

Lapford Parish Council

Co-option Application Form

Name	Patricia Ann Gowie
Address for Correspondence	Honeysuckle Cottage, 1 Park Road Lapford EX17 6QJ
Telephone Mobile e-mail	07722426650 patgowie@btconnect.com
Are you 18 or over?	YES
Please detail any experience you have that may be relevant to Lapford Parish Council.	Resident in village for over 20 years. Previously Secretary/Clerk for Lapford PCC. Worked in financial services in Exeter for 15 years. Before Covid helped in Foodbank looking after inventory and stock. Regular attendant at PC meetings.z
Is there any other information you would like to disclose regarding your application?	For a number of years I was as a Committee Clerk with a large Chamber of Commerce giving me a background re procedures etc for Committee meetings.

Signed Dated

Please return this form and the Eligibility Form on the next page by 12 noon on 27th August 2021 to Rob Martin, Clerk to the Parish Council, Lapford Parish Council, 14 Station Road, Yeoford, Devon. EX17 5HU or e-mail both pages to lapfordpc@live.co.uk

Lapford Parish Council

Co-option Eligibility Form

In order to be eligible for co-option as a Lapford Parish Councillor you must be a British Citizen, or a citizen of the Commonwealth or the European Union; and on the 'relevant date' (i.e. the day on which you are nominated or if there is a poll the day of the election) 18 years of age or over; and additionally able to meet one of the following qualifications set out below.

- ☐ I am registered as a local government elector; **and**
- ☐ I have during the whole of twelve months on the relevant date resided in the parish or within 3 miles (4.8 km) of it; **or**
- ☐ I have, during the whole of the twelve months, occupied as owner or tenant, land or other premises in the parish; **or**
- ☐ My principal or only place of work during those twelve months has been in the parish, **or**
- ☐ during the whole twelve months has resided in the Parish or within 4.8 Kilometres (three miles) of it

Please indicate those qualifications which apply to you.

Disqualifications

Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if he/she:

- a) holds any paid office or employment of the local council (other than the office of Chairman) or of a joint committee on which the Council is represented; or
- b) is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors (but see below); or
- c) has within five years before the day of election, or since his/her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
- d) is otherwise disqualified under Part III of the Representation of the People Act 1983 for corrupt or illegal practices.

This disqualification for bankruptcy ceases in the following circumstances:-

- i) if the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that his/her debts have been fully discharged;
- ii) if the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his/her part;
- iii) if the person is discharged without such a certificate.

In (i) and (ii) above, the disqualification ceases on the date of the annulment and discharge respectively. In (iii), it ceases on the expiry of five years from the date of discharge.

I (name) hereby confirm that I am eligible to apply for the vacancy of Lapford Parish Councillor, and the information given on this form is a true and accurate record.

Signed Dated

**Lapford Parish Council
Action Grid July 2021**

Date	Action	Responsibility	Resolved
April 21	Contact Steve Tucker over various Highways matters	Locum Clerk	Contact made and list forwarded
“	Seek quotations for carpark signage	Locum Clerk	Sign wording devised and quotations sought
“	Weed Spraying	Cllr Andrews	Training to be organised
“	Provide a report re the trees along the Playing Field/Orchard Way boundary	Locum Clerk	Report circulated, on agenda
“	Update Parish Council bank signatories	Locum Clerk	Awaiting confirmation from bank
“	Raise an order for grass cutting 21/22	Locum Clerk	Order raised
“	Consider the sanding down & re-varnishing of benches		See Parish Assets Assessment
“	Contact DCC to advise that the Council wishes to take part in the Road Warden scheme	Locum Clerk	Done, DCC to contact volunteers to arrange training
“	Further investigations into the problems with the Clock in the Church tower.	Mr B Graham	
May 21	To be written to the LERT team thanking them for their efforts	Cllr Heal	
“	Make the P3 PROW claim	Cllr Shapland	
June 21	Councillor Vacancies	Locum Clerk	Co-option advertisement placed, with only one respondent
“	Agendas & minutes on Website	Locum Clerk	Arranged
“	Website & Emails	Locum Clerk	Work on new website underway
“	Litter Bins	Locum Clerk	To investigate whether moved bins would be collected
“	Hybrid Meetings	Locum Clerk	To investigate how hybrid meetings could be arranged

2122-065

**Lapford Youth Playing Field Trust
Field Restoration Project - Parish Council Support Request
March 2021**

The new Lapford playing field Management Committee has inherited a recreational space in need of considerable restoration at a time when such basic facilities would be most appreciated by the community.

Poor drainage coupled with poorly installed play equipment is our major concern. However exploring possible solutions gave rise to additional issues where we feel the Parish Council should be involved and supportive of retaining the facility.

Play Equipment

Our Work Group is hoping to find a temporary solution to allow safe continued use of the equipment but the equipment will need re-installing to effect a long term solution. Schedule 1 refers

Drainage

Land drainage by percolation is poor in the village and the playing field is no exception. Local residents recall the field had ditches around the boundary and that the surface water problem has got worse since they were backfilled. Schedule 2 refers.

Northern Boundary

Associated with the necessary works are concerns over boundary breaches, trespass and dumping by residents of adjoining properties due to poor positioning of fencing in 2004/5. Schedule 3 refers.

Funding

LYPFT will require Local Government funding support in resolving the above issues but so far has only received negative responses from H4L, with HOLD now apparently having priority for funding, raising concerns over our ability to raise funds independently.

First Schedule – Play equipment corrective measures.

Images below show the effect of surface water. Perforated impact matting laid directly on turf is inadequate for damp areas. Area should have been raised on plinth and preferably wet poured rubber applied as shown in final image and is our proposed remedy.





Example of correct installation. (Crediton)

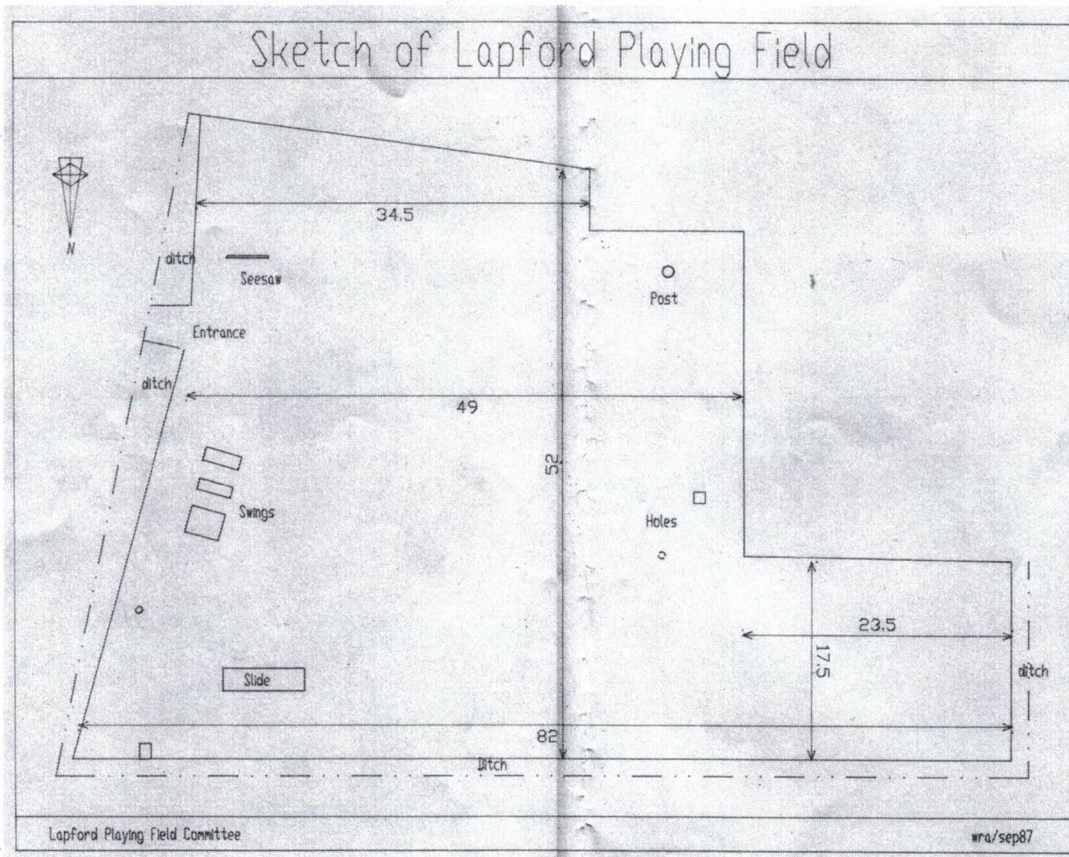
Second Schedule - Ditches reinstatement

As the field falls East to West and the ground above the North boundary and to the East is higher the Trust has sought advice on how reinstating the ditches may help to reduce surface water and concluded the measure would be advantageous.

Costing

The ditch excavating we hope to achieve using volunteer labour. We will however have to engage professional advice to manage the tree pruning issues as they are in a conservation area. We may well need to consult with drainage experts on some details. Our major concern is possibly costs having to engage legal services to handle boundary breaches.

This self explanatory image as produced in 1987 by the Lapford Playing Field Committee and shows the ditches pre Orchard Way development.



Yellow line denotes position of original ditch. Red is still current boundary.

Third Schedule – Boundary Breaches



Ditch between fence and boundary back filled.

Why the ditches were backfilled is unclear in any records we have seen but local knowledge suggests it was because of dumping. Positioning the fence 3 m from the boundary and filling the ditch has, it would appear, led some owners to consider the fence to be their boundary. Hedgerows have been removed, trees felled and structures built on the boundary of a conservation area.

The following quote is taken from the Lapford Playing Field Committee meeting held on 7/7/2004 suggests the PC were actively involved in the final specification and approval.

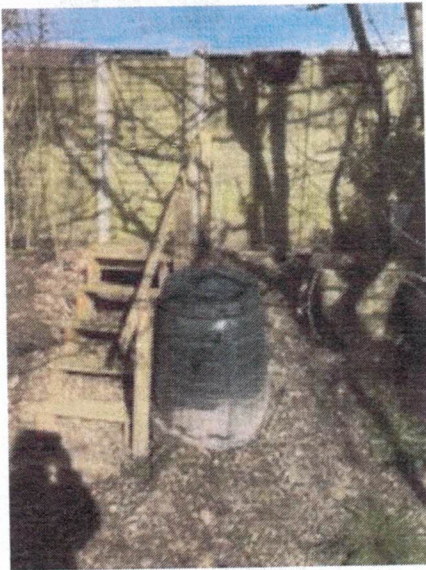
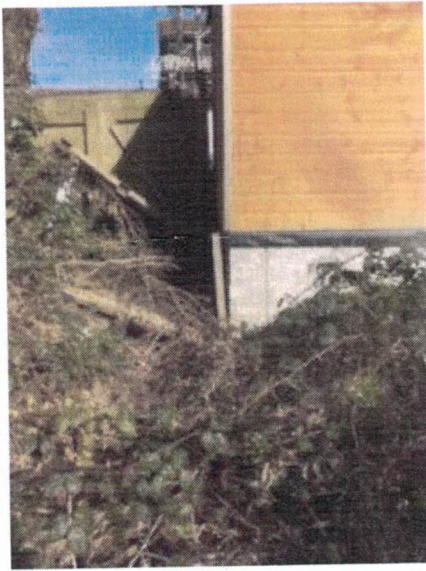
'...Fencing - The quote from Mr. Adrian Pike is a higher specification than the others, plus he will also clear the ground, take down old fence and fill in the ditch all for £7,585! Do we go for this one as the Parish Council is in favour of this one and want us to accept this quote – yes. The Parish Council chairman has suggested that the fence goes all the way around, but we can't afford this, so he is going to ask the Parish Council if they are prepared to help with cost...'

Work on restoring the boundary and ditches cannot commence until the breach issues have been resolved. District Council have stated that they cannot offer legal advice other than through Parish Council, the Trust would therefore have to consider costly civil action, probably beyond its means.

Hopefully a carefully worded letter from the PC explaining the plans to carry out reinstatement work to the ditch will promote favourable compliance with common boundary law.

Sample images of breaches are included below, further images are available but full extent of problem can only be assessed through a site visit.

2122-067



		£	£
Bank Balances			
	NatWest	28,436.54	
	NS&I	20,798.89	
	Petty Cash	-	
			49,235.43
Uncleared Payments			
TOTAL BALANCES			49,235.43
Balance at 1/4/2021	Current Account	20,137.28	
	NS&I	20,798.89	
	Petty Cash	198.45	
			41,134.62
Plus Receipts		18,339.91	
Less Payments		(10,239.10)	
			8,100.81
TOTAL BALANCES			49,235.43
Reconciliation			-

2122-069



Account type: **BUSINESS CURRENT**
 Account number: **04515099**
 Sort code: **52-30-06**
 Account name: **SLA LAPFORD P C V**

Transactions

Date: 29th July 2021

Your transactions

Showing: Last 1 month (4 weeks), All Transactions

Date	Type	Description	Paid in	Paid out	Balance
27 Jul 2021	D/D	BT GROUP PLC , GP00449335-000033	-	£41.28	£28,436.54
23 Jul 2021	D/D	1&1 INTERNET LTD. , V77374748-96415887	-	£2.40	£28,477.82
22 Jul 2021	D/D	SOUTHERN ELECTRIC , 633146801	-	£61.20	£28,480.22
12 Jul 2021	BAC	NOONBRIGHT , REFUND NOONBRIGHT , FP 12/07/21 1106 , 00156527632BPYTFDK	£33.84	-	£28,541.42
8 Jul 2021	DPC	R MARTIN INV378 , INVOICE 384 , VIA ONLINE - PYMTB, FP 08/07/21 10 , 25134359190923000N	-	£540.00	£28,507.58
8 Jul 2021	DPC	NOONBRIGHT , LERT EXPENSES , VIA ONLINE - PYMTB, FP 08/07/21 10 , 64134359030296000N	-	£33.84	£29,047.58
8 Jul 2021	DPC	TO A/C 24553840, VIA ONLINE - XFER	-	£1,300.00	£29,081.42
8 Jul 2021	DPC	VICTORY HALL , LPC INVOICE 0344 , VIA ONLINE - PYMTB	-	£16.00	£30,381.42
1 Jul 2021	S/O	SUE HEMSWORTH , OC CLEANING , FP 01/07/21 30 , 01024720745235000N	-	£52.00	£30,397.42

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LAPFORD PARISH COUNCIL

RECEIPTS AND PAYMENTS ACCOUNT MONITOR

31-Jul-21

2020/2021 Actual £		2021/2022 Budget £	2021/2022 to date £	% of Budget £
RECEIPTS				
19,713	Precept	20,713	10,356.71	50
-	Interest	36	-	-
4,973	Grants & Other Donations	100	-	-
-	Section 106 Income	-	-	-
-	PWLB Loan	-	-	-
-	VAT Receipts	50	7,983.20	-
24,686	TOTAL Receipts	20,899	18,339.91	88
PAYMENTS				
Administration				
-	External Audit	250	-	-
-	Internal Audit	15	150.00	1,000
35	ICO	40	35.00	88
2,762	Solicitors	-	950.00	-
-	Land Registry	-	-	-
507	Insurance	590	477.60	81
-	Elections	-	-	-
24	IT&C	50	8.00	16
-	Office Consumables	300	198.45	66
-	Refreshments	70	-	-
-	Postage	70	-	-
-	Venue Hire/Zoom	35	16.00	46
Clerk & Councillors				
-	Clerk's Salary	3,606	2,915.25	81
-	NI	913	-	-
-	Clerk's Expenses	350	-	-
-	Councillor Expenses	100	-	-
-	Councillor Allowances	100	-	-
-	Training & Development	400	-	-
Subscriptions				
275	DALC/NALC	255	217.00	85
-	SLCC	50	-	-
-	DCT	80	-	-
Car Park				
-	Maintenance & Improvements	300	-	-
Orchard Centre				
649	Cleaner	660	208.00	32
-	Cleaning Consumables	60	-	-
213	Electricity	350	115.78	33
158	Water	240	33.01	14
15	Maintenance & Improvements	300	20.00	7
389	Telephone & Broadband	640	137.60	22
Telephone Kiosk				
-	Refurbishment	-	-	-
-	Maintenance	-	-	-

LAPFORD PARISH COUNCIL

RECEIPTS AND PAYMENTS ACCOUNT MONITOR

31-Jul-21

2020/2021 Actual £		2021/2022 Budget £	2021/2022 to date £	% of Budget £
	Defibrillator			
-	Installation	-	-	-
-	Maintenance & Consumables	200	-	-
	Community Website			
-	Development	-	-	-
-	Maintenance	400	-	-
	Maintenance - General			
-	Annual Inspections	500	-	-
165	Church Clock	290	-	-
-	DAA Lighting	130	-	-
300	Grass Cutting	660	-	-
-	Verge Cutting	235	-	-
21	Landscaping	100	-	-
-	Weed Spraying	-	-	-
-	Noticeboard	-	-	-
-	Church Green Gates	-	-	-
-	Outdoor Bench	-	-	-
	Public Rights of Way			
-	Maintenance & Improvements	150	-	-
	Emergency Planning			
-	Equipment	100	-	-
-	Booklet	-	-	-
-	Maintenance & Improvements	100	-	-
-	Training	-	-	-
	Grants Made			
1,459	Lapford Church Green	-	1,300.00	-
-	LYPFT	-	-	-
	COVID Emergency			
2,807	LERT Expenses	-	487.15	-
-	Equipment	-	-	-
	Section 137			
30	General Donations	1,000	-	-
-	Armistice Wreath	30	-	-
-	Litter Pick Refreshments	60	-	-
75	Highways Improvements	80	-	-
-	Fireworks Event	-	-	-
-	Armistice Event	-	-	-
-	Flags	-	-	-
-	Competition Prizes	-	-	-
	Lower Town Place - Capital Expenditure			
71,027	Site Costs Funded by Loan	-	412.09	-
	Loan Repayments			
4,499	PWLB Repayments	4,500	2,249.63	50
6,460	VAT Expenditure	50	308.54	
91,871		18,409	10,239.10	56

LAPFORD PARISH COUNCIL

CARETAKER OF THE ORCHARD CENTRE JOB DESCRIPTION AND CONTRACT

1. Responsibilities

The Caretaker will be responsible for the cleaning and tidying of the Orchard Centre meeting room and public toilet. The bus shelter at Orchard Way is also to be swept, and litter picked up

2. Expectations

The Orchard Centre meeting room and public toilet shall be cleaned throughout at least once a week.

The bus shelter in Orchard Way shall be litter picked and swept once a week.

The Melissa Lake shelter shall be litter picked and swept once a week.

3. Remuneration

The sum of £52.00 per calendar month shall be paid by Standing Order or such other sum that can be agreed at any time. It is the employee's responsibility to pay appropriate tax and national insurance through their own accounts, submitting confirmation that this has been completed at the end of every financial year.

4. Sickness and Holiday Pay

This will be dealt with in line current legislation.

5. Notice of Termination

The Caretaker and/or Lapford Parish Council shall give one month's notice in writing of the wish to terminate the contract of employment.

6. Grievance and Discipline – Dispute Resolution

6.1 Conciliation and Mediation

Before resorting to formal procedures from the employee or from the Parish Council, it is the policy of the Parish Council that discussions between both parties should be entered into with the express purpose of resolving the matter through the process of mediation seeking conciliation. Where necessary, the Parish Council will seek the services of an external expert to forward this process to reach a conclusion satisfactory to both parties in the dispute.

6.2 Grievance

See accompanying Grievance Procedure.

6.3 Disciplinary Rules

See accompanying Disciplinary Procedure.

7. Health and Safety Regulations, Other Legislation and Council Policies

The Caretaker is expected to familiarise themselves with the Health and Safety at Work Act.

8. Injury or Assault

In the event of death or permanent injury suffered in the course of employment, the case will be referred to the Parish Council's Insurer.

Caretaker for the Orchard Centre
Job Description and Contract

Lapford Parish Council

On behalf of Lapford Parish Council (The Employer)

Name: Dr Juliet Cross, Clerk to Lapford Parish Council

Date: 12/06/18

Signed: Juliet Cross

On behalf of The Employee

Name: SUSAN A HEMSWORTH

Date: 19/06/18

Signed: Susan A Hemsworth