

Lapford Parish Council

Lapford Parish Council Annual Meeting 4th May 2022

There was a meeting of Lapford Parish Council on Wednesday 4th May 2022 at 7.30pm held in the Victory Hall, Lapford

Members Present: Cllrs Peter Heal (Chairman); Sue Briant-Evans; Roy Andrews; John Parsley; Alex Shapland; Abigail Whittaker; Julie Down; Stacey Lumsdon; Pat Gowie.

Also Present: District Cllr. Clive Eginton; County Cllr. Margaret Squires

In attendance: Rob Martin (Locum Clerk)

Others: 20 members of the public.

MINUTES

2223-000 PUBLIC PARTICIPATION

The Chairman brought the public participation section forward because he believed that this would enable the public to say their piece on planning application 22/00539/MOUT and allow them to get away. As Chairman of MDDC Planning Committee he would not engage in this subject for obvious reasons.

In order to put their points over a group of residents had prepared a document they intended to read, taking their three minutes time allowance each. The Chairman believed that it would be in everyone's interest if one person read the whole document with an overall time limit of 20 minutes.

The spokesperson said that they were presenting their points for an objection to the planning application for 14 homes on the site on Eastington Lane, Lapford.

Some of the points made by those objecting to the application were that:

- The proposal is outside of the Local Plan Settlement Boundary for Lapford.
- The proposal is for development on top quality agricultural land which should be retained.
- The Local Plan identified need for housing is already being satisfied by other developments in the parish.
- The land is within the designated countryside criteria set out in the local plan and this should preclude development.
- Access from and onto Eastington Lane is dangerous, particularly at school dropping and collection times.
- The drainage proposals are inadequate
- The views of existing properties will be ruined by the development.

2223-001 ELECTION OF CHAIRMAN

On a proposal by Cllr. Down, seconded by Cllr. Whittaker, Cllr. Heal was elected as Chairman of Lapford Parish Council.

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2223-002 ELECTION OF VICE-CHAIRMAN

On a proposal by Cllr. Heal, seconded by Cllr. Gowie, Cllr. Down was elected as Vice-Chairman of Lapford Parish Council for the coming year.

2223-003 APOLOGIES

There were no apologies for absence.

2223-004 DECLARATIONS OF INTEREST (PECUNIARY AND NON-PECUNIARY)

No declarations were made.

2223-005 COUNCILLOR VACANCIES

One application had been received for co-option as a councillor from Ivan Hall. His application form had been circulated to councillors.

On a proposal by Cllr. Gowie, seconded by Cllr. Andrews, **Ivan Hall** was co-opted onto the parish council on a vote of 3 for, 1 against and 4 abstentions.

Standing Orders were suspended and the Chairman declared the meeting suspended

2223-006 PUBLIC PARTICIPATION SESSION

This had taken place at the beginning of the meeting.

2223-007 COUNTY AND DISTRICT COUNCILLORS' REPORTS

To receive a verbal report for information.

a) Devon County Council

Cllr. Margaret Squires had little to report and reiterated that DCC was short of Social and Care workers and was currently using agency staff in these roles. A training programme was in place to try and train their own as the shortage was nationwide.

b) Mid Devon District Council

District Cllr. Clive Eginton reported that the long-standing noise issue was now being monitored by EDDC Environmental Health team to ascertain whether action needs to be taken. The EDDC Planning department were suffering from staffing issues with planners again being in short supply. Changes had taken place at MDDC at Cabinet level one result of which was that he was now Deputy leader.

2223-008 LOCAL ORGANISATIONS' REPORTS

a) Lapford Church Green Trustees

Cllr. Briant-Evans reported that there was no doubt that planning permission would be required for the bank restoration work. She also said that the noticeboard had now been moved to outside the Victory Hall where it would be more accessible.

b) Heart for Lapford Strategy Group – no report

c) Heart of Lapford Development Board – no report

d) Wallingbrook Patient Participation Group – Bill Graham reported that the North Devon Hospital and the RD&E Trusts had now merged elevating the status as teaching hospitals. A new online system was being introduced at the surgery for appointments and prescriptions.

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The Chairman to reconvene the meeting in line with Standing Orders

2223-009

MINUTES

Cllr. Briant-Evans requested that there be changes to minute numbers: 2122-236, 2122-237, 2122-238, 2122-239; 2122-246, 2122-251 & 2122-252. The changes were agreed and written on the official minutes which were then **Resolved** as accurate and the Chairman signed them.

Action List

Highways Matters – Cllr. Gowie was asked about Chapter 8 Training, she had concluded that it did not add much and was of questionable worth given how difficult it was to access. The Clerk would contact the school again asking for its Travel Plan.

Car Park Signage – The Chairman would do this shortly.

Village Clock – the clerk would follow up this and write a report suggesting options.

Snow Warden – Cllr. Andrews would undertake training before next winter.

Parish Councillor Training – it was agreed that this would be booked for Tuesday 7th June 2022 in the Victory Hall if this is available, otherwise in the Orchard Centre.

Slurry Pit Letter – the clerk would write this shortly.

HOLD/PC Agreement – questions on this would be covered in the legal advice being sought.

Section 106/Football Club – the clerk had sent a draft application to Jo Williams at MDDC for her advice in how to proceed.

Telephone Kiosk – Cllr. Andrews outlined what was needed to repair the kiosk and be able to remove the chain, including getting an electrician to sort out the supply matters.

Canterbury House Planning – Cllr. Heal had spoken about this at MDDC.

Calor Gas Fund – the clerk would take this further following Bill Graham's attempts to reduce the connection charge.

PWLB Outstanding Funds – the clerk would email the chairman to set a date for this meeting.

The Revel – the group is non-operative at the moment and a way forward needs to be introduced that will enable future events to take place.

Clerk's List

Internal Audit – the clerk had been liaising with the Internal Auditor and 50 items had to be uploaded onto WeTransfer plus a further 15 items of additional information. Most of these files had to be created from scratch which had taken a large amount of time. The Internal Audit Report would as a result take some time before it was received.

Next Meeting - There was a need to change the date of the next meeting as 1st June 2022 was the day before the long bank holiday and the clerk would be on leave that week. It was Agreed that the date of next meeting would be moved to 15th June 2022.

Lower Town Place – The solicitor had just returned after suffering from COVID but had now requested more information which the clerk would be searching out shortly.

2223-010

COUNCIL ADVISORY GROUPS

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The updates of the following advisory group meetings:

a) Lapford Emergency Action Plan Committee –

Cllr. Briant-Evans stated that it looks like LEAP will implode because the membership is dissipating. In particular, the defibrillator needs someone to ensure its ongoing maintenance.

b) Regeneration Working Group –

This is not meeting which is a shame because Steve is still working on railway matters including an attempt to get the crossing gate removed which will need some continuity.

It was **Agreed** that these matters would be considered at the next meeting.

2223-011 COUNCILLOR REPRESENTATION

It was **Agreed** that given the changes in personnel being experienced, the representatives for the following would be considered at the next meeting.

a) Council Committees

b) External Bodies

c) Lead Councillor Roles

2223-012 STANDING ORDERS

On a proposal by the Chairman, the Standing Orders were **Adopted** without further changes.

2223-013 FINANCIAL REGULATIONS

On a proposal by the Chairman, the Financial Regulations were **Adopted** without further changes.

2223-014 PLANNING MATTERS

a) **APPLICATIONS NOTIFIED**

The following Planning Applications were considered.

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Reference	Location	Proposal
22/00539/MOUT	Land at Sandhurst, Eastington Lane, Lapford, Devon	Erection of 14 dwellings all matters reserved Decision: On a proposal by Cllr. Briant-Evans it was unanimously resolved to OBJECT on the basis of non-compliance with Local Plan Policies, the danger on the highway and no demonstrable need for the housing proposed.
22/00741/LBC	4 Higher Town Court, Rensy Lane, Lapford, Crediton, Devon EX17 6FD	Listed Building Consent for installation of replacement windows and doors Decision: NO OBJECTION

b) APPLICATIONS AFTER THE AGENDA WAS ISSUED

None

c) MID DEVON DISTRICT COUNCIL DECISIONS

None

2223-015 ORCHARD CENTRE

- a) The Clerk reported that a meeting of the working group had met in the Orchard Centre. The post office was just packing up when the meeting started, so seeing that process was informative.

The group had discussed the extent of the work it would need to undertake in order to be able to map out the future of the Orchard Centre. These matters included:

- **Acquisition** – bought as a set of toilets from MDDC in 2004 for a sum of £500.
- **Refurbishment**
- **Use of the building**
- **Use of the public toilets**
- **Security**
- **Fire safety**
- **Health & Safety**
- **Contents**
- **Accessibility**
- **Use by the Post Office**

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- Current Valuation
- Running Costs
- Maintenance
- Village Archive
- Future Uses

The first conclusion of the group was that there was a need to get a Condition Survey and an existing use Valuation of the building in order to properly assess what should be done first. The clerk would investigate the options for these tasks.

- b) The Clerk's action taken under delegated powers to agree 3-year contracts for Orchard Centre Water/Sewage and Electricity in order to avoid the effects of the escalating prices for these services was **Agreed**.

2223-016 RECURRING PAYMENTS

The following recurring payments for 2022/2023 were **Approved**.

Payment to	Services	Amount £	Frequency
2022/2023			
Sue Hemsworth	Public Toilet Cleaning	52.00	Monthly
Information Commissioners Office	Fee	35.00	Annually
1&1 Ionos	Village Website	14.44	Monthly
BT Group	Orchard Centre Broadband	45.12	Monthly
EON	Electricity	Variable	Monthly
Everflow	Water/Sewage	Variable	Monthly
Public Works Loan Board (PWLb)	Loan Repayment	2,249.63	Twice-Yearly

2223-017 GRASS CUTTING CONTRACT

The two quotations for the grass cutting contract were considered and on a proposal by Cllr. Gowie, seconded by Cllr. Whittaker, it was **Resolved** to accept the quotation from T&G in the sum of £630. The clerk would inform both contractors of the outcome and issue a purchase order to the successful one.

2223-018 ASSET REGISTER & INSURANCE POLICY

The asset register was **Adopted**.

The clerk was instructed to pay the insurance premium when the papers were received, on a continuous basis. If further cover was required, council would consider that at a future meeting.

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2223-019 PAYROLL

The Clerk had recently gained access to the parish council's HMRC PAYE account online and had discovered that there was a balance outstanding to be paid for a period from 6th April 2018 to 31st March 2022 when no returns were submitted. The balance changed daily because of interest being charged but amounted to nearly £3,500. The clerk would endeavour to communicate with HMRC to try reduce or eliminate this balance.

2223-020 RECEIPTS & PAYMENTS SCHEDULE

The payment of the invoices on the schedule below for the period since the last meeting, as below was **Approved**.

2223-021 PAYMENTS

Payment to	Services	Amount £	Payment Type/No.
2022/2023			
RJ Martin	Clerk's Salary (May 2022)	477.35	222304
HMRC	Tax Deduction (May 2022)	119.40	222304
Sue Hemsworth	Public Toilet Cleaning	52.00	SO
1&1 Ionos	Village Website	14.44	DD
BT Group	Orchard Centre Broadband	45.12	DD
EON	Electricity	Variable	DD
Everflow	Water/Sewage	Variable	DD
Public Works Loan Board (PWLb)	Loan Repayment	2,249.63	DD
Sue Briant-Evans	TEN Application and Toilet Consumables	34.00	222305

RECEIPTS

Receipt from	Services	Amount £	Method
2022/2023			
Mid Devon District Council	Precept	11,108.00	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.

2223-022 FINAL ACCOUNTS 2021/2022

- On a proposal by the Chairman, the final accounts for 2021/2022, including the Receipts and Payments Account, Bank Reconciliation and Statement of Reserves were **Approved**.

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- b) The statement Receipts and Payments compared with budgets statement for the period from 1st April 2022 to 30th April 2022 was **Noted**.

2223-023 ANNUAL GOVERNANCE ACCOUNTABILITY RETURN (AGAR) 2021/22

- a) On a proposal by the Chairman, seconded by Cllr. Down, Section 1 of the AGAR, The Annual Governance Statement 2021/2022 was **Approved**, subject to any Internal Audit findings.
- b) On a proposal by the Chairman seconded by Cllr. Down, Section 2 of the AGAR, The Accounting Statements 2021/2022, was **Approved**, subject to any Internal Audit findings

2223-024 MATTERS RAISED BY CHAIR

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

No further matters were raised by the Chairman.

2223-025 COUNCILLORS' REPORTS AND FUTURE AGENDA ITEMS

Cllr. Briant-Evans announced her retirement from the parish council standing down as a councillor with immediate effect. She also said that she had a report on the village signs she would forward to the clerk.

Cllr. Gowie reported that the parish council should obtain two more grit bins and she would liaise with the clerk for this.

Cllr. Lumsdon also resigned as a councillor with immediate effect.

Cllr. Down reported that she had reported a pot-hole on the DCC Highways system.

Cllr. Shapland reported that he would like to Section 106 question for the football club to be sorted out as this was now urgent.

Cllr. Andrews wanted to be sure that the laptop returned by the LEAP/LERT group had no confidential information on it. He also said that he had looked at the light attached to the Duddridge home needed to be replaced with a more efficient unit and that the tree obscuring the light needed to be cut back.

2223-026 DATE OF NEXT MEETING

The next scheduled meeting of Lapford Parish Council is Wednesday 15th June 2022.

2223-027 EXCLUSION OF PRESS AND PUBLIC

There were no matters requiring the exclusion of the press and public

2223-028 CLOSE OF MEETING

The meeting closed at 10.05pm

Signed: Chairman Date:

Rob Martin
Clerk
Lapford Parish Council
14 Station Road
Yeoford
Crediton
EX17 5HU

24th May 2022

Dear Rob,

Further to my Internal Audit of the Council in respect of the 2022 Annual Return, I am submitting my report and observations to the Council. As you will notice from the attached Internal Audit Report it was unfortunately necessary to issue a negative response in respect of Control Objective C.

Control Objective C

"This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these."

Reason for the negative response Control Objective C

The Practitioners Guide sets out that a Council "...needs to identify, assess and record risks.." and that "Having identified, assessed and recorded the risks, the authority needs to address them by ensuring that appropriate measures are in place to mitigate and manage risk."

The normal practice by which a Council will meet the requirements of the Practitioners Guide is for the Council to maintain a risk register and for this register to be subject to review by Council on an annual basis.

From the records available, there is no evidence that the Council has undertaken such a review. The Risk Register provided indicates that the register is to be subject to review every 4 years, however it is a requirement of the Annual Governance Statement that a review of risk is undertaken on an annual basis.

Implications in respect of the Annual Return

As previously advised it will be necessary for a negative response to be entered on the Internal Audit Report. In addition, the Council will also have to return a negative response in respect of Assertion 5 of the Annual Governance Statement.

It is highly likely that this issue will be subject to further query by the External Auditor and it would be helpful in that regard if the Council were to properly Minute a discussion of a review of this issue and to include an explanatory letter when submitting the Annual Return.

In addition to the Negative Response on the Internal Audit Report we have also responded 'Not Covered' in respect of the Control Objectives F, K, L and O and we are required to explain why we have done this.

- We have responded 'Not Covered' in response to Objective F as we understand that the Council does not maintain a Petty Cash.
- We have responded 'Not Covered' in response to Objective K is that it is not applicable to your Council as you did not certify yourself as exempt from External Audit.
- We have responded 'Not Covered' in response to Objective L is that it is not applicable to your Council as your 'annual turnover' exceeds £25,000.
- We have responded 'Not Covered' in response to Objective O as we understand that the Council does not act as Sole Managing Trustee.

In addition to this letter and the statutory Internal Audit Report I have also submitted our Internal Audit Observations and Summary to you by email. I would be grateful if you could bring all of these to the Council's attention in due course.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'K. Rose'.

Kevin Rose ACMA
Director

Lapford Parish Council

<https://www.lapfordparishcouncil.org.uk>

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.		✓	
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")</i>			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			✓
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

19/05/2021

Name of person who carried out the internal audit

Kevin Rose ACMA - IAC Audit & Consultancy Ltd

Signature of person who carried out the internal audit



Date

24/05/2022

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Lapford Parish Council

Rob Martin
The Clerk,
14 Station Road,
Yeoford,
Credton. EX17 5HU
Telephone: 07444 780437

Email: clerk@lapfordparishcouncil.org.uk

Annual Governance & Accountability Return 2021/22

Section 1 – Annual Governance Return

Explanation of Negative Reponse

The Internal Auditor has reported on the accounts and Annual Return, as per the attached letter from IAC dated 24th May 2022. In this report it was noted that no Risk Assessment review had been carried out by Lapford Parish Council during the financial year. It was unfortunate that during the Covid lockdown period meetings became less frequent the usual work activity was disrupted as a result. This meant that the matter was not considered as it should have been. A risk Assessment has been undertaken in the current year at the meeting on 4th May 2022, but this was not done during 2012-22.

For this reason, the parish council has answered no to statement 5 on the Section 1 of the AGAR, the Annual Governance Statement.

Rob Martin

24th May 2022

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

LAPFORD PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		‘Yes’ means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.		✓	considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each ‘No’ response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

15th June 2022

and recorded as minute reference:

2223 - 039 a

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

RIM

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Section 2 – Accounting Statements 2021/22 for

LAPFORD PARISH COUNCIL

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	108,319	41,134	<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i> Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.	
2. (+) Precept or Rates and Levies	19,713	20,713	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	4,973	9,511	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
4. (-) Staff costs	0	0	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	
5. (-) Loan interest/capital repayments	4,499	4,499	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	87,372	25,926	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward	41,134	40,933	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	
8. Total value of cash and short term investments	41,134	40,933	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.	
9. Total fixed assets plus long term investments and assets	32,438	24,012	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.	
10. Total borrowings	70,278	67,057	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
			✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

RS Moe

Date

01/05/2022

I confirm that these Accounting Statements were approved by this authority on this date:

15th June 2022

as recorded in minute reference:

2223 -0396

Signed by Chairman of the meeting where the Accounting Statements were approved

APPLICATION FOR A LAPFORD PARISH COUNCIL GRANT

Please ensure you read the **Applications Policy** before completing this form.

In order to be eligible for a Parish Council Grant you or your organisation must:

- Complete **ALL** sections.
- Make sure the Declaration is signed correctly in **Section D**.
- Confirm your understanding of our Data Protection statement in **Section E**.

SECTION A: ORGANISATION DETAILS

NAME OF ORGANISATION/GROUP

LAPFORD VOLUNTARY CAR AID

DETAILS OF APPLICANT

To whom all correspondence should be sent

Name: GRACE HILL

Position within the organisation: SECRETARY / CO-ORDINATOR

Address: 2 ORCHARD WAY
LAPFORD
CREDITON

Postcode: EX17 6PR

Telephone Number: 07807019890

Email: hilltowers02@gmail.com

Website: N/A

LAPFORD PARISH COUNCIL

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WHAT TYPE OF ORGANISATION ARE YOU?

Tick relevant box

A Charity providing services available to residents of Lapford	☒
An existing local group or organisation providing services available to residents of Lapford	☐
A new group or organisation, wishing to provide services for the residents of Lapford	☐

BRIEFLY DESCRIBE THE MAIN PURPOSE OF YOUR ORGANISATION/GROUP

WE (LVCA) PROVIDE SUBSIDISED TRANSPORT FOR THE RESIDENTS OF LAPFORD TO GET THEM TO MEDICAL/ DENTAL APPOINTMENTS.
THE DRIVERS ARE VOLUNTEERS, BUT GET PAID A 50p/mile EXPENSE TOWARDS THEIR VEHICLE COSTS.

THIS HAS BEEN PROVEN TO BE A VERY VALUABLE SERVICE TO THE RESIDENTS OF LAPFORD FOR MANY YEARS.

WHEN WAS YOUR ORGANISATION / GROUP FORMED?

1984

HOW MANY MEMBERS DOES YOUR ORGANISATION HAVE?

This should include people who are involved in the activity

Adult	13 (12 DRIVERS, 1 NON DRIVER (SECRETARY))
Junior (under 16)	

WHAT % OF YOUR MEMBERS LIVE IN LAPFORD?

100%

IS YOUR ORGANISATION A REGISTERED CHARITY?

Tick relevant box

Yes	☒	If yes, please provide the registered charity number below
-----	-------------------------------------	--

2223 - 043
~~2122 - 217~~

LAPFORD PARISH COUNCIL

No	Charity Number:	NO CHARITY NUMBER
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PROJECTED INCOME

Tick relevant box

Please provide a summary of your most recent accounts and whether the figures below are:

A projection because the organisation has been running for less than 15 months ☐

Information from the organisation's latest accounts ☒

Account Year Ending	
Total Income for the year	£
Total expenditure for the year	£
Surplus or deficit	£
Total savings or bank reserves at year end SEPTEMBER 2021	£ 2623.24

SEE ATTACHED PAPERS.

SECTION B: DESCRIPTION OF ACTIVITY/PROJECT TO BE FUNDED

1. Please give a description of the purpose for which you are seeking a grant

WE (LVCA) SUBSIDIZE THE COSTS OF THE JOURNEYS - i.e. IF A JOURNEY COSTS £9 (18 miles @ 50p mile), THE RESIDENT PAYS £5 TOWARDS THAT AND LVCA RE-IMBURSES THE DRIVER THE REMAINING £4 FROM IT'S FUNDS.
THESE FUNDS COME FROM GRANTS/DONATIONS/LEGACIES/ FUNDING REQUESTS.

2. How will/does your project or activity benefit the residents of Lapford?

LVCA ENABLES LAPFORD RESIDENTS TO ATTEND THEIR MEDICAL/DENTAL APPOINTMENTS.

3. Who will benefit from this activity? How many people and how often?

ALL LAPFORD RESIDENTS.
ON AVERAGE 20-30 PER MONTH.

4. How will you know that your activity was successful? How will you record its success?

IT IS ALL RECORDED HOW MANY PEOPLE USE OUR SERVICE EACH DAY/WEEK/MONTH/YEAR.

* SEE ATTACHED PAPERS.

2243-043
~~2122~~ - ~~217~~

LAPFORD PARISH COUNCIL

5. If this application is to undertake a new project, how do you know there is a need for this activity? Please include any appropriate evidence.

N/A.

LAPFORD PARISH COUNCIL

2223-043
2122-217

SECTION C: AMOUNT OF GRANT REQUESTED

1. What is the amount of the Grant you are seeking from Lapford Parish Council?

OUR YEARLY RUNNING COSTS ARE £500 - £1,000
DEPENDENT ON NUMBER OF PASSENGERS.

2. Please indicate in which category you feel your request for funding falls into:

Please tick the relevant box		
Start-up grant (for new groups, can include running costs and equipment)	£750*	
Revenue (running costs)	£250*	✓
One off cost (e.g. purchase of equipment)	£500*	
Capital costs (e.g. costs associated with building projects or alterations to premises)	£750*	

(*Figures shown indicate the maximum grant allowance for this category)

3. What is the total cost of the project or activity?

N/A.

4. If the total cost of the activity for which you require a grant is more than the amount requested, do you have the remaining balance available?

Tick relevant box

Yes	
No	

Have you applied for financial assistance elsewhere?

Tick relevant box

Yes	✓
-----	---

LAPFORD PARISH COUNCIL

No	
----	--

If YES: Please indicate details of organisations/individuals approached and amounts requested and whether the contribution is secured or still pending consideration.

WAITROSE; COMMUNITY MATTERS - NOT SUCCESSFUL HELMORES (9.11.21) - NO REPLY BOW GARDEN CENTRE (11.11.21) - NO REPLY TESCO COMMUNITY FUNDING (24.11.21) - NO REPLY MASONIC LODGE (24.11.21) - NO REPLY WAKE FUND (MASONS) (24.11.21) - NO REPLY NATIONAL LOTTERY - NOT SUCCESSFUL.

5. Please give details of your own fund-raising efforts:

NONE - DUE TO COVID.

6. If applying for running costs, please provide information on your endeavours to secure alternative sources of funding.

AS SEEN ABOVE I CONSTANTLY APPROACH A VARIETY OF ORGANISATIONS

7. Has your organisation received a grant from Lapford Parish Council before?

Tick relevant box

Yes		If yes, please state when and how much awarded?

NOT IN THE 3 YEARS THAT I HAVE BEEN INVOLVED.

2223 - 043
~~2122 - 212~~

LAPFORD PARISH COUNCIL

No	Amount £	Year awarded:
----	----------	---------------

How did you hear about this grant scheme?

FROM A PARISH COUNCILLOR.

LAPFORD PARISH COUNCIL

2223-043
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SECTION D: BANK DETAILS

Please provide your organisation's bank details below:

Account name: TREASURERS ACCOUNT

LAPFORD VOLUNTARY CAR AID (FORMED A98)

Sort code: 30-90-49

Account number: 02627245

Bank/Building Society Name: LLOYDS BANK

Address: 17 CROSS STREET

BARNSTAPLE

DEVON

Post Code: EX31 1BE

If your organisation is VAT registered, please supply your VAT number

N/A

A **Cheque** can be arranged if required, please advise who it should be made payable to.

The cheque should be made out to: LAPFORD VOLUNTARY CAR AID

IF YOUR APPLICATION IS SUCCESSFUL, THIS PAGE WILL BE DESTROYED AND NO RECORDS KEPT ONCE PAYMENT HAS BEEN MADE. UNSUCCESSFUL APPLICATIONS WILL BE DESTROYED IMMEDIATELY.

LAPFORD PARISH COUNCIL

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2422 - 217

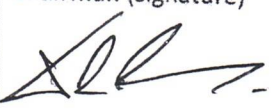
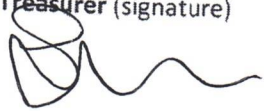
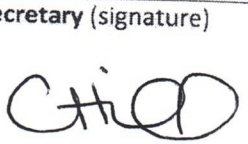
SECTION E: DECLARATION

Declaration

Please ensure that this form is signed by a minimum of two appropriate members of your group.

In signing this declaration, we agree that:

1. The information provided in this application is correct.
2. We have read, understand and accept the Terms & Conditions of Funding by Angmering Parish Council
3. We will complete and return a Project Completion Report (PCR) within six months of receiving funding.
4. We have adequate and appropriate cover for our activities

Chairman (signature) 	Treasurer (signature) 	Secretary (signature) 
Date: 30/5/22	Date: 30.05.2022	Date: 30.5.2022
Please print full name JOHN BURROWS	Please print full name Sharon Pocock.	Please print full name GRACE HILL

SUBMIT YOUR COMPLETED APPLICATION AND SUPPORTING DOCUMENTS TO:	APPLICATION DEADLINE:
Email: clerk@lapfordparishcouncil.org.uk Post: Rob Martin Clerk to Lapford Parish Council 14 Station Road Yeoford, Crediton, Devon. EX17 5HU Tele: 077688 29511	The application form should be submitted on or before the 1st Monday of every month

2223 - 043
~~2122-217~~

LAPFORD PARISH COUNCIL

SECTION F: DATA PROTECTION

As Angmering Parish is a public body, we must comply with the Data Protection Act 1998. We are committed to protecting your privacy and will ensure any personal information is handled properly under the Data Protection Act.

We will use the information you give us on the application and supporting documents for:

- Grant application
- Monitoring grants
- Evaluating the way our funding programmes work and the effect they have
- Reporting statistics to Government

We may also give copies of this information to individuals and organisations such as:

Accountants, auditors and external evaluators.

Other organisations or groups involved in delivering the project.

Please tick the box the box to confirm your understanding of Data Protection



LAPFORD PARISH COUNCIL

BANK RECONCILIATION AS AT
31-May-22

		£	£
Bank Balances 31/3/22			
	NatWest	26,091.31	
	NS&I	21,541.47	
	Petty Cash	-	
			47,632.78
Uncleared Payments			
Uncleared Credits			
			-
TOTAL BALANCES			<u>47,632.78</u>
Balance at 1/4/2021	Current Account	19,391.59	
	NS&I	21,541.47	
	Petty Cash	-	
			40,933.06
Plus Receipts		12,707.19	
Less Payments		(6,007.47)	
			6,699.72
TOTAL BALANCES			<u>47,632.78</u>
Reconciliation			<u>-</u>

2223-047

BUSINESS CURRENT ACCOUNT

LAPFORD PARISH COUNCIL

Branch Details	Your current details	Period	30 Apr 2022 to 1 Jun 2022
EXETER, ST THOMAS (C)	MR I G HEMSWORTH	Previous Balance	£26,893.43
18 ST THOMAS CENTRE	ARGOSY	Paid out	£2,162.56
COWICK STREET	LAPFORD	Paid in	£1,255.00
EXETER	CREDITON	New Balance	£25,985.87
EX4 1DE	DEVON		
	EX17 6PX		

Date	Type	Description	Paid in	Paid out	Balance
BROUGHT FORWARD					26,893.43
3 May 2022	STANDING ORDER	SUE HEMSWORTH , OC CLEANING , FP 03/05/22 30 , 50015156200230000N		52.00	26,841.43
	DIRECT DEBIT	SOUTHERN ELECTRIC , 633146801		89.43	26,752.00
18 May 2022	DIRECT DEBIT	1&1 INTERNET LTD. , V73144437- 95431190		14.44	26,737.56
20 May 2022	CREDIT	MOBILE CHQ 931268	105.00		26,842.56
	ONLINE TRANSACTION	HMRC CUMBERNAULD , 475PP01227889 , VIA ONLINE - PYMTB, FP 20/05/22 40 , 60023610473250000N		119.40	26,723.16
	ONLINE TRANSACTION	R MARTIN INV378 , MAY 22 SALARY , VIA ONLINE - PYMTB, FP 20/05/22 40 , 04023610483236000N		477.35	26,245.81
23 May 2022	ONLINE TRANSACTION	HC JOINERY , INV-0009 , VIA ONLINE - PYMT , FP 23/05/22 10 , 47095044385032000N		315.00	25,930.81
	ONLINE TRANSACTION	MRS S BRIANT-EVANS, JUBILEE EXPS , VIA ONLINE - PYMT , FP 23/05/22 10 , 61095335129311000N		413.21	25,517.60
	ONLINE TRANSACTION	MRS S BRIANT-EVANS, TEN/CLEANING , VIA ONLINE - PYMT , FP 23/05/22 10 , 54095544014555000N		34.00	25,483.60
24 May 2022	ONLINE TRANSACTION	PC INSURANCE , LAPFORD PC , VIA ONLINE - PYMT , FP 24/05/22 10 , 16104656361409000N		497.17	24,986.43
25 May 2022	AUTOMATED CREDIT	DEVONCC 4784926	800.00		25,786.43
26 May 2022	DIRECT DEBIT	BT GROUP PLC , GP00449335- 000043		45.12	25,741.31
31 May 2022	AUTOMATED CREDIT	DEVONCC 4787704	350.00		26,091.31
1 Jun 2022	STANDING ORDER	SUE HEMSWORTH , OC CLEANING , FP 01/06/22 30 , 12024649831255000N		52.00	26,039.31

LAPFORD PARISH COUNCIL

RECEIPTS AND PAYMENTS ACCOUNT MONITOR

31-May-22

2021/2022 Actual £		2022/2023 Budget £	2022/2023 to date £	% of Budget £
	RECEIPTS			
20,713	Precept	22,216	11,108.00	50
743	Interest	174	-	-
400	Grants & Other Donations	-	1,255.00	-
-	Section 106 Income	-	-	-
-	PWLB Loan	-	-	-
	Jubilee Events Income			
8,368	VAT Receipts	-	344.19	-
30,224	TOTAL Receipts	22,390	12,707.19	57
	PAYMENTS			
	Administration			
780	External Audit	300	-	-
150	Internal Audit	150	-	-
35	ICO	35	-	-
950	Solicitors	-	-	-
-	Land Registry	-	-	-
478	Insurance	480	497.17	104
895	Elections	-	-	-
621	IT&C	200	-	-
274	Office Consumables	300	-	-
-	Refreshments	-	-	-
-	Postage	50	-	-
112	Venue Hire/Zoom	200	-	-
	Clerk & Councillors			
10,560	Locum Clerk	-	-	-
-	Clerk's Salary	7,200	1,193.50	17
-	NI	500	-	-
8	Clerk's Expenses	350	-	-
-	Councillor Expenses	100	-	-
-	Councillor Allowances	100	-	-
50	Training & Development	400	-	-
	Subscriptions			
217	DALC/NALC	220	219.00	100
-	SLCC	50	61.00	122
-	DCT	80	-	-
	Car Park			
144	Maintenance & Improvements	300	-	-
	Orchard Centre			
624	Cleaner	630	104.00	17
28	Cleaning Consumables	60	10.83	18
270	Electricity	280	85.17	30
185	Water	160	-	-
64	Maintenance & Improvements	200	19.88	10
413	Telephone & Broadband	420	75.20	18
	Telephone Kiosk			

LAPFORD PARISH COUNCIL

RECEIPTS AND PAYMENTS ACCOUNT MONITOR

31-May-22

2021/2022 Actual £		2022/2023 Budget £	2022/2023 to date £	% of Budget £
-	Refurbishment	-	-	-
-	Maintenance	-	-	-
-	Defibrillator			
-	Installation	-	-	-
-	Maintenance & Consumables	200	-	-
-	Community Website			
-	Development	-	-	-
88	Maintenance	150	24.04	16
-	Maintenance - General			
-	Annual Inspections	500	-	-
505	Church Clock	290	-	-
-	DAA Lighting	130	-	-
315	Grass Cutting	660	-	-
-	Verge Cutting	235	-	-
-	Landscaping	100	-	-
-	Weed Spraying	-	-	-
-	Noticeboard	-	315.00	-
-	Church Green Gates	-	-	-
-	Outdoor Bench	-	556.67	-
-	Public Rights of Way			
-	Maintenance & Improvements	1,000	-	-
-	Emergency Planning			
-	Equipment	100	-	-
-	Booklet	100	-	-
-	Maintenance & Improvements	-	-	-
-	Training	-	-	-
-	Grants Made			
3,300	Lapford Church Green	1,300	-	-
2,086	LYPFT	190	-	-
-	COVID Emergency			
487	LERT Expenses	-	-	-
-	Equipment	-	-	-
-	Section 137			
100	General Donations	1,000	-	-
30	Armistice Wreath	30	-	-
-	Litter Pick Refreshments	60	-	-
75	Highways Improvements	80	-	-
-	Fireworks Event	-	-	-
-	Armistice Event	-	-	-
-	Flags	-	-	-
75	Jubilee Events Expenditure	-	434.21	-
-	Lower Town Place - Capital Expenditure			
1,278	Site Costs Funded by Loan	-	-	-
-	Loan Repayments			
4,499	PWLB Repayments	4,500	2,249.63	50
729	VAT Expenditure	-	162.17	-

LAPFORD PARISH COUNCIL

RECEIPTS AND PAYMENTS ACCOUNT MONITOR

31-May-22

2021/2022 Actual £		2022/2023 Budget £
30,426	TOTAL EXPENDITURE	23,390

2022/2023 to date £
6,007.47

% of Budget £
26

RESERVES

29,989	General Reserve	35,889
	Earmarked Reserves	
200	Car Park Refurbishment	200
200	Church Clock Overhaul	200
1,305	Calor Gas Rural	1,305
1,277	Transparency Code	1,277
550	PROW	1,350
4,744	PWLB	4,744
2,668	Lower Town Place	2,668
40,933		47,633