

UPLOWMAN PARISH COUNCIL

Clerk to the Council : Robert Hodgson
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11/11/17

All Parish Councillors

Dear Councillors,

UPLOWMAN PARISH COUNCIL - NOTICE OF MEETING
THURSDAY 16th November 2017, starting at 7.30pm in Uplowman Village Hall

The next meeting of this Council will be on **THURSDAY 16th November 2017**, starting at 7.30pm in Uplowman Village Hall with any comments from the public. Draft Minutes of the last meeting have been circulated and can be found at <https://parish.middevon.gov.uk/Uplowman>.

There are four significant items on the Agenda:

- Review of Footpaths – see here for the online map: <http://map.devon.gov.uk/dccviewer/MyLocalPaths/> and copy of letter outlining what DCC are requesting;
- Consideration of the Parish Planning process as discussed at a special meeting held on 19th October (see notes attached),
- The budget for the coming year (paper attached),
- Note also that a planning application to convert Whitnage Chapel into a residence has been received. For details see <https://planning.middevon.gov.uk/online-applications/> and enter the reference number **17/01663/FULL** in the box at the bottom of the page.

Notes are attached on the Parish Planning meeting and the budget.

The following dates have been booked for meetings in 2018: (all Thursdays): 18th January, 15th March, 17th May, 19th July, 20th September and 15th November.

Yours sincerely,

Robert Hodgson (Clerk to Uplowman Parish Council)

UPLOWMAN PARISH COUNCIL

AGENDA FOR MEETING TO BE HELD AT THE VILLAGE HALL, UPLOWMAN, ON THURSDAY 16th NOVEMBER 2017 at 7.30pm

The evening will start with an open session at which parishioners may raise matters of concern. All are welcome to observe the council meeting.

1. Attendance
2. Procedural matters:
 - 2.1 Apologies for Absence
3. Minutes of last meeting (21st September 2017)
4. Matters arising from Minutes of last meeting not covered elsewhere
5. Finance and procedures
 - 5.1 Current position :

Bank balance at last meeting :	£5515.27
Income since last meeting	£0.0
Expenditure authorised on 20 July:	£733.80
Current balance:	£4,781.47
 - 5.2 Payments for approval:
 - R Hodgson, Clerk's expenses: £40.95
 - W J Veen, Grass cutting: £152.00
 - Donations to UPCC (£350 for maintaining burial ground), T&D CTA (£25 for Ring & Ride), Citizen's Advice (£25 donation) and Cllr Branton (£20 reimburse for memorial wreath).
 - 5.3 Set budget for 2018-9, paper attached
 - 5.4 Arrangements for Clerk's annual Appraisal
6. Planning and Licensing Applications (plus applications received after this notice) :
 - 6.1 17/1108/OUT: Land NE of Twin Oaks: Erect dwelling – UPC objected, permitted by MDDC
 - 6.2 17/01306/FULL: Micholsfield convert shed to indoor sand school. UPC no objection, MDDC permitted
 - 6.3 17/01331/HOUSE: Shapcott extension, UPC inspected and made no objection, MDDC permitted
 - 6.4 17/01333/LBC: Shapcott extension, UPC inspected and made no objection, MDDC permitted
 - 6.5 17/01343/LBC: Spalsbury internal and roof alterations. UPC made no objection, MDDC permitted
 - 6.6 Hedge adjacent to Green Acres: complaint by Mr D Field to MDDC. Hedge height now reduced
 - 6.7 13/01616 MOUT: 330 dwellings Uplowman Rd Meet on 20 Nov
 - 6.8 17/01663/F: Conversion of Whitnage Chapel, to be discussed at meeting
 - 6.9 Proposals for Parish Planning. Report on meeting on 19 Oct. Next steps: Convene Steering Group.
7. Correspondence (See attached list plus any correspondence received after this notice)
 - 7.1 Environment, SWW, etc:
 - 7.2 Local Plans and Surveys, Including Foot Path Definitive Map Review
 - 7.3 General Correspondence
 - 7.5 Village projects
8. Hall & Recreation Association
 - 8.1 Report.
9. Emergency Planning & Neighbourhood Watch
 - 9.1 Neighbourhood Watch Report
10. Community Projects and matters.
 - 10.1 UPC supported Tiverton & Dist Table Tennis Club TAP bid for new tables. Bid approved subject to application for Section 106 funds, which could replace TAP money.
 - 10.2 UPC supported SPPC TAP application for funds for a defibrillator
11. Parish Transport/Paths.
 - 11.1 Condition of roads in Parish: Lane between Whitnage and Cherry Tree not considered urgent by DCC
 - 11.2 Parking on road outside Hall at school drop off/pick up times.
12. Date of next meeting (Thursday 18 January 2018, to be confirmed).

CORRESPONDENCE SINCE LAST MEETING (21 Sept 2017)

Ser No	Date received	From/to	Subject	Date replied/sent
449	21/09/17	DALC	Invoice for attendance at Annual Conference (£25.00)	22/09/17
450	11/10/17	Nat West	Statement. Bal= £4836.47 (DALC & UHRA outstanding)	
451	03/11/17	MDDC	Precept Request information, included in budget paper	
452	06/11/17	MDDC	TAP for table tennis club approved subj to app for Sect 106	
453	10/11/17	Nat West	Statement. Bal = £4781.47	
454	10/11/17	WJ Veen	Invoice for grass cutting (£152.00)	

6. PLANNING

Ser No	Date received	From/to	Subject	Date replied/sent
607A	26/09/17	Mr D Field	Hedge height has been reduced.	
608	04/10/17	MDDC	17/01306/F: Micholsfield sand training centre granted	
609	05/10/17	MDDC	17/01332 H & 3 LBC: Shapcott extensions Permitted	
610	06/10/17	MDDC	17/01108 Out: Land adjacent Twin Oaks permitted & other emails	
611	12/10/17	MDDC	17/01343 LBC: Spalsbury alterations permitted	
612	16/10/17	MDDC	13/01616 MOUT: 330 dwellings Uplowman Rd Meet on 20 Nov	
613	07/11/17	MDDC	17/01663/F: Conversion of Whitnage Chapel	

7.1 ENVIRONMENT, including Sewerage, Recycling, Roads & rivers

Ser No	Date received	From/to	Subject	Date replied/sent
317	26/09/17	DCC	Definitive Map review follow-up	
318	11/10/17	DCC	Willy Pike is 'new' HNO. Not worried about Whitnage road	

7.2 LOCAL PLANS & SURVEYS, including HRA

Ser No	Date received	From/to	Subject	Date replied/sent
304	18/09/17	MDDC	Examination of MDDC Local Plan postponed	
305	27/09/17	Devon CT	Martin Rich to outline Parish Planning on 19 Oct	
306	09/10/17		Various notes on community planning etc from DALC conference	
307	20/10/17	Ms S Lewis	Happy to assist with Parish Plan Group	

7.3 GENERAL CORRESPONDENCE

Ser No	Date received	From/to	Subject	Date replied/sent
1557	28/09/17	D&C Police	Introducing PC Hannah Hodgson, Beat Manager	28/09/17
1558	03/10/17	Cullompton TC	Cullompton Food & Drink Festival 14 Oct	
1559	18/10/17	CPRE	Invitation to UPC to join CPRE	
1560	18/10/17	HealthW Devon	Newsletter	
1561	30/10/17	Glasdon	Street furniture catalogue	
1562	30/10/17	C&CD	Clerks & Councils Direct magazine – Article on Planning	

7.5 Village projects.

Ser No	Date received	From/to	Subject	Date replied/sent
329		Tiv TTC	Support for Table Tennis Club application to TAP for tables	26/09/17
330	02/10/17	SPPC	Requesting support for TAP application for defibrillator - given	02/10/17
331	16/10/17	MDDC	Would UPC support use of S106 money for Tables? agreed	23/10/17
332	26/10/17	SPPC	Clarifying position with table tennis table funding	26/10/17

Plus about 225 incoming emails. Support for councillors: <http://www.ntselearning.co.uk> for information and on-line courses.

What is a Parish Plan? Notes on presentation by

Martin Rich, Devon Communities Together

A Parish Plan is a statement of how the community sees itself developing over the next few years. It reflects the views of all sections of the community; identifies which features and local characteristics people value; identifies local problems and opportunities; spells out how residents want the community to develop in the future; prepares a plan of action to achieve this vision.

Parish Plans are “holistic” or comprehensive in scope. They should set out a vision for how the community wants to develop, and identify the action needed to achieve it. They can include everything that is relevant to the people who live and work in the community, from employment and playgrounds to the design of new buildings and protection of hedges and ponds. They can include any social, environmental or economic issues. It is up to you, the community to decide, what is important to you. Parish Plans have the potential to influence a wide range of organisations and processes which affect the lives of rural communities. They should complement and help deliver local planning policies and frameworks but they cannot override adopted planning policy. They should influence local housing and land management strategies. They should also contribute to the way local services are managed and delivered.

The Parish Plan gives **everyone** a chance to say what they think about the social, economic and environmental issues affecting their community, and how they'd like to see it improved in the future. It is important that the whole community is involved in producing the plan, not just those people who usually come along to parish council meetings.

The Parish Plan needs to consider local problems and opportunities as a whole. It makes the links between these issues and sets out a broad vision for the future – where the parish wants to be in 5 or 10 years' time. It is much broader than a Neighbourhood Plan, which just covers the built environment, but could provide the evidence for developing a Neighbourhood Plan.

Mr Rich suggested at the meeting that the Parish Plan should be sponsored by the PC but not run by it and that it's important to gather a Steering Group of committed individuals, say 12-15 in number, to manage the process. He suggested that the Group could include 3 or 4 councillors and should aim to include a range of skills such as administration, planning and finance.

Next steps :

Eight people volunteered at the meeting and at least one more has volunteered since. It was suggested at the meeting that the proposal be discussed at the PC and then a meeting of the Steering Group be called for sometime in late Nov.

A process is required for recruiting essential skills to Steering Group.

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10 Nov 2017

Actual Annual Expenditure 2016-18 (rounded to nearest £) and Budget 2018-19

Figures for current year are estimated		2016 to 2017	2017 to 2018	2018 to 2019
Item	Income	Exp	Est imate	Bud get
Precept	2812		2829	2880
Council Tax Reduction Grant	88		71	20
Churchyard Grant, donation		350	350	350
HM Customs, VAT rebate	469		15	15
Grants and other income	2439		200	
Clerks' Salary		1040	1070	1100
Clerk's expenses / admin		70	60	60
Chairman's/other's expenses		0	0	0
Hall Hire for regular meetings		80	80	80
Audit		0	0	0
Insurance		180	192	200
Commun Projects ++		3045	0	
Parish Social & Neigh Plan		0	200	200
Devon Ass of Parish Councils sub+		75	76	78
Grass cutting		500	600	600
Election		0	0	0
Support local charities		70	70	70
TOTAL	5808	5410	3115	2915

+ DAPC subscription was deducted at source since 2000-2001. These figs adjusted as if it were not.

++ Community projects exp in 2016-7 included TAP fund (£300).

Current year is estimated. There is now no charge for Annual Audit.

NOTE : A PRECEPT OF £1000 IS EQUIVALENT TO A COUNCIL TAX OF £6.39 ON A BAND 'D' PROPERTY IN UPLOWMAN.

Cash in hand at Year End March 2017 was £3214 (92% of the planned reserves). This estimate suggests that undesignated cash in hand is likely to increase by about £400 at next March (2018).