internal Audit)	250.00		250.00
Clear Councils Insurance	986.03		986.03

### 2. The income was noted:

£25,200 Precept (Part 1)

### 3. The Reconciliation was received:

TRANSACTIONS		RESERVES	
Lloyds Current Account (End April)	£44,864.62	P.3 grant	£0
Less uncleared payments	3,466.43	Bittaford Play Area	£13,674
Plus uncleared receipts		Dementia Awareness	£650
Less Transfers not on Bank Statement		Burial ground	£5,289
Total	£41,398.19	Climate Emergency Reserve	£4,881
CCLA Savings (End March)	£56,649.84	Community Projects & Support*	£40,883
<b>Total Funds</b>	<b>£98,048.03</b>	20 mph project	£2,628
		Election	£1,000
		<b>Total</b>	<b>£69,005</b>
<b>Total uncommitted funds</b>	<b>£29,043.03</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. It was agreed to renew the DALC annual subscription - £975.02

## 26.45 Audit

1. Section 1 of the Annual Governance Statement 2025-2026 was approved

2. Section 2 Accounting Statements 2025 – 2026 was approved

3. The report from the internal auditor was received and the following action agreed:

- clerk to prepare a risk assessment for the burial ground
- councillor's addresses and personal phone numbers to be deleted from the website and noticeboards
- clerk to prepare a grant-giving policy and application form

4. The dates for the period for the exercise of public rights - Friday 5th June to Thursday 16th July were agreed

## 26.46 Policy

1. It was agreed to adopt the following new policies:

Complaints policy and procedure 2026

**It was agreed that Cllrs Holway, Beable, Fletcher, Hart, Nelson and Wells would be on the Complaints Review Panel**

Reserves Policy 2026

**2. The clerk confirmed that the following policies had been reviewed and no changes to content were required:**

Freedom of Information Policy

Risk Management Schedule

Standing Orders

Financial Regulations

Statement of Internal Control

**26.47 Highways, Parish Paths and Transport**

**It was agreed that Cllr May would do the Chapter 8 training required for Road Wardens and that further consideration would be given to joining the Devon County Council Road Warden Scheme once this was complete.**

**26.48 Assets and Maintenance**

**1. It was agreed to purchase a bench for placement in Lucerne Fields once the clerk had established ownership of the grass verge and got permission to install it - estimated cost £535 (recycled plastic)**

**2. It was agreed not to progress an application to make Ugborough Play Area an asset of community value**

**3. Bittaford Play Area Update:**

We are waiting for 3 more quotations before submitting the application for S106 funding to refurbish the Play Area.

**26.49 Communication Received:**

**1. Speeding traffic on the B3121 at Bittaford – Council will be installing a 2<sup>nd</sup> speed warning camera later in the year and the community speedwatch team will continue to work in the area.**

**2. Moorhaven Tennis Courts Community Use Agreement – Cllr May to ask for a slight amendment to clause 7 to add that UPC will be informed in addition to SHDC of any changes.**

**3. Objection to the proposal for additional lighting at the junction of Lutterburn St / Undertown – update in “Matters Arising”**

**26.50 Meetings attended:**

- Clerk had attended the Highways Assembly organised by Cllr Louise Wainwright, Salcombe Division of Devon County Council

- Clerk had attended AI training for parish clerks

**26.51 Date of next meeting: Wednesday 10<sup>th</sup> June 2026, 7.30pm. Ugborough Village Hall**

**Meeting closed at 9.20pm**