

# UPLOWMAN PARISH COUNCIL

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12/07/16

All Parish Councillors

Dear Councillors,

**UPLOWMAN PARISH COUNCIL - NOTICE OF MEETING**  
**THURSDAY 21<sup>st</sup> July 2016**, starting at 7.30pm in Uplowman Village Hall

The next meeting of this Council will be on **THURSDAY 21<sup>st</sup> July 2016**, 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> - our new website active since 1<sup>st</sup> April. Please also note the new email address as above.

The annual Audit papers are still with the Auditors and I await their response.

A number of councillors could not attend the last meeting so discussion of the proposed revisions to our procedure for dealing with planning applications was held over to this meeting. Trevor has drafted a policy document, which is attached for your consideration.

Please note that the following dates have been booked for meetings in 2016 in Uplowman Village Hall: 15 Sept and 17 Nov (both Thursdays). Unless you prefer otherwise, I will book the third Thursdays of January, March, May, July, September and November for our meetings next year.

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 21 JULY 2016 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, which will start at about 7.45pm.*

1. Attendance
2. Procedural matters:
  - 2.1 Apologies for Absence
3. Minutes of last meeting (11 May 2016)
4. Matters arising from Minutes of last meeting not covered elsewhere

5. Finance and procedures

5.1 Current position :

Bank balance at last meeting :	<b>£5793.10</b>
Income since last meeting (Sect 106 for Hall seats)	£2139.00
Expenditure authorised on 11 May:	£189.16
<b>Current balance:</b>	<b>£7,742.94</b>

5.2 Payments for approval:

R Norman, for supply & install seats at Hall: £2566.80p  
 R Hodgson (Clerk's Expenses): £13.36p  
 J Veen, for Grass cutting: £184.00p  
 UHRA, for Hire of Hall: £40.00  
 Materials for Telephone Box restoration, estimated £154.00

5.3 Review of Clerk's salary, currently £1020 pa.

5.4 Arrangements for Clerk's Appraisal 2016

6. Planning and Licensing Applications (plus applications received after this notice) :

- 6.1 16/00326/LBC Uplowman House: Internal alterations. Approved by MDDC
- 6.2 16/00503/HOUSE: Hatherlands: revised drawing of extension. Approved by MDDC
- 6.3 Review of procedures for dealing with Planning Applications (paper attached)
- 6.4 Junction 27 development. Discussion of impacts on Uplowman and PC response

7. Correspondence (See attached list plus any correspondence received after this notice)

- 7.1 Environment, SWW, etc:
- 7.2 Local Plans and Surveys.
- 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 Telephone kiosk – update – Tap has been received
- 10.2 TAP 2015 – Goal Posts: arrange a photo for report to MDDC
- 10.3 Update on parking at school. Proposal to procure signs.
- 10.4 TAP 2016 proposals

11. Parish Transport/Paths.

11.1 Condition of roads in Parish.

12. Date of next meeting (Thursday 15 Sept, to be confirmed).

**CORRESPONDENCE SINCE LAST MEETING (11<sup>th</sup> May 2016) Points to discuss in Bold**

## 5. FINANCE

Ser No	Date received	From/to	Subject	Date replied/sent
416	18/05/16	MDDC	Remittance of £2139, Section 106 funds for hall benches	
417	09/07/16	NatWest	Statement. Balance = £7742.94	
418	05/07/16	J Veen	Invoice Grass cutting: £184	
419	05/07/16	UHRA	Invoice for Hire of Hall: £40	

## 6. PLANNING

Ser No	Date received	From/to	Subject	Date replied/sent
574	13/05/16	MDDC	16/00326/LBC: Uplowman House int alterations granted	
575	25/05/16	MDDC	16/00503/HOUSE: Hatherlands extension revised plan granted	

## 7.1 ENVIRONMENT, including Sewerage, Recycling, Roads &amp; rivers

Ser No	Date received	From/to	Subject	Date replied/sent
307	2/06/16	MDDC	Announcing that more than 50% Mid Devon Waste now recycled	

## 7.2 LOCAL PLANS &amp; SURVEYS, including HRA

Ser No	Date received	From/to	Subject	Date replied/sent
292	20/05/16	MDDC	Planning Consultations: SCI & Refuse Storage SPD	
293	07/07/16	MDDC	MDDC response to latest Jn 27 proposals	

## 7.3 GENERAL CORRESPONDENCE

Ser No	Date received	From/to	Subject	Date replied/sent
1625	16/05/16	RBL/FIT	Centenary Fields programme to protect war memorial parks	
1626	21/05/16	Glasdon	Bins 'n seats brochure	
1627	25/05/16	HAGS	Play equipment	
1628	02/07/16	C&CD	Clerks & Councils Direct magazine	
1629	09/07/16	Devon SV	Everyone's Tomorrow newsletter. DSV considering its future.	

## 7.5 Village projects.

Ser No	Date received	From/to	Subject	Date replied/sent
322	24/05/16	MDDC	Changes to TAP fund application process	

Plus about 130 incoming emails. Support for councillors: <http://www.ntselearning.co.uk> for information and on-line courses.

# **Uplowman Parish Council**

## **Planning Application Procedures - DRAFT**

### **Background**

Parish Councils do not have power to grant or refuse planning permission. The Local Government Act 1972, section 101 does however, require local authorities to consult parish councils on certain matters affecting their parish and a parish council is a statutory consultee on the development plan, local plans and structure plans.

Planning authorities must inform local parish councils of applications affecting its parish and consider its views when deciding on planning applications. Planning authorities usually allow twenty-one days for a response.

It is important that local parishioners are able to put forward their views to the Parish Council as well as directly to the Planning Authority, usually Mid Devon District Council but could be Devon County Council for certain strategic matters.

### **Decision making**

In order for the Parish Council to make an official decision there must be 3 things that must be in place:

- There be a Chairman of the meeting
- There must be a Quorum of 1/3 of all councillors or a minimum of 3 councillors
- The public must have access, by written notice, to the meeting to provide an opportunity to express views and to show transparency

We have 21 days to inform MDDC of our comments on a planning application, unless we ask for an extension.

Many applications will be submitted to the Planning Authority and a request will be made for our comments, as an official consultee, between our normal full meetings.

### **Procedures for consideration of Planning Applications:**

The Clerk is informed of all applications and notification is passed to the Chairman, with a copy to other Councillors, asking for the appropriate action.

As a guide, applications may fall in to 3 main types:

- Those that are non-contentious e.g. minor changes to a listed building
- Those requiring comment but without the need for a site visit
- Those where a site visit is required to ascertain certain facts and possibly to speak to other interested parties.

Where an application requires a consultee response prior to the next full meeting, because of the 21 day notice period, then all Councillors are requested to read the applications and to inform the Chairman promptly of their views.

The Planning Applicant and neighbours will have been informed by MDDC of the application plus a notice will have been posted at the site to enable other parishioners the opportunity to examine the proposals and to comment either directly to MDDC or to their Parish Councillor.

The Chairman will take a consensus of the views and inform the Clerk of the Parish Council's response to be passed to MDDC.

If a site visit is considered necessary by the Chairman, or another Councillor, then the Chairman will appoint 2 councillors to visit, together with the Clerk, and this will be advertised on the noticeboard and the web site a minimum of 3 clear working days in advance of the visit.

Following a site visit the 2 councillors will discuss their findings and provide the opportunity for any member of the public present to make comments and will either make a "decision" for the Clerk to inform MDDC or will pass the decision to the next main meeting. If that is past the 21 day deadline then a request for an extension will be made, which to date has always been granted but may not be if other deadlines have to be met.

In the first 2 categories of application between main meetings the "decision" is made by the Chairman either directly or after consulting other Councillors by phone or email for their comments.

It is important to note that all applications will be discussed at the full Council meeting, which meets every 2 months, and a formal decision made. This may include ratification of decisions made between meetings. The public have an opportunity to attend the meeting and to make comments.