

Lapford Parish Council

Lapford Parish Council Meeting 18th January 2022

There was a meeting of Lapford Parish Council on Tuesday 18th January 2022 at 7.30pm held in the Victory Hall, Lapford

Members Present: Cllrs Julie Down; Roy Andrews; Pat Gowie; John Parsley; Alex Shapland; Abigail Whittaker.

Also Present: No-one

In attendance: Rob Martin (Locum Clerk)

Others: 3 members of the public.

MINUTES

All attendees stood for a minute's silence to remember the work of former parish council chairman, Ian Harrison who passed away on 3rd January 2022.

2122-165 APOLOGIES

Apologies had been received from Parish Councillors Stacey Lumsdon and Julie Down

Apologies were also received from County Councillor Margaret Squires & District Councillor Clive Eginton.

2122-166 DECLARATIONS OF INTEREST (PECUNIARY AND NON-PECUNIARY)

There were no declarations of interest.

Standing Orders were suspended and the Chairman declared the meeting closed

2122-167 PUBLIC PARTICIPATION SESSION

A member of the public made a statement about the process of the Lower Town Place project being done. He requested the parish council to undertake examination of situation. The Locum Clerk explained that he had already worked on a report on this subject and was hopeful he would be able to present it to councillors at the February meeting. Cllr. Parsley explained that the matters mentioned in the statement illustrated the need for charity trustees and councillors to be appropriately trained.

The editor of the Lapford Lookout wanted entries for the February edition straight away.

The Slurry Pit safety was brought up, which the Chairman stated was not a planning matter but asked the Locum Clerk to write a carefully worded letter to the landowner.

The Revel would not be taking place this year due to a lack of volunteers.

The new parish council's new website needed advertising as it was not generally known

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about.

2122-168 COUNTY AND DISTRICT COUNCILLORS' REPORTS

The District and County Councillors were not present and had not submitted a report.

2122-169 LOCAL ORGANISATION REPORTS

- a) Lapford Church Green Trustees – Cllr. Briant-Evans reported on the meeting that had taken place immediately prior to this meeting. Amongst other matters, The Chestnut Tree had been cut back but still needs more work to make it completely safe and the charity Governing Document needed to be revised.
- b) Heart for Lapford Strategy Group – No information
- c) Heart of Lapford Development Board – No report this time
- d) Wallingbrook Patient Participation Group – Nothing new to report

The Chairman reconvened the meeting in line with Standing Orders

2122-170 MINUTES

On a proposal by Cllr. Gowie, seconded by Cllr. Andrews the minutes of the Parish Council meeting held on 1st December 2021 were **adopted** as a correct record of the meeting and signed by the Chairman.

Locum Clerk – had circulated a schedule of meeting dates for councillors to agree based on the 1st Wednesday of every month. He also circulated a short note on the Precept and a Pie Chart of the budget which was agreed was a good summary and could be publicised.

Action Grid

Highways Issues – The Chairman had been in touch with Margaret Squires and they agreed he should meet with Steve Tucker. It was agreed that the Chairman and Locum Clerk would send a letter to Meg Booth detailing the unhappiness with the highway service which would be copied into John Hart and Mel Stride MP.

Car Park Signs – The Chairman to fit when there is better weather

Trees on Playing Field – Cllr. Andrews stated that 99% of this has been done.

Varnishing benches – This was weather dependent

Snow Wardens Training – To be covered in the letter to Meg Booth

Road Warden – To be covered in the letter to Meg Booth

Grant-Giving Policy – still to be tackled by the Locum Clerk

Autumn Briefing by County Cllr. John Hart – the link to the recording would be circulated

Resolution of reported footpath issues – Cllr. Shapland would look at overgrown hedges and speak to home owners.

MDDC Planning Training – a series of training sessions was being organised through Angahard Williams

Whole PC Training – yet to be organised by Locum Clerk

Lapford Post Office Website Corrections – this was not down to the Post Office, but to another organisation

Pope's Wood and Eastmere Farm and the Edgerley Lane Slurry Pit – to be discussed

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by the Chairman and MDDC staff still to happen.

Questions on HOLD/PC Grant Agreement – The grant agreement would be circulated to all councillors

Diagram Chart explaining Parish Precept – this had been circulated.

2122-171 COUNCIL ADVISORY GROUPS

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

- a) Lapford Emergency Action Plan Committee – not meeting
- b) Regeneration Working Group – not meeting

2122-172 THE PROPOSED 'ELIZABETH BANK' FUNDING REQUEST

This had already been agreed at a contribution to Church Green Charity of £2,000.

2122-173 LOWER TOWN PLACE GRANT REQUEST FROM HOLD

The request from HOLD for the remaining £2,667.68 of the PWLB funds to be paid was put on hold as there was a confusion about a contribution to the Church Green charity within the statement provided by HOLD. The Locum Clerk would prepare a report explaining the situation for the next meeting and the payment would not be made for the time being.

The Clerk would circulate a copy of the Parish Council/HOLD agreement.

2122-174 THE QUEEN'S PLATINUM JUBILEE

The notes of a public meeting held on 8th January 2022 to discuss the possibilities for celebrating the Jubilee of 70 years of the Queen's reign had been circulated.

It was **Agreed** that the Jubilee Group would be a working party of the parish council, starting immediately.

A set of Terms of Reference will be presented for adoption by the parish council.

2122-175 GRANTS

The parish council wished to support the Lapford Voluntary Car Aid scheme but believed there was no evidence that funding was needed at the moment. The Locum Clerk would contact the organisation and ask whether there was something specific that would need support in the future and potentially provide support for that rather than just general costs, for which there appeared to be sufficient funds in the short term.

2122-176 SECTION 106 FUNDING

The Locum Clerk circulated a report showing the Section 106 funding currently available to Lapford, held currently by MDDC.

<u>Project Ref</u>	<u>Parish</u>	<u>Project</u>	<u>Funds Available to Spend</u>	<u>Funds allocated but not yet</u>
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				<u>available</u>
00/00018/PROJEC	LAPFORD	General Fund Lapford (Pre 2015)	£4,835.07	
20/00110/PROJEC	LAPFORD	Provision of teen facilities within the Parish of Lapford	£5,942.00	£1,205.00
20/00111/PROJEC	LAPFORD	the re-landscaping of the Council's former childrens play area in Church Close, Lapford	£6,712.62	£2,342.00
20/00112/PROJEC	LAPFORD	Phase two of the re-landscaping of the Council's former childrens' play area in Church Close, Lapford	£3,621.00	£2,410.00

Lapford Parish Council are able to apply for the unallocated amount of £4,835.07 for projects without restriction on the type of activity they are. The other balances in the 'available to spend' column have to be used for the activity for which it was collected. The final column indicates further finance that might be available in the future but could not be claimed for yet. MDDC had made it clear that with government changes to the Section 106 system, there is unlikely to be support beyond these sums.

A project list needed to be put together to make use of the available finance involving the Lapford Youth and Playing Field Trust (LYPFT) and the parish council.

2122-177

PLANNING MATTERS

a) APPLICATIONS NOTIFIED

The following comment was **Agreed**

Reference	Location	Proposal
21/02567/FULL	Church of St Thomas of Canterbury Lapford Devon	Erection of single storey extension for accessible toilet facilities Decision: Support

b) APPLICATIONS AFTER THE AGENDA WAS ISSUED

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

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c) MID DEVON DISTRICT COUNCIL DECISIONS

The following MDDC planning decision was **noted**.

Reference	Location	Proposal	Decision
21/01785/FULL	Nathannah, 10A Westgate Lapford Crediton	Variation of Conditions 2 and 3 of Planning Permission 19/00704/FULL to allow for the substitution of Elevations plan and materials.	Permission Granted

d) APPEAL DECISION

The following appeal decision has been issued since the last meeting.

Reference	Location	Proposal
None		

2122-178 BANK RECONCILIATION

The 31st December 2021 Bank Reconciliation statement, was **Approved**.

2122-179 RECEIPTS & PAYMENTS TO DATE COMPARED TO BUDGET

The attached statement of Receipts and Payments compared to Budgets for the period from 1st April 2021 to 31st December 2021 was received.

The Clerk explained that this analysis was the starting point for the budget considerations in order to be able to predict where the current year would end up and as a result what the starting reserves would be for the next year.

2122-180 RECEIPTS & PAYMENTS SCHEDULE

On a proposal by Cllr. Gowie, seconded by Cllr. Andrews the invoices on the schedule below for the period since the last meeting, were unanimously **Approved**.

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PAYMENTS

Payment to	Services	Amount £	Payment No.
2021/2022			
Mid Devon Mobility	Grant (Section 137)	100.00	212215
LYPFT	Grant	1,900.00	212215
RJ Martin	Locum Clerk December 2021	888.90	212215
Lapford Church Green	Grant for Bank Refurbishment	2,000.00	212217
Victory Hall	Hall Hire 1 st December 2021	12.00	212217
Josh Noon	Tree Surgery	72.00	212217
S. Hemsworth	Cleaning – December 2021	52.00	SO
1&1 Ionos	Village Website Hosting	14.44	DD
1&1 Ionos	Email Access – December 2021	2.40	DD
BT Group	Telephone & Broadband December 2021	41.28	DD

RECEIPTS

Receipt from	Services	Amount £	Method
2021/2022			
None			

2122-181 MATTERS RAISED BY THE CHAIR

The Chairman had no further matters.

2122-182 COUNCILLORS' REPORTS AND FUTURE AGENDA ITEMS

Councillors exchanged questions and answers but without any further reports.

2122-183 DATE OF NEXT MEETING

The next meeting of Lapford Parish Council is scheduled for Wednesday 2nd February 2022 at 7.30pm, in the Victory Hall, Lapford. The deadline for agenda items is midday on the Friday two weeks preceding the meeting.

2122-184 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.

There were no matters requiring the exclusion of the public

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2122-185 CLOSE OF MEETING

The meeting closed at 9.25pm

Signed: Chairman

Date:

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Lapford Parish Council Meeting 2nd February 2022

FINAL PAYMENT TO HOLD Ltd OF PWLB FINANCE FOR LOWER TOWN PLACE

A Report by the Locum Clerk

The Heart of Lapford Development (HOLD) organisation has requested payment of the balance remaining of the loan obtained by Lapford Parish Council for capital works at Lower Town Place.

The sum remaining in the parish council bank account is £2,667.68, with the payments made already detailed in the table below.

At its meeting on 18th January 2022, Lapford Parish Council decided it wanted clearer information about where the money had gone leading up to this point. This report looks at that and analyses what the request from HOLD actually means. Of particular concern was the thought process that finance for the Church Green Trust to help towards the Bank construction was just going around in circles.

What appears to be the case is a difference of opinion about what could be called 'Eligible Expenditure' for the PWLB money.

Reanalysing the figures submitted by Peter Norman would suggest the following.

Capital Expenditure

Containers	£2,800.00	
Container Siting	£360.00	
External Power/Light	<u>£990.00</u>	
	£4,150.00	
Less: Balance Claimed from LPC	<u>£2,667.68</u>	
Capital Exp. Funded by HOLD		£1,482.32
Other HOLD Expenditure		
Carved Name Plate	£530.00	
Church Green Trust Contribution	<u>£1,200.00</u>	
		<u>£1,730.00</u>
Total HOLD funded		<u>£3,212.32</u>

From this it can be seen that the balance is to be applied to Capital Expenditure in accordance with the PWLB loan agreement.

In order to be able to draw a line under the project from the parish council perspective, my advice is to pay the balance of **£2,667.68** to HOLD and then the PWLB loan can be fully accounted for.

Rob Martin

Locum Clerk to Lapford Parish Council

27th January 2022

Lapford Parish Council

Lapford Parish Council Meeting 2nd February 2022

Use of PWLB Loan on Capital Expenditure for Lower Town Place

Expenditure to 31st December 2021

LAPFORD PARISH COUNCIL

Lower Town Place

Capital Expenditure

Invoice Date	Contractor	Work Done	Spend excluding VAT £
20/04/2020	Andrew Nethacott	Demolition & Asbestos Removal	11,300.00
23/04/2020	Josh Noon	Treeworks	600.00
23/04/2020	Josh Noon	Treeworks	147.00
23/04/2020	Josh Noon	Treeworks	412.50
28/04/2020	Josh Noon	Treeworks	412.50
07/07/2020	Martin Bragg	Labour & Plant	1,957.00
29/10/2020	Martin Bragg	Groundworks	12,643.00
29/10/2020	Devon Turf	Turf	6,605.40
09/11/2020	HOLD	Land Purchase Contribution	35,000.00
18/12/2020	Josh Williams	Low Wall	375.00
18/12/2020	Derek Pleace	Low Wall	575.00
11/01/2021	Martin Bragg	French Drain Construction	1,000.00
16/03/2021	South West Fixings	Fencing Materials	258.09
26/04/2021	S Bragg	Labour for Fencing	154.00
02/12/2021	D Bragg	Gate Materials	658.28
02/12/2021	S Bragg	Gate Construction	208.00
	Total Spend		72,305.77
	Loan Received		74,973.45
	Remaining Balance		2,667.68

clerk@lapfordparishcouncil.org.uk

From: Peter Norman <hpandj@btinternet.com>
Sent: 26 December 2021 09:47
To: clerk@lapfordparishcouncil.org.uk
Cc: peter.heal@btconnect.com
Subject: HOLD Grant

Hi Rob,

The eligible expenditure within the term of the Grant toHOLD is set out below and the supporting evidence is attached. This is submitted as the final claim from HOLD and includes the agreed sum allocated to The Church Green Trustees from this Grant.

Finally, please note that all funds received by HOLD have been used for the benefit of the community as set out in the charitable objects of the HOLD governing document.

Final Claim to Lapford Parish Council for the outstanding balance for Lower Town Place Grant to HOLD

DATE: 13th December 2021

FINAL CLAIM SCHEDULE:

Outstanding balance advised on 1st December 2021 £2,667.00

Eligible expenditure:

Carved Name Plate	£530.00
Containers x 2	£2,800.00
Container Siting	£360.00
External power/light	£990.00
Contribution to Church Green Trust	£1,200.00

TOTAL £5,880.00

Less balance of remaining grant due now to be paid to HOLD £2,667.00

Excess of eligible expenditure
 funded by HOLD £3,213.00

Pete

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APPOINTMENT OF PARISH CLERK

Report by the Locum Clerk

I produced a report on the future requirements for Lapford Parish Council in October 2021 in which I indicated that the appointment of a permanent Clerk would require a contract for around 40 hours per month.

At the last meeting I had a conversation with the Chairman about advertising for a Parish Clerk to be appointed hopefully from 1st April 2022 and that an advertisement had to be put together to do this very shortly. I indicated that I would look at the situation and come back with a proposal.

As you are all aware, I am Clerk to three other parish councils in Devon already and was reluctant to commit to Lapford beyond the time required to report on Lower Town Place. Having now reviewed my workload, with the likelihood that the number of hours for one of them significantly reducing within the next year, I believe that I would be able to work as the Lapford PC's Clerk on an employment basis, with a few conditions and understandings between us.

I am proposing that, from 1st April 2022, I will be appointed on a fixed-term contract for 35 hours a month at Spinal Column Point (SCP) 28 which is currently £16.75 per hour. The term of the contract would be at least 12 months, but would probably be better if it covered the next parish councillor elections in May 2023, so could be for 15 months to end on 30th June 2023, giving time for the Parish Council to adopt the General Power of Competence.

The number of hours would amount to around 8 per week on an employed basis, which is lower than that suggested in my earlier report and the hourly rate is higher than normal for a parish council of this size, but is more reflective of the standard of service you get from me as an experienced and qualified clerk.

Once the fixed-term period is completed, there would need to be a conversation between us on what happens next which could involve training someone new to the job including working alongside me, or I might be able to continue.

Rob Martin

27th January 2022

26 AUGUST 2020

E01-20 | 2020-21 NATIONAL SALARY AWARD

The National Joint Council for Local Government Services (NJC) has agreed the new pay scales for 2020-21 to be implemented from 1 April 2020.

The annex below lists the new pay scales for clerks and other employees employed under the terms of the model contract including SCPs 50 and above. These calculations have been checked by the ALCC and are based on the changes agreed by the NJC. These should be applied from 1 April 2020.

Due to the introduction of the national living wage, the NJC agreement included the introduction of a new pay spine on 1 April 2019. Reference to the former pay scales has been removed. However, if you wish to see how the old spinal column points and scale ranges translated to the new scales, these are set out in E02-18.

SCP	1 April 2019		1 April 2020		Scale ranges
	£ per annum	£ per annum	£ per annum	* £ per hour	Based on SCP
1	£17,364	£9.02	£17,842	£9.27	Below LC Scale (for staff other than clerks)
2	£17,711	£9.21	£18,198	£9.46	
3	£18,065	£9.39	£18,562	£9.65	
4	£18,426	£9.58	£18,933	£9.84	
5	£18,795	£9.77	£19,312	£10.04	
5	£18,795	£9.77	£19,312	£10.04	LC1 (5-6) (below substantive range)
6	£19,171	£9.96	£19,698	£10.24	
7	£19,554	£10.16	£20,092	£10.44	LC1 (7-12) (substantive benchmark range)
8	£19,945	£10.37	£20,493	£10.65	
9	£20,344	£10.57	£20,903	£10.86	
10	£20,751	£10.79	£21,322	£11.08	
11	£21,166	£11.00	£21,748	£11.30	
12	£21,589	£11.22	£22,183	£11.53	LC1 (13-17) (above substantive range)
13	£22,021	£11.45	£22,627	£11.76	
14	£22,462	£11.67	£23,080	£12.00	
15	£22,911	£11.91	£23,541	£12.24	
16	£23,369	£12.15	£24,012	£12.48	

17	£23,836	£12.39	£24,491	£12.73	LC2 (18-23) (below substantive range)
18	£24,313	£12.64	£24,982	£12.98	
19	£24,799	£12.89	£25,481	£13.24	
20	£25,295	£13.15	£25,991	£13.51	
21	£25,801	£13.41	£26,511	£13.78	
22	£26,317	£13.68	£27,041	£14.05	
23	£26,999	£14.03	£27,741	£14.42	
24	£27,905	£14.50	£28,672	£14.90	LC2 (24-28) (substantive benchmark range)
25	£28,785	£14.96	£29,577	£15.37	
26	£29,636	£15.40	£30,451	£15.83	
27	£30,507	£15.86	£31,346	£16.29	
28	£31,371	£16.31	£32,234	£16.75	
29	£32,029	£16.65	£32,910	£17.10	LC2 (29-32) (above substantive benchmark range)
30	£32,878	£17.09	£33,782	£17.56	
31	£33,799	£17.57	£34,728	£18.05	
32	£34,788	£18.08	£35,745	£18.58	
33	£35,934	£18.68	£36,922	£19.19	
34	£36,876	£19.17	£37,890	£19.69	LC3 (33-36) (below substantive range)
35	£37,849	£19.67	£38,890	£20.21	
36	£38,813	£20.17	£39,880	£20.73	
37	£39,782	£20.68	£40,876	£21.25	
38	£40,760	£21.19	£41,881	£21.77	
39	£41,675	£21.66	£42,821	£22.26	LC3 (37-41) (substantive benchmark range)
40	£42,683	£22.18	£43,857	£22.79	
41	£43,662	£22.69	£44,863	£23.32	
42	£44,632	£23.20	£45,859	£23.84	
43	£45,591	£23.70	£46,845	£24.35	
44	£46,732	£24.29	£48,017	£24.96	LC3 (42-45) (above substantive benchmark range)
45	£47,896	£24.89	£49,213	£25.58	
46	£49,101	£25.52	£50,451	£26.22	
47	£50,318	£26.15	£51,702	£26.87	
48	£51,429	£26.73	£52,843	£27.47	
49	£52,869	£27.48	£54,323	£28.23	LC4 (46-49) (below substantive range)
50	£54,194	£28.17	£55,684	£28.94	
51	£55,544	£28.87	£57,071	£29.66	
52	£57,397	£29.83	£58,975	£30.65	

53	£59,244	£30.79	£60,873	£31.64	benchmark range)
54	£61,099	£31.76	£62,779	£32.63	
55	£62,967	£32.73	£64,699	£33.63	LC4 (55-62) (above substantive benchmark range)
56	£64,812	£33.69	£66,594	£34.61	
57	£66,679	£34.66	£68,513	£35.61	
58	£68,510	£35.61	£70,394	£36.59	
59	£70,246	£36.51	£72,178	£37.51	
60	£72,019	£37.43	£74,000	£38.46	
61	£73,835	£38.38	£75,865	£39.43	
62	£75,701	£39.35	£77,783	£40.43	

* Hourly rates

As per the national agreement, hourly rates are calculated by dividing annual salary by 52 weeks and then by 37 hours.

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