

LAPFORD PARISH COUNCIL

Minutes of the Council Meeting held on Tuesday 14 July 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.

IN ATTENDANCE

Parish Clerk: Dr J Cross

Cllr C Eginton (Mid Devon District Council)

Cllr M Squires (Devon County Council)

Members of the public: 1

1. APOLOGIES FOR ABSENCE

20.102 Apologies were received from Cllr Davenport and Cllr Shapland.

2. DECLARATION OF INTEREST

20.103 Register of Interests

There were no updates to the Register of Interests.

20.104 Personal interests

No personal interests in items on the agenda were declared.

20.105 Disclosable pecuniary interests

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

20.106 Dispensations

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

3. PUBLIC PARTICIPATION SESSION

20.107 The Chair invited representations from the members of the public. No representations were made.

Standing Orders were suspended

4. COUNTY AND DISTRICT COUNCILLORS' REPORTS

20.108 Devon County Council

Cllr Squires had previously circulated a report to the councillors. She advised that the County Council was working closely with the District Councils and the health services to ensure information updates about the coronavirus pandemic is widely disseminated.

20.109 Mid Devon District Council

Cllr Eginton had reported that the Local Plan 2013 – 2033 was being presented for adoption at Full Council. Following the recommendation received from the Inspector, there have been no changes relating to Lapford parish. However, there have been some major changes to details around the three main towns of Tiverton, Crediton and Cullompton.

In line with Government guidance, the leisure centres will be opened by the end of July. Free parking at District Council car parks for up to 2 hours has been agreed in the three main towns during August and September.

5. LOCAL ORGANISATIONS' REPORTS

20.110 Lapford Church Green Trustees

Cllr Briant-Evans reported that it had been agreed to re-visit the options for the Devon bank between the Church Green and the Lower Town Place site. Cllr Egan will continue to research the history of bank and will contact the Conservation Officer for advice. It had been agreed to continue the grass-cutting contract with the current provider until next year.

20.111 **Heart for Lapford Strategy Group**

Cllr Hassett advised that there was no report.

20.112 **Heart of Lapford Development Board**

Cllr Hemsworth reported that the Lower Town Place site was being cleared so that it would be ready for levelling and for topsoil to be laid down prior to turfing. Temporary fencing has been offered at no cost. In addition, labour costs will be minimal as there will be volunteer labour from the village. Once the green space is opened for use, there will be a consultation on the future design and use of the site, including consideration of whether fencing will be used or whether it will be replaced by hedging.

The Heart of Lapford Development Board of Directors have considered whether to use grass seed or to turf the site. They decided that turfing would be the best option even though it may cost more as this would enable the site to be opened to the public sooner. Cllr Hemsworth reminded the councillors that the role of the Council was to ensure due process is followed and that any recommendations for works on the site submitted by the Heart of Lapford Board of Directors complied with the Council's Financial Regulations.

20.113 **Wallingbrook Patient Participation Group**

Mr Graham advised that a Zoom meeting had been scheduled for the end of July.

The meeting reconvened under Standing Orders

6. CONFIRMATION OF THE MINUTES

20.114 **Meeting held on 3 March 2020**

The draft minutes of the Council meeting held on 3 March 2020 were deferred to the next meeting.

7. COUNCIL ADVISORY GROUPS

20.115 **Lapford Emergency Action Plan Committee**

Cllr Briant-Evans reported that the Committee had been solely concerned with the Lapford Emergency Response Team initiative to support the community during the coronavirus pandemic, which had been identified as a local emergency. Actions include the successful application for funding of £4,752 from Devon County Council to support the community project. To the end of June 2020, 261 jobs had been logged, including 90 trips to the health centre. Information is being made available through the village website.

She advised that the volunteers who had been supporting the community during the coronavirus pandemic had worked hard on the Council's behalf. It was agreed to formally write to the volunteers to thank them (**Action Clerk**).

20.116 **Regeneration Committee**

Cllr Hemsworth reported that an enormous amount of work had been completed by Mr Mundy to improve the rail service. More trains are now stopping at Lapford Station and it is hoped that even more will stop at Lapford when the September timetable is published. It was agreed to formally write to Mr Mundy to thank him for his hard work (**Action Clerk**).

8. PLANNING MATTERS

20.117 **Planning Applications List**

The following planning application was received.

Ref	Description
20/00802 HOUSE	Conversion of store to study, erection of single storey rear extension, repositioning of oil tank and new external boiler The Old Forge Lapford Crediton Devon EX17 6PZ Decision: It was agreed to support the application with a majority vote of 5 votes in favour and 1 vote against. It was noted that the proposed placement of the oil tank in the front would be considered by South West Water as a statutory consultee.

20.118 **Planning applications received after publication of the agenda**

No planning applications were received.

20.119 Mid Devon District Council planning decisions

The following planning decision notice was received:

Ref	Description	Decision
20/00097 FULL	Change of use from hair & beauty salon to single dwelling (C3) Hair and Beauty Clinic Blossom Court Lapford Crediton Devon EX17 6AE	Approved with S106 agreement
20/00139 HOUSE	Erection of a two storey extension Ebenezer Cottage Lapford Crediton Devon EX17 6PZ	Approved
20/00392 HOUSE	Erection of double garage Ardea House Lapford Crediton Devon EX17 6P	Approved with conditions
20/00493 HOUSE	Erection of single storey rear extension, conversion of garage to workshop and addition of cladding to side and rear elevations Ardea House Lapford Crediton Devon EX17 6PU	Approved
20/00572 HOUSE	Erection of an orangery The Grange Lapford Crediton Devon EX17 6LX	Approved with conditions
20/00573 LBC	Listed Building Consent for the erection of an orangery The Grange Lapford Crediton Devon EX17 6LX	Approved with conditions

9. FINANCIAL MATTERS

20.120 Receipts and account balances

The agenda item was deferred to the next meeting.

20.121 Payments

The agenda item was deferred to the next meeting. It was agreed to pay for the cost of £19.50 for planting the flowerbeds at the top of the village, proposed by Cllr Hassett, seconded by Cllr Hemsworth and carried unanimously.

20.122 Training and Development

There were no training or development sessions to consider.

20.123 Due Payments List 2020/21

The updated List was reviewed and it was resolved to approve the List, proposed by Cllr Egan, seconded by Cllr Briant-Evans and carried unanimously.

20.124 Grass-cutting

It was resolved to approve the continuation of the current annual contract with Mr Leach at a cost of £600 for the year, proposed by Cllr Down, seconded by Cllr Heal and carried unanimously.

20.125 Annual Accounts 2019/20

The Clerk advised that the Accounts will be submitted at the next meeting.

20.126 Internal audit

It was agreed to ask Mr Epstein to act as the internal auditor for the Accounts 2019/20, proposed by Cllr Down, seconded by Cllr Egan and carried unanimously.

The Clerk reported that she had been in contact with HMRC regarding the VAT reclaim for costs paid to support the Lower Town Place project using the loan monies from the Public Works Loan Board. The advice is that as long as the payments meet the criteria, which they do, the VAT can be reclaimed. It was agreed to provide councillors with an update budget report relating to the use of the loan monies (**Action Clerk**).

10. COUNCILLOR VACANCY

20.127 Cllr Hemsworth reported that both Cllr Clinch and Cllr Doe had tendered their resignations due to other commitments, resulting in two casual vacancies on the Council. The Electoral Services at Mid Devon District Council will be informed of the vacancies. It was noted that should a by-election be called, it would not take place until May 2021, due to the coronavirus pandemic.

11. PARISH PATHS PARTNERSHIP CO-ORDINATOR

- 20.128 Following Cllr Clinch's resignation from the Council, it was agreed to ask her to continue as the Co-Ordinator, proposed by the Chair and carried unanimously.

12. AMENDMENT TO DTANDING ORDERS

- 20.129 The Clerk advised that amendments to the Standing Orders related to holding remote Council meetings. It was resolved to approve the amendments until 7 May 2021, proposed by Cllr Egan, seconded by Cllr Briant-Evans and carried unanimously.

13. REMOTE MEETING PROTOCOL

- 20.130 The draft protocol was considered. It was resolved to approve the protocol, proposed by Cllr Egan, seconded by Cllr Briant-Evans and carried by majority vote with 5 votes in favour, 0 votes against and 1 abstention.

14. SCHEME OF DELEGATION

- 20.131 The agenda item was deferred.

15. RISK REGISTER 2020/21

- 20.132 The updated Risk Register was considered. It was resolved to approve the Risk Register 2020/21, proposed by Cllr Briant-Evans, seconded by Cllr Hemsworth and carried unanimously.

16. ORCHARD WAY CAR PARK FENCE

- 20.133 Cllr Hemsworth advised that the fence was in a poor state of repair in some areas and that this is the Council's responsibility. Fencing will be erected on the Lower Town Place side of the existing fence for the current time. There may be an application for an access point between the Lower Town Place site and the car park at a later date.

17. VILLAGE WEBSITE

- 20.134 Cllr Hemsworth reported that the village website had been very useful over the last few months during the coronavirus pandemic, providing local and national information.

18. CORRESPONDENCE AND NOTICES RECEIVED

- 20.135 The list of correspondence and notices was noted.

19. MATTERS RAISED BY THE CHAIR

20.136 Church Clock

Information had been received about the cost of repairing/refurbishing the Church Clock. It was agreed to consider the options at the next meeting. Cllr Squires advised that she would support an application for funding from the Locality Grant to cover some of the costs.

20.137 Local Electoral Boundary Commission Review for Mid Devon

Cllr Hemsworth advised that the consultation deadline had been extended. It was noted that Lapford did have a strong link with Nymet Rowland, especially as part of the Council's Emergency Planning team. It was agreed to add a comment about the link with Nymet Rowland to the consultation response.

20. COUNCILLORS' REPORTS AND ITEMS FOR FUTURE AGENDA ITEMS

20.138 Pothole

Cllr Down advised that the deep pothole on Handsford Hill was re-appearing.

20.139 Cars parked on Barris Hill corner

Cllr Down advised that cars are still being parked on the corner which is dangerous for the traffic. The public can ring the Police on 111 if they are concerned that the parked vehicles are dangerous.

21. DATE OF NEXT MEETING

20.140 The date of the next meeting was confirmed as Tuesday 18 August 2020 at 7:30 pm via Zoom. The deadline for agenda items is midday on Friday 7 August 2020.

22. EXCLUSION OF PRESS AND PUBLIC

20.141 No Part Two session was held.

23. CLOSE OF MEETING

20.142 The meeting closed at 9.15 pm.

Chair: _____

Date: _____

APPENDIX 1 – PAYMENTS LIST UPDATED

Issued Minute	Cheque	Payee	Description	Net (£)	VAT (£)	Total (£)	Note
Current Account – Payments made between 03/03/20 – 13/07/20 authorised by Clerk and Chairman							
			TBC				
Current Account – Payments for approval at council meeting							
14/07/20	TBC	J Down	Plants for village flower bed	19.50	0.00	19.50	
					Sub-Total	19.50	
					TOTAL	19.50	

Notes – None

ACTION GRID

Updated 24 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 <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.	Cllr Hemsworth	06/02/18	Ongoing

Minute	Action	Lead	Due Date	Status
	<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.			
18.023	Discuss the Playing Field lease arrangements with the Lapford Youth and Playing Field Trustees <i>Minute 18.040:</i> Cllr Hemsworth has spoken to David Garton and he is happy for this to go forward. <i>Minute 18.091:</i> The Clerk has informed Mid Devon District Council and the matter is being processed. <i>Minute 18.173:</i> The arrangements to transfer the playground to the Parish Council on a 25-year lease can proceed as long as the strip of land being excluded as a short-term solution for a burial ground is identified on the land register plan and a boundary fence is considered. <i>Minute 18.263:</i> Draft lease had been received. <i>Minute 18.317:</i> Meeting to be arranged with Cllr Hemsworth, Cllr Briant-Evans and the Clerk to draft the lease. <i>Minute 18.448:</i> This issue has been parked until possible burial grounds have been identified and the subsequent implications for the Playing Field have been considered. <i>Minute 19.059:</i> Circulate the playground lease to councillors for comment. <i>Minute 19.083:</i> Draft lease circulated to councillors. <i>Minute 19.128:</i> A short-term working party will be established to review the lease, to include Cllr Hemsworth, Cllr Hassett, Cllr Graham and the Clerk. <i>Minute 19.167:</i> Meeting to be arranged with Cllr Hemsworth, Cllr Clinch, Cllr Hassett and the Clerk. <i>Minute 20.085:</i> The Council no longer had an interest in the small playing field and that the Lapford Playing Field and Youth Trust would need to contact Mid Devon District Council if they wished to take on a lease.	Cllr Hemsworth Clerk		Closed

Minute	Action	Lead	Due Date	Status
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.	Clerk	July 2020	
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.	Cllr Doe	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	
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

Minute	Action	Lead	Due Date	Status
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.	Cllr Hemsworth	04/06/19	Ongoing
19.248	Repair the bench in front of the development at The Old Den <i>Minute 19.299:</i> Action ongoing.	Cllr Hemsworth Cllr Shapland	03/09/19	Ongoing
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.	Cllr Hemsworth	03/09/19	
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.	Councillors Clerk	03/09/19	Ongoing
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.	Cllr Clinch	03/09/19	
19.292	Follow-up the overgrowth on the A377 with the Highways team as tractors have to move into the middle of the road travelling South along the straight leading to Morchard Road <i>Minute 19.394:</i> Online report submitted by Cllr Squires Ref. W191240809. <i>Minute 19.434:</i> Hedges trimmed so the road is clear for cars. Cllr Down will check if the road is clear for tractors and buses. <i>Minute 20.073:</i> Road edges trimmed. Action closed.	Cllr Down	01/10/19	Closed
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.	Cllr Hemsworth Cllr B-Evans Clerk	03/12/19	Ongoing

Minute	Action	Lead	Due Date	Status
	<i>Update: Draft agenda on August agenda.</i>			
19.332	Write to the landowners to ask them to trim the hedges at Kelland Cross <i>Minute 19.434:</i> Some hedging has been trimmed. <i>Minute 20.073:</i> Hedges trimmed. Action closed.	Clerk	01/10/19	Closed
19.386	Check size standard for the disabled parking bay in the Orchard Way car park <i>Minute 20.024:</i> Mid Devon District Council contacted to ask for information on standards. The minimum size is 2.4m wide by 4.8 m long. For wheelchair access, a hatched area of 1.2 m is added to the width of the bay to a total of 3.6m wide. The disabled bay in Orchard Way car park meets the standard size.	Clerk	03/12/19	Closed
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	Clerk	07/07/20	
20.016	Seek advice from Mid Devon District Council about the possible management of the rook colony in the Churchyard <i>Minute 20.065:</i> The rook colony appears to have moved away.	Clerk	03/03/20	Closed
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	
20.044	Put a notice in the local magazine about dog fouling <i>Minute 20.073:</i> Article submitted. Action closed.	Cllr Doe	03/03/20	Closed
20.045	Respond to resident about a water leak by garages at Highfield <i>Minute 20.073:</i> Response provided to resident. Action closed.	Clerk	03/03/20	Closed
20.047	Respond to the individual who was interested in developing a lift-sharing scheme in Lapford <i>Minute 20.073:</i> Alternatives already available. Action closed.	Clerk	03/03/20	Closed

Minute	Action	Lead	Due Date	Status
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	
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	Clerk	03/03/20	
20.051	Add damaged boards on Footpath to the footpath inspection report <i>Minute 20.073: Information included. Action closed.</i>	Cllr Clinch	03/03/20	Closed
20.052	Move the building fence in front of Prospect Cottage where there is a drop-off from the pavement <i>Minute 20.073: Action completed.</i>	Cllr Shapland	03/03/20	Closed
20.053	Contact Cllr Squires about the overgrown grass verge between the Nymet road junction and along the A377 towards the station <i>Minute 20.073: Action completed.</i>	Cllr Heal	03/03/20	Closed
20.054	Arrange for the repair of the broken handrail on the path between Moorland View and Eastington Lane <i>Minute 20.073: Action ongoing</i> <i>Update: Action completed.</i>	Cllr Heal	03/03/20	Closed
20.083	Seek costs of Twenty's Plenty signs	Clerk	07/04/20	
20.084	Seek advice from the Her Majesty's Revenue and Customs about whether the Council could reclaim the VAT costs for any works and costs paid for by the Council as part of the funding of the Lower Town Place project, using the Public Works Loan Board funds <i>Minute 20.: Advice sought and the VAT reclaim appears to meet the requirements.</i>	Clerk	07/04/20	Closed
20.100	Arrange meeting with Mr Gater to consider ways of supporting development of village website	Cllr Egan	07/04/20	
20.126	Provide an update budget report relating to the use of the loan monies <i>Update: Report sent to councillors.</i>	Clerk	18/08/20	Closed