

Lapford Parish Council Meeting 7th September 2022

Email: clerk@lapfordparishcouncil.org.uk Phone: 07768 829511 Website: www.lapfordparishcouncil.org.uk

There was a meeting of Lapford Parish Council on Wednesday 7th September 2022 at 7.30pm held in the Victory Hall, Lapford

Members Present: Cllrs Roy Andrews; John Parsley; Julie Down; Pat Gowie; Ivan Hall; Abigail Whittaker; Peter Heal from 8.40pm.

Also Present: County Cllr. Margaret Squires

In attendance: Rob Martin (Clerk)

Others: 5 members of the public.

MINUTES

2223-082 APOLOGIES

Cllr. Peter Heal apologized for not being able to be at the start of the meeting, having been delayed by the District Council Planning Committee, of which he is Chair, overrunning. Nothing had been received from Cllr. Shapland.

In the absence of the Chairman, Cllr. Julie Down as Vice-Chair took the chair for the meeting.

2223-083 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

2223-084 PUBLIC PARTICIPATION SESSION & UPDATES FROM LOCAL ORGANISATIONS

Two representatives from the Lapford Football Club wanted to know what the latest situation was with regard to the potential Section 106 finance for the Club improvement works.

The clerk explained that there had been no communication on the status of the football club for the future. The club was still running and was looking to start football again next season and still wanted access to the section 106 finance. The clerk would like to have some contact from the club on what was expected for the future and this would be arranged. The clerk had met with a senior officer at MDDC earlier that week and this matter had been discussed.

The conclusion was that the football club would communicate with the clerk, outlining the current position and thinking and this would be taken back to MDDC to discuss further.

Emails to the clerk were not being acknowledged and the clerk undertook to ensure that this would happen in the future.

2223-085 COUNTY AND DISTRICT COUNCILLORS' REPORTS

To receive a verbal report for information.

Lapford Parish Council Meeting 7th September 2022

Email: clerk@lapfordparishcouncil.org.uk Phone: 07768 829511 Website: www.lapfordparishcouncil.org.uk

a) Devon County Council

County Cllr. Squires reported that Devon County Council was looking at avoiding an overspend for the current financial year which had resulted in the freezing of the councillors' community grant funds, which she regretted.

She also said that DCC were overspending on Childrens' Services, particularly for those with Special Educational Needs and Disabilities (SEND) as well as school transportation. The next Cabinet meeting would be discussing the current financial position and decisions were expected from that to put the finances back on track.

b) Mid Devon District Council

District Cllr. Eginton was not present and had sent no report.

The Chairman to reconvene the meeting in line with Standing Orders

2223-086

CLERK'S REPORT & CORRESPONDENCE

The clerk reported on the following:

Following the last meeting I undertook an extensive number of actions to try and move things forward with mixed results. I was also on leave from 19th August to 30th August 2022, so my time to get things achieved has been a little short.

Signs in the Car Park

These had not been installed the date of this report.

The Council Chairman had subsequently fitted the signs.

Section 106

I met with Steven Densham of MDDC Property Services on Monday 5th September and the report on this is in minute 2223-092.

Calor Gas Fund

Having written to Faith Murray at EE, her response gave more details on the costs and arrangements necessary to set up the connections. *A further report would be written.*

Church Green Trust

Contact with the Charity Commission has not yet been made by the Clerk in trying to rationalise how this is to operate for the future.

The Footpath Light & Tree work

The District Council properties people have looked at the ownership of the trees and say it is for Mr & Mrs Duddridge to take responsibility for this. I and Cllr. Andrews would visit the residents to discuss the potential location for the light and its power source.

The Clerk and Cllr. Andrews would make arrangements to discuss what and where needed to be provided and review the lighting in terms of location and operation and to explore other longer term options such as solar power. One possibility is that a Memorandum of Understanding with the householders could be agreed once modus operandi had been sorted out.

Bridge Cottages Fencing

A letter was sent to the occupant of 3 Bridge Cottages who replied by telephone saying that Devon County Highways had agreed this was its responsibility and had sent a contractor to measure up to get a price for the work. I have written to Steve Tucker requesting details and a time-scale to get the fence erected.

Vine Cottage Hedging

Email: clerk@lapfordparishcouncil.org.uk Phone: 07768 829511 Website: www.lapfordparishcouncil.org.uk

A letter was sent to the owner of Vine Cottage, but, to date, no response has been received.
The Clerk would write a follow-up letter.

Cleaner's Contract

A contract has been drawn up and I am contacting the individual directly about finalising matters.

Defibrillator

The clerk had received a number of emails recently saying that the defibrillator had a flashing light which was indicating that the batteries were running out. On the basis of health and safety he had assumed delegated powers and ordered replacement batteries at a cost of £59.99 including VAT and the batteries would be replaced by Piers Fletcher, the local defibrillator overseer, once they had been received by Bill Graham. This delegated action was **approved**.

Church Green/Lower Town Place Wall Planning Application

Bill Graham had prepared the planning application for the proposed work to the wall and needed to have the application fee paid before it could be submitted. The application, as previously agreed, was made on behalf of the parish council which had to pay a fee of £117, a half of the normal fee. Under delegated powers the clerk made the payment to Mid Devon District Council in this sum. This delegated action was **approved**.

2223-087

MINUTES

Parish Council

On a proposal by Cllr. Andrews, seconded by Cllr. Gowie, it was **Resolved** that the minutes of the Parish Council meeting held on 3rd August 2022 be adopted and these were signed by the meeting chairman.

Working Parties

The minutes of the Orchard Centre Working Group meeting held on Monday 15th August 2022, were **Adopted**

Cllr. Gowie reported on the last meeting of the **Church Green Trust Committee**. She reported that:

- a) The application for the restoration of the Church Bank had been submitted, but it was likely that the contractor would need to requote for the work.
- b) The Ark requesting putting table on the Church Green, she was awaiting a reply from the clerk to an email on 5th August 2022 on the possibility of attending a meeting of the Committee to advise on the legal and insurance position for this. The clerk is being asked to draft an agreement for the Ark to be able to do this.
- c) The next meeting of the Church Green Committee will be the AGM which is going to be on Tuesday 8th November 2022 in the orchard Centre, open to the public

2223-088

ORCHARD CENTRE WORKING GROUP

Following on from the recent Working Group meeting, there were a number of matters that came forward as recommendations, with the most urgent being the survey work that needs to be carried out.

The Orchard Centre building needs to be surveyed in line with the quotation from Baker &

Lapford Parish Council Meeting 7th September 2022

Email: clerk@lapfordparishcouncil.org.uk Phone: 07768 829511 Website: www.lapfordparishcouncil.org.uk

Baker (see attached). The total cost of the quotation amounts to £3,745 excluding VAT, and the working group is recommending that authority is given to get this work done. The details of this quotation were:

Schedule of Condition	£1,695.00
Health & Safety Assessment	£750.00
Fire Risk Assessment	PC Sum £700.00
Asbestos Survey	To be confirmed (if required)
Reinstatement Valuation	£600.00
	Fees subject to vat at standard rate

The meeting Chairman believed that undertaking these surveys at this time was one step too many with many tasks still unfinished. She believed that people using the building had to take some responsibility when using the centre. The Clerk had outlined his concerns about the potential fire risk with the archive being in a locked cupboard which had the electricity consumer unit, a live heater and a constantly running Post Office computer in it. He believed that there ought to be a fire risk assessment, at least, carried out by professionals.

It was **Agreed** that the clerk would obtain further quotations for a fire risk assessment to be carried out so that the apparent risks identified by the clerk could be properly considered and the necessary remedial action taken to minimize those risks.

The clerk would discuss with Lapford Project 2000 the future of the archive.

2223-089 VILLAGE CLOCK

At its last meeting the parish council approved the full refurbishment of the clock (Minute 2223-066) provided there was not a significant increase in the quotation of £5,990. The new quotation for the same work has been received increasing the cost to £6,445 (+7.6%) and County Cllr. Squires had indicated that their Community Grant Funds had been frozen due to the uncertain financial situation, so there will be no contribution from this source. The Earmarked Reserve for the Clock stands at £473, including the recent donation, meaning that the necessary take from the General Reserve would be £5,972 to pay for this.

On a proposal by Cllr. Down seconded by Cllr. Whittaker it was **Resolved**, by a vote of 3 for (Cllrs Down, Whittaker & Gowie); 2 against (Cllrs. Parsley and Hall) with 1 abstention (Cllr. Andrews) to **accept** the revised quotation of £6,445.

2223-090 QUEEN'S PLATINUM JUBILEE CELEBRATIONS

The attached statement details the final financial statement of the Lapford events which show a net surplus of £114.68. On a proposal by the Chairman, it was **Agreed** that this sum should be put into a **Reserve** as a starting point for a future event.

2223-091 PARISH COUNCIL GENERAL RESERVE FUNDS

The General Reserve of the Parish Council stood, as at 1st April 2022, at £29,989. There are proposals in hand which will have to be funded from the General Reserve as they will have been undertaken without being included in the original budget. This item is to provide the

Lapford Parish Council

Lapford Parish Council Meeting 7th September 2022

Email: clerk@lapfordparishcouncil.org.uk Phone: 07768 829511 Website: www.lapfordparishcouncil.org.uk

financial context for other decisions.

The net effects of these are detailed below:

Item	£	£
General Reserve Balance 1st April 2022		29,989
Clock Refurbishment	5,972	
Orchard Centre Surveys – Maximum	700	
Additional Annual Orchard Centre Costs (First Year)	1,210	
Memorial Bench	207	
Noticeboard	105	
Future Events	115	
TOTAL		8,809
Estimated General Reserve Balance 31st March 2023		21,180

This was **Noted**.

2223-092 LAPFORD YOUTH AND PLAYING FIELD TRUST (LYPFT) & PLAY AREA/MDDC/LPC

Cllr. Andrews was now the Chairman of the LYPFT and the clerk was talking to him about the future, in particular its charitable status. The clerk had met with Steve Densham of Mid Devon District Council on the subjects of the playing field, the play area and Section 106 funding. MDDC were concerned about the play area lease and how that was going to be managed going forward and the status of the PROW that runs through the field.

The clerk was looking to produce a rational arrangement between the organisations involved to get the best possible use out of the land as possible, an aim shared by Steve Densham.

Cllr. Andrews updated the parish council on the status of the custodian trusteeship which was no longer going to be actioned by NatWest bank, but by a separate company set up for this purpose. It would be an opportune time for questions to be asked of the Charity Commission about whether such trusts were the best way forward in Lapford.

2223-093 INTERNAL AUDITOR

The Internal Auditor used for the 2021/2022 accounts, IAC Audit & Consultancy Ltd, has ceased providing this service so an alternative needed to be located and appointed. The Clerk has contacted a well-respected company Mulberry & Co which he has dealt with before and it had agreed that it could conduct the Audit for this year on the basis of a charge of £60 per hour for approximately 4 hours work.

On a proposal by the chairman, seconded by Cllr. Parsley it was **Resolved** that Mulberry & Co would be appointed as Internal Auditor for the current year.

2223-094 PLANNING MATTERS

a) APPLICATIONS NOTIFIED

To consider the following Planning Applications and to agree comments:

Lapford Parish Council Meeting 7th September 2022

Email: clerk@lapfordparishcouncil.org.uk Phone: 07768 829511 Website: www.lapfordparishcouncil.org.uk

Reference	Location	Proposal
None		

b) APPLICATIONS AFTER THE AGENDA WAS ISSUED

To consider responses to applications notified after the agenda had been set.

c) MDDC DECISIONS

Reference	Location	Proposal	MDDC Decision
None			

2223-095 BANK RECONCILIATION & BUDGET MONITOR

On a proposal by the Chairman, seconded by Cllr. Andrews the Bank Reconciliation and Receipts and Payments statement, as at 31st August 2022 were **agreed** and signed.

2223-096 RECEIPTS & PAYMENTS SCHEDULE

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

PAYMENTS

Payment to	Services	Amount £	Payment No.
2022/2023			
EDF Energy	Electricity	17.00	DD
Everflow Ltd	Water & Sewage	15.87	DD
Sue Hemsworth	Orchard Centre Cleaning	52.00	SO
BT Group Ltd	Broadband	45.12	DD
IONOS	Village Website Hosting	14.44	DD
HMRC	Tax Deduction	119.20	2223-18
RJ Martin	Salary September 22	477.55	2223-18
Narked Design	Email & Website Hosting	178.00	2223-19
T&G Garden Maintenance	Grass Cutting	160.00	2223-19
MDDC	Planning Application for Wall	117.00	2223-20
Zoll Medical	Batteries for Defibrillator	59.99	2223-20

RECEIPTS

Receipt from	Services	Amount £	Method
2022/2023			
Sue Briant-Evans	Net Cash from Jubilee Events	463.58	Deposit

2223-097 MATTERS RAISED BY THE CHAIR

The Chairman raised the following matters

Lapford Parish Council

Lapford Parish Council Meeting 7th September 2022

Email: clerk@lapfordparishcouncil.org.uk Phone: 07768 829511 Website: www.lapfordparishcouncil.org.uk

- a) Post Box Collection times appear to have changed – this was due to a change in post office policy that the parish council could do little about.
- b) Footpath & Jubilee Seat – Cllr. Andrews reported that these would be completed by 20th September 2020.
- c) Lookout responsibilities – the Clerk had not had this as part of his responsibilities in his earlier days but would be prepared to take it on as a follow-up to preparing the minutes.
- d) Signpost Report – the Chairman would like that on the next agenda.
- e) Bus Shelters – cleaning is Parish Council responsibility. To include with the signpost item but this could be a duty for the handyperson role perceived at previous meetings.
- f) Bank Mandates – would need to be redone to accommodate the resignation of Sue Briant-Evans in May 2022.
- g) Handyperson – the Clerk would draw up and advertise an advertisement for someone to carry out ad hoc tasks around the parish.

2223-098 COUNCILLORS' REPORTS AND FUTURE AGENDA ITEMS (FOR INFORMATION ONLY)

- a) Cllr. Gowie confirmed that she would be accompanying police patrols, although they would be the 'graveyard shifts'. Dates had still to be arranged.
- b) Cllr. Hall wanted to be assured that the situation regarding the non-registering of former employees did not leave the parish council vulnerable. The clerk explained that he had discussed this very matter with HMRC and had very clearly be informed that the parish council did not need to back-track but needed to rectify the situation going forward and submit returns for existing employees from the time that a contract was applicable.
- c) The clerk had been called by HMRC in relation to the clearance of the parish council tax account and agreement had been reached that this would be done.
- d) The clerk explained that the HMRC tax system had been set up on the parish council computer in 2011 and there had not been one RTI submission to the tax office in that time until he took over. This covers a period involving three other clerks.

2223-099 DATE OF NEXT MEETING

The next meeting is scheduled for Wednesday 5th October 2022 at 7.30pm in the small room at the Victory Hall. The deadline for agenda items is midday on Wednesday 28th September 2022.

2223-100 EXCLUSION OF PRESS AND PUBLIC

There were no items to be discussed in confidence.

2223-101 CLOSE OF MEETING

The meeting closed at 9.02pm

Signed: Chairman

Date:

Calor Gas Connectivity Grant

Report by the Parish Clerk

The parish council has decided that the remaining Calor Gas Community Connection grant of £1,305, currently held in an earmarked reserve, should be used as an extension of its original intention. As a result, the proposal has been put forward that the money should be used to fund broadband connections to three local community buildings, these being:

- The Victory Hall (particularly the Youth Club)
- The Parish Church, and
- The Congregational Church

What follows is an extract of an email received from BT regarding the installation and running costs of providing broadband connections to each of the three community buildings.

The Victory Hall – in the centre of the village – EX17 6PZ

Currently this address isn't connected to BT at all. Initially, we will get the address connected to BT's exchange by installing a phone line. Once the phone line is installed I can then do anything else with it, for example – connecting it to a broadband. This process usually takes around 2 weeks to complete.

In terms of pricing, the initial landline installation will be £22.30 Ex VAT after the line is completely installed and I am able to connect the broadband the monthly price will go up to £25.95 EX VAT. This pricing is for your broadband and landline.

St Thomas of Canterbury Parish Church – also in the centre of the village – EX17 6PZ

This address falls under the same category as above. We will install a landline into the building and then add broadband once that has been completed. The pricing is the same as above.

The Congregational Church, Eastington Lane – EX17 6QE

This would be as a part of our Fibre 76 Essential + Digital Line package which we would be able to process immediately, as soon as we get the go ahead from yourself.

Each of these lines will cost **£25.95 Ex VAT** per month. There is a one-off delivery cost of **£9.95**.

The simplest way of arranging this is to allocate £435 of grant to each of the buildings and let them get on with the connection etc, but this is problematic for at least two reasons.

- a) The installation and monthly charges are both quoted net of VAT, which is the price the community would pay if all of the invoices were paid by the parish council and, given the use being made of it, is perfectly valid VAT treatment. The other organisations cannot reclaim VAT in this way so there would be around £220 lost if they were to pay from their accounts.
- b) A parish council does not have the power to pay funds to churches, other than to maintain a cemetery or churchyard. It would have the power to install a community facility, such as the proposed broadband connection, but needs to do this directly.

As a compromise, the clerk is proposing that all three connections are organised and paid for by the parish council and that it pays directly for the first 16 months of monthly charges, thereafter these are picked up by each of the organisations benefiting from the connection.

The resulting financing would be as follows:-

Building	Installation	Annual Cost	Delivery	Total
	£	£	£	£
Victory Hall	22.30	415.20	9.95	447.49
Parish Church	22.30	415.20	9.95	447.49
Congregational Church		415.20	9.95	425.15
Total	44.60	1,245.60	29.85	1,320.13

The VAT saved by this mechanism would amount to £264, or an extra 10 monthly charges between them.

The clerk is attempting to get this set up so that the invoicing is dealt with appropriately. He has also asked the BT representative whether the parish council could just pay £435 into each account, VAT receipted appropriately and just let time take its course within the organisations so that they pick up the tab when the parish council money runs out, which would probably be the best option if it can be done.

Once a response from EE is received the appropriate action can be taken.

Rob Martin

29 September 2022

Lapford Parish Signs list

	Site	Sign	Problem	Comments & Outcome
1	Victory Hall	School	✓	
2	Orchard Way	Street sign x 2		One nearest Orchard Centre is bowed
3	Orchard Way	Parking P	✓	
4	Orchard Cross junction	Finger Post	✓	
5	Orchard Cross (from Eastington)	Give Way	✓	
6	Orchard Cross	Telephone		To be removed
7	Moorland View (at junction)	Street sign	✓	
8	Eastington Lane (lower end)	Street sign		Needs attention
9	Moorland View (lower end of footpath to Eastington Road)	Horses riding prohibited		This sign is no longer there
10	Cut through from Eastington Lane to High Street	No entry except for access	✓	
11	Eastington Lane (higher end)	Street sign	✓	
12	Park Meadow Close	Street sign x 2	✓	
13	Park Meadow Close	Footpath sign	✓	
14	Eastington Lane, just past Park Meadow Close on LHS	School	✓	
15	Eastington Lane (RHS)	Pedestrians No Footway	✓ ✓	
16	After School (LHS)	School	✓	
17	After School (RHS)	School & Deregulation	✓	
18	Bottom of Holy Well Hill	Public Footpath	✓	
19	Eastington Road near Eastington Cross	Slippery Road	✓	

Lapford Parish Signs list

20	Eastington Road near Eastington Cross	Give Way		Bent, dirty, foliage needs trimming back.
21	Eastington Cross	Finger Post		Finger missing 'Eastington' Cap missing Lapford finger overgrown
22	Eastington Cross towards Calves Bridge (RHS)	Crossroads		Unreadable as twisted round
23	Eastington Cross towards Calves Bridge (RHS)	Slippery Road		Bent
24	Eastington Stables (RHS)	Crossroads	✓	
25	Between Eastington and Hole (RHS)	Slippery Road	✓	
26	Opposite Great Hole	Public Footpath	✓	
27	Higher Forches	Finger Post		Cap in poor condition
28	Lower Forches	Finger Post		Finger collected and needs reattaching. Cap poor.
29	Filleigh Moor Cross	Finger Post		Four fingers still missing (reported to LPC October 2020). Cap missing. 'Filleigh', 'Lapford' 'Witheridge & Tiverton', 'Chawleigh' (two brackets)
30	By Filleigh House	Public Footpath	✓	
31	Pouncers X	Finger Post	✓	
32	Blackberry Lane	Public Footpath	✓	
33	By flower bed at top of village	Lapford village sign	✓	
34	Upper Rose Cottage	30mph x 2 & Deregulation		To be moved to the top of the village, hopefully. Awaiting Traffic Order.
35	Rattle Street	Children	✓	

Lapford Parish Signs list

		Junction	✓	
36	Cut through from High Street to Eastington Lane	No entry except for access	✓	
37	Melissa Lake Memorial Shelter	P (parking)		Very poor condition, almost illegible.
38	Opposite The ARK	No footway for 200 yards	✓	
39	Opposite Shamrock Cottage	Bollards x 2		Missing
40	Heathfield	Bollard		Bent
41	Heathfield (RHS)	Pedestrians	✓	
42	Highfield Close x 2	Street sign	✓	
43	Highfield Close junction	Dead End		Almost illegible
44	Barris Corner	Station		Post bent. Footpath sign missing
45	Woodleigh Cottage	Dead End		Totally overgrown
46	Popes Lane (top)	Street sign		Discoloured
47	Barris	Lapford village sign	✓	
48	By industrial estate (between A377 and bridge)	Pedestrians		Totally overgrown
49	Industrial Estate	Twinning	✓	
50	Industrial Estate junction with A377	Give Way 40mph	✓	
51	Lapford Station	Public Footpath	✓	
52	Lapford Station	Station sign Railway Station x 2	✓	Needs realigning
53	Lower end of footpath to A377	Public Footpath	✓	
54	Lower end of Popes Lane	Dead End	✓	
55	A377 (to Lapford)	40 mph Speed camera	✓	

Lapford Parish Signs list

56	A377 (to Lapford)	40mph Pedestrians	✓	
	A377 by the river bridge	Pedestrians Public Footpath	✓	
57	A377 opposite Rose Removals	Village Centre Crossroads	✓	
58	A377 Lapford Cross	Village Centre	✓	
59	A377 (LHS) before Nymet Rowland junction	Directional sign to Nymet Rowland	✓	
60	Nymet Road junction with A377	Pedestrians 30mph Nymet Rowland	✓ ✓	Needs realigning
61	Ambrosia Close	Street signs x 2		One needs straightening
62	Bridge Meadow Close	Street sign	✓	
63	Ridge Meadow Close entrance	Cattle 40mph (small)	✓ ✓	
64	Nymet Road above Higher Bridge	Deregulation 30mph x 2 Cattle		Sign missing All need realigning
65	Nymet Road/Edgerley lane junction	Unsuitable for Long Vehicles		Sign and supports missing
66	Edgerley Lane by the football field	Unsuitable for Long Vehicles	✓	
67	Kelland Cross	Finger post		Cap needs painting
68	Kelland Hill by Holmeffield	30mph Deregulation		Signs on RHS need realigning
69	A377 junction with Kelland Hill	Stop x2	✓	All new and in good condition

Lapford Parish Signs list

		40mph x 2 30 mph x 2	✓ ✓	30 mph sign misaligned
70	A377 junction with Kelland Hill	Village Centre Directional (to ZM)	✓ ✓	
71	Near MOT Garage (LHS)	Pedestrian Sign	✓	
72	Near MOT Garage (LHS)	Twinning		Bent, needs straightening on one corner
73	River Bridge junction	Give Way 30 mph	✓ ✓	
74	A377 by telephone exchange	P ¼ mile	✓	
75	A377	Deregulation x 2	✓	
76	A377 lay-by	P	✓	
77	A377 (RHS)	Public Footpath (two fingers)	✓	
78	Bugford Cross	Finger Post	✓	
79	Bugford Cross (from Morchard Bishop)	Stop	✓	
80	Bugford Cross (from Bury)	Stop		Too low. Misaligned. Partially overgrown
81	Near Polbury	Public Footpath	✓	
82	Nymet Bridge junction	Unsuitable for heavy goods vehicles Give Way		Sign fallen down pole Bent, battered and skewed

Notes

The finger posts and most signage within the village is the responsibility of the Parish Council to keep in good order.
Main Road signs, speed restriction signs are the responsibility of Highways.

Notes 3.5.22 Most signs would benefit from a good clean. There are no signs in the village car park

Surveyed 3.5.22

2223-111

Section 3 – External Auditor Report and Certificate 2021/22

In respect of

Lapford Parish Council – DV0222

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor report 2021/22

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The smaller authority has disclosed that it made proper provision during the year 2021/22 for the exercise of public rights, by answering 'Yes' to Section 1, Assertion 4. However, as was reported last year, we are aware that it failed to do this and therefore should have answered 'No' to this assertion. It has also disclosed that it took appropriate action on all matters raised in reports from internal and external audit, by answering 'Yes' to Section 1, Assertion 7, which, on the basis of the above, is not correct.

The AGAR was not accurately completed before submission for review:

- Information received from the smaller authority indicates that certain fixed assets that have not existed for some time have been removed from the fixed asset register during the year under review, and this has been correctly reflected in the figure in Section 2, Box 9 for the current year. However, the smaller authority has not restated the 2020/21 Box 9 figure for the removal of these assets which is required under proper practices for consistency and comparability.

Other matters not affecting our opinion which we draw to the attention of the authority:

We note that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2022/23 for the exercise of public rights, since the approval date was after the start of the period for the exercise of public rights. As a result, the smaller authority must answer 'No' to Assertion 4 of the Annual Governance Statement for 2022/23 and ensure that it makes proper provision for the exercise of public rights during 2023/24.

The smaller authority has confirmed that it has not complied with the governance assertion in Section 1, Box 5, but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified.

3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

14/09/2022

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Lapford school – Safety for children during the school drop-off and pick-up

Having cycled and walked with my children to Lapford school for a few years now I have often worried about the dangers our children face on a daily basis during school pick-up and drop-off times. I don't think that I am alone in thinking this.

I witnessed a near miss accident this morning where a car narrowly missed hitting a child on a bike and this has prompted me to writing and highlighting the dangers faced. We have a situation where cars, tractors, waste collection lorries etc are mixing at close proximity with cyclists, pedestrians and children on bikes and scooters. Many children (despite the instructions of parents and carers) have little comprehension of the dangers and minimal road sense.

There are three very dangerous places on the way to school which I feel need addressing

1) Blind bend by the congregational church

In my opinion the worst spot on the way to the school is the corner just before the congregational church. Many children on bikes keep to the left-hand side instead of switching to the right -hand side. Of course, children are told to keep to the left at all times so not surprising. I instruct my children to switch to the right at this point and use (what I can only assume) is meant to be a cycle lane. My assumption is that the markings represent a cycle lane, but nobody knows for sure? It is poorly marked and has no bike logo on it. Some children are told to keep on the left and others to switch over to the right. It is a blind bend and motorists have a tendency to drive back from the school tight to the hedge (probably avoiding the white undefined path) and thus increasing the chances of a head-on collision with a child or adult. This is what I witnessed today and it is very frightening.

The blind bend approaching Lapford school – Repainting, signage and instruction required for using the bike lane (If that is what it is?)



Is this a cycle lane? If so, why is it poorly maintained and why no bike symbol or signage for car drivers?

The blind bend coming away from Lapford school – Cars tend to drive to the right to avoid children on the left and this increases the chance of a head on collision with an on coming child on a bike.



2) The corner at the start of Eastington Lane

Maybe move the school warning sign back before this corner. Young children on bikes fly out of here from the left without stopping.



3) Narrow road – Between where the footpath ends and the school

Most people bringing their children to school will drive slowly and carefully through this section but those passing through the village on business do not often respect it in the same way. Many people have witnessed these occurrences where motor vehicles are driving either too fast or too close to children. Often the children are a few millimetres away from wing mirrors and the chances of an accident are high when they are wobbling around on their various modes of transport and racing each other. Two-way traffic on this section shares a narrow space with children as young as 2 or 3 on scooters and bikes.



There is also a dangerous place in front of the school where everyone is competing for a few square metres. Cars are entering and leaving the car parks, children are crossing the road and road traffic is approaching from both sides.

Safer route – See image below

A footpath along the field and a crossing point by the end of the footpath or the congregational church. This would avoid the issues in front of the school and in the narrow road and have all children (walking and on scooters) separated from motor vehicles. This would obviously rely on the goodwill of a landowner but would take little space from the land.



Other suggestions

Bikeability is great initiative but why wait until year 5 to instruct children on safe road use? Maybe a good idea to give instructions at school to any child on foot, scooter, bike etc before they get to year 5? Maybe the team running bikeability could advise?

The sign by the school car park is good but maybe something like this at both ends of the dangerous road sections would remind vehicle drivers to be extra careful. People don't always pay attention to the school warning triangle signs alone.



Maybe change the whole zone from a 30-mph limit to 20 mph? I don't think speed humps would improve things. It may just make the chance of a child coming off their bike or scooter greater?

Seeing so many children making their own way to school is great and to be encouraged. Let's not wait for an accident to occur before acting? The question is whether people can work together to improve the situation?

Kind Regards

Dave Gardner

clerk@lapfordparishcouncil.org.uk

From: D365 Quotes <quotes@direct365.co.uk>
Sent: 22 September 2022 15:01
To: Rob Martin
Subject: Direct365 - Safety Quote for Lapford Parish Council
Attachments: Terms and Conditions for Compliance Testing.pdf

Dear Rob Martin

Thank you for your enquiry and entrusting Direct365 to help your company remain compliant.

We are pleased to provide you with the following quote

Fire Risk Assessment -Per Site Attended

Fire Risk Assessment	Price (exc. VAT)
Property up to 9,000 SQFT	£285.00
9,0001 SQFT+	POA

Emergency Light Testing – (1 Hour Drop down) -Per Site Attended

Emergency Light Testing	Price (exc VAT)
Minimum charge for up to 20 Emergency Lights	£95.00
Additional test per light after first 20	£4.95

Why not get all your compliancy needs met in one place?

Did you know we offer all the following services:

- Fixed Wire Testing
- Fire Risk Assessments
- Emergency light testing 1 hour drop down tests
- Emergency light testing 3 hour drop down tests
- Fire Alarm servicing
- Fire extinguisher servicing
- Legionella Risk Assessments

What next?

To accept our quotation simply confirm your acceptance by email, we will contact you to confirm your address, access times, and service agreement start date.

Alternatively if you would rather talk to one of our trained team members over the phone please call 0800 612 9288.

If you require any further information please do not hesitate to get in touch, we are always happy to help

Regards,

LAPFORD PARISH COUNCIL

BANK RECONCILIATION AS AT
30-Sep-22

		£	£
Bank Balances 30/09/22			
	NatWest	15,839.73	
	NS&I	21,541.47	
	Petty Cash	-	
			37,381.20
Uncleared Payments			
Uncleared Credits			
			-
TOTAL BALANCES			<u>37,381.20</u>
Balance at 1/4/2021	Current Account	19,391.59	
	NS&I	21,541.47	
	Petty Cash	-	
			40,933.06
Plus Receipts		13,648.83	
Less Payments		(17,200.69)	
			(3,551.86)
TOTAL BALANCES			<u>37,381.20</u>
Reconciliation			<u>-</u>



Account type: **BUSINESS CURRENT**
 Account number: **04515099**
 Sort code: **52-30-06**
 Account name: **SLA LAPFORD P C V**

Transactions

Date: **29th September 2022**

Your transactions

Showing: Last 1 month (4 weeks), All Transactions

Date	Type	Description	Paid in	Paid out	Balance
27 Sep 2022	D/D	BT GROUP PLC , GP00449335-000047	-	£45.12	£15,839.73
20 Sep 2022	DPC	RJ MARTIN , SALARY SEPT 22 , VIA ONLINE - PYMTB, FP 20/09/22 40 , 45013643128187000N	-	£477.35	£15,884.85
20 Sep 2022	DPC	HMRC CUMBERNAULD , 475PP01227889 , VIA ONLINE - PYMTB, FP 20/09/22 40 , 40013643120114000N	-	£119.40	£16,362.20
15 Sep 2022	D/D	1&1 INTERNET LTD. , V73144437-96480531	-	£14.44	£16,481.60
14 Sep 2022	D/D	EVERFLOW LIMITED , B264080A	-	£21.16	£16,496.04
9 Sep 2022	DPC	WEBSITE & EMAILS , INV1033335 , VIA ONLINE - PYMT , FP 09/09/22 10 , 33153243046071000N	-	£178.00	£16,517.20
9 Sep 2022	DPC	TREVOR HILL , PARISH COUNCIL , VIA ONLINE - PYMT	-	£160.00	£16,695.20
7 Sep 2022	DPC	RJ MARTIN , EXPENSES , VIA ONLINE - PYMT , FP 06/09/22 10 , 53184434951865000N	-	£176.99	£16,855.20
2 Sep 2022	D/D	EDF ENERGY , 671171872806	-	£20.17	£17,032.19
1 Sep 2022	S/O	SUE HEMSWORTH , OC CLEANING , FP 01/09/22 30 , 19024854203156000N	-	£52.00	£17,052.36
30 Aug 2022	D/D	BT GROUP PLC , GP00449335-000046	-	£45.12	£17,104.36

© National Westminster Bank Plc, downloaded from the NatWest online transactions service on 29th September 2022. Search "transactions" on natwest.co.uk for more information.

National Westminster Bank Plc, registered in England and Wales No. 929027. Registered office: 250 Bishopsgate, London EC2M 4AA. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

LAPFORD PARISH COUNCIL

RECEIPTS AND PAYMENTS ACCOUNT MONITOR

30-Sep-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	-	1,633.06	-
-	Section 106 Income	-	-	-
-	PWLB Loan	-	-	-
-	Jubilee Events Income	-	563.58	-
8,368	VAT Receipts	-	344.19	-
30,224	TOTAL Receipts	22,390	13,648.83	61
	PAYMENTS			
	Administration			
780	External Audit	300	-	-
150	Internal Audit	150	182.88	122
35	ICO	35	35.00	100
950	Legal Fees	-	117.00	-
-	Land Registry	-	-	-
478	Insurance	480	497.17	104
895	Elections	-	-	-
621	IT&C	200	178.00	89
274	Office Consumables	300	121.78	41
-	Refreshments	-	-	-
-	Postage	50	-	-
112	Venue Hire/Zoom	200	72.00	36
	Clerk & Councillors			
10,560	Locum Clerk	-	-	-
-	Clerk's Salary	7,200	3,580.50	50
-	NI	500	-	-
8	Clerk's Expenses	350	61.20	17
-	Councillor Expenses	100	-	-
-	Councillor Allowances	100	-	-
50	Training & Development	400	259.27	65
	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	312.00	50
28	Cleaning Consumables	60	23.28	39
270	Electricity	280	2,904.93	1,037
185	Water	160	173.53	108
64	Maintenance & Improvements	200	19.88	10
413	Telephone & Broadband	420	225.60	54
	Telephone Kiosk			

LAPFORD PARISH COUNCIL

RECEIPTS AND PAYMENTS ACCOUNT MONITOR

30-Sep-22

2021/2022 Actual £		2022/2023 Budget £	2022/2023 to date £	% of Budget £
-	Refurbishment	-	-	-
-	Maintenance	-	-	-
-	Defibrillator	-	-	-
-	Installation	-	-	-
-	Maintenance & Consumables	200	49.99	25
-	Community Website	-	-	-
88	Development	-	-	-
	Maintenance	150	72.12	48
-	Maintenance - General			
-	Annual Inspections	500	-	-
505	Church Clock	290	165.00	57
-	DAA Lighting	130	-	-
315	Grass Cutting	660	215.00	33
-	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	-	-
487	COVID Emergency			
-	LERT Expenses	-	-	-
-	Equipment	-	-	-
	Section 137			
100	General Donations	1,000	525.00	53
30	Armistice Wreath	30	-	-
-	Litter Pick Refreshments	60	-	-
75	Highways Improvements	80	-	-
-	Fireworks Event	-	-	-
-	Armistice Event	-	-	-
-	Flags	-	-	-
75	Jubilee Events Expenditure	-	373.90	-
1,278	Lower Town Place - Capital Expenditure			
	Site Costs Funded by Loan	-	2,667.68	-
4,499	Loan Repayments			
	PWLB Repayments	4,500	2,249.63	50
729	VAT Expenditure	-	966.68	-

LAPFORD PARISH COUNCIL

RECEIPTS AND PAYMENTS ACCOUNT MONITOR

30-Sep-22

2021/2022 Actual £		2022/2023 Budget £	2022/2023 to date £	% of Budget £
30,426	TOTAL EXPENDITURE	23,390	17,200.69	74

NET EXPENDITURE/(INCOME)

1,000

3,551.86

RESERVES

29,989 General Reserve

29,193

Earmarked Reserves

200	Car Park Refurbishment	200
200	Church Clock Overhaul	473
1,305	Calor Gas Rural	1,305
1,277	Transparency Code	-
550	PROW	1,350
4,744	PWLB	4,744
	Village Event Reserve	116
2,668	Lower Town Place	-
40,933		37,381