

UPLOWMAN PARISH COUNCIL

Clerk to the Council : Robert Hodgson
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09/07/21

All Parish Councillors

Dear Councillors,

UPLOWMAN PARISH COUNCIL - NOTICE OF MEETING

THURSDAY 15th JULY 2021, starting at 7.30pm **IN UPLOWMAN VILLAGE HALL**

The next meeting of this Council will be on **THURSDAY 15th JULY 2021 IN THE VILLAGE HALL, UPLOWMAN**, starting at 7.30pm with any comments from the public. This meeting will be similar to the May meeting. Social distancing will be in operation and the main hall will be well ventilated. Face coverings will be worn and please sanitise hands on arrival.

Draft Minutes of the last meeting have been circulated and can be found at <https://middevonparish.co.uk/uplowman/>.

I have to confess to having missed a payment from last meeting's accounts. It was £72.00 for Cllr Moore's online training, which was paid on 1st April. The balance shown in the Agenda is now corrected for this.

At Cllr Moore's request I have added an item to discuss UPC's meeting effectiveness. The training she attended recommended that an annual review of meeting effectiveness to ensure that decisions are made and actions completed in a timely way is good practice.

Updates:

- The parish broadband scheme is now back on track and agreed with Openreach, though there remain a number of steps needed before it can be rolled out. The next step is that Openreach applies for the funding. Then the parish group needs to set up a public company to manage our end of it.
- The air ambulance light is due to be installed on Monday 19th July. UPC will receive a grant of 50% of the cost from DAAT to match the funding we already have and will then need to pay the contractor in full on receipt of an invoice. UPC will have to pay VAT and reclaim it subsequently – our reserves will cover this temporary shortfall.

Proposed meeting dates for 2021: Thursdays 16 Sept, and 18 Nov.

Yours sincerely,

Robert Hodgson (Clerk to Uplowman Parish Council)

UPLOWMAN PARISH COUNCIL
AGENDA FOR MEETING on THURSDAY 15th July 2021
To be in Uplowman Village Hall, starting at 7.30pm

The meeting will start with an open session, when parishioners may raise matters of concern.

1. Attendance & Apologies for absence.
2. Reports from DCC and MDDC.
3. Minutes of last meeting (20th May 2021).
4. Matters arising from Minutes of last meeting not covered elsewhere
5. Finance and procedures
 - 5.1 Current position :

Bank balance at last meeting :	£11,064.82
Income since last meeting (DCC Locality)	£995.00
Expenditure authorised on 20 May:	£474.79
Current balance:	£11,585.03
 - 5.2 Payments for approval:
 - R Hodgson, expenses (£8.65) and Reimburse for DAAT light Planning fee (£58.00)
 - P Hayman, grass cutting (£110.00)
 - Erection of Air Ambulance light, expected to be £7795.98 inc VAT to be reclaimed
 - Bus shelter painting (£995.00), to be paid on invoice.
 - 5.3 Review of UPC Meeting effectiveness
 - 5.4 Clerk's appraisal: arrangements.
6. Planning
 - 6.1 21/00658/LBC: Shapcott, replace timber lintel, Approved by MDDC
 - 6.2 21/00460/FULL: UHRA Field, DAAT night landing light. Condition discharged, to be erected 19 July.
 - 6.3 21/00796/FULL: 2 dwellings to rear of Stonebridge. Awaiting decision.
 - 6.4 21/00983/FULL: Rose cottage: Erect stables & store.
 - 6.5 Historic buildings at risk register, see attached.
7. Environment & Healthy living
 - 7.1 Reducing Uplowman's carbon footprint
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
 - 10.1 Revision of UPC emergency plan – update from subgroup
11. Community Projects and matters.
 - 11.1 Village celebration 21 August: arrangements, invitations.
 - 11.2 Bus shelter to be painted this week, bicycle rack installation update.
 - 11.3 Air Ambulance night landing – To be done 19 July
 - 11.4 Parish broadband update.
 - 11.5 Bench on Green & Kissing Gates - update
 - 11.6 Telephone box update.
 - 11.7 Community assets – identifying and protecting.
12. Parish Transport/Paths.
 - 12.1 Proposal to clean road signs (see attached)
13. Date of next meeting (Thursday 16 Sept 2021, to be confirmed).

CORRESPONDENCE SINCE LAST MEETING (20 May 2021)

5. Finances

Ser No	Date received	From/to	Subject	Date replied/sent
542		Community First	Sent cheque for annual insurance premium	21/05/21
542		DCC	Application to Locality fund for bus shelter painting (£995)	04/06/21
543	22/06/21	P Hayman	Invoice for grass cutting (110.00)	
544	18/06/21	MDDC	Receipt for Planning Condition fee (£58.00, pd by RH)	
545	09/07/21	Nat West	Statement, Bal = £11585.03	

6. PLANNING

Ser No	Date received	From/to	Subject	Date replied/sent
915	26/05/21	MDDC	21/00460/FULL: DAAT light, approved with conditions	07/06/21
916		MDDC	21/00796/FULL: 2 dwellings behind Stonebridge	27/05/21
917	01/06/21	MDDC	21/00658/LBC: Shapcott, reinstate fireplace lintel, Approved	
918	10/06/21	MDDC	21/00128/MFUL: 88 swellings Uplowman Rd on agenda 23/06/21	
919	11/06/21	MDDC	21/00983/FULL: Rose cottage: stables & store	
920	06/07/21	MDDC	21/00460/FULL: DAAT light, condition discharged	

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

Ser No	Date received	From/to	Subject	Date replied/sent
370	19/06/21	DCC	PCs can take on cleaning of signs	

7.2 LOCAL PLANS & SURVEYS, including HRA

Ser No	Date received	From/to	Subject	Date replied/sent
324	14/06/21	Tiv TC	Invitation to comment on neighbourhood plan - circulated	
325	30/06/21	MDDC	Survey of buildings at risk	

7.3 GENERAL CORRESPONDENCE

Ser No	Date received	From/to	Subject	Date replied/sent
1671	03/06/21	MDDC	Town & Parish newsletter - circulated	
1672	24/06/21	Up School	Requesting help to establish temporary classroom	
1673	01/07/21	MDDC	Town & Parish newsletter - circulated	
1674	09/07/21	C&CD	Clerks & Councils Direct magazine	

7.5 Village projects.

Ser No	Date received	From/to	Subject	Date replied/sent
346			Various emails re. DAAT light	

Plus about 445 incoming emails.

From MDDC: BUILDINGS AT RISK REGISTER

I am contacting you for your help in letting us know what historic buildings (pre 1948) in your Parish you are concerned about in terms of their condition. I would be grateful if you could send in details of historic buildings in your Parish that you are concerned about due to their condition. This information should include as a minimum the address and a couple of photographs. It is also important to identify, if relevant, if the building is occupied or has a use, the main vulnerability for Buildings is vacancy, or under-use. Occupancy (or use) should be noted as follows:

- vacant
- part occupied
- occupied
- unknown
- not applicable

There is a public expectation that Local Planning Authorities' should act in the interest of listed buildings, local listed buildings and non-designated heritage assets at risk (in fair, poor or very bad condition) in their area and there are statutory powers under Urgent Works Notices and Repairs Notices to seek the preservation of these buildings.

The Conservation Team at Mid Devon have become concerned that the Local Authority does not have an up to date survey and register of 'Buildings At Risk' that forms the data base for seeking further action to persuade owners to maintain, preserve and repair their historic buildings.

Under the Town and County Planning Act 1990 a building is defined at S. 336 (1) as a wide definition which includes "any structure or erection". This definition has been interpreted by the courts to include structures which would not ordinarily be described as buildings.

I thank you in advance for your assistance in this matter and hopefully will provide a widest trawl of possible buildings at risk in the district. Of course we are also open to owners and individuals to submit details of buildings they consider are at risk separately from the Parish Councils if you are able to assist in getting the word out to as many people in the district as possible in respect of this survey.

In terms of timescale it would be beneficial to seek at least an initial response from each Parish within 28 days of the date of this letter. We can then work with Parish's needing more time to submit details. We will then review the survey and consider the need for a site visit in order to confirm the condition and occupation prior to recording them on our new data base of Buildings at Risk.

Once we have a data base we can identify buildings considered to be a 'Priority' using a matrix based on Historic England guidance.

I look forward to hearing from you in due course.

Yours sincerely

Mr A Marsh
Conservation Officer

Sign cleaning

Community self help

Cleaning of highway signs on the minor road network may be undertaken by Parish or Town Councils and community organisations through the Highways Self Help initiative, or more formally through a Road Warden agreement.

We would advise that those involved in organising the works should undertake a Highway Safety Awareness course or equivalent. The Highway Safety Awareness course is provided by DCC and is free of charge.

If work is carried out on the live carriageway (open to traffic) then those carrying out the works must have undertaken their SWQR Unit 2 Signing, Lighting and Guarding qualification (or equivalent) at a ratio of 1:2 (one qualified worker to 2 unqualified). This is a two day course. DCC will provide free training for 3 representatives per organisation.

If you'd like to carry out a self-help project and would like further advice call 0345 155 1004 or email hwaymain@devon.gov.uk

<https://www.devon.gov.uk/communities/opportunities/highway-self-help>

<https://www.devon.gov.uk/communities/opportunities/road-warden-scheme>

Reporting

Any defective signs including those that are illegible and requiring cleaning can be reported online on the "Defective Road Markings and Signs" link on the Report It page.

<https://www.devon.gov.uk/roadsandtransport/report-a-problem/>

Safety defects

A regulatory or hazard / warning sign that is obviously faded or covered in dirt or algae is a defect, and when identified through inspection or a public report will be cleaned or replaced in accordance with the Highway Safety Policy.

https://devoncc.sharepoint.com/:b:/s/PublicDocs/Highways/EWfse9s_zT9GkOyeeMffXaoBRrOOTAH1VullpUDySA0d3Q?e=PUMwN2

Routine maintenance

Each Neighbourhood Team has a small revenue budget for sign maintenance. Cleaning of direction and information signs may be considered for this budget dependant on other priorities.