

## UPLOWMAN PARISH COUNCIL

Clerk to the Council : Robert Hodgson  
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January 14, 2022

All Parish Councillors

Dear Councillors,

### **UPLOWMAN PARISH COUNCIL - NOTICE OF MEETING THURSDAY 20<sup>th</sup> Jan. 2022, starting at 7.30pm IN UPLOWMAN VILLAGE HALL**

The next meeting of this Council will be on **THURSDAY 20<sup>th</sup> January 2022 IN THE VILLAGE HALL, UPLOWMAN**, starting at 7.30pm with any comments from the public. Please take appropriate precautions to prevent the spread of coronavirus. NALC have published their view that face masks are required to be worn at council meetings taking place in public halls. NALC's advice can be accessed at

<https://www.nalc.gov.uk/our-work/coronavirus-page#plan-b>

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

The main item for this meeting will be to set a precept (the amount of money we request from the Council Tax) for next year. I attach the draft budget again for info.

You will see that there are currently no community projects planned or budgeted. We said we would all consider new desirable projects and possible 'Other income' sources to pay for them. Note that £550 is available from the Parish Magazine.

As discussed at the last meeting, Angharad Williams, the new head of Planning at MDDC, has been invited to our meeting. She says that she cannot attend this one but will join us on 17 March.

I attach a list of updates and items needing decision, which I hope will be useful.

The meeting dates for 2022 will be: 17th March, 19th May, 21st July, 15th September, and 17th November (all Thursdays).

Yours sincerely,

Robert

Robert Hodgson (Clerk to Uplowman Parish Council)

**UPLOWMAN PARISH COUNCIL**  
**AGENDA FOR MEETING on THURSDAY 20<sup>th</sup> Jan 2022**  
**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<sup>th</sup> Nov 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 :    |  | <b>£5,672.10</b> |
| Income since Sept                 |  | £0.00            |
| Expenditure authorised on 18 Nov: |  | £616.92          |
| <b>Current balance:</b>           |  | <b>£5,055.18</b> |
  - 5.2 Payments for approval:  
R Hodgson, expenses (Nil)
  - 5.3 Draft Budget and precept requirement 2022-3
  - 5.4 Change of signatory to A McCombe – provide papers
  - 5.5 Continued membership of Devon Association of Local Councils to be agreed
6. Planning
  - 6.1 21/01728/FULL: Hr Chieflowman, convert barn to dwelling, MDDC approved
  - 6.2 21/02032/HOUSE & 2033LBC: Uplowman House, refurb storage shed, MDDC approved
  - 6.3 21/01431/HOUSE: 6 Crossways, extension to rear. UPC inspected, MDDC approved
  - 6.4 21/02462/Full: Willow Barn reposition stables. UPC consulted neighbours and made no objection but noted need for drainage of the field.
  - 6.5 21/02187/Full: Rosebank erect new shed. UPC made no objection, noting that this building had previously been accepted as suitable for Class Q conversion
  - 6.6 Ms Williams invited to March meeting
7. Community Projects and matters.
  - 7.1 Parish broadband update, see attached
  - 7.2 Use of £550 grant from Parish Magazine
  - 7.3 Development of the Community Hub newsletter, see attached.
8. Environment & Healthy living
  - 8.1 Reducing Uplowman’s carbon footprint
9. Correspondence (See attached list plus any correspondence received after this notice)
  - 9.1 Environment, SWW, etc:
  - 9.2 Local Plans and Surveys.
  - 9.3 General Correspondence
  - 9.5 Village projects
10. Hall & Recreation Association Report
11. Emergency Planning & Neighbourhood Watch
  - 11.1 Proposals for first aid training, see attached.
12. Parish Roads/Paths.
  - 12.1 Pot hole update - actions;
  - 12.2 Whitnage-SP lane – UPC actions;
  - 12.3 footbridge at Lands Mill (see attached).
13. Date of next meeting (Thursday 17 March 2022).

## CORRESPONDENCE SINCE LAST MEETING (18 Nov 2021)

### 5. Finances

| Ser No | Date received | From/to  | Subject   | Date replied/sent |
|--------|---------------|----------|---|-------------------|
| 554    | 02/01/22      | Par Mag  | Offering £550 donation. Concern that Up News competes |                   |
| 555    | 12/01/22      | Nat West | Statement, balance = £5672.10                         |                   |

### 6. PLANNING

| Ser No | Date received | From/to | Subject   | Date replied/sent |
|--------|---------------|---------|---|-------------------|
| 935    | 22/11/21      | MDDC    | 21/01431/House: 6 Crossways: extension. UPC no obj.       | 09/11/21          |
| 936    | 25/11/21      | MDDC    | 21/01935/Full: Chillomene Holiday lodge. Approved         |                   |
| 937    | 07/12/21      | MDDC    | 21/01728/Full: Chieflowman: convert barn. Approved        |                   |
| 938    | 13/12/21      | MDDC    | 21/02032/House: Upflowman House refurb store. Approved    |                   |
| 939    |               | MDDC    | Letter to Ms A Williams re. Class Q applications          | 13/12/21          |
| 940    | 14/12/21      | MDDC    | 21/01431/H: 6 Crossways: extension. Approved              |                   |
| 941    | 17/12/21      | MDDC    | 21/02462/Full: Willow Barn reposition stables. UPC no obj | 10/01/22          |
| 942    | 22/12/21      | MDDC    | 21/02187/Full: Rosebank erect new shed. UPC no obj.       | 10/01/22          |

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

| Ser No | Date received | From/to      | Subject  | Date replied/sent |
|--------|---------------|--------------|--|-------------------|
| 375    | 18/11/21      | DCC          | Introducing Neighbourhood Hiway Officer (Willy Pike) |                   |
| 376    | 24/11/21      | Cllr Branton | Issues with leat and with footpaths                  |                   |
| 377    | 08/12/21      | DCC          | Links to presentations from recent T&PC conferences  |                   |
| 378    | 04/01/22      | DCC          | Footbridge will need rebuild. Will do in Summer.     |                   |

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

| Ser No | Date received | From/to | Subject  | Date replied/sent |
|--------|---------------|---------|--|-------------------|
| 329    | 16/12/21      | MDDC    | Parish Review consultation - circulated          |                   |
| 330    | 10/01/22      | MDDC    | Tiv Neighbourhood Plan consultation - circulated |                   |

#### 7.3 GENERAL CORRESPONDENCE

| Ser No | Date received | From/to       | Subject                                    | Date replied/sent |
|--------|---------------|---------------|--|-------------------|
| 1685   | 17/11/21      | Mid Devon Mob | Request for funds                          | 14/01/22          |
| 1686   | 01/12/21      | CHAT          | Request for funds                          |                   |
| 1687   | 06/12/21      | MDDC          | Checking that support group still in place |                   |
| 1688   | 07/12/21      | ND CAB        | Request for funds                          |                   |
| 1689   | 12/01/22      | C&CD          | Clerks & Councils Direct magazine          |                   |

#### 7.5 Village projects.

| Ser No | Date received | From/to        | Subject                           | Date replied/sent |
|--------|---------------|----------------|-----------------------------------|-------------------|
| 349    | 12/11/21      | Derek Robinson | Estimates for first aid training. |                   |
|        |               |                |                                   |                   |

Plus about 370 incoming emails.

# UPLOWMAN PARISH COUNCIL

## Actual Annual Expenditure 2020-22 (rounded to nearest £) and Budget 2022-23

| Figures for current year are estimated | 2020 to 2021 |             | 2021 to 2022 |              | 2022 to 2023 |             |
|--|--------------|-------------|--------------|--------------|--------------|-------------|
| Item                                   | Actual       |             | Estimate     |              | Budget       |             |
| Precept                                | 3100         |             | 3200         |              | 3300         |             |
| Grants and other income                | 3593         |             | 4498         |              |              |             |
| HM Customs, VAT rebate                 |              |             | 1569         |              |              |             |
|  |              |             |              |              |              |             |
| Clerk's Salary                         |              | 1160        |              | 1400         |              | 1450        |
| Clerk's expenses / admin               |              | 28          |              | 50           |              | 60          |
| Chairman's/other's expenses            |              | 0           |              |              |              | 0           |
| Hall Hire for regular meetings         |              | 0           |              | 60           |              | 60          |
| Admin (m'rmojo, Zoom, training)        |              | 218         |              | 300          |              | 300         |
| Insurance                              |              | 182         |              | 182          |              | 190         |
| Commun Projects ++                     |              | 1582        |              | 8918         |              |             |
| Parish Social                          |              | 0           |              | 888          |              | 750         |
| Devon Ass of Parish Councils sub+      |              | 77          |              | 81           |              | 85          |
| Grass cutting                          |              | 610         |              | 530          |              | 600         |
| Election (next due May 2023)           |              | 0           |              | 0            |              | 0           |
| Churchyard support                     |              | 350         |              | 350          |              | 350         |
| Support local charities                |              | 146         |              | 75           |              | 75          |
| <b>TOTALS</b>                          | <b>6693</b>  | <b>4353</b> | <b>9267</b>  | <b>12834</b> | <b>3300</b>  | <b>3920</b> |

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

++ Community projects exp in 2021-22 include paint bus shelter (£995), DAAT light (£7526), shelves for phone box, and no parking signs (£33)

**Current year is estimated.** There is now no charge for Annual Audit.

**NOTE : A PRECEPT OF £1000 IS EQUIVALENT TO A COUNCIL TAX OF £6.22 ON A BAND 'D' PROPERTY IN UPLOWMAN.**

Cash in hand at year-end March 2021 was £8018 (inflated by receipts for DAAT light listed under grants and other income). The current year estimate predicts cash in hand at year-end March 2022 to be £4451 (127% of planned reserves, including no designated funds).

## UPDATES AND DECISIONS NEEDED

### Item 7.1: Broadband Update

Despite recent emails to Connecting Devon & Somerset and to Airband (who have taken over delivery from Openreach), there is no change or further information.

### Item 7.3: Community Hub

**Background:** The Community Hub has email contact with almost every household in the parish that has email connection and thus provides a great way of communicating with everyone quickly. The facebook group has 160 members, not all of whom live in the parish so its reach is less. The emailed newsletter is important because it maintains those communication channels that might be needed in this or another emergency and it typically generates appreciative reactions. We try to keep it lively and informative but there is a perception within the Parish Magazine that the success of the email news is impacting on circulation of the Magazine in Uplowman.

The emailed news is produced fortnightly and occupies the Clerk for typically a day each edition. As the Clerk's regular activities resume, it is becoming more difficult for him to find this time.

Options are:

- Develop a rota of editors. We would need some template to help produce uniform formats.
- Do a simpler newsletter
- produce it less often (monthly?)

### Item 11.1: Proposals for First Aid Training

1. Dave Thomas has investigated whether he is able to provide community training for people in Uplowman and, unfortunately, his employers will not permit this. The alternative is to engage a professional trainer.

2. Derek Robinson, a local provider with First Aid Training SW, would charge £40 per head for groups of 7 to 12 (max) to deliver Emergency First Aid at Work, which is a HSE recognised and certificated course. This appears a competitive quote. He would do approximately 6 hour trainings on Saturdays.

3. 20 people have asked for training. This means there would be two sessions. Each session for 10 people would cost £400 plus £54 for hire of the hall. For both sessions the total would be £908, which almost exactly equates to the amount by which our expected year-end reserves exceed the planned reserves.

4. We had one or two additional requests from people in Sampford Peverell. These might be allowed to join if they paid the cost.

5. Some people asked if their children could join. We would need to consult with Derek as to whether this is appropriate.

6. Options for reducing the cost could include asking for partial payment from participants or limiting participation to one per household.

**Decisions required:**

1. Does UPC wish to fully fund the training?
2. Would UPC wish to include people from outside the parish? If so, on what terms?

**Item 12.1: Pot holes:** Report on survey by Cllrs Thomas and Westerman and **Next actions**

**Item 12.3: Foot bridge update:** Thank you to Cllr McCombe for measuring the bridge. I contacted DCC, who say that repairs are needed to the foundations so it is beyond the scope of a local repair. DCC will do the work in the summer to minimise damage to the fields.