

Lapford Parish Council

Lapford Parish Council Meeting 20th October 2021

There was a meeting of Lapford Parish Council on Wednesday 20th October 2021 at 7.30pm held in the Victory Hall, Lapford

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

Also Present: No-one

In attendance: Rob Martin (Locum Clerk)

Others: 2 members of the public.

MINUTES

2122-104 APOLOGIES

Apologies had been received from Parish Councillors Alex Shapland; David Davenport; Abigail Whittaker.

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

2122-105 DECLARATIONS OF INTEREST (PECUNIARY AND NON-PECUNIARY)

There were no declarations of interest.

Standing Orders were suspended and the Chairman declared the meeting closed

2122-106 PUBLIC PARTICIPATION SESSION

No public questions were asked.

2122-107 COUNTY AND DISTRICT COUNCILLORS' REPORTS

To receive a verbal report for information.

- a) Devon County Council – County Cllr. Squires could not attend and did not submit a report.
- b) Mid Devon District Council – District Cllr. Eginton could not attend but had sent a report that identified a noise problem at Popes Wood. It was believed that this was music being played loudly, but there was an additional problem at Eastmere where the constant sound of drumming could be heard clearly. The Clerk would write to MDDC Environmental Health department asking what could be done to reduce this noise nuisance.

2122-108 LOCAL ORGANISATIONS' REPORTS

- a) Lapford Church Green Trustees – Cllr. Briant-Evans had circulated a summary of the previous week's meeting. The one thing she wanted consideration for was the movement of the Church Green Noticeboard and a request by LP2K had been made that

Lapford Parish Council Meeting 20th October 2021

the Trust take over one-third of the responsibility for the board, along with the PCC and LP2K. On a proposal by the Chairman, it was **Resolved** that the Church Green Charity, and by definition the Parish Council, would accept one third of the responsibility for the noticeboard.

- b) Heart for Lapford Strategy Group – this was now in abeyance for the time being.
- c) Heart of Lapford Development Board – the Clerk had received a report from Peter Norman which he would circulate following the meeting. The main news was that the intention was that HOLD would become a charity answering to the Charity Commission rather than a Community Benefit Society.
- d) Bill Graham updated the parish council on the progress with flu and covid vaccinations.

The Chairman reconvened the meeting in line with Standing Orders

2122-109

MINUTES

On a proposal by the Chairman, the minutes of the Parish Council meeting held on 1st September 2021 had minor adjustments made and were then **adopted** as a correct record of the meeting and signed by the Chairman.

The Clerk outlined the details of the meeting he had attended with Peter Norman (Chair of HOLD), Andrew Epstein (Treasurer of HOLD) and Steve Keable (Chair of the Youth Club Committee). The main purpose of the meeting was to set up communication between each of the organisations so that the history of Lower Town Place can be documented accurately and that information can be exchanged freely. Amongst other matters, there was agreement that the Loan Agreement between HOLD and LPC should be publicly available, and the Clerk would do this when he had full access to the new PC website. The broad conclusion was that all were in favour of building bridges between the organisations and moving forward in a unified way.

The possibility of devising a Neighbourhood Plan was discussed and there was a view that this would be a good way of involving the community for the future.

The movements in the Action List since the last meeting were:

- a) The **Neighbourhood Highways Officer**, Steve Tucker had been seen patrolling the village recently. All were hopeful this meant some progress on the necessary highway work.
- b) The **car park signage** had been manufactured and collected from the supplier by the Chairman. He would put the signs up as soon as possible.
- c) The DALC course attended by some councillors dealt with highways matters and the strong message was that **weed spraying** should not take place and weeds should be removed using mechanical means only. The conclusion was that Cllr. Andrews would use either a strimmer or propane gas weed remover to clear up the untidy bits of the verges in the village.
- d) The trees on the **boundary of the playing field** had been surveyed and there was quite a bit of work to be done. The LYPFT would not be able to afford all of the work and it was necessary now to prioritise what should be done first. There would be another meeting of the trust, after which there would be an approach to the parish council for funding towards this work.
- e) Natwest Bank had still not sorted out the new **signatories** even though the

Lapford Parish Council

Lapford Parish Council Meeting 20th October 2021

Chairman had sent his signature in on the system. It was just a case of waiting for the application to be processed.

- f) Bill Graham had circulated a report on the options for the repair of the **church clock**, having received a number of quotations. The options before the council would be
- to do nothing and let the clock stop, costing nothing
 - to undertake a repair which would last a limited time for £2,160, moving up to
 - replacing the works inside with a total cost of more than £10,000, which would be a permanent improvement.

The Clerk would use the information provided by Bill Graham and produce a report for the next parish council, at which a course of action would be concluded. He would also investigate potential funding options for the more expensive option. This would enable the matter to be considered in the budget decisions for next year.

- g) The **PROW P3** claim had not been made as far as anyone was aware. The Clerk would email Cllr. Shapland to find out what needed to be done.
- h) The Clerk reported that the new **emails** and **website** were now live, but he was awaiting a time when the provider could give training on the updating of its information.
- i) The **litter bin** had now been moved, and was being emptied by MDDC.
- j) Cllr. Andrews stated that he would produce a report for council on the **Playing Field Restoration** proposals. The Clerk requested that this be forwarded to him before the agenda was sent out for the next meeting.

2122-110 COUNCIL ADVISORY GROUPS

a) Lapford Emergency Action Plan Committee

Cllr. Briant-Evans had circulated the minutes of the September Leap meeting, and a report updating about the October meeting. There was a need for a **Snow Warden** to be appointed and Cllr. Andrews volunteered to do this. It was unanimously agreed that the parish Snow Warden would be Cllr. Andrews.

Similarly, the question of the Road Warden scheme was raised because one of the Lapford Volunteers had withdrawn because the training had involved a lengthy computer set of questions. Following this the council decided to appoint a number of **Road Wardens** and these were Cllrs Lumsdon, Andrews and Gowie. The Clerk would notify the road warden team of the new volunteers and question the suitability of computer-based training provision for a largely physical job. **Not sure if Cllr Lumsdon volunteered for this.**

b) Regeneration Working Group

A suggestion was made to reform the Regeneration Committee (in fact a Working Party), but it was unanimously agreed that this be delayed at least until the consideration of the Locum Clerk's report on the future *modus operandi* for the village organisations was produced.

2122-111 COUNCILLORS' RESPONSIBILITIES

On a proposal by the Chairman, it was unanimously **Agreed** that the following

Lapford Parish Council

Lapford Parish Council Meeting 20th October 2021

responsibilities would be allocated:

- a) Planning Lead – Cllr. Heal
- b) School Liaison Lead – Cllr. Lumsdon
- c) Highways & Road Safety Lead – Cllr. Gowie
- d) Footpaths Leads – Cllrs. Down & Shapland
- e) Emergency Planning/LEAP Committee – Cllr. Briant-Evans
- f) HOLD Representative – Unallocated at this time
- g) Community Matters Lead – Cllr. Lumsdon
- h) Victory Hall Representative – Cllrs. Andrews and Whittaker

2122-112 ASSET MANAGEMENT REVIEW

The asset report in June had highlighted the work to be undertaken. The Chairman and Cllr. Andrews needed to ensure that this work was done, starting with the renovation/painting of the various public seats. In addition, work was needed on the phone box which the Chairman and Cllr. Andrews undertook to organise. The seat on the grass behind the Orchard Centre to be re-assessed and if found to be in a dangerous condition to be removed and a replacement costed.

The weeds in and around the bus shelter needed to be removed, which Cllr. Andrews would do when those on the roadside were done.

2122-113 PARISH SIGNAGE REVIEW

Cllr. Briant-Evans said that this was looking at signs around the parish, of which she believed there were 27, including finger-posts. They were last reviewed in December 2015 and the DALC training session had highlighted the fact that there was grant aid available for finger-post restoration. She and the Chairman would tour the signs at a mutually convenient time to produce a condition statement on each sign.

2122-114 QUEEN ELIZABETH II PLATINUM JUBILEE

The official period for this celebration was 2nd to 4th June 2022 within which the Thursday and Friday were to be bank holidays.

The Chairman proposed that there should be a public meeting on this and the date for this would be Saturday 8th January 2022 at 10.30am in the Victory Hall. This was unanimously **Agreed**

2122-115 PLANNING MATTERS

- a) APPLICATIONS NOTIFIED

3

Lapford Parish Council

Lapford Parish Council Meeting 20th October 2021

Reference	Location	Proposal
21/01762/HOUSE	Cepheus, Popes Lane, Lapford	Erection of a garage No Comment
21/01785/FULL	10 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 No Comment
21/01822/FULL	Land at NGR 277716 107908, Wood Barton, Morchard Bishop, Devon <i>As an adjoining parish</i>	Erection of an agricultural building (540sqm) No Comment

b) APPLICATIONS AFTER THE AGENDA WAS ISSUED

None

c) MID DEVON DISTRICT COUNCIL DECISIONS

Reference	Location	Proposal	Decision
21/01295/FULL	Homelands Lapford Crediton Devon	Erection of brick built shed	Granted
21/01693/CAT	Graveyard Church of St Thomas of Canterbury Lapford Devon	Notification of intention to reduce height of 8 Yew trees to 2.5m, remove ash trees in South West corner and maintenance work to trees and hedges on West and South boundaries	No Objection to works
21/01599/CAT	Land at NGR 273063 108240 (Playing Fields) Church Close Lapford Devon	Notification of intention to remove 4 Ash branches and 2 Ash branches from hedgebank in a Conservation Area	No Objection to works

These decisions were **Noted**

Lapford Parish Council

Lapford Parish Council Meeting 20th October 2021

d) APPEAL DECISION

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

Reference	Location	Proposal
None		

2122-116 BANK RECONCILIATION

The 30th September 2021 Bank Reconciliation statement, was **Approved**.

2122-117 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 30th September 2021 was received.

2122-118 RECEIPTS & PAYMENTS SCHEDULE

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

PAYMENTS

Payment to	Services	Amount £	Payment No.
2021/2022			
Ken White Signs	Car Park Signs	172.80	212208
Victory Hall	Room Hire	12.00	212208
RJ Martin	Locum Clerk Services Sept 21	723.90	212209
PWLB	Loan Repayment	2,249.63	DD
S. Hemsworth	Cleaning – October 2021	52.00	SO
1&1 Ionos	Email Access – October 2021	2.40	DD
BT Group	Telephone & Broadband October 2021	41.28	DD
Victory Hall	September 2021 Meeting	12.00	212210

RECEIPTS

Receipt from	Services	Amount £	Method
2021/2022			
Mid Devon DC	Precept	10,356.71	BAC

2122-119 2022/2023 BUDGET & PRECEPT

The Clerk introduced this matter to inform councillors of the budgetary process, which would continue in the meeting scheduled for 3rd November 2021 set aside for this purpose.

He outlined the analysis of a standstill budget which included an update on the current

Lapford Parish Council

Lapford Parish Council Meeting 20th October 2021

year's projected outturn, its effects on the General Reserve and considered what might be included for the coming financial year.

The matters that would need consideration are:

- a) A review of the costs of the Orchard Centre
- b) The future clerking requirements (see below)
- c) Insurance Policy Changes
- d) Consideration to the full repair of the Church Clock
- e) Support for the Church Green Commitments
- f) Any other potential budgetary requirements

Councillors were made aware that this analysis needed further work and is only indicative at this stage. The idea is to be thinking early about what the parish council wants going forward.

2122-120 CORRESPONDENCE AND NOTICES RECEIVED

To note the correspondence received for circulation and to resolve to action any matters arising as appropriate

None not already circulated.

2122-121 MATTERS RAISED BY THE CHAIR

None

2122-122 COUNCILLORS' REPORTS AND FUTURE AGENDA ITEMS

Cllr. Parsley wanted to be sure that matters such as the Orchard Centre and associated car park would appear on future agendas. The Clerk said that he has a number of draft agendas being prepared at any time, so that future items would be placed in particular meetings.

Cllr. Andrews wanted to know what the fencing and gating arrangements from The Ark to the Church Green were planned to be. Cllr. Briant-Evans outlined these for the council.

Cllr. Briant-Evans wanted something to guard the edge of the A377 highway, where trees had recently been cut down. She also wanted the Mobile Boost project to be publicised better. Training was going to be investigated and the Clerk confirmed that in-house basic councillor training could be provided by DALC. In addition, DALC could arrange more advanced training on many subjects where it was thought there was a need, although that would probably be provided at a different venue and be for a number of parishes at one time. Cllr. Parsley suggested that councillors should be trained on what their responsibilities were when acting as Charity Trustees, such as for the Church Green activities.

2122-123 DATE OF NEXT MEETING

The next meeting of Lapford Parish Council is scheduled for Wednesday 3rd November 2021 at 7.30pm, in the Victory Hall, Lapford. The deadline for agenda items is midday on the Friday two weeks preceding the meeting.

Lapford Parish Council

Lapford Parish Council Meeting 20th October 2021

2122-124 EXCLUSION OF PRESS AND PUBLIC

It was **Resolved** 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 as publicity might 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.

2122-125 CLOSE OF MEETING

The meeting closed at 9.45pm

CONFIDENTIAL MATTERS

2122-126 CONFIDENTIAL MINUTES OF THE LAST MEETING

The minutes of the Part 2 section of the meeting on 1st September were not considered to be complete. An adjusted set of minutes would be presented next time.

2122-127 PARISH COUNCIL PAPERWORK

The council agreed the next step in attempting to retrieve the missing paperwork from the previous clerk.

2122-128 POTENTIAL CLERKING REQUIREMENTS FOR THE FUTURE

The council **agreed** the following:

- a) To continue the current arrangement with the Locum Clerk, until he has at least finished the report on Lower Town Place.
- b) When the work in a) above is finished to employ a Clerk/RFO for a total of 40 hours a month
- c) To consider splitting the eventual post into separate Clerk and RFO roles so that a new Clerk is not scared away and can get support when needed.
- d) To remove the current advertisement on the Lapford Lookout, for the time being.

Signed:  Chairman

Date: 31/10/21