

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 MDDC Environmental Health team to ascertain whether action needs to be taken. The MDDC 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, Rensey 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: 15th June 2022