

LAPFORD PARISH COUNCIL

Minutes of the Council Meeting held on Tuesday 25 August 2020 at 7:30 pm by Zoom

PRESENT

Cllr I Hemsworth (Chair), Cllr S Briant-Evans, Cllr J Down, Cllr D Egan, Cllr H Hassett, Cllr P Heal, Cllr Shapland.

IN ATTENDANCE

Parish Clerk: Dr J Cross

Cllr C Eginton (Mid Devon District Council)

Members of the public: 6

1. APOLOGIES FOR ABSENCE

- 20.143 Apologies were received from Cllr Davenport and Cllr Egan due to ill health and from Cllr Squires (Devon County Council) due to another commitment.

2. DECLARATION OF INTEREST

20.144 **Register of Interests**

There were no updates to the Register of Interests.

20.145 **Personal interests**

The following personal interests in items on the agenda were declared:

- Item 21 (minute 20.177): Cllr Briant-Evans declared a personal interest on any discussions relating to the Heart of Lapford Development project as she is a member of the Board of Directors as an individual.
- Item 21 (minute 20.177): Cllr Hemsworth declared a personal interest on any discussions relating to the Heart of Lapford Development project as he is a member of the Board of Directors as a representative of Lapford Parish Council.

20.146 **Disclosable pecuniary interests**

No disclosable pecuniary interests in items on the agenda were declared.

20.147 **Dispensations**

No requests were received for dispensations from councillors on matters in which they have a Disclosable Pecuniary Interest.

3. PUBLIC PARTICIPATION SESSION

- 20.148 The Chair invited representations from the members of the public. An individual had asked a number of queries about the loan from the Public Works Loan Board and it was agreed that a response would be provided and copied to Councillors. An individual reported that the EE mobile phone signal mast in Lapford House wood was overgrown and this was affecting the signal. It was noted that the customers should contact the company direct to complain.

Standing Orders were suspended

4. COUNTY AND DISTRICT COUNCILLORS' REPORTS

20.149 **Devon County Council**

In Cllr Squires' absence, no report was received.

20.150 **Mid Devon District Council**

Cllr Eginton reported that the Greater Exeter Strategic Plan has not yet been finalised. This has been developed by the District Councils of Mid Devon, East Devon, Exeter and Teignbridge. The proposals need to be agreed by all four areas.

5. LOCAL ORGANISATIONS' REPORTS

20.151 **Lapford Church Green Trustees**

Cllr Briant-Evans reported there had been a proposal to put an access point between the Lower Town Place site and the Church Green. This would mean breaching part of the Devon bank. A site visit would be undertaken before any decision was made. There is a proposal to restore the Devon bank.

20.152 **Heart for Lapford Strategy Group**

Cllr Hassett advised that there was no report.

20.153 **Heart of Lapford Development Board**

Cllr Hemsworth reported that the works on the Lower Town Place site were continuing to schedule, although the turfing had been delayed by a couple of weeks. The site was being made safe and secure.

20.154 **Wallingbrook Patient Participation Group**

Mr Graham advised that this year's flu vaccination will be offered to the over 50s, as well as the over 65s. It is likely that the over 65s will be vaccinated in late October/beginning of November. The over 50s will then be vaccinated as the supply of vaccines become available.

The meeting reconvened under Standing Orders

6. CONFIRMATION OF THE MINUTES

20.155 **Meeting held on 3 March 2020**

The draft minutes of the Council meeting held on 3 March 2020 were considered and an amendment was agreed:

Minute 20.072: the proposer Cllr Heal to be amended to Cllr Hassett.

The minutes were approved as a correct record, subject to the amendment, proposed by Cllr Down, seconded by Cllr Briant-Evans and carried by majority vote with 6 votes in favour, 0 votes against and 1 abstention.

20.156 **Meeting held on 14 July 2020**

The draft minutes of the Council meeting held on 14 July 2020 were considered and were approved as a correct record, proposed by Cllr Briant-Evans, seconded by Cllr Heal and carried by majority vote with 6 votes in favour, 0 votes against and 1 abstention.

The action grid was reviewed in detail and noted.

7. COUNCIL ADVISORY GROUPS

20.157 **Lapford Emergency Action Plan Committee**

Cllr Briant-Evans reported that the Committee continues to oversee the Lapford Emergency Response Team initiative to support the community during the coronavirus pandemic, which had been identified as a local emergency. This work is likely to continue until January 2021. The Food Bank had received a £10,000 grant from Mid Devon District Council.

A report of the community work will be included in the local magazine in September. A report had been submitted to Devon County Council in support of the received grant funding.

20.158 **Regeneration Committee**

Cllr Hemsworth reported that the work continues to improve the local rail service. There is ongoing discussion between Network Rail and the Highways team about the current lighting on the A377. The gate leading to the station may be removed to improve access. The village website needs to be made more accessible so that local organisations can use it.

8. PLANNING MATTERS

20.159 Planning Applications List

The following planning applications were received:

Ref	Description
20/01119 HOUSE	Retention of alterations to existing entrance to include the erection of a fence Land and Buildings at NGR 273105 108692 (Higher Town Court) Rensley Lane Lapford Devon Decision: It was agreed to support the application, proposed by Cllr Heal, seconded by Cllr Hassett and carried unanimously. It was noted that the application had been submitted retrospectively.
20/01155 HOUSE	Retention of garden room 3 Bridge Cottages Lapford Crediton Devon EX17 6QS Decision: It was agreed to object to the application as the property would not be in keeping with the neighbouring properties and the area, it is a considerable large building and the area is prone to flooding. It was agreed that should the planning application be approved, the Council would request that a condition is imposed to ensure the property was not used as ancillary accommodation or for a business in the future. Proposed by Cllr Heal, Seconded by Cllr Hassett and carried unanimously.

20.160 Planning applications received after publication of the agenda

No planning applications were received.

20.161 Mid Devon District Council planning decisions

No planning decision notices were received.

9. FINANCIAL MATTERS

20.162 Receipts and account balances

The list of receipts and account balances was tabled at the meeting. A total of £4,752.00 had been received between 3 March – 24 August 2020. The following balances were noted:

- Current Account: £3,579.13 (as at 03/08/2020)
- Savings Account: £95,866.39 (as at 01/03/2020)
- Loan Stock: £983.98 (as at 06/12/17)

20.163 Payments

The list of payments was tabled at the meeting. It was resolved to approve the payments of £3,314.40 for Michelmores Solicitors (see Appendix 1), proposed by Cllr Down, seconded by Cllr Heal and carried unanimously.

20.164 Training and Development

There were no training or development sessions to consider.

10. COUNCILLOR VACANCY

- 20.165 The Clerk reported that a casual vacancy notice for the two vacancies will be put up so that the electors may request a by-election. It was noted that should a by-election be called, it would not take place until May 2021, due to the coronavirus pandemic. If a by-election is called, the Council may not co-opt individuals onto the Council in the meantime. If no by-election is called, individuals may be co-opted onto the Council following the Council's Co-option policy and their term of office would be until May 2023.

11. ANNUAL ACCOUNTS 2019/20

- 20.166 This item was deferred.

12. ANNUAL GOVERNANCE ACCOUNTABILITY RETURN 2019/20

- 20.167 This item was deferred.

13. CHURCH CLOCK

- 20.168 The Church Clock repairs may cost up to £6,000. If it was refurbished, the cost would be in the region of £14,000 - £17,000. Historically, the Council has been responsible for the

maintenance and running of the Church Clock for many years as it is officially the Village's public clock. Background information is being sought regarding the ownership and responsibility of the clock. Some information may be available in the Council's minutes. It was agreed to park the issue for 2-3 months as the research is ongoing.

14. ORCHARD WAY CAR PARK FENCE

20.169 Cllr Hemsworth advised that there is a proposal for a pedestrian access point between the Lower Town Place site and the car park. For safety reasons, this would be located from the Lower Town Place site onto the pavement leading onto the car park from the main road. The costs would be funded by HOLD.

It was agreed to check the car park lease to ensure that this could be undertaken (**Action Clerk**).

It was agreed to support a pedestrian access point between the car park and the Lower Town Place site, subject to the lease requirements, proposed by the Chair and carried unanimously.

15. VILLAGE WEBSITE

20.170 This agenda item had been covered earlier in the meeting (see minute 20.158).

16. CORRESPONDENCE AND NOTICES RECEIVED

20.171 No items were received to note.

17. MATTERS RAISED BY THE CHAIR

20.172 No items were raised by the Chair.

18. COUNCILLORS' REPORTS AND ITEMS FOR FUTURE AGENDA ITEMS

20.173 Lower Town Place

Cllr Briant-Evans advised that the Heart of Lapford Development Board of Directors had requested payment of the previously agreed £35,000 portion of the loan from the Public Works Loan Board that will be used towards the purchase cost of the Lower Town Place site. It was resolved to approve the payment, proposed by Cllr Heal, seconded by Cllr Hassett and carried unanimously.

20.174 Lapford Lookout

Cllr Briant-Evans reported that the local magazine would be published in September and October. After that, it may not be published unless an editor can be found.

19. DATE OF NEXT MEETING

20.175 The date of the next meeting was confirmed as Tuesday 8 September 2020 at 7:30 pm via Zoom. The deadline for agenda items is midday on Friday 28 August 2020.

20. EXCLUSION OF PRESS AND PUBLIC

20.176 The Part One session closed at 9:20 pm.

The meeting was moved to a Part Two session for the consideration of sensitive matters, proposed by Cllr Hemsworth, seconded by Cllr Heal and carried unanimously.

The confidential matters considered included discussion of a draft agreement between the Council and the Heart of Lapford Development Board of Directors.

The meeting moved into the open meeting at 9:50 pm.

21. AGREEMENT WITH HEART OF LAPFORD DEVELOPMENT

20.177 It was resolved to approve the draft agreement, subject to amendments and the responses to a number of queries, proposed by Cllr Down, seconded by Cllr Heal and carried unanimously.

22. CLOSE OF MEETING

20.178 The meeting closed at 9:55 pm.

Chair: _____

Date: _____

DRAFT

APPENDIX 1 – PAYMENTS LIST UPDATED

Issued Minute	Cheque	Payee	Description	Net (£)	VAT (£)	Total (£)	Note
Current Account – Payments made between 13/07/20– 24/08/20 authorised by Clerk and Chairman							
			TBC				
Current Account – Payments for approval at council meeting							
25/08/20 20.163	TBC	Michelmores Solicitors	Draft agreement with HOLD	3,314.40	0.00	3,314.40	
					Sub-Total	3,314.40	
					TOTAL	3,314.40	

Notes – None

ACTION GRID

Updated 29 August 2020

Minute	Action	Lead	Due Date	Status
09/12/17	Put up posters from the British Heart Foundation to publicise the defibrillator <i>Minute 18.009:</i> The posters have been received and they need to be laminated. A finger sign on the post by the Orchard Centre may be useful. <i>Minute 18.040:</i> Cllr Phillips will laminate the posters for distribution. <i>Minute 18.174:</i> An application has been made for signage to the British Heart Foundation. <i>Minute 18.216:</i> Two posters received but a poster from South West Ambulance Trust is being sourced. <i>Minute 18.317:</i> British Heart Foundation signs are to be received. <i>Minute 18.360:</i> The signs have been received and need to be laminated. <i>Minute 18.448:</i> The received signs are not appropriate so further signage has been ordered. <i>Minute 19.128:</i> Costs for new posters will be provided for approval. <i>Minute 19.215:</i> Signs ordered. <i>Minute 19.256:</i> Signs received but they are not suitable. <i>Minute 19.350:</i> A possible source of outside signs has been identified. <i>Minute 19.434:</i> An article on the defibrillator will be published in the local magazine.	Cllr Hemsworth Cllr Phillips	02/01/18	Ongoing
18.028	Contact Steve Tucker, Highways Team, and ask for a formal risk assessment of the hedge on the left-hand side of the road up towards the village by the river bridge near Lapford Cross <i>Minute 18.091:</i> Email asking for risk assessment sent. A risk assessment had been completed as part of the school travel plan and it was shown to be of acceptable risk. A copy of the school travel plan will be provided for information as the risk assessment may need to be reviewed and updated. <i>Minute 18.130:</i> No copy of travel plan available. Clerk to repeat request for a new risk assessment. <i>Minute 18.174:</i> Request for information about a risk assessment sought by Cllr Squires from Highways Superintendent. <i>Minute 18.126:</i> Highways Superintendent has advised that a risk assessment has been completed. Cllr Squires will follow-up. <i>Minute 18.263:</i> Following a site meeting, the Highways Superintendent agreed to put forward a proposal for the installation of 15m of timber fencing. The funding needs to be approved by Devon County Council. <i>Minute 18.317:</i> Clerk to follow-up. <i>Minute 18.360:</i> Cllr Graham has followed this up with the Highways Team and was waiting for a response	Cllr Hemsworth	06/02/18	Ongoing

Minute	Action	Lead	Due Date	Status
	<i>Minute 18.448:</i> Following a site visit with a member of the Highways Team and Cllr Squires, the work has been agreed with a contractor and it is due to be completed in the new year. <i>Minute 19.0042:</i> It was understood that the works would be carried out in the current financial year 2018/19. <i>Minute 19.083:</i> No work has been completed to date. <i>Minute 19.128:</i> Cllr Squires will follow this up with the Highways team and will also raise the ongoing concerns with the large pothole on the road to Chawleigh before Handsford Farm. <i>Minute 19.167:</i> Due to the large pothole, some buses have been diverted. <i>Minute 19.256:</i> The large pothole has been repaired. <i>Minute 19.299:</i> A reminder email will be sent to Steve Tucker and copied to Cllr Squires. <i>Minute 19.350:</i> It was agreed that a formal letter will be written to Meg Booth to ask for progress to be made with regard to the road hedge. <i>Minute 19.434:</i> It was agreed to write to Meg Booth, Devon County Council, to raise a number of long-standing highways issues including: the drains on Mill Hill, the fencing along the hedge at the railway bridge, the site visit by S Tucker to agree the proposed location of four grit bins, the roads not being repaired and the potholes.			
18.458	Ask for ideas for the future use of the telephone kiosk via a notice in the local magazine <i>Minute 19.007:</i> A notice was published in local magazine asking for ideas. One suggestion was to use the kiosk as a drop-off point for parcels like an Amazon Locker, but this would need a lock. The Spar shop is a drop-off site for a number of deliveries. <i>Minute 19.042:</i> This action will be parked until March 2020. <i>Minute 20.087:</i> Place a notice in the local magazine to ask if people had any ideas on how to make use of the telephone kiosk. <i>Minute 20.156:</i> Potential uses for the kiosk include a book swap particularly children's books and a DVD swap. These could simply be exchanges or there could be a donation box. Cllr Hemsworth to take forward, Cllr Heal to look at shelving for the kiosk.	Cllr Hemsworth Cllr Heal	07/04/20	
19.047	Seek information on the status of the Loan Stock <i>Minute 19.083:</i> Some information provided by an ex-councillor, which will be followed up. <i>Minute 19.256:</i> Some stock had been redeemed in April 2015 but it is unclear whether other stock is available. For security reasons, no further information can be provided until the Clerk has written to provide with previous contact information and to update the current information.	Clerk	02/04/19	Ongoing
19.095	Seek a quote for the cost of producing the signs for the car park <i>Minute 19.128:</i> A quote to replace the sign for "No ball games" is to also be sought.	Clerk	02/05/19	

Minute	Action	Lead	Due Date	Status
19.172	Chase the Highways Team for information about grit bins <i>Minute 19.215:</i> Chaser email sent. It was reported that the Lapford Snow Warden had written to Phil Norrey, Devon County Council, complaining that Steve Tucker, the local Highways Officer, had consistently failed to reply to emails/phone calls re. arranging snow warden training. <i>Minute 19.256:</i> A reply had been received from Devon County Council following a formal complaint. Snow warden training has been arranged in September and support will be provided. <i>Minute 19.299:</i> Reminder email sent, still no response about the grit bins. <i>Minute 19.350:</i> Reminder email sent, copied to Cllr Squires. Also spoke to in person to S Tucker and raised the matter. It was agreed that a formal letter will be written to Meg Booth to ask for progress to be made with regard to a response about the grit bins. <i>Minute 19.395:</i> There was a possible source of grant funding for grit bins from the Highways Enhancement Fund.	Clerk	04/06/19	Ongoing
19.173	Circulate the report of local rail services to the Councillors <i>Minute 19.350:</i> It has been confirmed that there will be four trains a day travelling each way that will stop at Lapford when the new rail timetable starts in December 2019. <i>Minute 19.434:</i> A meeting has been arranged with representatives from the rail services to discuss whether more trains can stop at Lapford and possible car parking areas. <i>Minute 20.116:</i> Improvements made to frequency of rail services stopping at the station.	Cllr Hemsworth	04/06/19	Closed Regeneration Committee
19.248	Repair the bench in front of the development at The Old Den <i>Minute 19.299:</i> Action ongoing. <i>Minute 20.158:</i> This is being followed-up by the Regeneration Committee.	Cllr Hemsworth Cllr Shapland	03/09/19	
19.258	Write to Devon County Council for a position statement on the installation of overhead lights on the main road by the station following the Coroner's recommendation after a pedestrian's accidental death in 2003. <i>Minute 20.158:</i> This is being followed-up by the Regeneration Committee.	Cllr Hemsworth	03/09/19	Ongoing Regeneration Committee
19.274	Arrange for weeds to be sprayed in Orchard Way car parks <i>Minute 19.350:</i> The local individual will not be able to spray the weeds due to insurance concerns. Some of the weeds had been cleared during the Litter Pick. It was agreed to see if the work can be carried out with a team from Mid Devon District Council. <i>Minute 19.395:</i> It was agreed to arrange a session with councillors on a Saturday to clear the weeds. <i>Minute 19.434:</i> Dates could not be arranged before Christmas. February dates will be provided and it was agreed to contact Amber to see if they would like to be involved.	Cllr Hemsworth	03/09/19	Ongoing

Minute	Action	Lead	Due Date	Status
	<i>Minute 20.156:</i> Mid Devon District Council no longer provides a weed spraying service. Some weed spraying will be undertaken on the road by the Lower Town Place site and it may be possible to include the car park.			
19.275	Provide details of local walks and pass any information to the Clerk for the Mid Devon Tourist website <i>Minute 19.350:</i> Information on local walks have already been published and it was agreed to try to locate the information and update it. <i>Minute 20.156:</i> The Parish Paths Partnership co-ordinator will be asked if she could undertake this work	Cllr Hemsworth P3 co-ordinator	03/09/19	
19.320	Continue the development of a grant agreement between the Council and the Heart of Lapford Development Board of Directors <i>Minute 19.350:</i> Grant agreement being drafted. <i>Minute 19.395:</i> Advice received <i>Minute 19.434:</i> First draft under discussion. <i>Minute 20.034:</i> Cllr Hemsworth, Cllr Briant-Evans and Clerk met with solicitors to review the draft grant agreement. The current agreement needs to be strengthened and revised. <i>Minute 20.177:</i> Draft agreement reviewed and agreed. To be circulated to the Heart of Lapford Development Board.	Cllr Hemsworth Cllr B-Evans Clerk	03/12/19	Ongoing
19.412	Confirm who would be responsible for the trees on the boundary of the Playing Field and Orchard Way <i>Minute 19.434:</i> The trees are not in the gardens of the properties on Orchard Way or in the Playing Field. The trees are probably the responsibility of the developers of the Orchard Way development.	Cllr Hemsworth	03/12/19	
19.451	Consider what action needs to be taken to ensure compliance with the web accessibility standards by 23 September 2020 <i>Update: On September agenda.</i>	Clerk	07/07/20	
20.025	Resend the letter to the Highways Team about the proposal to extend the winter gritting routes for better coverage. <i>Minute 20.074:</i> Letter re-sent. Response received from Mel Stride saying if no response received within a week he will follow it up with Devon County Council. Response received from Highways Team and no changes to the existing gritting route will be made as this currently complies with County Council policy. It was agreed to propose to the Highways Team that the gritting should be extended at least to the Primary School as it is the site for the landing of the Air Ambulance helicopter.	Clerk	03/03/20	Ongoing
20.044	Request posters about dog fouling from Mid Devon District Council	Clerk	03/03/20	
20.048	Write a letter of support for Lapford Primary School's application for a grant from the Condition Improvement Fund	Clerk	03/03/20	

Minute	Action	Lead	Due Date	Status
20.049	Establish who was responsible for the tree with a hanging branch on the boundary between the Orchard Way car park and Prospect Way <i>Minute 20.156:</i> Action completed.	Clerk	03/03/20	Closed
20.083	Seek costs of Twenty's Plenty signs	Clerk	07/04/20	
20.100	Arrange meeting with Mr Gater to consider ways of supporting development of village website <i>Minute 20.158:</i> The village website needs to be made more accessible to local organisations.	Cllr Egan	07/04/20	Closed Regeneration Committee
20.169	Check Orchard Way car park lease to ensure changes to the fence with Lower Town Place can be made Update: Property Manager at Mid Devon District Council contacted for advice.	Clerk	08/09/20	Ongoing
18.351	Follow-up the possible Edgerley Cross site as a burial ground site with Mid Devon District Council <i>Minute 18.448:</i> A response has not yet been received from the Planning Team following a set of test digs. The Highways Team have advised that hard standing will be required at the entrance into the burial ground to avoid mud being transferred onto the road. <i>Minute 19.042:</i> This action will be parked until March 2020. <i>Minute 20.086:</i> Consider ways of asking the parishioners whether they wanted a new burial ground in Lapford parish as there would be a significant cost implication. <i>Minute 20.156:</i> A recent visit from the Archdeacon of Exeter identified an area of the St Thomas' churchyard that potentially could be cleared for an additional 15 – 20 burial plots. It was agreed to park the identification of a new burial ground for 12 months.			PARKED until August 2021