

UPLOWMAN PARISH COUNCIL

Clerk to the Council : Robert Hodgson
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11/01/18

All Parish Councillors

Dear Councillors,

UPLOWMAN PARISH COUNCIL - NOTICE OF MEETING THURSDAY 18th January 2018, starting at 7.30pm in Uplowman Village Hall

The next meeting of this Council will be on **THURSDAY 18th January 2018**, 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>.

Items of particular note on the Agenda:

- Review of Footpaths – see here for the online consultation:
<https://new.devon.gov.uk/haveyoursay/consultations/uplowman-definitive-map-review/>
- Update on the Parish Planning process following kick-off meeting on 10 January (see notes attached),
- Finalise the budget for the coming year (paper attached again for convenience),
- Note also that a Reserved Matters application with more details of the proposed development in the field adjacent to Twin Oaks has been received for consideration. It can be seen at <https://planning.middevon.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=P1NX4IKS02T00>
- New General Data Protection Regulations will come into force on May 25th. One significant change is that all local authorities, including UPC, will need to appoint a Data Protection Officer (DPO) to review arrangements regularly. The DPO must be someone other than the Clerk. UPC will need to work out arrangements. Watch this space.

The following dates have been booked for meetings in 2018: (all Thursdays): 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 18th JANUARY 2018 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 (16th November 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 :	£4,781.47
Income since last meeting	£0.0
Expenditure authorised on 16 Nov:	£592.95
Current balance:	£4,188.52

- 5.2 Payments for approval:
 - R Hodgson, Clerk's expenses: £10.60
 - Confirm DALC subscription (ca £75) to be deducted from Precept
 - 5.3 Finalise budget for 2018-9, paper attached, and confirm Precept requirement.
 - 5.4 Changes to Audit arrangements coming. UPC may self certify as exempt from external audit.
 - 5.5 General Data Protection Regulations: Need to appoint Data Protection Officer (DPO)
 - 5.6 Arrangements for Clerk's annual Appraisal
 - 5.7 Review Grass-cutting arrangements for 2018.
6. Planning and Licensing Applications (plus applications received after this notice) :
 - 6.1 17/1108/OUT: Land NE of Twin Oaks: Erect dwelling –permitted by MDDC, reasons given by MDDC
 - 6.2 13/01616 MOUT: 330 dwellings Uplowman Rd : Has been withdrawn
 - 6.3 17/01663/F: Conversion of Whitnage Chapel, No objection by UUPC, Permitted by MDDC
 - 6.4 17/02060/ARM: Land adjacent Twin Oaks Reserved Matters to be discussed
 7. Parish Planning
 - 7.1 Report on first meeting of group on 10 Jan, attached, and proposals for taking forward
 8. Correspondence (See attached list plus any correspondence received after this notice)
 - 8.1 Environment, SWW, etc:
 - 8.2 Local Plans and Surveys, Including Foot Path Definitive Map Review
 - 8.3 General Correspondence
 - 8.5 Village projects
 9. Hall & Recreation Association
 - 9.1 Report.
 10. Emergency Planning & Neighbourhood Watch
 - 10.1 Neighbourhood Watch Report
 11. Community Projects and matters.
 - 11.1 School parking update
 - 11.2 Proposals for TAP fund submission.
 12. Parish Transport/Paths.
 - 12.1 Condition of roads in Parish: flooding near Whitnage
 13. Date of next meeting (Thursday 15 March 2018, to be confirmed).

CORRESPONDENCE SINCE LAST MEETING (16 Nov 2017)

Ser No	Date received	From/to	Subject	Date replied/sent
455	20/11/17	SAAA	Notification of auditor for 2017/8 – PKF Littlejohn Plc	
456	27/11/17	UPCC	Sending and acknowledging receipt of grant for churchyard	23/11/17
457	29/11/17	Ring & Ride	Sending and acknowledging receipt of grant for ring & ride	23/11/17
458	01/12/17	Cit Adv	Sending and acknowledging receipt of grant to Citizens Adv	23/11/17
459	19/12/17	MDDC	No referendum limits for parish precept increases for 3 yrs	
460	24/11/17	Nat West	'How we charge for overdrafts'	
461	24/12/17	HMRC	VAT claims will be on line	
452	10/01/18	Nat West	Statement. Balance = £4188.52	

6. PLANNING

Ser No	Date received	From/to	Subject	Date replied/sent
614	19/12/17	MDDC	17/01663/F: Whitnage Chapel change to dwelling approved	
615	19/12/17	MDDC	17/1108/OUT: Land adjacent Twin Oaks reasons for approval	
616	25/12/17	MDDC	16/01424/MOUT: 330 dwellings on Uplowman Rd withdrawn	
617	02/01/18	MDDC	17/02060/ARM: Land adjacent Twin Oaks Reserved Matters	

7.1 ENVIRONMENT, including Sewerage, Recycling, Roads & rivers

Ser No	Date received	From/to	Subject	Date replied/sent
319	01/12/17	Griffiths CE	Update on work at new A361 Junction	
320	08/01/18	V T-Kenyon	Floods at Whitnage, later dealt with.	12/01/18

7.2 LOCAL PLANS & SURVEYS, including HRA

Ser No	Date received	From/to	Subject	Date replied/sent
308			Various emails relating to Parish Planning meeting on 10 Jan	

7.3 GENERAL CORRESPONDENCE

Ser No	Date received	From/to	Subject	Date replied/sent
1563	09/12/17	MDDC	Electoral Register update	
1564	19/12/17	MDDC	Recommendations for Councillor remuneration & expenses	
1565	04/01/18	C&CD	Clerks & Councils Direct magazine	
1566	09/01/18	NALC	Implications of Gen Data Prot Reg – will need DPO	

7.5 Village projects.

Ser No	Date received	From/to	Subject	Date replied/sent
333			Nothing this time	

Plus about 240 incoming emails. Support for councillors: <http://www.ntselearning.co.uk> for information and on-line courses.

Start-up meeting for Parish Planning held 10 Jan 2018 in Redwoods

Present (in order of seating): Mike Shaw, Anita Alden, Jacqui Green, Trevor Milner, Robert Hodgson, Suzanne Lewis, Ross Adcock and Mandy Norman.

Apologies from Wayne Elliott and Pam Holley.

1. we talked about why people come to live in Uplowman. The reasons included: convenient location for travel (motorway, railway etc); rural quiet; many activities, clubs, footpaths, etc; church. The conclusion was that there is a lot going on here but it isn't well known/advertised. It was agreed that Uplowman has some lovely footpaths and more might be made of them. The DCC footpath review is underway at present.
2. There was talk of residential development. At present Uplowman PC's policy, backed by the Mid Devon draft Local Plan, is for no new development in the parish because lack of shop and public transport makes further development unsustainable. There have been recent challenges to that position.
3. A view generally held at the meeting is that the parish planning process should start by celebrating what is happening in Uplowman and to draw people in to develop community spirit. This would be a positive way forward. Suzanne Lewis would draft a list of all the clubs and activities that take place in the parish.
4. It was generally recognised that the eight people present could not do the whole process alone and that it will be necessary to get others involved. A suggested first step was to create a flier that could be delivered by the group to every house in the parish. Ross Adcock was happy to help with delivery.
5. The flier drop could be followed by a drop-in session at the Hall to attract more people to take part. Some parish residents might prefer to take more specific roles relating to their particular interests, which would thus become working groups. The PC has some funding for refreshments for the open session.
6. Consideration was given to resurrecting a parish newsletter. this might be delivered to most people by email. Jacqui Green was prepared to draft an initial one to accompany the flier but thought another editor would be needed long term. Trevor Milner would set up an email address dedicated to the process via the Uplowman.org.uk webpages. Robert Hodgson will be investigating the implications of the new Data Protection Act, coming into force in May, for use of emails.
7. Robert Hodgson said that funds might be available for developing the plan once a budget had been worked out. He suggested that an appropriate time to have everything in place would be by the Annual Parish Meeting to be on 17 May (though it could be changed to any time before then).
8. Another meeting of the group was scheduled for **Thursday 15th February, location to be confirmed, probably the Hall.** the objective of the meeting will be to finalise wording for the proposed flier that would make it as appealing as possible and to bring suggestions for the most appropriate arrangements for an open evening/drop-in session and all should consider in advance.
9. It was agreed that each person present should invite one more participant with an aim of raising participation to around 15 and increasing the ranges of ages represented.

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10 Nov 2017

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

Item	2016 to 2017	2017 to 2018	2018 to 2019
Income	Exp	Est imate	Bud get
Precept	2812	2829	2880
Council Tax Reduction Grant	88	71	20
Churchyard Grant, donation		350	350
HM Customs, VAT rebate	469	15	15
Grants and other income	2439	200	
Clerks' Salary		1040	1100
Clerk's expenses / admin		70	60
Chairman's/other's expenses		0	0
Hall Hire for regular meetings		80	80
Audit		0	0
Insurance		180	200
Commun Projects ++		3045	0
Parish Social & Neigh Plan		0	200
Devon Ass of Parish Councils sub+		75	78
Grass cutting		500	600
Election		0	0
Support local charities		70	70
TOTAL	5808	5410	2738

+ 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).