

# Lapford Parish Council

---

## Lapford Parish Council Meeting 3<sup>rd</sup> November 2021

**There was a meeting of Lapford Parish Council on Wednesday 3<sup>rd</sup> November 2021 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:** 1 member of the public.

### MINUTES

**In the absence of Peter Heal, Cllr. Down took the Chair.**

**2122-129 APOLOGIES**

Apologies had been received from Parish Councillors Peter Heal; David Davenport; Sue Briant-Evans; Stacey Lumsdon.

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

**2122-130 DECLARATIONS OF INTEREST (PECUNIARY AND NON-PECUNIARY)**

There were no declarations of interest.

*Standing Orders were suspended and the Chairman declared the meeting closed*

**2122-131 PUBLIC PARTICIPATION SESSION**

Bill Graham stated that he had sent quotations for the repair of the clock to the Clerk. He said that there was a need for a volunteer to climb the tower to make adjustments to the clock, probably four times a year.

**2122-132 COUNTY AND DISTRICT COUNCILLORS' REPORTS**

There were no reports.

*The Chairman reconvened the meeting in line with Standing Orders*

**2122-133 MINUTES**

On a proposal by Cllr. Gowie, seconded by Cllr. Whittaker the minutes of the Parish Council meeting held on 20<sup>th</sup> October 2021 were **adopted** as a correct record of the meeting and signed by the Chairman.

**2122-134 BANK RECONCILIATION**

The 31<sup>st</sup> October 2021 Bank Reconciliation statement, was **Approved**.

## Lapford Parish Council

---

### Lapford Parish Council Meeting 3<sup>rd</sup> November 2021

#### 2122-135 RECEIPTS & PAYMENTS TO DATE COMPARED TO BUDGET

The attached statement of Receipts and Payments compared to Budgets for the period from 1<sup>st</sup> April 2021 to 31<sup>st</sup> October 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.

#### 2122-136 RECEIPTS & PAYMENTS SCHEDULE

Cllr. Parsley was concerned about how the way that the Parish Clock repairs had been commissioned, having had confirmation that the clerk knew nothing of the work before he received the bill. The work was effectively being commissioned by an outside person and not according to the parish council Financial Regulations. From this point, this process needs to change and would be part of a report from the clerk to be considered at the next meeting. In the meantime, this invoice should be paid, as the Cumbria Clock Company repaired it in good faith.

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**.

#### PAYMENTS

| Payment to                          | Services                                 | Amount<br>£ | Payment<br>No. |
|-------------------------------------|------------------------------------------|-------------|----------------|
| <b>2021/2022</b>                    |                                          |             |                |
| RJ Martin                           | Locum Clerk Services Oct 21 & Stationery | 948.70      | 212211         |
| PKF Littlejohn                      | 2020/21 External Audit                   | 360.00      | 212211         |
| Devon Association of Local Councils | Training                                 | 60.00       | 212211         |
| Cumbria Clock Company               | Minute Hand Repair                       | 378.00      | 212211         |
| S. Hemsworth                        | Cleaning – November 2021                 | 52.00       | SO             |
| 1&1 Ionos                           | Email Access – November 2021             | 2.40        | DD             |
| BT Group                            | Telephone & Broadband November 2021      | 41.28       | DD             |

#### RECEIPTS

| Receipt from     | Services             | Amount<br>£ | Method |
|------------------|----------------------|-------------|--------|
| <b>2021/2022</b> |                      |             |        |
| NS&I Savings     | Accumulated Interest | 740.43      | BAC    |

### Lapford Parish Council Meeting 3<sup>rd</sup> November 2021

#### 2122-137 2020/2021 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN

The Locum Clerk reported that the report from PKF Littlejohn had now been received. As a result, he had placed the Notice of Conclusion of Audit on the new website and had copies to be placed on the parish council noticeboards.

A future report will bring forward the required policies that are essential for audit purposes and need to be on the website by the financial year-end.

#### 2122-138 2022/2023 BUDGET & PRECEPT

The Clerk had circulated a budget report and analyses for discussion. He explained that the basis of accounting was in the simplest form, as Receipts and Payments with no adjustments.

As a starting point It was important to look at the required earmarked reserves first of all, in order to ensure the sustainability of the usable General Reserve. When setting the precept for the year, it was essential to take the General Reserve balances into account to ensure ongoing financial viability, but also taking only what was needed in Council Tax precept. As a result it was **Agreed** that the incorrect reserves currently shown should changed in line with his report to give the correct General Reserve balance.

He requested that councillors look at the budget analysis line by line and to ask questions on the detail, so that a final version could be put together in order to be able to decide on the necessary precept for 2022/2023.

The Locum Clerk suggested that in considering the budget, questions should be asked about matters such as whether grants were to be paid, what the future use of the Orchard Centre would be, why is the Church Green a charity? He believed that an all-enveloping community plan should be drawn up by the parish council which could be done by introducing a Neighbourhood Plan. The cost implications of this plan would form the basis for future budgets.

The point of showing a 5-year projection based on current policies and costings was to track how the General Reserve would move over time. A precept would then be set to ensure financial viability for more than just the following year.

The analysis showed that with the same precept receipt over the 5-year period that the General Reserve would reduce over time. It was currently in the healthy position of covering a year and a half's expenditure.

Councillors believed that there was a need to not diminish the General Reserve, but that the Precept level should be 'frozen', if possible.

The locum Clerk said that he would come to the next meeting with a simpler analysis achieving these requirements. He also said that there was a need to tell people what the parish council does and relate it to the portion of the council tax charge it took up, and this he would present at the next meeting also.

# Lapford Parish Council

---

## Lapford Parish Council Meeting 3<sup>rd</sup> November 2021

Councillors with further thoughts on the detail of the budget would contact the Locum Clerk by email so that this could be incorporated in time. The aim would be to make a decision on the precept level by the time of the next meeting and not leave it until January 2022.

### 2122-139 MATTERS RAISED BY THE CHAIR OR COUNCILLORS

The Chairman had nothing further to cover. Individual councillors responded as follows:

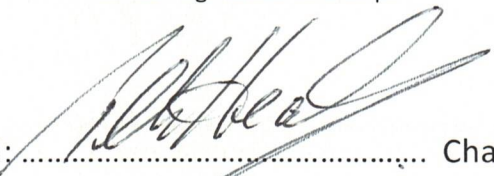
- Cllr. Shapland confirmed that he had submitted the P3 form in to Devon CC's PROW team.
- Cllr. Gowie wished to ensure that snow warden/road warden arrangements were done as soon as possible and it was Agreed that she get on and make contact herself.
- Cllr. Parsley requested that he attend some DALC presentations such as report writing and this was **Agreed**.
- Cllr. Andrews the need to fell the diseased trees in playing field which was now urgent. He would make a grant claim from the LYPFT to the Parish Council. The total cost was about £4,000. Once the application and supporting information had been supplied the Clerk would undertake ordering work, if that was agreed when the matter was considered again for approval.

### 2122-140 DATE OF NEXT MEETING

The next meeting of Lapford Parish Council is scheduled for Wednesday 1<sup>st</sup> December 2021 at 7.30pm, in the Victory Hall, Lapford. The deadline for agenda items is midday on the Friday two weeks preceding the meeting.

### 2122-141 CLOSE OF MEETING

The meeting closed at 9.25pm

Signed:  Chairman

Date: 1st December 2021