

UPLOWMAN PARISH COUNCIL

Clerk to the Council : Robert Hodgson
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16 November 2025

All Parish Councillors

Dear Councillors,

UPLOWMAN PARISH COUNCIL - NOTICE OF MEETING THURSDAY 20th November 2025, at 7.30pm IN UPLOWMAN VILLAGE HALL

The next meeting of this Council will be on **THURSDAY 20th November 2025 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 start a review of the budget for the next year so that our precept request can be finalised in January.

The following dates are booked for next year, 2026: 15 Jan, 19 March, 21 May, 16 July, 17 Sept, and 19 Nov (all Thursdays).

Yours sincerely,

Robert

Robert Hodgson (Clerk to Uplowman Parish Council)

UPLOWMAN PARISH COUNCIL
AGENDA FOR MEETING on THURSDAY 20th November 2025
To be held 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 (18 September 2025).
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 :	£7263.64
Income since last meeting:	£0.00
Expenditure authorised on 18 Sept:	£953.10
Current balance :	£6,310.54

4.2 Payments for approval:

Cllr R Adcock, Reimburse defibrillator consumables, £141.48
Cllr D Westerman, reimburse planter for Green, £159.00
A P Hayman, grass cutting, £136.50
Set up .gov.uk domain and emails, £260.00 to be paid on receipt of invoice
CHAT donation £25
Mid Devon Mobility Donation, £25
Citizens Advice Donation £25
Royal British Legion Remembrance wreath £25
Hospiscare Donation, £25
UPCC: Support for functioning churchyard, £350

4.3 Review Clerk's salary for 2026-7

4.4 Consider budget for 2026-7, see attached, and precept requirement.

5. Planning

- 5.1 24/01033/MFUL: Hill Farm, erect dairy cattle shed. UPC raised no objection. Decision awaited
- 5.2 25/01117/FULL: Locks Farm replace barn, UPC raised no objection, Permitted
- 5.3 25/01266/FULL: House at 3 Crossways. UPC objected, decision awaited.
- 5.4 25/01366/FULL: Land at Stonebridge. Erect two self-build houses. TBD
- 5.5 25/01449/FULL: Hr Reed Fm, livestock shed, UPC no objection, decision awaited
- 5.6 25/01526/DPO: Cuckoos Nest, discharge Section 106 agreement (agricultural tie) TBD
- 5.7 Current issues around planning enforcement

6. Community Projects and matters.

- 6.1 Parish Website – to be discussed. Progress with meeting with UHRA and stakeholders.
- 6.2 Registration of gov.uk domain and emails - Update
- 6.3 Repeat of part-funded first aid training for parishioners – Set for 29 Nov
- 6.4 Planter on the green update

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. Parish Roads/Paths.

- 10.1 Signage to reduce use of Whitnage Lane by large vehicles.
- 10.2 Proposals for managing flooding

11. Date of next meeting: Thursday 15th January 2026.

RELEVANT CORRESPONDENCE SINCE LAST MEETING (18 Sept 2025)

5. Finances

Ser No	Date received	From/to	Subject	Date replied/sent
970	30/09/25	Nat West	Statement bal=£6310.54	
971	04/10/25	Cllr R Adcock	Invoice for Defibrillator pads (£141.48)	
972	05/11/25	MDDC	Precept request form for return 23 Jan	

6. PLANNING & LICENSING

Ser No	Date received	From/to	Subject	Date replied/sent
1052	17/09/25	MDDC	25/01266/FULL: house at 3 Crossways	06/10/25
1053	03/10/25	MDDC	25/01117/FULL: Locks Farm shed, granted	
1054	07/10/25	MDDC	25/01366/FULL: Land at Stonebridge. Erect 2 self-build houses.	
1055	20/10/25	MDDC	25/01449/FULL: Hr Reed Fm, livestock shed	
1056	05/11/25	MDDC	25/01526/DPO: Cuckoos Nest, discharge Section 106 agreement	13/11/25

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

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

7.2 LOCAL PLANS & SURVEYS, including HRA

Ser No	Date received	From/to	Subject	Date replied/sent
352	19/09/25	UHRA	Request funds to replace footbridge. Asked for estimate	19/09/25

7.3 GENERAL CORRESPONDENCE

Ser No	Date received	From/to	Subject	Date replied/sent
1731	22/09/25	MDDC	State of the District presentations – forwarded to councillors	22/09/25
1732	23/09/25	BHBH	Better Housing Better Health Charity introduction - newsletter	
1733	02/10/25	MDDC	Request to check UPC info on website. Cllr Baugh not listed.	13/11/25
1734	16/10/25	Parish Online	Accepting application for .gov emails	
1735	23/10/25	MDDC	Briefing on Local Gov Reorganisation (06/11). forwarded	
1736	27/10/25	Glasdon	Bins and seats catalogue	
1737	28/10/25	C&CD	Clerks & Councils Direct newsletter	

7.5 Village projects.

Ser No	Date received	From/to	Subject	Date replied/sent
390	23/10/25	Cllr N Raleigh	Confirming that Locality Budget funds still available	
391		M Norman	Reminder to UHRA that estimate needed for application for Locality funds.	13/11/25

UPDATES AND DECISIONS NEEDED

Item 4.2: Discretionary Payments

This is the meeting when UPC usually makes a number of discretionary payments to local charities that provide services that are, or could be, used by Uplowman residents. Hospiscare has been added this year as agreed in July.

An article taken from the current edition of Clerks and Councils Direct outlining the rules around discretionary payments is attached for your information because as the move to unitary principal authorities progresses PCs may find a need to make more discretionary expenditure.

4.3: Clerk's salary

UPC discussed the Clerk's salary in Nov 2023 and fixed it for the following two years (ie until March 2026). The budget attached includes a notional increase in line with previous years. UPC should confirm or amend this rate.

4.4 Budget 2026-7

As always in November, a draft budget for the coming year is appended. This covers only matters that the Clerk can anticipate at the present time – ie it covers mainly regular expenditure with a view to establishing what precept the council will need. This is a good time to consider what additional activities UPC may wish to undertake in the next year and how they might be funded (additional precept, outside grants, etc).

Note that the budget as proposed includes about £800 for unspecified works in the parish. The estimate for this year's out-turn also shows a surplus of about £300 at present.

The budget will be finalised in January so that the precept request can be made.

Item 6.1: Parish Website

For anyone who may not know what it looks like at the moment, please find the website at this link: <https://uplowmancreative.wixsite.com/uplowman-parish>

Tristan Donald is currently in France for a year as part of his studies. He has been in touch with UHRA and contacts are progressing.

Item 6.2: gov.uk domain

The Clerk has registered a central email address with Parish Online. It is clerk@uplowman-pc.gov.uk. The next step will be to set up individual addresses for each councillor, at which point an invoice for £260 is expected.

Item 6.3: First Aid Training

Saturday 29th November booked and confirmed. The list is now full, with thanks to Cllr Westerman for additional advertising!

Item 6.4: Planter on Green

Planter bought but not yet erected. Cllr Westerman to report on taking this forward.

11.1 Whitnage Lane signage

no further news

UPLOWMAN PARISH COUNCIL

15 Nov 2025

Actual Annual Expenditure 2024-26 (rounded to nearest £) and Budget 2026-27

Figures for current year are estimated						
	2024	2025	2025	2026	2026	2027
	to		5 to		to	
Item	Act	ual	Esti	mate	Bud	get
Precept	3950		4750		5000	
Grants and other income	175		525		500	
HM Customs, VAT rebate	1930		115		115	
Clerks' Salary		1600		1700		1800
Clerk's expenses / admin		385		435		400
Chairman's/other's expenses		0		0		0
Hall Hire for regular meetings		96		96		96
Training & outside meetings		0		0		50
Insurance		162		162		180
Commun Projects /trim trail++		853		491		600
Parish Social		200		0		250
Devon Ass of Parish Councils sub+		144		148		155
Grass cutting/tree cutting		1175		730		750
Trimtrail maintenance		96		140		100
Churchyard support		350		350		350
Support local charities		100		125		125
TOTAL	6055	5161	5390	4377	5615	4856

+ DAPC subscription was deducted at source since 2000-2001. These figs adjusted as if it were not.

++ Annual donations of £225 are received for upkeep of Trim Trail. Funding for any stream work is not included

Current year is estimated. Audit fees of £252 (included in admin) were paid in 2024 but there will be no charge for Annual Audit as gross turnover 2025-6 is less than £25000.

NOTE : A PRECEPT OF £1000 IS EQUIVALENT TO A COUNCIL TAX OF £5.91 ON A BAND 'D' PROPERTY IN UPLOWMAN.

This estimate predicts undesignated cash in hand at year-end March 2026 to be £3891 (111% of planned reserves after (a) adding VAT to be reclaimed (£284) and (b) discounting funds held and designated for trimtrail maintenance (£354).

The proposed budget gives a surplus of about £800 for small works in the village in 2026-7. The noticeboard and benches needs repairs, for example.