

LAPFORD PARISH COUNCIL**Parish Council Meeting 7th September 2022****Clerk's Report****Report from the Parish Clerk**

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 to date.

Section 106

I am meeting Steven Densham of MDDC legal team on Monday 5th September and will report back to council under item 2223-092.

Calor Gas Fund

I have written to Faith Murray at EE, trying to set something up. It appears that we have missed each other because of holidays, it sort of happens during August.

Revel & Other Village Groups

A report needs to be written that deals with the various groups that have lost personnel to decide what is to be done for the future and who is to do it.

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.

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 will endeavour to get confirmation from Highways that this is in hand and ask for the expected time -frame.

Vine Cottage Hedging

A letter was sent to the owner of Vine Cottage, but, to date, no response has been received.

Cleaner's Contract

LAPFORD PARISH COUNCIL

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

Rob Martin

01 September 2022

Lapford Parish Council

Lapford Parish Council Meeting 3rd August 2022

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

There was a meeting of Lapford Parish Council on Wednesday 3rd August 2022 at 7.30pm held in the Victory Hall, Lapford

Members Present: Cllrs Peter Heal (Chairman); Roy Andrews; John Parsley; Alex Shapland; Julie Down; Pat Gowie; Ivan Hall; Abigail Whittaker.

Also Present: No-one

In attendance: Rob Martin (Clerk)

Others: 4 members of the public.

MINUTES

2223-057 APOLOGIES

Apologies had been received from County Cllr. Squires and District Cllr. Eginton.

2223-058 DECLARATIONS OF INTEREST (PECUNIARY AND NON-PECUNIARY)

No declarations were made.

2223-059 COUNCILLOR VACANCIES

On a proposal by the Chairman, it was **Resolved** not to consider the application from Connie Buggy at this stage but to give more time for other applicants to come forward and reconsider the situation at the 5th October 2022 parish council meeting.

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

2223-060 PUBLIC PARTICIPATION SESSION & UPDATES FROM LOCAL ORGANISATIONS

The organiser of the Jubilee events handed the balance of cash remaining from the Jubilee celebrations along with a statement of income and expenditure and supporting invoices. The clerk would bank the cash and reflect the financial activity in the parish council accounts.

Concern was also expressed about a number of tasks previously on the action list that should not be forgotten including the signage in the car park, a letter regarding the safety of the slurry pit, potential 20mph limits through the village and hedge cutting at Vine Cottage, amongst others. The Chairman said that these were all in hand.

A member of the public highlighted a few errors within the minutes of the last meeting.

It was stated that, in the interests of clarity and openness the supporting papers for each meeting should be on the website before the meeting which was supported by more than one present.

The clerk pointed out that he had put the supporting papers on the website when the draft minutes were posted, which even then was unusual amongst parish councils.

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There was also concern that the Lapford Village Website was always out of date and that the parish council appeared to be paying for it. The clerk explained that this was a long-standing arrangement and he just ensured that the facility was provided but had no responsibility for the updating of a second website.

As far as keeping the website live, the clerk proposed that it might best to do so to perhaps redesign it to become the contact website for a Neighbourhood Plan which might, perhaps should, be undertaken by a group other than the parish council. This would be reviewed.

There was also a question asked about whether the Orchard Centre heaters were now working and the Chairman undertook to check this.

There were matters such as the large payment to SSE which were of concern to outsiders when they did not know the full story. He also explained that the inclusion of a report by the Wallingbrook PPG was as a result many years ago of a request by the surgery to do that.

2223-061 COUNTY AND DISTRICT COUNCILLORS' REPORTS

To receive a verbal report for information.

a) Devon County Council

Cllr. Squires was not present.

b) Mid Devon District Council

Cllr. Eginton was not present.

The Chairman to reconvene the meeting in line with Standing Orders

2223-062 CLERK'S REPORT & CORRESPONDENCE

The Clerk referred to his circulated report:

The appearance of Covid was a surprise to me and it resulted in the July 2022 meeting being cancelled. The effects of the illness are still present even though I have been testing negative for a month now. Normal service is now more or less in place.

Neighbourhood Policing

The clerk had circulated a letter from the Neighbourhood Policing Team for Crediton detailing the way to identify where crimes had occurred and offering to allow a councillor from each parish to accompany them on their patrols.

Cllr. Gowie would arrange to take up the offer of attending patrols.

Noticeboard Agreement

The agreement for the liability for the noticeboard was signed and returned on behalf of the parish council, having already been agreed.

Lower Town Place

The liaison for this is continuing with a meeting between me, Cllr. Down and Steve Keable revealing further documentation and understanding on both sides. A revised draft report will be presented as soon as possible.

Signs in the Car Park

These had not been installed to date.

The Chairman indicated he would arrange for this soon.

Village Signs

Lapford Parish Council

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Sue Briant-Evans has produced a condition survey of all of the signage in the parish, which will need to be addressed at a future meeting.

Section 106

I have written directly to MDDC on the need to set up a meeting on all things Lapford and have yet to get a reply. Maybe our District Councillor can apply some pressure to get this sorted as it is standing still at the moment.

The clerk reported that he had now received a response from the MDDC legal team offering a meeting which still had to be arranged.

Calor Gas Fund

This money is sitting in reserves and I was waiting for Bill Graham to come back with the prices he has agreed with BT for the connections. Once I have this in place alongside contact names and numbers this can be pulled together.

Cllr. Parsley had some suggestions about potential other beneficiaries for the funding which he would forward to the clerk who would present a report at the next meeting.

Revel & Other Village Groups

A report needs to be written that deals with the various groups that have lost personnel to decide what is to be done for the future and who is to do it.

The clerk stressed that this was about ensuring the continuation of events rather than any criticism of the groups involved.

Orchard Centre

The energy supply to the centre is subject to a separate report as below. The outstanding tasks of getting the building surveyed and valued still has to be arranged.

A meeting of the Orchard Centre Working Party would be arranged over the next week or so.

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

Contact has not yet, to my knowledge, been made with Mr & Mrs Duddridge over the need to replace the light and what arrangements could be made regarding the necessary tree lopping to make it more effective.

Cllr. Andrews had contacted the residents involved who had indicated that the tree involved was the joint responsibility of them and MDDC. The clerk would contact District Cllr. Eginton to see what could be done.

Cllr. Andrews advised that a contractor would be dealing with the footpath at Park Meadow close in the near future, and also extending the concrete pad for the Jubilee seat, for which a quotation of £595 had been received. He was also waiting for an electrician to sort out the telephone box.

2223-063 MINUTES

a) Parish Council

On a proposal by Cllr. Down, seconded by Cllr. Whittaker it was **Resolved** to adopt the minutes as a correct record of the meeting held on 15th June 2022 and these were signed as such by the Chairman.

b) Committees

There had been no committee meetings since the last meeting.

c) Working Parties

There had been no Working Party meetings since the last meeting.

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2223-064 LAPFORD EMERGENCY ACTION PLAN (LEAP) WORKING GROUP

There was a need for the parish council to ensure the work of the LEAP group continued despite losing some of its personnel. There is a need to provide up to 4 councillors on LEAPWG. Sue Briant-Evans volunteered to continue her time on the group as a resident and Cllrs. Whittaker, Andrews and Parsley agreed to be councillor representatives.

2223-065 MEETINGS DAY OF THE WEEK

On a proposal by the Chairman, it was **Agreed** that meetings would continue on the first Wednesday of the month in the small room within Victory Hall, with the Orchard Centre as back-up. This would be reviewed if this became impractical.

2223-066 VILLAGE CLOCK

The parish clerk had circulated a report, attached to these minutes, detailing the result of the informal public consultation. The discussion revolved around the options available to the parish council ranging from doing nothing to a complete refurbishment with electrical back-up.

On a proposal by Cllr. Down, seconded by Cllr. Andrews it was **Resolved** by a vote of 5 for and 3 against to instruct the clerk to arrange for the option detailed below to be ordered.

Work	Contractor	2021 Quotation
New 240-volt system with no back-up	Cumbria Clocks	£5,990

As the quotations received were obtained many months ago, it was accepted that an up-to-date price should be obtained. The clerk would request a new price for the work and liaise with councillors before ordering the work which he could get on with if it was not significantly different from that shown above.

2223-067 REMEMBRANCE WREATH

On a proposal by the Chairman, it was **Resolved** that a donation of £30 could be made at the appropriate time to secure the parish council remembrance wreath. This expenditure would be funded under Section 137 of the Local Government Act 1972.

2223-068 LAPFORD YOUTH AND PLAYING FIELD TRUST (LYPFT) & PLAY AREA/MDDC/LPC

The clerk was in correspondence with MDDC on two related matters regarding the playing field and the play equipment. The matter concerned were the use of Section 106 finance and the proposed lease between MDDC and the LYPFT both of which there was uncertainty about. Cllr. Andrews stated that the LYPFT had recruited a full complement of members again and was looking to move forward. The clerk stated that the parish council was probably in a better position to take the lease on which would enable it to install equipment and reclaim the VAT with no questions leaving the LYPFT to manage the day-to-day activities.

The aim of the exercise was to ensure that the best possible deal for the Lapford young community was obtained. The clerk would update councillors as and when progress was made.

2223-069 ORCHARD CENTRE ELECTRICITY SUPPLY

The clerk had circulated the attached report on what had occurred with the changeover of

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supplier from SSE to EDF which had resulted in a final charge from SSE in excess of £3,200 including VAT. The matter was investigated with the result that an amount was due less than that charged and a refund of £200 was expected as a result. The problem was that with the onset of COVID SSE had ceased reading the meter and had charged a nominal amount only since October 2019 and this charge was just a catch-up with actual meter readings taken at the time of the changeover. A smart-meter had now been installed to ensure that this would not happen again.

The clerk reported that, on an anticipated usage of 2,500 units a year, the new tariff would be 67% cheaper than the old one, saving around £700 per annum. The new price had been fixed for a three-year period.

The clerk was thanked for his prompt and diligent work on this matter.

2223-070 INTERNAL AUDIT REPORT

The clerk had circulated the Internal Audit 'Observations' analysis provided as part of the audit report. He then went through his responses to the observations which were adopted. The following is a summary:

Recommendation	Priority	Comments
The Council to ensure that Minutes of meetings are signed in accordance with the legislative requirements. In particular Minutes of meetings should be initialled on each page and signed and dated on the final page.	High	This is now being done.
The Council to put in place a process for the regular review of Financial Regulations. It may be appropriate for this to be carried out on an annual basis, for example at the Annual Meeting of the Council.	Medium	The Financial Regulations were reviewed at meeting of 4th May 2022.
It is a requirement of the Annual Governance Statement, as well as the Annual Internal Audit Report, that the Council has undertaken a review of Risk. As no such review has been confirmed in Council Minutes the Council must record a Negative response for Assertion 4 of the Annual Governance Statement. It will also be necessary for the Internal Auditor to give a Negative Response for Internal Control Objective C on the Annual Internal Audit Report.	Non-Compliance	Negative response to Assertion 4 provided. Review of risk agreed at meeting on 6th April 2022.

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Council to regularly review and update its insurance requirements	Medium	The Council had reviewed its insurance requirements, but this was not minuted. This will be done for the current year.
The Council to note that it MUST approve a budget prior to setting the Precept. The Council to consider what response it should give in respect of Assertion 1 of the Annual Governance Statement.	High	Detailed budgets prepared for 2022/23. The Clerk inherited the situation for the 2021/22.budget
Council to review and confirm the value of the precept received and, if different from the precept raised, clarify the reason for this with the Billing Authority	Medium	There has been a practice of the billing authority deducting the DALC subscription from the precept payment which is why the two are different. This has now been stopped for Lapford Parish Council.
In future the Council to ensure that the date set for the Period of Exercise of Public Rights is recorded in Council Minutes.	High	This has been done for 2021/22

2223-071 INSURANCE REQUIREMENTS REVIEW

On a proposal by the Chairman, seconded by Cllr. Down it was **Resolved** to increase the cover for 'Fidelity Guarantee' from its current £50,000 to at least £70,000.

Cllr. Parsley believed there were some other items on the asset register which needed reviewing and he would contact the clerk directly on these.

2223-072 PLANNING MATTERS**a) APPLICATIONS NOTIFIED**

The comments on the following Planning Applications were **Agreed**.

Reference	Location	Proposal
22/01252/FULL	Rose Removals Unit 4A Station Business Park Lapford	Erection of warehouse Decision: Support
22/01172/LBC	Former Chapel Bury Barton Lapford	Listed Building Consent for re-rendering and repairing of two walls of the inner and outer walls of the east range Decision: Support

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22/00937/FULL	Land at NGR 278270 107824 (Wood Barton) Morchard Bishop Devon	Erection of extension to agricultural building to provide covered yard (840 sq. m.) Decision: No Comment
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b) APPLICATIONS AFTER THE AGENDA WAS ISSUED

None

c) MDDC DECISIONS

The following MDDC decisions were **noted**.

Reference	Location	Proposal	MDDC Decision
22/00741/LBC	4 Higher Town Court Rensy Lane Lapford Crediton	Listed Building Consent for installation of replacement windows and doors	Consent Granted
22/00539/MOUT	Land at NGR 273411 108426 (Sandhurst) Lapford Devon	Outline for the erection of 14 dwellings to include a footpath link with all matters reserved	Application Withdrawn
22/00925/FULL	Nathannah 10A Westgate Lapford Crediton	Variation of condition 2 of planning permission 19/00704/FULL and condition 1 of 21/01785/FULL (Erection of dwelling) to allow change of external materials	Permission Granted

2223-073 BANK RECONCILIATION & BUDGET MONITOR

To receive and note the attached Bank Reconciliation and Receipts and Payments statement, as at 30th June 2022.

2223-074 RECEIPTS & PAYMENTS SCHEDULE

To approve the payment of the invoices on the schedule below for the period since the last meeting, as below:

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On a proposal by the Chairman, seconded by Cllr. Down it was unanimously **Resolved** to agree the following payments:

PAYMENTS

Payment to	Services	Amount £	Payment No.
2022/2023			
RJ Martin	Salary July 2022	477.35	2223-12
HMRC	Tax Deduction Jul 2022	119.40	2223-12
EDF Energy	Electricity - Orchard Centre July 22	17.00	DD
Everflow	Water & Sewage – Orchard Centre	15.87	DD
Amazon	Stationery	146.14	2223-13
IONOS	Village Website Hosting July 2022	14.44	DD
Southern Electric	Electricity – Orchard Centre	3,228.93	DD
Caretaker	Cleaning July 2022	52.00	SO
T&G Garden Maintenance	Strimming	55.00	2223-14
Victory Hall	Room Hire June 22	24.00	2223-14
IONOS	Village Website Hosting Aug 2022	14.44	DD
RJ Martin	Salary August 2022	477.55	2223-15
HMRC	Tax Deduction August 2022	119.20	2223-15
Julie Down	Cleaning Materials	12.45	2223-16
RJ Martin	Expenses April to August 2022	61.20	2223-16

On a proposal by the Chairman, seconded by Cllr. Down it was additionally **Resolved** to make the outstanding payment to HOLD of the £2,667.68 remaining of the PWLB loan funds held to finance the Lower Town Place capital work. The voting was as follows:

4 Votes for – Cllrs. Heal, Down, Whittaker and Shapland.

2 Abstentions – Cllrs. Gowie and Andrews

2 Votes against – Cllrs. Parsley and Hall

The following receipts were **noted**.

RECEIPTS

Receipt from	Services	Amount £	Method
2022/2023			
Resident	Jubilee Mug Donation	100.00	Cheque
Cash Donations	Church Clock refurbishment	273.06	Cash

2223-075 MATTERS RAISED BY THE CHAIR

The Chairman had nothing further to raise.

2223-076 COUNCILLORS' REPORTS AND FUTURE AGENDA ITEMS (FOR INFORMATION ONLY)

Councillors reported as follows:

Cllr. Andrews had looked at the Coronation Bench and was concerned that the metal construction was very thin and he suggested that it might be better to get a new one rather than strip and refurbish the old one. It was believed however that there was very little heritage in the village and that this was part of that. On a proposal from the Chairman it was **Resolved** that Cllr. Andrews contact the metalwork company on the Lapford Trading Estate and get quotations for both the repair of the old and the potential cost of a new one.

Cllr. Down requested that a letter be sent to the landowner of 3 Bridge Cottages to request that the roadside fence is reinstated as there is a potential Health and Safety hazard otherwise. She also requested that a letter be sent to the owners of Vine Cottage to ask that the roadside is cut back on safety grounds. Cllr. Down also wanted to know who was responsible for the dog bin at the top of the village because the lid was broken and the Chairman said this was an MDDC problem and contact should be made with Lorraine Durrant there.

2223-077 DATE OF NEXT MEETING

The next meeting would be at 7:30 pm on Wednesday 7th September 2022, in the small room of the Victory Hall.

On a proposal from the Chairman, it was **Resolved** that meetings would be recorded from now on. The clerk would look out the protocols in place and inform councillors before the next scheduled meeting.

The deadline for agenda items is midday on Wednesday 31st August 2022.

2223-078 EXCLUSION OF PRESS AND PUBLIC

On a proposal by the Chairman, 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 if publicity would 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.

CONFIDENTIAL MATTERS**2223-079 CONFIDENTIAL MINUTES**

The detailed confidential minutes from the meeting held on 6th April 2022 were **Agreed** as a correct record and would be signed accordingly.

2223-080 CLEANERS CONTRACT OF EMPLOYMENT

The clerk would draw up a contract of employment based on a rate of 1.5 hours per week at a spinal column point nearest to £10 per hour, (currently SCP 4 at £10.01)

2223-081 CLOSE OF MEETING

The meeting closed at 10.20pm

Lapford Parish Council

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Signed: Chairman

Date:

LAPFORD PARISH COUNCIL**ORCHARD CENTRE WORKING GROUP**

There was a Group Meeting on 15th August 2022 @ 1pm, in the Orchard Centre

Attendees: Rob Martin (Clerk), Cllr. Roy Andrews, Cllr. John Parsley

MINUTES

OCWP-001	The group considered what it believed should be the priority list for taking the project forward.																											
OCWP-002	Lapford Parish Council needs to be sure that the building is suitable to be used by, and available to, the general public.																											
OCWP-003	Budgets and Costs Following the August 2022 parish council meeting it became apparent that the budget allocated did not reflect the full cost of holding the Orchard Centre. This was because of the need to increase the cost of cleaning and the realistic cost of the energy being used which were both the subject of separate reports. The table below shows the outcome of that review. <table><tr><th>Item</th><th>Budget</th><th>Expected</th></tr><tr><td></td><td>£</td><td>£</td></tr><tr><td>Cleaner</td><td>630</td><td>780</td></tr><tr><td>Cleaning Consumables</td><td>60</td><td>60</td></tr><tr><td>Electricity</td><td>280</td><td>1,100</td></tr><tr><td>Water</td><td>160</td><td>400</td></tr><tr><td>Maintenance & Improvements</td><td>200</td><td>200</td></tr><tr><td>Telephone & Broadband</td><td>420</td><td>420</td></tr><tr><td>Total</td><td>1,750</td><td>2,960</td></tr></table>	Item	Budget	Expected		£	£	Cleaner	630	780	Cleaning Consumables	60	60	Electricity	280	1,100	Water	160	400	Maintenance & Improvements	200	200	Telephone & Broadband	420	420	Total	1,750	2,960
Item	Budget	Expected																										
	£	£																										
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Telephone & Broadband	420	420																										
Total	1,750	2,960																										
OCWP-004	The parish council precept for 2022/2023 is £12,216 and the overall cost of the Orchard Centre of £2,960 represents 24.2% of the total, or nearly one quarter of the precept.																											
OCWP-005	From the records in the OC, it appears that its users are few and far between with just the Post Office, LEAP and Lapford Lookout being listed as regular users.																											
OCWP-006	The aim of the working group is to ensure that the LPC asset is well maintained and managed for the future, so that it is suitable for community use. The parish council needs to consider how to make this asset work better than it is currently.																											
OCWP-007	Post Office Since the village shop closed the post office has been provided a service on three half-days a week which is a valuable resource for the community. The centre is provided free of charge for this use but it is important to understand what community cost there is to the facility. It is not the intention of the working party to compromise the post office service in the village but it is a significant user of electricity which is the largest element of cost.																											
OCWP-008	Lapford Archive																											

	The Lapford Project 2000 group has accumulated a sizeable collection of archive materials which is stored in a locked cupboard within the Orchard Centre. In order to prevent the paperwork from being destroyed by dampness this cupboard is heated constantly, once again with an impact on the energy bill. There is however a further concern of the archive becoming a potential fire hazard which is exacerbated by the 'dryness' of the paperwork. This has potential consequences for both the building and the archive.
OCWP-009	Surveys Required In order to be satisfied that the building is suitable to be used for public gatherings there are a number of surveys that need to be undertaken. A quotation has been received from Baker & Baker a firm of Buildings Surveyors based in Magdalen Road, Exeter and there is a recommendation for the Parish Council below. • Valuation – there is a need to ensure that the building is valued both with its existing use in mind and to ensure that the insurance cover includes the full rebuilding costs should it be destroyed by fire for example. • Capacity – use by councillors and the public requires knowledge of what the maximum safe capacity the facility has. In days past this was required for all buildings open to the public with very good reason. Permanently having tables in the space will reduce this number significantly and any consideration of holding council meetings in the centre should be put on hold until this is ascertained. • Condition The building was converted from a public convenience to its current role nearly 20 years ago, and standards have changed since then. There is a need to ensure that the building is still sound and that matters such as the electrics and plumbing are still sound and up to date. • Fire Safety Although this seems to be something that is simple to assess, it is a fact that the current situation is not right as the Fire Access escape route currently takes you into a cupboard! This includes the emergency light which is sometimes the only thing visible if the room is filled with smoke which is very disorientating. There is a need to ensure that the whole building is assessed and that suggested changes are made to put the matters right.
OCWP-010	Security There is a total lack of security for the building and its contents. There are an unknown number of keys in the village with the key-safe code available to many. This is unacceptable because the post office equipment is contained as well as the parish council and Lapford Archive records all of which are vulnerable.
OCWP-011	Expansion of Use Whilst identifying the problems with the current arrangements, it is important to ensure that the Orchard Centre is made more available to the community than it is currently. One area that could be considered is using it as an extension of the village hall perhaps, picking up activities more suited to a smaller environment. The aim is to increase the availability of community space rather than taking business away from the Victory Hall.
OCWP-012	Alternative Uses

	The use of the Orchard Centre is currently restricted by its layout with the cupboards making it smaller than it could be and the overall capacity could be increased perhaps to accommodate full parish council meetings in the future.										
OCWP-013	Public Convenience How much use is made of the public convenience? The whole of the water/sewage bills relate to the use of the toilets. There is a small amount of water used at the sink, but the majority of water is going down the toilet. If the use of this facility was restricted to those using the centre and was updated then the water use would be reduced and the building becomes more secure.										
OCWP-014	Recording Use It is clear that the recorded use is not complete. There needs to be a system in place to record the use of the building, which will obviously be restricted to those who have been granted access in an improved security system. We <u>have</u> to know who is in the building at all times, or there is a danger that it invalidates our insurance cover.										
OCWP-015	Payment for Use We should consider making a nominal charge for the use of the building to offset the costs. This would be linked to the usage documentation detailed above which in turn will enable the parish council to achieve better value for money for the council-tax payers of Lapford.										
OCWP-016	Refurbishment There is a need to bring the facility up to date because in order to make proper use of the building there is an expectation that everything it contains will work. The heating units currently in the Orchard Centre for instance do not work and this needs to be investigated by a qualified electrician.										
OCWP-017	Car Park Development One idea for the future is to look at the use of the car park area which is currently leased from MDDC for 25 years, ending in 2042. The limited length of this lease would not enable funding to be acquired to expand the facility, possibly building a youth club facility on part of it perhaps as an example. An enquiry made of MDDC has indicated that there is the possibility of extending the lease to 99 or 125 years, or even transfer the car park ownership to the Parish Council under the Asset Transfer process.										
OCWP-018	Recommendation In order to be able to fully assess the condition and work needed on the Orchard Centre, professional advice is required. The Working Group recommends that the Parish Council appoints Baker & Baker for the survey work in line with the quotation details of which are:- <table border="1" data-bbox="351 1809 1356 1997"> <tr> <td>Schedule of Condition</td><td>£1695.00</td></tr> <tr> <td>Health & Safety Assessment</td><td>£750.00</td></tr> <tr> <td>Fire Risk Assessment</td><td>PC Sum £700.00</td></tr> <tr> <td>Asbestos Survey</td><td>To be confirmed (if required)</td></tr> <tr> <td>Reinstatement Valuation</td><td>£600.00</td></tr> </table>	Schedule of Condition	£1695.00	Health & Safety Assessment	£750.00	Fire Risk Assessment	PC Sum £700.00	Asbestos Survey	To be confirmed (if required)	Reinstatement Valuation	£600.00
Schedule of Condition	£1695.00										
Health & Safety Assessment	£750.00										
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Reinstatement Valuation	£600.00										

		Fees subject to vat at standard rate
OCWP-019	Meeting Closure The meeting closed at 4.00pm	

LAPFORD PARISH COUNCIL

Jubilee Celebration Accounts

Income	
Barbecue Takings	714.40
Other Food Sales	72.00
Cream Teas	157.44
Sale of Mugs	314.50
Mugs Donation	100.00
Other Donations	50.50
 TOTAL INCOME	 1,408.84
 Expenditure (excl. VAT)	
Temporary Events Notice	21.00
Food Supplies	555.45
Victory Hall	24.00
Entertainer Ozzy D	250.00
Felt Tip Pens	15.00
Jubilee Rosettes	15.00
Bunting	51.35
Mugs	286.56
Flags	14.99
Other Expenditure	60.81
 TOTAL EXPENDITURE	 1,294.16
 Net Surplus	 114.68

LAPFORD PARISH COUNCIL

BANK RECONCILIATION AS AT
31-Aug-22

		£	£
Bank Balances 31/08/22			
	NatWest	17,104.36	
	NS&I	21,541.47	
	Petty Cash	-	
			38,645.83
Uncleared Payments			
Uncleared Credits			
			-
TOTAL BALANCES			38,645.83
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		(15,936.06)	
			(2,287.23)
TOTAL BALANCES			38,645.83
Reconciliation			-



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

Transactions

Date: **31st August 2022**

Your transactions

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

Date	Type	Description	Paid in	Paid out	Balance
30 Aug 2022	D/D	BT GROUP PLC , GP00449335-000046	-	£45.12	£17,104.36
19 Aug 2022	DPC	HMRC CUMBERNAULD , 475PP01227889 , VIA ONLINE - PYMT , FP 19/08/22 40 , 05023425505531000N	-	£119.20	£17,149.48
19 Aug 2022	DPC	RJ MARTIN , SALARY , VIA ONLINE - PYMT , FP 19/08/22 40 , 06023425510045000N	-	£477.55	£17,268.68
17 Aug 2022	D/D	1&1 INTERNET LTD. , V73144437-92469614	-	£14.44	£17,746.23
15 Aug 2022	D/D	EVERFLOW LIMITED , B264080A	-	£26.09	£17,760.67
11 Aug 2022	DPC	TREVOR HILL , LAPFORD GRASS , VIA ONLINE - PYMT	-	£55.00	£17,786.76
11 Aug 2022	DPC	HOLD , PWLB FINAL PAYMENT, VIA ONLINE - PYMT	-	£2,667.68	£17,841.76
11 Aug 2022	DPC	VICTORY HALL , INV 431 , VIA ONLINE - PYMT	-	£24.00	£20,509.44
11 Aug 2022	C/R	100252	£463.58	-	£20,533.44
8 Aug 2022	D/D	EDF ENERGY , 671171872806	-	£98.26	£20,069.86
4 Aug 2022	D/D	EVERFLOW LIMITED , B264080A	-	£21.13	£20,168.12
4 Aug 2022	DPC	JULIE DOWN , INVOICE FLOWER BED, VIA ONLINE - PYMTB, FP 04/08/22 10 , 52171441276721000N	-	£12.45	£20,189.25
4 Aug 2022	DPC	RJ MARTIN , EXPENSES , VIA ONLINE - PYMTB, FP 04/08/22 10 , 62171441859514000N	-	£61.20	£20,201.70
1 Aug 2022	S/O	SUE HEMSWORTH , OC CLEANING , FP 01/08/22 30 , 02014950865948000N	-	£52.00	£20,262.90

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LAPFORD PARISH COUNCIL

RECEIPTS AND PAYMENTS ACCOUNT MONITOR

31-Aug-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	Solicitors	-	-	-
-	Land Registry	-	-	-
478	Insurance	480	497.17	104
895	Elections	-	-	-
621	IT&C	200	-	-
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	2,983.75	41
-	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	260.00	41
28	Cleaning Consumables	60	23.28	39
270	Electricity	280	2,885.72	1,031
185	Water	160	153.38	96
64	Maintenance & Improvements	200	19.88	10
413	Telephone & Broadband	420	188.00	45
	Telephone Kiosk			

LAPFORD PARISH COUNCIL

RECEIPTS AND PAYMENTS ACCOUNT MONITOR

31-Aug-22

2021/2022 Actual £		2022/2023 Budget £	2022/2023 to date £	% of Budget £
-	Refurbishment	-	-	-
-	Maintenance	-	-	-
-	Defibrillator	-	-	-
-	Installation	-	-	-
-	Maintenance & Consumables	200	-	-
-	Community Website	-	-	-
-	Development	-	-	-
88	Maintenance	150	60.10	40
-	Maintenance - General	-	-	-
-	Annual Inspections	500	-	-
505	Church Clock	290	165.00	57
-	DAA Lighting	130	-	-
315	Grass Cutting	660	55.00	8
-	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	-	-
-	COVID Emergency	-	-	-
487	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	-
-	Lower Town Place - Capital Expenditure	-	-	-
1,278	Site Costs Funded by Loan	-	2,667.68	-
-	Loan Repayments	-	-	-
4,499	PWLB Repayments	4,500	2,249.63	50
729	VAT Expenditure	-	944.77	-

LAPFORD PARISH COUNCIL

RECEIPTS AND PAYMENTS ACCOUNT MONITOR

31-Aug-22

2021/2022 Actual £		2022/2023 Budget £
30,426	TOTAL EXPENDITURE	23,390

2022/2023 to date £
15,936.06

% of Budget £
68

NET EXPENDITURE/(INCOME)

1,000

2,287.23

RESERVES

29,989 General Reserve

30,574

Earmarked Reserves

200 Car Park Refurbishment
 200 Church Clock Overhaul
 1,305 Calor Gas Rural
 1,277 Transparency Code
 550 PROW
 4,744 PWLB
 2,668 Lower Town Place

200
 473
 1,305
 -
 1,350
 4,744
 -

40,933

38,646

LAPFORD PARISH COUNCIL
Lower Town Place

Capital Expenditure 2020/2021

Contractor	Spend excluding VAT £
Andrew Nethacott	11,300.00
Josh Noon	600.00
Josh Noon	147.00
Josh Noon	412.50
Josh Noon	412.50
Martin Bragg	1,957.00
Martin Bragg	12,643.00
Devon Turf	6,605.40
HOLD	35,000.00
Josh Williams	375.00
Derek Pleace	575.00
Martin Bragg	1,000.00
Total Spend	71,027.40

Capital Expenditure 2021/2022

Contractor	Spend excluding VAT
South West Fixings	258.09
S. Bragg	154.00
David Bragg	658.28
S. Bragg	208.00
Total Spend	1,278.37

Capital Expenditure 2022/2023

HOLD	2,667.68
Total Spend	2,667.68

OVERALL SPEND **74,973.45**

PWLB LOAN RECONCILIATION

PWLB Loan Total	75,000.00
PWLB Fees	26.55
Loan Received	74,973.45