

# UPLOWMAN PARISH COUNCIL

Clerk to the Council : Robert Hodgson  
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14/03/20

All Parish Councillors

Dear Councillors,

## **UPLOWMAN PARISH COUNCIL - NOTICE OF MEETING** **THURSDAY 19<sup>th</sup> March 2020**, starting at 7.30pm in Uplowman Village Hall

The next meeting of this Council will be on **THURSDAY 19<sup>th</sup> March 2020**, 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://middevonparish.co.uk/uplowman/>. Please note the change of UPC's web address!

Further discussion on the use of the Playing Field as a night landing zone for the Air Ambulance is included on the Agenda. Cllr Branton has received further information from DAA for your consideration.

An item on preparations for dealing with the COVID-19 challenge is included on the Agenda. Briefings from Public Health in Devon and from the Police have been circulated recently. These could provide the basis for discussion of community-based response.

Cllr Milner suggests that we should review our procedures for dealing with Planning matters. Our present procedures are attached, along with some notes by the Chair.

The set of historic Minutes online now extends from the start of UPC in 1894 up to 1951. You can find them [here](#). \* Enjoy them while you can. Due to new accessibility regulations we may have to remove these documents from the website soon.

The following dates are booked for 2020 (all Thursdays): 21 May, 16 July, 17 September and 19 November.

Yours sincerely,

Robert Hodgson (Clerk to Uplowman Parish Council)

\* for those who don't get this electronically, the full web address is:  
<https://middevonparish.co.uk/uplowman/parish-council/parish-minutes/historic-minutes/>

Please note that our web site address has changed – the old [middevon.gov.uk/](http://middevon.gov.uk/) one will cease to work after April 1<sup>st</sup>.

# UPLOWMAN PARISH COUNCIL

## AGENDA FOR MEETING TO BE HELD AT THE VILLAGE HALL, UPLOWMAN, ON THURSDAY 18<sup>th</sup> March 2020 at 7.30pm

*The evening will start with an open session at which parishioners may raise matters of concern.*

1. Attendance.
2. Procedural matters, including reports from DCC and MDDC:
  - 2.1 Apologies for Absence
3. Minutes of last meeting (16 Jan 2020)
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>£5,903.13</b>
Income since last meeting	£0.00
Expenditure authorised on 16 Jan:	£10.31
<b>Current balance:</b>	<b>£5,892.82</b>
  - 5.2 Payments for approval:
    - R Hodgson, Clerk's salary + expenses (£565.00 + £8.55)
    - UHRA, Hire of Hall Nov to March (£47.50)
    - J Veen, grass cutting and leat clearing (£83.35)
  - 5.3 Draft accounts for 2019-20 for information (attached)
  - 5.4 Accessibility of website: Cost implications
  - 5.5 Clerk's salary for 2020-21
6. Planning
  - 6.1 20/00182/ARM: Jasper's Green new dwelling, reserved matters. UPC had no objection.
  - 6.2 20/00264/H: 2 Widhayes Cottages, Erect extension.
  - 6.3 Review of UPC Planning procedures. Papers attached
7. Environment & Healthy living
  - 7.1 Sewage leak at Green End
  - 7.2 Covid-19 preparations in Uplowman – identify vulnerable residents, procedures
8. Correspondence (See attached list plus any correspondence received after this notice)
  - 8.1 Environment, SWW, etc:
  - 8.2 Local Plans and Surveys.
  - 8.3 General Correspondence
  - 8.5 Village projects
9. Hall & Recreation Association
  - 9.1 Report.
10. Emergency Planning & Neighbourhood Watch
11. Community Projects and matters.
  - 11.1 Bus shelter progress & proposals for bicycle rack installation.
  - 11.2 Repairs to school path – Report
  - 11.3 Details of project for SP Magazine donation of £490.
  - 11.4 Use of playing field as night landing zone for Air Ambulance (Correspondence previously circulated)
  - 11.5 Replacement of Defibrillator pads (now out of date)
12. Parish Transport/Paths.
  - 12.1 Subsidence on Whitnage/SP road (Cllr N Branton).
13. Date of next meeting (Thursday 21 May 2020, to be confirmed).

**CORRESPONDENCE SINCE LAST MEETING (16 Jan 2020)****5. Finances**

Ser No	Date received	From/to	Subject	Date replied/sent
506		MDDC	Precept request for £3100	20/01/20
507	12/03/20	UHRA	Hire of Hall Nov-March (£47.50)	
508	12/03/20	J Veen	Grass cutting and leat cleaning (£83.35)	

**6. PLANNING**

Ser No	Date received	From/to	Subject	Date replied/sent
673	23/01/20	Cllr R Radford	Reply from MDDC Planning on procedures. Will be considered	27/02/20
674	07/02/20	MDDC	20/00182/ARM: Jasper's Green new dwelling, reserved matters	
675	21/02/20	MDDC	20/00264/H: 2 Widhayes Cott, Erect extension	

**7.1 ENVIRONMENT, including Sewerage, Recycling, Roads & rivers, Healthy living**

Ser No	Date received	From/to	Subject	Date replied/sent
341	07/02/20	DCC	Landowner responsibilities for hedge maintenance	
342	20/02/20	DCC	Redgate Lane Bridleway to be considered 5 <sup>th</sup> March	
<b>343</b>	<b>10/03/20</b>	<b>Cllr Branton</b>	<b>Whitnage lane subsidence, forwarded to Cllr Slade</b>	<b>12/03/20</b>
<b>344</b>	<b>14/03/20</b>	<b>DCC</b>	<b>Redgate Lane Bridleway: No order made</b>	

**7.2 LOCAL PLANS & SURVEYS, including HRA**

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

**7.3 GENERAL CORRESPONDENCE**

Ser No	Date received	From/to	Subject	Date replied/sent
1625	04/02/20	MDDC	Town & Parish newsletter forwarded to councillors	
1626	04/02/20	Glasdon	Bins and gateways catalogues	
1627	02/03/20	MDDC	Town & Parish newsletter forwarded to councillors	
1628	03/03/20	RSN	Rural Services Network news forwarded to councillor	
<b>1629</b>	<b>03/03/20</b>	<b>MDDC</b>	<b>Funding for clothes banks. Wd UPC like one?</b>	
1630	04/03/20	C&CD	Clerks & Councils direct newsletter	
1631	<b>05/03/20</b>	<b>Police</b>	<b>Advice on COVID-19 – forwarded to councillors</b>	
1632	09/03/20	Healthwatch Devon	newsletter	
1633	09/03/20	Creative Play	Playground catalogues	

**7.5 Village projects.**

Ser No	Date received	From/to	Subject	Date replied/sent
338		Dev AA	Queries regarding the Air Ambulance landing site	30/01/20

Plus about 230 incoming emails.

**Small Parish Council UPLOWMAN PARISH COUNCIL**  
**DRAFT**

**Summary Receipts and Payments Account for the year ended 31 March 2020**

Prev. Year 2018/9	Curr. Year 2019/20
<b>RECEIPTS :</b>	
2880.00	3000.00
20.00	
420.00	
Precepts	
Council Tax Support Grant	
Interest on Investments	
Hall lettings	
Allotment fees	
Grant from Parish Magazine	420.00
Playing field lettings	
DCC Locality for path	630.00
Capital moneys – Sect 106	
Other receipts	
VAT reclaim 2018-9	92.56
<b>3320.00</b>	<b>4142.56</b>
<b>TOTAL RECEIPTS</b>	
<b>PAYMENTS</b>	
446.72	433.55
1100.00	1130.00
50.00	75.00
General Administration	
Staff costs	
S137 Payments to charities	
Grants	
Loan repayments	
Running costs :	
Village Halls	
Elections	127.35
Burial grounds	350.00
Annual Parish Meeting	
Parish Planning	
Capital moneys	
Capital spending: projector	591.60
Other payments: Grass cutting	236.75
Repairs TO bus shelter & bike racks	33.16
VAT to be reclaimed	
<b>2874.91</b>	<b>2944.25</b>
<b>TOTAL PAYMENTS</b>	

**RECEIPTS AND PAYMENTS**

Summary	£.p
Balance brought forward 1st April 2019	3990.11
Add : Total Receipts	4142.56
	<u>8132.67</u>
Less : Total Payments	<u>2944.25</u>
Balance carried forward 31st March 2020	5188.42

These cumulative funds are represented by :  
 Current Account £.p 5188.42

Add : After date bankings  
 Less : unpresented cheques  
 Net Bank Balance 5188.42  
 Other Deposits/Investments Nil

**RECONCILIATION**  
 5188.42

Signed : .....  
 (Chairman) (Responsible Financial Officer)

Date : ..... Date : .....

Uplowman Parish Council

THESE ACCOUNTS ARE DRAFT AND SUBJECT TO AUDIT

# 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:

1. There be a Chairman of the meeting
2. There must be a Quorum of 1/3 of all councillors or a minimum of 3 councillors
3. 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:

1. Those that are non-contentious e.g. minor changes to a listed building
2. Those requiring comment but without the need for a site visit
3. 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 September 2016*

### *Some points for discussion (from Trevor)*

*We amended our procedures to give yourself authority to act on behalf of the PC when a decision was needed between meetings.*

*We usually recommend asking local neighbours for their views. .*

*The only way of ascertaining the public's view between meetings would be to:*

- 1 *hold a separate meeting of the Council – but we've decided that is impractical*
- 2 *advertise we welcome views – but there is a poster by the application for people to see, which we could also ask people to tell us as well*
- 3 *stick a notice on the PC notice board for ditto*
- 4 *if households agreed we could email those that have asked/agreed for their views by email –my oil list has about 50 households and they have also given permission to receive local news items but that would have to be more formalised under DPA.*
- 5 *always hold an advertised site meeting – but not always necessary or required*