

## UPLOWMAN PARISH COUNCIL

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11 May 2025

All Parish Councillors

Dear Councillors,

### **UPLOWMAN PARISH COUNCIL - NOTICE OF ANNUAL MEETING THURSDAY 15<sup>th</sup> May 2025, at 7.30pm IN UPLOWMAN VILLAGE HALL**

The next meeting of this Council will be on **THURSDAY 15th May 2025 IN THE VILLAGE HALL, UPLOWMAN**, starting at 7.30pm. This meeting will start with the Chair's report on the past year and any questions from the public before going into the formal session. The first item on the agenda will be the election of a chair for the coming year.

I attach a list of updates and proposals for decision, which I hope will be useful. The most important business will be the approval of the Annual Governance Statement, the Annual Accounting Statement and sign off on the certificate of exemption from limited assurance audit. These papers are attached for reference, together with the explanation of variances and the year-end bank reconciliation.

Please note that our new DCC councillor is Cllr. Neale Raleigh. I hope to find an email address for Cllr Raleigh so that he can be invited to the meeting.

The hall is booked for the following meeting dates in 2025 (all Thursdays): 17 July, 18 Sept and 20 Nov.

Yours sincerely,

Robert

Robert Hodgson (Clerk to Uplowman Parish Council)

**UPLOWMAN PARISH COUNCIL**  
**AGENDA FOR ANNUAL MEETING on THURSDAY 15<sup>th</sup> MAY 2025**  
**To be held in Uplowman Village Hall, starting at 7.30pm**

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

1. Attendance & Apologies for absence.
  - 1.1 Election of Chair for 2025-6
2. Welcome to newly elected DCC Member, Neale Raleigh, reports from MDDC.
3. Minutes of last meeting (20 March 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 :	<b>£4035.18</b>
Income since last meeting – precept-DALC sub	£4601.66
Expenditure authorised on 20 March	£1026.50
<b>Current balance :</b>	<b>£7,610.34</b>

4.2 Payments for approval:

A P Hayman, grass cutting, £104.00.  
 Community First Trading Ltd, Annual Insurance, £162.28  
 Mrs S Lewis, paint, etc for phone box, £43.97  
 R Hodgson, Clerk's expenses inc Membermojo sub + bats for trimtrail, £144.65

4.3 Annual Governance statement: Review and agree and sign

4.4 Annual Accounting statement: Review and agree and sign

4.5 Certificate of Exemption from Audit: Agree and sign

4.6 Thanks to Mr Clark for his support as Internal Auditor

5. Planning

- 5.1 24/01033/MFUL: Hill Farm, erect dairy cattle shed. UPC raised no objection. Decision awaited
- 5.2 25/00229/FULL: Lands Mill lane, erect holiday unit. UPC no objection, decision awaited
- 5.3 25/00348/HOUSE : Tiggs Oak, ancillary accommodation Approved
- 5.4 24/01741/FULL: Sweetings, New Barn, revised plan, Approved
- 5.5 25/00573/LBC: Shapcott, removal of 1st floor partition. UPC No Objection, decision awaited

6. Community Projects and matters.

- 6.1 Supporting the Redwoods Inn development.
- 6.2 Parish Website – report from Tristan attached.
- 6.3 Registration of gov.uk domain and emails – will be required in next year
- 6.4 Repeat of part-funded first aid training for parishioners – to be arranged in autumn
- 6.5 Proposed signs for Book swap. Cost £43.67 from designated funds
- 6.6 Review of UPC charitable support

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

- 9.1 Dog waste bin. Cost £485 plus £260 per year to empty

10. Emergency Planning & Neighbourhood Watch

11. Parish Roads/Paths.

- 11.1 Signage to reduce use of Whitnage Lane by large vehicles.

12. Date of next meeting: Thursday 17<sup>th</sup> July 2025.

## CORRESPONDENCE SINCE LAST MEETING (20 March 2025)

### 5. Finances

Ser No	Date received	From/to	Subject	Date replied/sent
943	25/03/25	PKF Littlejohn	External Auditors, instructions for 2025 audit	25/03/25
944	25/03/25	Playsafety	Trim trail inspection invoice £96.00.	
955	04/04/25	DALC	Receipt for payment of £148.35 (Paid via precept by MDDC)	
956	07/04/25	MDDC	Precept paid - £4601.66	
957	23/04/25	Membermojo	Receipt for subscription renewal (£95).	
958	23/04/25	MDDC	Section 106 Report – nothing available in Uplowman	
959	02/05/25	Nat West	Benefits of business account	
	06/05/25	Comm First	Annual Insurance renewal, £162.28	
960	09/05/25	Mrs S Lewis	Invoice for Paint and cleaner for phone box, £43.97	
961	09/05/25	Nat West	Statement. Bal = £7610.34	

### 6. PLANNING & LICENSING

Ser No	Date received	From/to	Subject	Date replied/sent
1041		MDDC	25/00348/HOUSE: Tiggs Oak, Ancillary accomm'n, no objection	03/04/25
1042	08/04/25	MDDC	Offer of planning training – circulated. Replied with 5 names.	14/04/25
1043	08/04/25	MDDC	24/01741/FULL: Sweetings new barn, Approved	10/05/25
1044	23/04/25	MDDC	25/00573/LBC: Shapcott, removal of 1st floor partition No Ob	
	29/04/25	MDDC	25/00348/HOUSE: Tiggs Oak, Ancillary accomm'n, Approved	

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

Ser No	Date received	From/to	Subject	Date replied/sent
433	21/04/25	DCC	From Cllr Moore, requesting action on Uplowman=SP road	

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

Ser No	Date received	From/to	Subject	Date replied/sent
348				

#### 7.3 GENERAL CORRESPONDENCE

Ser No	Date received	From/to	Subject	Date replied/sent
1719	28/03/25	Cllr G Westcott	Greenhouse Gas emissions calculator, forwarded to UPC	
<b>1720</b>	<b>24/03/25</b>	<b>Hospiscare</b>	<b>Requesting support</b>	
1721	31/03/25	DALC	Renewal form completed	
<b>1722</b>	<b>04/04/25</b>	<b>Devon Air Am</b>	<b>What days will landing site not be available? consulted UHRA</b>	
1723	03/05/25	C&CD	Clerks & Councils Direct newsletter	

#### 7.5 Village projects.

Ser No	Date received	From/to	Subject	Date replied/sent
382	25/03/25	Mrs C Marlow	Redwoods Pub Project update, forwarded to councillors	
383	08/05/25	Mrs S Lewis	Suggested signs for book swap, £43.67	
384	24/04/25	MDDC	Quote for dog waste bin - £485 + £260pa to empty	
385	30/04/25	Tristan Donald	Website nearly ready	

## UPDATES AND DECISIONS NEEDED

### Item 4.2

Mrs Lewis has bought paint and cleaning materials to overhaul the phone box. I hope you will agree to reimburse her expense. UPC received a grant of £100 from the Parish Mag some years ago for support of the book swap and those funds can be used.

Mrs Lewis has also suggested putting new signs over the 'Telephone' signs to say 'Book Swap', as has been done in Sampford Peverell. These will cost £36.39 plus VAT (recoverable), which is also covered by the Parish Mag grant, and a decision to go ahead is needed.

### Item 4.3 to 4.5

The documents need to be dealt with in the order shown in the Agenda. Please consider the Annual Governance statements carefully. Each to be signed by Chair and Clerk as indicated.

### Item 4.6 Internal Audit

Mr Richard Clark has conclude the internal audit, with thanks!

### Item 6.1: Redwoods Inn

The Redwoods Pub Project is organising another quiz evening (25 May) but no other significant progress.

### Item 6.2: Parish Website

Tristan has been working on it. He says:

*I'm afraid over the last 3 months I've not had as much time as I would have liked to focus on it, however these next two months I am around more and will be able to continue as planned.*

*It is going really well however, I'd say almost ready to be launched. I just need to clarify with certain groups, e.g. the village hall, what functionality they would exactly like to see.*

### Item 6.3: gov.uk domain

According to a recent DALC newsletter (circulated last week), all PCs will need to have their own addresses by the time of next year's audit. Therefore, the minimum UPC will need to have is a domain name and one or more associated email addresses. The recommended form of a domain address would be uplowman-pc.gov.uk and the Clerk should be the registered contact as the PC's Data Controller.

### Item 6.4 First Aid Training

We agreed to put this off until the autumn. I have enquired about hall availability later in the year and await a reply.

### Item 6.5 Book swap

See above under Item 4.2.

### Item 6.6 PC Charitable support

At present UPC provides small grants of £25 each year to Royal British Legio (for a remembrance wreath), Citizens Advice, Churches Housing Action Trust and Mid Devon Mobility, who operate a Ring & Ride scheme. These were chosen as organisations that are, or might be, used by Ulowman parishioners. UPC also gives £350 each year to UPCC as a support for the operation of their open graveyard. Regulations prevent any other support for the church fabric.

I recently received a request for support from Hospiscare and I suggest that this could be an opportune time to review how UPC provides charitable support and to which organisations.

### Item 9.1: Dog waste bin at hall

The cost of installing a dog waste bin would be £485 and MDDC would expect an annual payment to empty it, currently £260. UPC has not budgeted for this. If councillors wish to fund it then a grant needs to be obtained and consideration given to how the annual cost would be covered.

### 11.1 Whitnage Lane signage

no further news