

UPLOWMAN PARISH COUNCIL

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10/09/16

All Parish Councillors

Dear Councillors,

UPLOWMAN PARISH COUNCIL - NOTICE OF MEETING **THURSDAY 15th September 2016**, starting at 7.30pm in Uplowman Village Hall

The next meeting of this Council will be on **THURSDAY 15th September 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 1st April. Please also note the new email address as above.

The annual Audit is completed without comment.

I attach a survey being made by MDDC on waste disposal. I've put in some responses and will appreciate guidance on completing the rest. Please let me know if you think the present arrangements are/are not adequate and what else might be done. We need to submit by 26 Sept.

The discussion of the proposed revisions to our procedure for dealing with planning applications was held over again to this meeting. Trevor has redrafted the policy document, which is attached for your consideration.

Please note that the final meeting in 2016 will be in Uplowman Village Hall on Thursday 17 Nov. As agreed at the last meeting, I have booked the following dates for next year (all Thursdays): 19th January, 16th March, 18th May, 20th July, 21st Sept, and 16th 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 15 SEPT 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 (21 July 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 :	£7742.94
Income since last meeting	£0
Expenditure authorised on 21 July:	£2804.16
Current balance:	£4,938.78

5.2 Payments for approval:

R Hodgson (Clerk's Salary + Expenses): (£520.00+ £7.50)

J Veen, for Grass cutting: £115.00p

J Veen, work on Telephone Box: £324.00

T Milner, Materials for Telephone Box restoration: £154.80

DALC, for Clerk to attend AGM/conference on 11 Oct: £20.00

5.3 Arrangements for Clerk's Appraisal 2016

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

6.1 Review of procedures for dealing with Planning Applications (paper attached)

6.2 In 27 proposals and effect on Uplowman

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 – Box has been painted

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 17 Nov, to be confirmed).

CORRESPONDENCE SINCE LAST MEETING (21st July 2016) Points to discuss in Bold

5. FINANCE

Ser No	Date received	From/to	Subject	Date replied/sent
420	27/07/16	Grant Thornton	Completion of Audit. No comments. Posted on Web	
421	27/07/16	T Milner	Receipt for telephone box paint (£154.80)	
422	01/09/16	J Veen	Invoice for painting telephone box (£324.00)	
423	01/09/16	J Veen	Invoice for grass cutting (£115.00)	
424	08/09/16	DALC	Invoice for attending conference (£20.00)	

6. PLANNING

Ser No	Date received	From/to	Subject	Date replied/sent
576	02/09/16	MDDC	All planning docs will migrate to IDOX in Oct	

7.1 ENVIRONMENT, including Sewerage, Recycling, Roads & rivers

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

7.2 LOCAL PLANS & SURVEYS, including HRA

Ser No	Date received	From/to	Subject	Date replied/sent
294	01/08/16	DCC	Consultation on Devon Minerals Plan – to 23 Sept	
295	23/08/16	MDDC	Street cleansing review - by 26 Sept	

7.3 GENERAL CORRESPONDENCE

Ser No	Date received	From/to	Subject	Date replied/sent
1630	22/07/16		Healthwatch Voices magazine	
1631	22/07/16	Tiv Museum	Family Sculpture Trail – the Tivvy Bumpers	
1632	03/09/16	DALC	Annual Report and invitation to conference	
1633	05/09/16	C&C Direct	Newsletter	

7.5 Village projects.

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

Plus about 180 incoming emails. Support for councillors: <http://www.ntselearning.co.uk> for information and on-line courses.

Street Cleansing Questionnaire for Parish Councils

Name of parish: UPLOWMAN



Please tick the appropriate response for service provision in your area.

Service Provided	Needs improvement	Needs some improvement	Adequate	Very good	N/A
1. The Street Cleansing Service					X
2. Mechanical Road Sweeping (the sweeping of roads using a truck-mounted sweeper)					X
3. Footway Cleansing (the removal of litter and dirt from pavements and footpaths)					X
4. Cleansing of grass areas (the removal of litter)					X
5. Number of litter bins			1		
6. Frequency of litter bin emptying					
7. Number of dog bins			1		
8. Frequency of dog bin emptying					

9. What is your opinion of disposing of dog mess in litter bins?

We discourage it, especially in the litter bin in the centre of the village.

10. Are there any locations in your parish that you feel would benefit from being cleaned more regularly?

11. Are there any locations in your parish that could be cleansed less often?

No

12. Does your parish council currently run any street cleaning service or voluntary street cleaning? Please provide as much information as possible.

13. Would your parish be willing to introduce/increase the use of volunteer litter picking groups?

14. What support would you require from MDDC if you were to increase/introduce the use of voluntary litter-picking groups

15. Any Other Comments:

Uplowman Parish Council

Planning Application Procedures

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 as well as for planning applications that affect land within the Parish.

Planning authorities must inform local parish councils of applications affecting its parish and consider its views when deciding on planning applications. The statutory consultation period is twenty-one days in Mid Devon.

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, which is usually Mid Devon District Council but could be Devon County Council for certain strategic matters.

This document sets out a Procedure to allow Uplowman PC to respond in a timely way to planning applications, given that the consultation period may not include a full council meeting, currently scheduled every 2 months in Uplowman.

Decision making

Decisions of the PC (or other local council) may be made either by councillors at a properly constituted open meeting or by delegating the powers to an officer.

Three things are needed for the Parish Council to make a decision:

- 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

Alternatively, under the Local Government Act (LGA) 1972 section 101 the Council may arrange for the discharge of its functions by one of its officers, provided it is a "Proper Officer". This is commonly referred to as "delegated powers".

The Parish Clerk is delegated by Uplowman PC as the Proper Officer to make decisions on Planning Applications where a decision is required between Parish Council meetings. This delegation will be reviewed annually.

Applications: General

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.

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

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. Case (c) will include all new developments and situations where neighbours may be affected by the proposal.

UPC Procedures for consideration of Planning Applications:

1. The Clerk is informed of all applications by the Planning Authority (either Mid Devon DC or Devon CC) and notification is passed to the Chairman, with a copy to other Councillors, asking for the appropriate action.
2. Where consultee response period finishes prior to the next full meeting, all Councillors are requested to read the applications and to inform the Clerk and the Chairman promptly of their views.
3. Where all are agreed that Case (a) or Case (b) above applies then the Clerk will take a consensus of the views and inform MDDC of the decision of the Parish Council under delegated powers, with a copy to the Chairman.
4. For Case (c) applications, where a site visit is considered necessary by the Chairman or another Councillor, then the Chairman will appoint a minimum of 2 councillors who do not have a personal or financial interest in the application as an ad hoc sub committee. A site visit of the councillors plus the Clerk will be arranged and will be advertised on the noticeboard and the web site, with a minimum of 3 clear days' notice.
5. Following a site visit the councillors will discuss their findings and provide the opportunity for any member of the public present to make comments.
6. Where a decision is required prior to the next Parish Council meeting and the ad hoc committee considers that the issues can be decided without a full meeting then the Clerk will take all known information in to account and make a decision as the Proper Officer under LGA 1972 and inform MDDC.
7. In contentious cases a request to MDDC for an extension will be made. Such requests have always been granted in the past but may not be so if other deadlines have to be met.
8. All applications will be discussed at the subsequent full Council meeting, which meets every 2 months. The Clerk will inform the Meeting of any decisions made under delegated powers, as per LGA 1972, between meetings. The public have an opportunity to attend the meeting and to make comments.

Adopted