

UPLOWMAN PARISH COUNCIL

Clerk to the Council : Robert Hodgson
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10/03/18

All Parish Councillors

Dear Councillors,

UPLOWMAN PARISH COUNCIL - NOTICE OF MEETING
THURSDAY 15th March 2018, starting at 7.30pm in Uplowman Village Hall

The next meeting of this Council will be on **THURSDAY 15th March 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:

- Update on the Parish Planning process (second meeting minutes attached);
- Review of draft Accounts for the year (attached). Agreement to claim exemption from external Audit.
- 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.
- Sampford Peverell & Uplowman Parish Magazine have a surplus of funds and have offered £420 towards projects in Uplowman. Your suggestions welcomed.

The following dates have been booked for meetings in 2018: (all Thursdays): 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 15th MARCH 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, including reports from DCC and MDDC:
 - 2.1 Apologies for Absence
3. Minutes of last meeting (18th January 2018)
4. Matters arising from Minutes of last meeting not covered elsewhere
5. Finance and procedures
 - 5.1 Current position :

Bank balance at last meeting :	£4,188.52
Income since last meeting	£0.0
Expenditure authorised on 18 Jan:	£10.60
Current balance:	£4,177.92
 - 5.2 Payments for approval:
 - R Hodgson, Clerk's salary (£535.00) plus expenses: £9.40
 - UHRA, Hire of Hall Sept-March (£50.00)
 - J Veen, clearing leat in January (£38.50)
 - 5.3 Review Draft Accounts.
 - 5.4 Changes to Audit arrangements coming. Proposal for UPC to self certify as exempt from external audit.
 - 5.5 General Data Protection Regulations: Proposal to appoint Data Protection Officer (DPO): £150pa
 - 5.6 Report on Clerk's annual Appraisal
6. Planning and Licensing Applications (plus applications received after this notice) :
 - 6.1 18/00041/OUT: 8 dwellings in Crosses Fm Field. Opposed by UPC, awaiting determination by MDDC
 - 6.2 18/00027/OUT: Little Chace, erect bungalow. Opposed by UPC, permission refused by MDDC
 - 6.3 17/00033/OUT: 8 dwellings, Crosses Fm Field. Appeal has been made against refusal of first application
 - 6.4 18/00133/MARM: Reserved matters for 248 dwellings etc adjacent to Uplowman Rd
 - 6.5 18/00169/F: Locks Fm, covered yard. Awaiting determination
 - 6.6 18/00283/OUT: Jaspers Green, single dwelling. To be discussed
 - 6.7 18/00250/HOUSE: Connemara, erect extension, To be discussed
7. Parish Planning
 - 7.1 Update on progress of group, and proposals for taking forward (report attached)
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 £420 available for projects in Uplowman from SP&U Parish Mag.
12. Parish Transport/Paths.
 - 12.2 Experiences in recent snow-fall
13. Date of next meeting (Thursday 17 May 2018, to be confirmed).

CORRESPONDENCE SINCE LAST MEETING (18 Jan 2018)

Ser No	Date received	From/to	Subject	Date replied/sent
453	06/02/18	SP&U Par Mag	£420 from surplus funds available for Uplowman Projects	
454	02/03/18	Local Clks Gp	Info on GDPR DPO service - £150ps for small councils	
455	08/03/18	UHRA	Hire of Hall - £50	
456	08/03/18	J Veen	Invoice for clearing leat -£38.50	

6. PLANNING

Ser No	Date received	From/to	Subject	Date replied/sent
618	16/01/18	MDDC	18/00041/OUT: 8 dwellings in Crosses Fm Field	01/02/18
619	16/01/18	MDDC	18/00027/OUT: Little Chace, erect bungalow	01/02/18
620	30/01/18	MDDC	17/00033/OUT: 8 dwellings, Crosses Fm Field, appealed	
621	02/02/18	MDDC	18/00133/MARM: Reserved matters for 248 dwellings etc Up Rd	
622	05/02/18	MDDC	18/00169/F: Locks Fm, covered yard	
623	22/02/18	MDDC	18/00283/OUT: Jaspers Green, single dwelling	
624	27/02/18	MDDC	18/00250/HOUSE: Connemara, erect extension	
625	09/03/18	MDDC	18/00027/OUT: Little Chace, erect bungalow, Permit refused	

7.1 ENVIRONMENT, including Sewerage, Recycling, Roads & rivers

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

7.2 LOCAL PLANS & SURVEYS, including HRA

Ser No	Date received	From/to	Subject	Date replied/sent
309	17/02/18	S Lewis	Minutes of Parish Plan meeting held 15 Feb	
310	09/03/18	DCC	Procedure for extinguishing footpath	

7.3 GENERAL CORRESPONDENCE

Ser No	Date received	From/to	Subject	Date replied/sent
1567	25/01/18		Healthwatch Voices magazine	
1568	22/02/18	HAGS	Playground equipment	
1569	24/02/18	Glasdon	Street furniture	
1570	24/02/18		Clerks & Council Direct magazine	
1571	02/03/18	Microshade	Options for community cloud packages - £299-£3099pa	

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.

Small Parish Council UPLOWMAN PARISH COUNCIL

Summary Receipts and Payments Account for the year ended 31 March 2018

	Prev. Year 2016/17	Curr. Year 2017/8
RECEIPTS :		
Precept*	2825.00	2839.00
Council Tax Support Grant	75.00	71.00
Interest on Investments		
Hall lettings		
Allocation fees		
Churchyard Grant		
Playing field lettings		
TAP fund	300.30	
Capital moneys - Sect 106 for benches	2139.00	
Other receipts	609.82	
VAT reclaim 2015-7		
TOTAL RECEIPTS	5948.12	2910.00
PAYMENTS		
General Administration *	437.91	441.73
Staff costs	1040.00	1070.00
S137 Payments	70.00	50.00
Grants		
Loan repayments		
Running costs :		
Village Halls		
Elections		
Burial grounds	350.00	350.00
Annual Parish Meeting		20
Parish Planning		
Capital moneys		
Capital spending: dog bin/hall benches	2556.80	636.75
Other payments: Grass cutting	435.10	
Repairs to Hall Car parking post etc	513.60	9.86
VAT to be reclaimed	469.26	
TOTAL PAYMENTS	5403.41	2568.48

* this figure includes £75.69 (2017, gross) subscription to Devon Association of Local Councils that was deducted from the Precept before receipt.

RECEIPTS AND PAYMENTS

Summary	£.p
Balance brought forward 1st April 2017	3213.50
Add : Total Receipts	2910.00
	<u>6123.50</u>
Less : Total Payments	<u>2568.48</u>
Balance carried forward 31st March 2018	3555.02

These cumulative funds are represented by :
Current Account

Add : After date bankings	
Less : Unpresented cheques	
Net Bank Balance	3253.50
Other Deposits/Investments	Nil

RECONCILIATION

3253.50

Signed : (Responsible Financial Officer)
(Chairman)

Date : Date :

Uplowman Parish Council

THESE ACCOUNTS ARE DRAFT AND SUBJECT TO AUDIT

Parish Plan Meeting - 15th February 2018 - Minutes

Please find below the Minutes of the Parish Plan meeting held Thursday 15th February at Uplowman Village Hall.

Present: Trevor Milner, Pam Milner, Robert Hodgson, Pam Holley, Mike Shaw, Anita Alden, Jacquie Green, Mandy Norman, Ross Adcock, Nicky Branton, Andrew Barlow, Heather Barlow, Suzanne Lewis

Apologies: Wayne Elliott.

Following initial discussion about the aim of a Parish Plan for those not present at the first meeting, Trevor Milner/ Robert Hodgson advised that they did not feel it should be anyone from the Parish Council leading the Parish Plan development - given that it is supposed to be a 'community led' project.

Although some present disagreed, members from the Parish Council said they wanted community leadership, to encourage connection from other previously unengaged members of the parish, but with Parish Council support.

Pam Milner subsequently volunteered to act as Chairperson for this second meeting in order to get things going, and Suzanne Lewis offered to take notes. The meeting then progressed as follows:

1. Trevor and Suzanne presented ideas for a possible flyer to be distributed to all Uplowman parishioners. (Approx. 140 households in total, representing approx. 356 residents which include adults and children.)
2. Discussions then followed as to what exactly we wanted to include on the flyer, in order to get people's interest and to engage them in the general process.
3. It was eventually agreed that we should keep the basic message on the flyer short and succinct, and very open at this stage, without any leading questions.
4. Jacquie Green volunteered to draft up a final version of the flyer, combining the best elements from Trevor and Suzanne's flyers.
5. It was agreed that the introduction on the flyer should state something like

Following a presentation to Uplowman Parish Council by Devon Communities Together, a group of villagers have come together with the aim of developing a Parish Plan.

A Parish Plan is a document will reflect how local residents want to see the parish change in coming years, based upon issues considered most important to the community.

Areas of possible interest could include.....

6. Pam Milner recommended that the final flyer should include approx 8 subject matters for parishioners to consider (from a list of key themes identified for this purpose).
7. The flyer should ask parishioners to send in comments about any issues of interest / concern; these to be sent either via e-mail to a specific e-mail address to be set up by Jacquie Green for this purpose (e.g. Uplowmanparishplan@gmail.com) or handed in to the Post Office by the end of March.
8. Residents replying by e-mail will be asked if they are happy to allow the Parish Plan Committee to contact them by e-mail in relation to development of the Parish Plan; this would be done on a 'Bcc' basis to protect their privacy.
9. The flyer will invite all parishioners to an open evening to meet others and share ideas over a drink / glass of wine at Uplowman Village Hall on Friday 18th May from 7.30 - 9.30pm (date secured in the Village Hall Booking Diary).
10. The aim is to get responses from parishioners, which can be reviewed/collated by the committee at the next Parish Plan meeting at 7.30pm on Thursday 5th April.
11. The format of the open evening on the 18th May was then basically agreed; this to include a short presentation about the aim of the Parish Plan, a summary of the findings,

and then giving people the opportunity to discuss their ideas - perhaps around tables of specific topic areas. Pam Holley also suggested having representatives from all the various clubs in the village for anyone to talk to. Suzanne has compiled an up-to-date list of all the latter, together with contact details.

12. Once the final version of the flyer has been agreed by all the committee members, it was proposed that the committee members would each print and distribute copies to specific areas within the Parish which would cover all households i.e. Pam Holley & Nicky - Greengates to Whitnage /Pitt; Suzanne - Cott Lane and Uplowman Road down to the Post Office / Redwood Inn; Heather, Andrew & Anita - Stag Mill area and Chief Lowman; Ross, Mike & Wayne - Uplowman village centre up to East Mere Cross and also incl. Widhayes Farm and Broadview Farm; Robert - Fair Oak and Beer Down areas.

13. Everyone on the Committee is encouraged to try and talk to parishioners about the idea of the Parish Plan as they give out the flyers, to engage people's interest, get their response, and to put the 8th of May in their diaries.

Anita also suggested that committee members make a note of each household to which they deliver flyers, to ensure that no-one is inadvertently missed out. To this end, Robert has agreed to supply a list of all the households within the parish (taken from the electoral register), which will be split up and distributed to those concerned for each of the given areas, so that everyone can tick off each property as they go round.

14. Details from the flyer about the development of the Parish Plan, and the date of the open evening, are to be put in the Parish Magazine (by Pam Holley) and up on the Uplowman Village Hall website (by Trevor Milner).

Suzanne