

## UPLOWMAN PARISH COUNCIL

Clerk to the Council : Robert Hodgson  
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17 May 2026

All Parish Councillors

Dear Councillors,

### **UPLOWMAN PARISH COUNCIL - NOTICE OF ANNUAL MEETING THURSDAY 21<sup>st</sup> May 2026, at 7.30pm IN UPLOWMAN VILLAGE HALL**

The next meeting of this Council will be on **THURSDAY 21<sup>st</sup> May 2026 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. This will be UPC's annual meeting, when the Chair is elected to serve for the coming 12 months. UPC also must sign off the governance statement, accounts and certificate of exemption from Limited Assurance Audit. Please see attached notes.

Dean asked to add 'Annual Parish Meeting' (APM) to the agenda. Each parish should have a meeting each year where the parishioners can assemble and make suggestions, hear what's going on and get to know each other and the PC, Church, Hall and other movers and shakers. Ideally, the meeting should be before the PC's annual meeting each May. The APM does not have to be arranged by the PC but, historically, UPC has organised ad-hoc social gatherings that function in the same way. This item is an opportunity to discuss and regularise the process.

The following dates are booked for 2026: 16 July, 17 Sept, and 19 Nov (all Thursdays).

Yours sincerely,

Robert

Robert Hodgson (Clerk to Uplowman Parish Council)

**UPLOWMAN PARISH COUNCIL**  
**AGENDA FOR ANNUAL MEETING on THURSDAY 21ST MAY 2026**  
**To be held in Uplowman Village Hall, starting at 7.30pm**

*The meeting will start with the Chair's report on the past year and an open session, when parishioners may raise matters of concern.*

1. Attendance & Apologies for absence.
  - 1.1 Election of Chair for 2026-7.
2. Reports from DCC and MDDC.
3. Minutes of last meeting (19<sup>th</sup> March 2026).
  - 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 :	<b>£5087.34</b>
Income since last meeting (Precept + VAT recl.):	£5674.52
Expenditure authorised on 19 March:	£1075.97
<b>Current balance :</b>	<b>£9,685.89</b>

- 4.2 Payments for approval:  
 Note DALC subscription deducted from Precept, as agreed (£152.98).  
 Four Seasons Tree Services Ltd, grass cutting, £136.80  
 AP Hayman, grass cutting and roadworks, £201.50  
 R Hodgson, Clerk's expenses, inc Membermojo, £101.15  
 Playsafety Ltd, Trim Trail inspection, £99.60  
 Community First Trading, Annual Insurance, £245.75 OR £237.52 pa for 3-year agreement  
 D Westerman, Liner & compost for planter, £45.80
- 4.3 Review and agree Annual Governance Statement.
- 4.4 Review and approve Accounting statement
- 4.5 Agree and sign Certificate of Exemption from Limited Assurance Audit.
- 4.6 Thanks to Richard Clark for internal audit work. Exercise of Public Rights will be 3<sup>rd</sup> June to 14<sup>th</sup> July

5. Planning

- 5.1 24/01033/MFUL: Hill Farm, erect dairy cattle shed. UPC raised no objection. Decision awaited
- 5.2 25/01266/FULL: House at 3 Crossways. 2<sup>nd</sup> revised app'n received, UPC objected, decision awaited.
- 5.3 25/01366/FULL: Land at Stonebridge. Erect two self-build houses. UPC objected, decision awaited
- 5.4 26/00466/PNAG, Hay barn approval not required
- 5.5 26/00489/PIP, Melway Stables, erect 2 dwellings, UPC Obj, MDDC permitted
- 5.6 26/00580/MFUL: PV installation Willand, variation of conditions. UPC no objection
- 5.7 26/00615/PNCOU: Whitnage Farm, convert barn to 2 dwellings, Class Q application for information

6. Community Projects and matters.

- 6.1 Parish Website – Update – no further news
- 6.2 Planter on the green update
- 6.3 Annual Parish Meeting. Proposals for 2026 and beyond.
- 6.4 Neighbourhood planning. Housing Needs survey now finished, report awaited.
- 6.5 Appreciation to Paul Hayman for maintaining village centre

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: DCC declined the request.

11. Date of next meeting: Thursday 16 July 2026.

## RELEVANT CORRESPONDENCE SINCE LAST MEETING (19 March 2026)

### 5. Finances

Ser No	Date received	From/to	Subject	Date replied/sent
983	13/04/26	MDDC	Precept paid (net of DALC sub) £5247.03	20/04/26
984	13/04/26	Nat West	Statement. Yr end Bal = £4011.37	
985	17/04/26	PlaySafety	Invoice and report on Trimtrail, £99.60. Report passed to UHRA	
986		HMRC	Claim for VAT return, £427.49 (2 years)	
987	05/05/26	Comm First	Annual Insurance proposal, £245.75 or £237.52pa for 3 years	
988	07/05/26	4 Seasons	Invoice for grass cutting, £136.80	
989	07/05/26	CAS Insurance	Unable to compete with Community First offer	
990	08/05/26	Nat West	Statement, Bal = £9685.89	
991	14/05/26	A P Hayman	Invoice for Grass Cutting and roadworks, £201.50	

### 6. PLANNING & LICENSING

Ser No	Date received	From/to	Subject	Date replied/sent
1067	31/03/26	MDDC	Presentations from planning raining. Forwarded.	16/04/26
1068	31/03/26	MDDC	26/00466/PNAG. Erect hay barn near Wallflower cottages	
1069		MDDC	25/01266/FULL: 3 Crossways dwelling, objection sent	
1070	23/04/26	MDDC	26/00466/PNAG, Hay barn approval not required	
1071	15/04/26	MDDC	26/00489/PIP, erect 2 dwellings, UPC Obj, permitted (14/05)	
1072	24/04/26	MDDC	26/00580/MFUL: PV installation Willand, variation. UPC no ob	
1073	24/04/26	MDDC	25/01266/FULL: 3 Crossways dwelling revised plan, UPC Obj	
	06/05/26	MDDC	26/00615/PNCOU: Whitnage Farm, convert barn to 2 dwellings	

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

Ser No	Date received	From/to	Subject	Date replied/sent
443	26/03/26	Cllr Raleigh	Reply from Lengthsman- Whitnage lane signage not worth it	
444	22/04/26	Cllr Raleigh	DCC engineer won't fund Whitnage Rd signs	

### 7.2 LOCAL PLANS & SURVEYS, including HRA

Ser No	Date received	From/to	Subject	Date replied/sent
355	22/04/26	Devon CT	Housing Needs Survey launched. Propose to report results 16/07	
356	24/04/26	MDDC	Inviting applications to take over community assets, forwarded	

### 7.3 GENERAL CORRESPONDENCE

Ser No	Date received	From/to	Subject	Date replied/sent
<b>1754</b>	<b>13/04/26</b>	<b>MDDC</b>	<b>Reg of Interests Form for Mrs Egan - forwarded</b>	
1755	15/04/26	MDDC	Chair's invitation to Civic Service, 31/05/26, forwarded	
1756	06/05/26	Cllr Lock	Crisis & Resilience Fund available – put in newsletter	

### 7.5 Village projects.

Ser No	Date received	From/to	Subject	Date replied/sent
394			None this month	

## **UPDATES AND DECISIONS NEEDED**

### **Item 4.2 – Insurance premium**

UPC has been insured through the Community First community group for many years. They are not-for-profit that arranges a block insurance for a number of parishes and community groups. UPC has just finished a 3-year agreement and the premiums quoted for the next year are a significant increase. I have checked with another reputable insurer in this market, CAS Insurance, who responded that they could not compete with CF's quote on a like for like basis. I therefore recommend that UPC agrees to continue with the Community First Scheme and takes on another 3-year deal, which saves a little and gives certainty of costs.

*A set of the Annual Statements that must be agreed, together with the Internal Auditor's report, is attached.*

### **Item 4.3: Annual Governance Statement**

This MUST be agreed before other statements. Please examine carefully and bring any questions for discussion. We will go through all the questions. Please note that we need an IT policy (see email from Thursday) and will need to agree how to develop one. It should be fairly straightforward. The Statement needs to be agreed and signed.

### **Item 4.4 Accounting Statement**

This is a summary of our income and expenditure. A more detailed analysis is attached together with a year-end bank reconciliation and an explanation of the variances from the previous year. Richard Clark has been through the books and signed them off as per the attached Internal Auditor's report. The statement needs to be signed.

### **Item 4.5 Certificate of Exemption from Limited Assurance Audit**

This what I send to the Auditor. The conditions that permit UPC so to do are on the certificate. Please check that you agree that UPC complies with all of them. This saves us the approx £220 cost of an external audit.

### **Item 4.6 Thanks**

We should (a) record our thanks to Richard, who has been performing the vital internal audit task for about 20 years and (b) note that the Public will have an opportunity to exercise a right to inspect the books on application between 3rd June and 14<sup>th</sup> July.

### **Item 6.2: Planter on Green**

Planter erected, awaiting plants. Cllr Westerman to report

### **Item 6.3: Neighbourhood planning & Housing needs**

Housing Needs Survey deadline was 19 May. Devon Communities Together have offered to attend July meeting to report.

### **Item 6.4: Appreciation to Paul Hayman**

Paul does a lot for the village. As well as the grass cutting and pitch maintenance, he was clearing grass from the roadside around the cross roads last week. UPC could consider some form of appreciation.

### **11.1 Whitnage Lane signage**

DCC have stated that they do not intend to take it further.

**Small Parish Council UPLOWMAN PARISH COUNCIL**

**Summary Receipts and Payments Account for the year ended 31 March 2026**

Prev. Year 2024/25	Curr. Year 2025/26
<b>RECEIPTS :</b>	
3950.00	4750.00
Precepts	
DCC Locality/other grant for Trimtrail	
Interest on investments	
Hall lettings	
National Lottery for trimtrail	350.00
Grants from Parish Magazine	
Playing field lettings	175.00
Support for trim trail maintenance	
Capital moneys – Sect 106	
Other receipts 1st Aid training	360.00
VAT reclaim	
<b>TOTAL RECEIPTS</b>	<b>5635.00</b>

691.18	755.84
1600.00	1700.00
100.00	127.50
95.00	95.00
738.00	141.40
	350.00
350.00	
200.00	
116.00	360.00
	202.97
96.00	
762.00	899.60
412.80	
281.48	162.71
<b>TOTAL PAYMENTS</b>	<b>4632.31</b>

**RECEIPTS AND PAYMENTS**

Summary	£.p
Balance brought forward 1st April 2025	3008.68
Add : Total Receipts	5635.00
	<u>8643.68</u>
Less : Total Payments	( 4632.31 )
Balance carried forward 31st March 2026	4011.37

These cumulative funds are represented by :  
Current Account £.p 4011.37

Add : After date bankings  
Less : unprinted cheques  
Net Bank Balance 4011.37  
Other Deposits/Investments Nil

**RECONCILIATION**

DRAFT 4011.37

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

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

Uplowman Parish Council

THESE ACCOUNTS HAVE BEEN SUBJECTED OT INTERNAL AUDIT

## Explanation of variances – pro forma

Name of smaller authority: [REDACTED]  
 County area (local councils and parish meetings only): [REDACTED]  
 Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 1.5% between totals for individual boxes (except variances of less than £200);
- variances of £100,000 or more require explanation regardless of the % variation year on year;
- **New from 2025/26 onwards:** variances of £500,000 or more in Box 3 require explanation regardless of the % variation year on year for smaller authorities with income and/or expenditure exceeding £0,500,000

	2024/25 £	2025/26 £	Variance £	Variance %	Explanation Required?	OTM Notes
1 Balances Brought Forward	2,114	3,009				
2 Precept or Rates and Levies	3,930	4,750	800	20.25%	YES	Additional precept requested (a) for planned flood mitigation works (£500, not yet undertaken) and (b) to restore the reserves to planned levels (previously £3500, now under review)
3 Total Other Receipts	2,106	885	-1,221	57.98%	YES	Receipts for 2024-5: VAT reclaim (£1931) plus donations for maintenance of children's play area (£175). Receipts for 2025-6: Grant from parish Magazine (£350), reimbursement from first aid trainees (£360) and donations for maintenance of children's play area (£175).
4 Staff Costs	1,600	1,700	100	6.25%	NO	
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO	
6 All Other Payments	3,561	2,933	-628	17.64%	YES	Principal differences are: 2024-5 grass-cutting cost was £1271 compared with £1103 for 2025-6 and an audit fee of £252 was payable in 2024-5 (necessitated by expenditure on children's play area the previous year taking turnover above the threshold requiring a limited assurance audit). When these are taken into account, payments for 2024-5 reduce to 3141, a variance of 7.1%, which is within acceptable limits.
7 Balances Carried Forward	3,009	4,011				
8 Total Cash and Short Term Investments	3,009	4,011				
9 Total Fixed Assets plus Other Long Term Investments and Ass	3,733	3,733	0	0.00%	NO	
10 Total Borrowings	0	0	0	0.00%	NO	

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable