

Lapford Parish Council

Lapford Parish Council Meeting 20th April 2021

To: all Members of Lapford Parish Council

For information: County and District Ward Members, press and public

Issue date: Friday 9th April 2021

The Parish Council is grateful for the attendance and reports presented by both Councillors and external organisations. Due to the large number of issues affecting the Parish, it would be most appreciated if reports could be kept concise and to the point.

You are hereby summoned to attend the meeting of **Lapford Parish Council** on **Tuesday 20th April 2021 at 7.30pm**, to be conducted remotely using Zoom, for the purpose of transacting the business on the following agenda.

Rob Martin

Locum Clerk to Lapford Parish Council

Join Zoom Meeting

<https://zoom.us/j/98054381044?pwd=MDI0SjR6QUtObjZJMUR1QWRMOTNEUT09>

Meeting ID: 980 5438 1044

Passcode: 274749

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AGENDA

1. APOLOGIES

To receive apologies for absence

Schedule 12 of the Local Government Act 1972 requires a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Clerk, as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are acceptable.

2. PARISH COUNCILLOR RESIGNATION

The council to note the resignation of Councillor Hilary Hassett with immediate effect, caused because she is moving from away from Lapford. The Locum Clerk is in touch with the officers at MDDC and will report on the meeting on how this vacancy may be filled.

3. DECLARATIONS OF INTEREST (PECUNIARY AND NON-PECUNIARY)

To receive declarations of interest in items on the agenda

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests that are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.

Standing Orders will be suspended and the Chairman to declare the meeting closed

4. PUBLIC PARTICIPATION SESSION

Members of the public are invited to make representations. Each member of the public is entitled to speak once only and shall not speak for more than three minutes. The session shall not exceed 20 minutes.

As the Council meeting is being held remotely via Zoom, members of the public who wish to speak or ask a question should email their full name and, where appropriate, their question to lapfordpc@live.co.uk **by no later than 12 noon on the day before the meeting**. This will help to ensure that the meeting runs as smoothly as possible.

5. COUNTY AND DISTRICT COUNCILLORS' REPORTS

To receive a verbal report for information.

4.1 Devon County Council

4.2 Mid Devon District Council

6. LOCAL ORGANISATIONS' REPORTS

5.1 Lapford Church Green Trustees

5.2 Heart for Lapford Strategy Group

5.3 Heart of Lapford Development Board

5.4 Wallingbrook Patient Participation Group

The Chairman to reconvene the meeting in line with Standing Orders

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7. MINUTES

To approve, as a correct record, the minutes of the Parish Council meeting held on 16th March 2021 and to note the action grid.

8. COUNCIL ADVISORY GROUPS

To receive updates of the following advisory group meetings and resolve whether to adopt recommendations therefrom:

7.1 Lapford Emergency Action Plan Committee

7.2 Regeneration Working Group

9. ANNUAL RETURNS 2019/20 – PUBLIC INTEREST REPORT

The external auditor, PKF Littlejohn, has issued a Public Interest Report for Lapford Parish Council due to it not submitting the Annual Governance and Accountability Return (AGAR) 2019/2020. The Parish Council is required to consider this report and to make whatever statements it feels are applicable to it.

There is a duty for the Parish Council to publish the report on its website, and any other place it considers will inform the public of its existence, and to publish its response.

The Locum Clerk's attached report sets out the circumstances pertaining to this and makes recommendations.

Decisions required are:-

- a) To agree a statement that explains the circumstances of the Parish Council.
- b) To agree to ensure that this does not happen again.
- c) To decide whether the now completed AGAR and supporting documents should be sent to PKF Littlejohn, or not.
- d) To agree that the AGAR should be published on the website, albeit annotated to explain its non-compliance.

10. PLANNING MATTERS

10.1 APPLICATIONS NOTIFIED

To consider the following Planning Applications and to agree comments:

Reference	Location	Proposal
None		

10.2 APPLICATIONS AFTER THE AGENDA WAS ISSUED

To consider responses to applications notified after the agenda had been set.

10.3 MID DEVON DISTRICT COUNCIL DECISIONS

To note any planning application determinations since the last meeting which affect Lapford Parish.

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11. **BANK RECONCILIATION**

To approve the 31st March 2021 Bank Reconciliation statement, as attached.

12. **RECEIPTS & PAYMENTS TO DATE COMPARED TO BUDGET**

To receive the attached statement of Receipts and Payments compared to Budgets for the period from 1st April 2020 to 31st March 2021.

13. **RECEIPTS & PAYMENTS SCHEDULE**

To approve the payment of the invoices on the schedule below for the period since the last meeting, as below:

PAYMENTS

Payment to	Services	Amount £	Payment No.
2020/2021			
S Hemsworth	Orchard Centre Cleaning – March 21	52.00	Standing Order
1&1 Internet	Website Hosting – March 21	2.40	Direct Debit
2021/2022			
RJ Martin	Locum Clerk – February 21	247.50	Online
RJ Martin	Locum Clerk – March 21	798.75	Online
DALC	Subscription 2021/22	245.02	Online
S Hemsworth	Orchard Centre Cleaning – April 21	52.00	Standing Order
1&1 Internet	Website Hosting – April 21	2.40	Direct Debit

RECEIPTS

Receipt from	Services	Amount £	Method
2021/2022			
Mid Devon District Council	Precept	10,111.69	BGC

In addition, payments will be made for invoices received since the agenda was set. Payment items in **bold** will be made following the meeting.

14. **FINAL ACCOUNTS 2019/2020**

To approve and adopt the attached final accounts for 2019/2020.

15. **ANNUAL GOVERNANCE ACCOUNTABILITY RETURN (AGAR) 2019/20**

14.1 Section 1 – to approve The Annual Governance Statement 2019/2020.

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14.2 Section 2 – to approve The Accounting Statements 2019/2020.

16. INTERNAL AUDIT

To approve the appointment on Mel Bickell as Internal Auditor, to carry out audit inspections and provide reports for 2019/2020 and 2020/2021.

17. VALUE ADDED TAX (VAT)

The Locum Clerk has claimed the VAT paid over the years 2017/2018, 2018/2019 and 2019/2020, for a total of £1,523.10. The 2020/2021 claim will be made shortly, once the end of year accounts have been finalised.

18. CORRESPONDENCE AND NOTICES RECEIVED

To note the correspondence received for circulation and to resolve to action any matters arising as appropriate

19. MATTERS RAISED BY THE CHAIR

To note and consider items received after the publication of the agenda and to resolve to action any matters arising as appropriate.

20. COUNCILLORS' REPORTS AND FUTURE AGENDA ITEMS

Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision-making.

21. DATE OF NEXT MEETING

To note the date of the next meeting at 7:30 pm via Zoom. *(To be confirmed)* The deadline for agenda items is midday on the Friday two weeks preceding the meeting.

22. EXCLUSION OF PRESS AND PUBLIC

To resolve that under section 1(2) of The Public Bodies (Admissions to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during consideration of items of business if publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted as it involves the likely disclosure of personnel, commercially sensitive or legal matters.

23. CLOSE OF MEETING