

Lapford Parish Council

Lapford Parish Council Meeting 7th July 2021

The was a meeting of Lapford Parish Council on Wednesday 7th July 2021 at 7.30pm held in the Victory Hall, Lapford

Members Present: Cllrs Peter Heal (Chairman); Julie Down; Roy Andrews; Stacey Lumsdon.

Also Present: No-one

In attendance: Rob Martin (Locum Clerk)

Others: Three members of the public.

MINUTES

2122-029 APOLOGIES

Apologies were received from Cllrs. Briant-Evans, Shapland, Davenport.
Apologies had also been received from County Cllr. Squires and District Cllr. Eginton.

2122-030 PARISH COUNCILLOR VACANCIES

The Locum Clerk had received confirmation from the Electoral Services department at MDDC that no call for an election had been received, as a result of which all three current vacancies could be filled by co-option.

It was agreed that the Locum Clerk would look for an application form to be sent to prospective councillors and draw up an advertisement which would be put on the noticeboard, the village website and in the Lapford Outlook, for which the copy would need to be with Cllr. Lumsdon by 14th July 2021.

2122-031 DECLARATIONS OF INTEREST (PECUNIARY AND NON-PECUNIARY)

No Declarations of Interest were made.

Standing Orders will be suspended and the Chairman to declare the meeting closed

2122-032 PUBLIC PARTICIPATION SESSION

A member of the public observed that the Agendas & Minutes were not currently being published on the village website. The Locum Clerk said that this was an error of omission rather than deliberate and would look to rectify this from here on.

He also brought up the parking provision shown on the plans for the proposed Yeo Vale development about which he believed the parish council should make representation to MDDC. His comments were noted.

2122-033 COUNTY AND DISTRICT COUNCILLORS' REPORTS

To receive a verbal report for information.

4.1 Devon County Council – County Cllr. Squires was not present to give a report.

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- 4.2 Mid Devon District Council – District Cllr. Eginton was not present, but he passed on the fact that MDDC were in the top 10 areas for ecological and climate change in the country, the next nearest area being Oxford. The list was compiled for the Sunday Times.

2122-034 LOCAL ORGANISATIONS' REPORTS

- 5.1 Lapford Church Green Trustees – there had been a meeting just before this one the minutes of which would be available shortly.
- 5.2 Heart for Lapford Strategy Group – there was no report.
- 5.3 Heart of Lapford Development Board – there was no report
- 5.4 Wallingbrook Patient Participation Group – Mr Graham reported that the vaccination process was proceeding well and that services at the practice were opening up despite there being a GP vacancy still.

The Chairman to reconvene the meeting in line with Standing Orders

2122-035 MINUTES

On a proposal by Cllr. Andrews, seconded by Cllr. Down, the minutes of the Annual Parish Council meeting held on 25th May 2021 were adopted as a correct record of the meeting and signed by the Chairman.

To consider progress on the Action List since the last meeting:

- a) The Clerk had set up contact with **Steve Tucker** at DCC Highways and would be contacting him again now that he was back from leave.
- b) The Clerk would investigate sourcing **car park signage** and agree the wording with councillors by email before placing an order.
- c) Cllr. Andrews had investigated the training for **weed spraying** and would undertake a three-day course to enable him to spray around the village. The course would cost him £450, but he would not claim this from the parish council, for whom he would do the work without charge as long as the council paid for the materials.
- d) The report from Cllr. Andrews on the **boundary** between the playing field and Orchard Way would be sent to councillors again, for consideration.
- e) The Locum Clerk had attempted to change the **bank signatories** online on the NatWest website, but there appeared to have been no response from the bank. He would chase the matter up again and get this sorted.
- f) The Locum Clerk still had to raise and order for the 2021/2022 **grass cutting** around the village. He would contact Mike Leach to determine exactly what was being done.
- g) The alleged **school overcrowding** issue was outlined by Cllr. Lumsdon. The 3 applications made to build a new classroom have all been rejected for different reasons. This was obviously a nonsense with the current proposal having been costed at £500,000. It was **agreed** that the MP Mel Stride should be contacted to get him on side and move the project forward.
- h) Renovating the **benches** would be dealt with when the Assets Assessment report is considered.

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- i) The process of joining the **Road Warden Scheme** had been started and details of two volunteers had been passed to DCC Highways in order for training to start.
- j) The **Church Clock** required a refurbished electronics board which would cost £1,800 to supply and install.
- k) The Chairman still had to thank-you **letter to LERT participants**.
- l) Cllr. Shapland was not at the meeting, so no further action on the **P3 PROW claim** could be reported.
(**Post-meeting note**, Cllr. Shapland reported that:- 'With regards to the public rights of way grants I have been in contact with Ross Davies and have a meeting arranged with her for next week to discuss and get forms sorted')

2122-036 COUNCIL ADVISORY GROUPS

The Chairman read out a report from Cllr. Briant-Evans.

a) Lapford Emergency Action Plan Committee

- The Committee has now stood down the LERT initiative and the final expenses claims have been sent in for payment.
- The Committee plans to meet again formally in September.
- The Parish Council should note that the Snow Warden is standing down, so a replacement person is urgently needed. An appeal is published in the current Lookout.
- The Committee members are few now and two at least will be standing down in the next twelve months, including the Chair. The Chair must be a Parish Councillor. This Committee has worked really hard over the last years to put an emergency action plan in place, source equipment for use in emergency situations including grit for winter use and first aid response equipment and radios. It has run the parish Covid response over the last eighteen months or so. There is now a need for younger, more physically fit people to be involved if this work is to go forward.

It was **Agreed** that this would be put to one side, until the parish council had a full complement of councillors.

b) Regeneration Working Group

No report was available.

2122-037 PLANNING MATTERS

a) APPLICATIONS NOTIFIED

Reference	Location	Proposal
None		

b) APPLICATIONS AFTER THE AGENDA WAS ISSUED

None

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c) MID DEVON DISTRICT COUNCIL DECISIONS

None

2122-038 BANK RECONCILIATION

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

2122-039 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 June 2021 was received.

The bank reconciliation has included for some years a sum of £198.45 as Petty Cash. This sum does not exist in reality and on a proposal from the Chairman it was **Resolved** to write the balance off and show it as a charge to the current year's accounts.

2122-040 RECEIPTS & PAYMENTS SCHEDULE

The invoices on the schedule below for the period since the last meeting, were **Approved**.

PAYMENTS

Payment to	Services	Amount £	Payment No.
2021/2022			
Melanie Bickell	Internal Audit	150.00	212201
ICO	Annual Fee	35.00	DD
1&1 Ionos	Email Access	2.40	DD
BT Group	Telephone & Broadband May 21	41.28	DD
S. Hemsworth	Cleaning – June 2021	52.00	SO
BT Group	Telephone & Broadband June 21	41.28	DD
S. Hemsworth	Cleaning – July 2021	52.00	SO
RJ Martin	Locum Clerk Services June 21	540.00	212203
Noonbright	LERT Expenses	33.84	212203
Lapford Victory Hall	Use of Hall	16.00	212203

RECEIPTS

Receipt from	Services	Amount £	Method
2021/2022			
HMRC	VAT Refund 2017-2020	6,460.10	BACS

In addition, payments will be made for invoices received since the agenda was set.

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Payment items in **bold** will be made following the meeting.

2122-040 HIGHWAYS

Having made contact with Steve Tucker, the Locum Clerk would take highways matters forward.

2122-041 WEBSITE & EMAILS

It was **Agreed** that the Locum Clerk would order a new website from **narkedesign** who provide websites specifically for parish councils.

2122-042 GRANT AGREEMENT BETWEEN LAPFORD PARISH COUNCIL AND HOLD

The final signed version of the agreement regarding the work being undertaken by HOLD Ltd on behalf of the community was **Received**.

2122-043 REPLACEMENT CLERK

The Locum Clerk reiterated the fact that he would not be in the role for ever. Active steps to employ a replacement were now needed. He would liaise with DALC to work up an advertisement, rate of pay, hours to be worked etc and discuss where the job would be advertised. The Chairman remarked that it might be best to employ a Clerk, with Rob Martin as RFO and acting as a mentor for the incumbent in order for them to become trained.

2122-044 BUILDINGS AT RISK

MDDC had issued a letter to all parishes asking whether there are properties within their area that need to be subject to protection from developments.

It was **Agreed** that the question be included in the Lapford Lookout, to get responses from people in the parish.

2122-045 ASSETS ASSESSMENT

Cllr. Andrews had undertaken the assessment, alongside Cllr. Briant-Evans, and he would look to do as many of the maintenance items on the assessment as possible. The Locum Clerk pointed out that this assessment would enable him to ensure the assets register was correct which in turn would allow the council to consider its insurance requirements.

2122-046 LITTER PICK

The Chairman read out a report from Cllr. Briant-Evans.

- Five members of the public attended plus several children working under supervision, and Cllrs Heal and Briant-Evans
- The main areas of the village were visited up to the boundaries plus the Playing Field.
- Some weeds were cleared around the Orchard Centre but this and the car park needs further attention.
- The event was risk assessed and the assessment shared with MDDC

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2122-047 COUNCILLOR REPRESENTATIONS

Councillors considered representations for the following:

External

- a) Heart of Lapford Development Board of Directors – a lead councillor and a deputy.
- b) Heart for Lapford Strategy Group – a lead councillor and a deputy.

Internal

- c) Asset Management – two councillors
- d) Financial Review – Chair, Vice-chair and one other
- e) Highways & Traffic – one councillor
- f) Orchard Centre, Public Toilet and Car Park – one councillor
- g) Planning – one councillor
- h) Police Liaison – one councillor
- i) Public Rights of Way Management – one councillor

It was **Agreed** that this list would be reviewed when there is a full complement of councillors on board. In the meantime, each meeting of these bodies would be taken one at a time.

2122-048 DOG WASTE BIN

To consider the following request:

The directors of Heart of Lapford Development have asked the Parish Council to consider, as the custodian of the Car Park, moving the dog waste bin currently located by the Post Box in Orchard Way to the other side of the Car park by the entrance to Lower Town Place. This came about from a meeting held with dog owners and others interested in the way that the management of Lower Town Place can be progressed in the future to include as many public user groups as possible. In order to encourage the responsible use of LTP by dog walkers it was felt that a dog bin adjacent to the site would be extremely helpful. Directors understand that the purchase of an additional bin for this location would be expensive and that MDDC would be unlikely to agree to empty additional bins. Directors would be most grateful if this could be considered at the July Parish Council meeting.

It was **Agreed** that the placement of litter bins had to include knowing whether the District Council would empty the bins or not if they were moved. The Chairman would contact the Waste team and discuss the options available, particularly as there might be a cost involved, over and above just the cost of moving the bins.

2122-049 CORRESPONDENCE AND NOTICES RECEIVED

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

a) Traffic order for road between Barris House and Orchard Cross - 2nd Sept 2021

The Chairman read out a report by Cllr. Briant-Evans:

- This will effectively cut the village in half for the time the works are in progress.
- This order covers the re-scheduled Revel dates of 4th & 5th September.

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- In the light of this would it be possible for the Parish Council to contact Highways to ask whether a) the work could be postponed for a week so as not to conflict with the Revel, or b) that the road can be left in a passable condition for the Friday 4th, evening and Saturday 5th September.

It was **Agreed** that the parish council should ask for the matter to be pushed back a week to ensure that the Revel could take place without disruption.

b) Freedom of Information Request by Dr. Parsley

This matter is discussed in Part 2 (Confidential) section of the meeting.

2122-050 MATTERS RAISED BY THE CHAIR

None

2122-051 COUNCILLORS' REPORTS AND FUTURE AGENDA ITEMS

Cllr. Andrews wanted clarity about the position of the trustees to the playing field committee, the church green committee and village. The Locum Clerk undertook to investigate the information he had, and would also look at Land Registry records to attempt to come some conclusions.

The possibility of hybrid meetings was raised, including the use of Zoom to engage with the general public. The Locum Clerk would investigate the possibilities of doing this and use other organisations experiences where possible.

2122-052 DATE OF NEXT MEETING

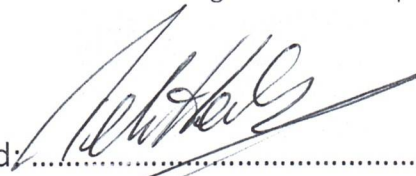
The next meeting of Lapford Parish Council is scheduled for Wednesday 4th August 2021 at 7.30pm, in the Victory Hall, Lapford. The deadline for agenda items is midday on the Friday two weeks preceding the meeting.

2122-053 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.

2122-054 CLOSE OF MEETING

The meeting closed at 9.45pm

Signed:  Chairman

Date: 4/8/2021