

UPLOWMAN PARISH COUNCIL

Clerk to the Council : Robert Hodgson
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08/05/24

All Parish Councillors

Dear Councillors,

UPLOWMAN PARISH COUNCIL - NOTICE OF ANNUAL MEETING THURSDAY 16th MAY 2024, at 7.30pm IN UPLOWMAN VILLAGE HALL

The next meeting of this Council will be on **THURSDAY 16th May 2024 IN THE VILLAGE HALL, UPLOWMAN**, starting at 7.30pm.

I attach a list of updates and proposals for decision, which I hope will be useful.

An important matter for this meeting is to agree the annual Governance and Accounting statements before I send them to the auditors. I attach the full set of paperwork so that you can see that the internal audit is completed, with thanks to Richard Clark. The statements on Section 1 (page 4) need to be considered and agreed by you all and the accounting statements on page 5 need to be agreed – and both must be signed by the Chair.

I have booked the hall for the following dates in 2024 (all Thursdays): 25th July (note – this will be the fourth week of July rather than third as usual), 19th September, and 21st November.

Yours sincerely,

Robert

Robert Hodgson (Clerk to Uplowman Parish Council)

UPLOWMAN PARISH COUNCIL
AGENDA FOR ANNUAL MEETING on THURSDAY 16th MAY 2024
To be held in Uplowman Village Hall, starting at 7.30pm

The meeting will start with the Chair's annual report followed by an open session, when parishioners may raise matters of concern.

1. Attendance & Apologies for absence.
1.1 Election of Chair for 2024-5
2. Reports from DCC and MDDC.
3. Minutes of last meeting (21 March 2024).
3.1 Matters arising from Minutes of previous meeting not covered elsewhere.

4. Finance and procedures

4.1 Current position :

Bank balance at last meeting :	£3,016.16
Income since last meeting (Precept + donations)	£3845.00
Expenditure authorised on 21 March	£922.10
Current balance:	£5,939.06

- 4.2 Payments for approval:
Community First Trading Ltd, Annual Insurance (£162.48p)
R Hodgson, Clerk's expenses, including Membermojo database (£102.85)
Devon Association of Local councils, VAT on subs (£18.85p)
Paul Hayman, grass cutting (£180.00)
- 4.3 Review and agree Annual Governance Statement
- 4.4 Review and Agree Annual Accounting Statement
- 4.4 Agree dates for publication of accounts: 3rd June to 12th July
5. Planning
5.1 DCC/4358/2023: Greenway landfill. UPC objected on grounds of access. DCC decision awaited.
6. Community Projects and matters.
6.1 Supporting the Redwoods Inn development. Possible registration as community asset
6.2 Completing Village map project
6.3 Annual Parish Meeting on 5th July. Proposed informal PC social to discuss arrangements.
7. Environment & Healthy living
7.1 Taking a lead on 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
8.4 Village projects
9. Hall & Recreation Association Report
10. Emergency Planning & Neighbourhood Watch
10.1 Update
11. Parish Roads/Paths.
11.1 Coombe Hill next for repairs
11.2 Signage to reduce use of Whitnage Lane by large vehicles
11.3 Speeding at Crossways, School designed 'slow' signs
12. Date of next meeting (Thursday 25th July 2024, 4th Thursday of July).

CORRESPONDENCE SINCE LAST MEETING (21 March 2024)

5. Finances

Ser No	Date received	From/to	Subject	Date replied/sent
917	06/08/24	Nat West	Statement, bal. = £2255.66	
918	08/04/24	MDDC	Precept, paid less DALC sub. £3825 received.	
919	09/04/24	DCC	Locality budgets for Highways projects to be agreed with NHO	
920	10/04/24	DCC	Growing Communities Fund open again.	
921	22/04/24	Membermojo	Receipt for renewed subscription, £95, inc VAT	
922	30/04/24	Mr R Clark	Internal audit completed.	

6. PLANNING & LICENSING

Ser No	Date received	From/to	Subject	Date replied/sent
1024			None this time!	

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

Ser No	Date received	From/to	Subject	Date replied/sent
411	17/04/24	MDDC	Invitation to tour waste recycling centre – forwarded to UPC	
412	30/04/24	PC Walsh	Need to contact MDDC about signs. Did so.	
413	01/05/25	DCC NHO	Road to Middle Coombe is now the priority	
414	02/05/24	MDDC	Report on first tour of recycling, forwarded	
415	07/05/24	Community First	Annual Insurance renewal £162.48	
416	09/05/24	Mr P Hayman	Bill for grasscutting, £180.00	

7.2 LOCAL PLANS & SURVEYS, including HRA

Ser No	Date received	From/to	Subject	Date replied/sent
340			None this time	

7.3 GENERAL CORRESPONDENCE

Ser No	Date received	From/to	Subject	Date replied/sent
1741	20/03/24	MDDC	Notice of PCC election – put on board	
1742	23/03/24	Glasdon	Street furniture catalogue	
1743	25/03/25	DALC	Advice on use of PC funds to oppose planning	
1744	10/04/24	Mr S Badcott	Would investigate why PC was asked for funds for school	
1745	19/04/24	MDDC	List of who does what at MDDC, forwarded.	
1746	22/04/24	MDDC	Notes from State of District meeting - forwarded	
1747	30/04/24	C&CD	Clerks & Councils Direct magazine	
1748	07/05/24	MDDC	Mid Devon matters news - forwarded	

7.5 Village projects.

Ser No	Date received	From/to	Subject	Date replied/sent
368	16/04/24	Airband	Uplowman broadband build 'on hold'	
369	19/04/24	ACCTIm Ltd	Framed portrait of HM King Charles III, passed to UHRA	
370	27/04/24	Redwoods Proj	Notes from meet of 17 April	
371	27/04/24	Redwoods Proj	Draft application for registration as community asset.	
372	30/04/24	Cllr Adcock	Quote of £150 per unit for 'slow' signs.	
373	30/04/24	Cllr Adcock	Quote for framing map = £645 + VAT	

UPDATES AND DECISIONS NEEDED

Item 4.2 Payments

DALC's annual subscription was deducted from UPC's precept net of VAT. Therefore, an additional payment to cover the VAT has been requested.

Item 4.3 Annual Governance Statement

Page 2 of audit report: Each councillor must be satisfied that UPC has fulfilled the requirements for good governance as listed. We will agree each line at the meeting before signature by the Chair.

Item 4.4 Annual Accounting Statement

The summary accounts attached vary slightly from what was anticipated because (a) UPC had another £20 donation for upkeep of the TrimTrail, and (b) the cost of the TrimTrail inspection was about £10 less than expected. The headline difference with the previous year is the cost of the Trim Trail, which means that we will have to pay for a Limited Assurance audit (£200).

This statement must be agreed and signed by the Chair at the meeting.

Item 4.5 Exercise of Public Rights

The public has a month in which they may inspect the unaudited books and make comments to the Auditor. The standard period is 3rd June to 12th July, subject to UPC agreement

Item 5.1: Inert Landfill & Waste recycling at Greenway

DCC has not given any further indication of when this matter will be heard by their planning committee.

Item 6.1 Redwoods Inn

Following the last meeting a public meeting was called by concerned residents on 29 February. 36 people attended and about a dozen offered to assist in exploring options for supporting the Redwoods as a going concern and community asset. A survey of parish wishes in this regard is being conducted.

Item 6.2 Mounting map in Hall

Estimate of £645 + VAT to frame the map. Parish Magazine money of £540 is in hand. Councillors to decide if balance can be taken from reserves.

Item 6.3: Annual Parish Meeting (APM)

To be on Friday July 5th. Invitations to all Village clubs and societies. It is suggested that the PC should get together informally to talk over ways of working together, particularly in relation to setting up the APM. Venue, date and arrangements to be agreed. Cost of £200 for refreshments budgeted.

Item 10.1 Emergency Plan

Contents of resident-friendly output have been discussed and are being drafted.

11.2 Whitnage Lane signage

Police advise that they can support the process of classifying the lane as unsuitable but DCC must make decision. Contact has been made with the relevant officer at DCC.

11.3 Speeding at Crossways - Signs

Estimate received of £450 for three signs including posts. UPC would need grant funding. Diamond Estate Agents might fund. School has expressed interest in helping design the signs. **Decide next steps**

Small Parish Council UPLOWMAN PARISH COUNCIL

Summary Receipts and Payments Account for the year ended 31 March 2024

Prev. Year 2022/23	Curr. Year 2023/24
RECEIPTS :	
3300.00	3500.00
1100.00	3000.00
275.00	8000.00
40.00	275.00
	7185.00
	30.40
	2048.57
4715.00	24038.97

400.95	476.21
1450.00	1500.00
100.00	100.00
75.00	75.00
316.80	127.35
350.00	350.00
200.00	
30.40	
740.80	23235.60
56.18	548.69
	950.00
	930.60
3663.95	27362.85

RECEIPTS AND PAYMENTS

Summary	£.p
Balance brought forward 1st April 2023	5437.94
Add : Total Receipts	24038.97
	29476.91
Less : Total Payments	(27362.85)
Balance carried forward 31st March 2024	2114.06

These cumulative funds are represented by :
Current Account £.p 2255.66

Add : After date bankings	141.60
Less : unrepresented cheques	2114.06
Net Bank Balance	Nil
Other Deposits/Investments	_____

RECONCILIATION

2114.06

Signed : (Responsible Financial Officer)
(Chairman)

Date : Date :

Uplowman Parish Council

THESE ACCOUNTS ARE DRAFT AND SUBJECT TO AUDIT