

LAPFORD PARISH COUNCIL

Minutes of the Council Meeting held on Tuesday 1 October 2019 at 7:30 pm in The Orchard Centre, Lapford, Crediton, EX17 6PZ

PRESENT

Cllr I Hemsworth (Chair), Cllr B Clinch, Cllr J Doe, Cllr J Down, Cllr H Hassett, Cllr P Heal.

IN ATTENDANCE

Parish Clerk: Dr J Cross

Members of the public: 7

1. APOLOGIES FOR ABSENCE

- 19.337 Apologies were received from Cllr S Briant-Evans, Cllr A Shapland, Cllr M Squires (Devon County Council) and Cllr C Eginton (Mid Devon District Council).

2. DECLARATION OF INTEREST

19.338 **Register of Interests**

There were no updates to the Register of Interests.

19.339 **Personal interests**

No personal interests in items on the agenda were declared.

19.340 **Disclosable pecuniary interests**

Item 11 (minutes 19.364 and 19.365): Cllr Heal declared a disclosable pecuniary interest as he has business dealings with some of the contractors who had submitted estimates for the works at Lower Town Place.

19.341 **Dispensations**

No requests were received for dispensations from councillors on matters in which they have a Disclosable Pecuniary Interest.

3. PUBLIC PARTICIPATION SESSION

- 19.342 The Chair invited representations from the members of the public. One individual raised a concern about people who regularly walk their dogs on the Children's Play Park despite the signs.

One individual advised that the Heart of Lapford Development (HOLD) AGM was being held on Saturday 26 October at 2:30 pm at Victory Hall.

Standing Orders were suspended

4. COUNTY AND DISTRICT COUNCILLORS' REPORTS

19.343 **Devon County Council**

In Cllr Squires' absence, no report was received. A report had previously been circulated to councillors.

19.344 **Mid Devon District Council**

In Cllr Eginton's absence, no report was received.

5. LOCAL ORGANISATIONS' REPORTS

19.345 **Lapford Church Green Trustees**

Cllr Hemsworth reported that the Trustees had met and were considering the options for the boundary bank.

19.346 **Heart for Lapford Strategy Group**

Cllr Hassett reported that a Heart for Lapford 'Jigsaw Game' has been organised for village involvement for Saturday 2 November 2019. Similar exercises will be organised over the coming weeks and months. A leaflet has been prepared and will be delivered to every household in the village.



The Group will be producing their Terms of Reference to clarify the purpose of the group and also Terms of Reference with regard to the proposed Fundraising Group.

She advised that a Fundraising Group is being formed with the intention that each asset holder will organise and run fundraising events. Heart for Lapford are looking for a nomination from the Parish Council to join the Fundraising Group and she would be prepared to act as the deputy nomination.

~~At the Save Our Heritage Group's request, a meeting is being arranged between them and the Heart for Lapford Strategy Group.~~

- 19.347 **Heart of Lapford Development Board**
No report was received.

- 19.348 **Wallingbrook Patient Participation Group**

Cllr Doe advised that she was not able to attend the last meeting. As the deputy representative, Mr Graham reported that the new weekend hub in Crediton would be open 9:00 am – 1:00 pm on Saturdays and Sundays. It would also be open 6:30 – 8:00 pm on Wednesday evenings. Another pharmacist has been recruited. A rural isolation group has been established to travel around and visit people.

The meeting reconvened under Standing Orders

6. CONFIRMATION OF THE MINUTES

- 19.349 **Meeting held on 3 September 2019**

The draft minutes of the Council meeting held on 3 September 2019 were considered and were approved as a correct record, proposed by Cllr Doe, seconded by Cllr Down and carried unanimously.

- 19.350 The action grid was reviewed in detail and noted.

There was a break in proceedings for the Chair to sign the approved minutes

7. COUNCIL WORKING GROUPS

- 19.351 **Lapford Emergency Action Plan Committee**

The draft minutes of the meeting held on 10 September 2019 had been circulated to councillors. There were no matters to discuss.

- 19.352 **Regeneration Committee**

The draft minutes of the meeting held on 27 August 2019 had been circulated to councillors. There were no matters to discuss.

8. PLANNING MATTERS

- 19.353 **Planning Applications List**

No planning applications were received.

- 19.354 **Planning applications received after publication of the agenda**

No planning applications were received.

- 19.355 **Mid Devon District Council planning decisions**

The following planning notices were noted:

Ref	Description	Decision
19/01122 HOUSE	Installation of replacement windows and door; extension to fence and installation of a flue (Revised scheme) Location: 4 Higher Town Court Rensley Lane Lapford Site Vicinity Grid Ref: 273135 / 108728.	Permission granted
19/01125 LBC	Listed Building Consent for installation of replacement windows and door; extension to fence and installation of a flue Location: 4 Higher Town Court Rensley Lane Lapford Site Vicinity Grid Ref: 273135 / 108728.	Listed Building consent granted

- 19.356 **Site visit report**

Cllr Hassett reported that five councillors had made a site visit at Higher Town Court on 6 September 2019 to consider the planning applications 19/01122/HOUSE and



19/01125/LBC. The councillors' decision had been submitted to the Planning Team at Mid Devon District Council in time.

19.357 Appeal decision APP/Y1138/W/19/3230772

It was noted that the Planning Inspector had upheld the appeal made to the Secretary of State following refusal of the application 18/01272/FULL for the erection of a dwelling at Cepheus, Popes Lane, Lapford EX17 6PW.

It was agreed that Cllr Heal would monitor building works and new builds against the conditions set out in the planning decisions to ensure any non-compliance is identified and can be raised with Mid Devon District Council in a timely manner.

9. FINANCIAL MATTERS

19.358 Receipts and account balances

The list of receipts and account balances was received. There were no receipts. The following balances were noted:

- Current Account: £99,422.18 (as at 26/09/19)
- Savings Account: £5,004.57 (as at 31/12/18)
- Loan Stock: £983.98 (as at 06/12/17)

19.359 Payments

The list of payments was tabled at the meeting. The amount of reserves to be transferred to the NS&I investment account was discussed and agreed. It was resolved to approve the list of payments, proposed by Cllr Heal, seconded by Cllr Down and carried unanimously.

Cheque	Payee	Description	Amount (£)
DD	BT Business	Telephone and broadband charges (August)	39.24
TBC	RBL	Donation for poppy wreath	30.00
BACS	J Cross	Office consumables	296.40
TBC	NS&I	Reserves funds transferred to investment account	15,794.32
Total			£16,159.96

19.360 Training and Development

It was resolved to approve:

- The Clerk's attendance at the Annual Clerk Meeting arranged by Mid Devon District Council
- Members of the Lapford Emergency Action Plan Group's attendance at the Devon Community Resilience Forum event.

Proposed by Cllr Doe, seconded by Cllr Clinch and carried unanimously.

19.361 Thermostatic heater

It was resolved to approve the purchase of a thermostatic heater for public convenience at the Orchard Centre at a cost of £20, proposed by the Chair and carried unanimously.

19.362 Grant application for First Aid Kits

A grant application to the Devon Emergency Resilience Fund had been proposed by the Lapford Emergency Action Plan Committee. The grant application was for £74.98 to cover the costs in full for two first Aid kits for the Emergency Plan volunteers. It was resolved to approve the submission of the grant application, proposed by Cllr Doe, seconded by Cllr Hassett and carried unanimously.

Cllr Heal left the meeting

10. EXCLUSION OF PRESS AND PUBLIC

19.363 The Part One session closed at 8:30 pm.

The meeting was moved to a Part Two session for the consideration of commercially confidential matters, proposed by Cllr Clinch, seconded by Cllr Hassett and carried unanimously.



A representative from HOLD was invited to attend the Part Two session in order to answer the councillors' questions about the provided estimates so that they could make an informed decision.

The Part Two session closed at 8:55 pm.

11. LOWER TOWN PLACE PROJECT

- 19.364 The report provided by the Heart of Lapford Development (HOLD) was noted. The Council considered the recommendation that a payment of £35,000 is made towards the land purchase costs of the Lower Town Place site and to cover the repayment of the loan from St Thomas' Parochial Church Council made to enable the purchase of the site in January 2019.

The Clerk advised that she had contacted the Public Works Loan Board team at the Ministry of Housing, Communities and Local Government to seek guidance on the appropriate use of the loan funds and that she was waiting for a response.

It was resolved to approve the contribution of £35,000 from the loan monies towards the land purchase costs in March 2020 on the condition that the payment meets the Borrowing Approval Letter's conditions, proposed by Cllr Doe, seconded by Cllr Clinch and carried unanimously.

- 19.365 The Council considered the recommendation for the preferred contractors for the demolition work scheduled to take place in February 2020. Three quotes had been considered.

The recommended Estimate 3 comprised:

- A Nethercott to remove the asbestos from two roofs and to remove all the roofs of the buildings to be demolished for £10,300 excluding VAT
- M Bragg to demolish the buildings, crush the concrete, remove the materials off-site and leave the site ready for grassing for £8,750 excluding VAT. It was noted that M Bragg was not closely related to David Bragg, Chairman of HOLD.

It was agreed that the preferred contractors would be acceptable subject to the following conditions:

- The contracts are stipulated to be a fixed price contract;
- Liability sits with the contractors; and
- A copy of the contract is provided to the Council to review before it is signed.

It was resolved to approve the recommended Estimate 3 and the preferred contractors for a combined cost of £19,050 excluding VAT to be paid from the loan monies, subject to the stated conditions, proposed by Cllr Down, seconded by Cllr Doe and carried unanimously.

The Council agreed with the proposed timescale for the start of the demolition work in February 2020.

12. IMPROVEMENTS TO FOOTPATH 3

- 19.366 Improvement works to Footpath 3, which runs from the corner at Barris House down to the station, have been proposed by the Public Rights of Way (PROW) team, Devon County Council. The work will be funded from the Council's Public Rights of Way reserves up to £1,000. If the costs exceed £1,000, the deficit will be covered by funding from the PROW team.

It was agreed to highlight the flooding that occurs from the river and leat that makes the footpath impassable during the winter in case the situation can be improved **Action Clerk**.

It was resolved to approve the proposed works and the use of the ringfenced PROW reserves to cover the costs, proposed by Cllr Down, seconded by Cllr Clinch and carried unanimously.



13. COMPLAINTS POLICY AND PROCEDURE

- 19.367 The draft policy and procedure were considered in detail and it was resolved to approve the policy and procedure, proposed by Cllr Down, seconded by Cllr Clinch and carried unanimously.

14. FINANCIAL REGULATIONS

- 19.368 The Financial Regulations were reviewed against the revised model set published by the National Association of Local Councils in July 2019. It was resolved to approve the addition of paragraph 6.5, proposed by Cllr Down, seconded by Cllr Hassett and carried unanimously.

15. INFORMATION REQUESTS REPORT

- 19.369 A report on the information requests received between 1 August – 26 September 2019 was considered in detail. Twenty-two information requests had been received that covered 69 separate queries. This represented a significant increase in the number of information requests as only two information requests had previously been received between 1 April – 31 July 2019.

The 22 information requests were made by two individuals and related to the Lower Town Place project, including two formal information requests under the Freedom of Information Act 2000. There has been a significant impact on the Clerk's workload as she has worked an additional 39.5 hours investigating the information requests, locating information and writing the responses. In addition, the Clerk has worked some 20 extra hours setting up the reporting and monitoring systems and keeping them up-to-date. As a consequence, there will be a cost to the Council for the Clerk's additional hours and there has also been an impact on Council's business as some of the Council's planned work has been delayed due to a lack of capacity.

Consideration is being given to setting up a Frequently Asked Questions page on the Council's website to make the response to information requests available to the public and to avoid the duplication of information requests.

16. CORRESPONDENCE AND NOTICES RECEIVED

- 19.370 The list of correspondence and notices was noted. It was agreed:

- To place a notice about the Devon County Council's research trial for small businesses in the local magazine and on the Council's website **Action Clerk**
- To place a notice about the Crediton to Barnstaple track renewal by Great Western Railway on the Council's website **Action Clerk**.

17. MATTERS RAISED BY THE CHAIR

- 19.371 **Request for Section 106 funding**

St Thomas' Parochial Church Council had enquired if Section 106 funds could be made available to help fund works on the church bells. Section 106 funds can only be used for expenditure on public open space and for new or replacement items, not repairs or refurbishment. A response will be provided **Action Clerk**.

- 19.372 **Cllr Phillips resignation**

Cllr Phillips had resigned from the Council due to other commitments. The Electoral Services team, Mid Devon District Council, will be informed in order to start the process for filling the vacancy **Action Clerk**

- 19.373 **Correspondence from Save Our Heritage Group**

A letter had been received from the Save Our Heritage Group and it was agreed that a response would be considered and reported to the next meeting **Action Clerk**.



18. COUNCILLORS' REPORTS AND ITEMS FOR FUTURE AGENDA ITEMS

19.374 Council papers

Cllr Down stated that there was a lot of papers to read for the council meetings and it was agreed that the Clerk would try to send supporting papers to councillors as early as possible.

19.375 Mid Devon District Council

Cllr Doe reported that Mid Devon District Council had been named as one of the top District Councils in the country.

19.376 Black van, Orchard Way car park

Cllr Clinch asked about the black van that had been parked in the Orchard Way car park for some time. Cllr Hemsworth advised that it had not been abandoned and it belonged to a local resident.

19.377 Dog mess in the village

Cllr Hemsworth reported that dog mess in the village was still an issue and reminded people that it can be reported to Mid Devon District Council.

19. DATE OF NEXT MEETING

19.378 The date of the next meeting was confirmed as Tuesday 5 November 2019 at 7:30 pm in The Orchard Centre, Lapford, Crediton, EX17 6PZ. The deadline for agenda items is midday on Friday 25 October 2019.

20. EXCLUSION OF PRESS AND PUBLIC

19.379 The Part One session closed at 9:45 pm.

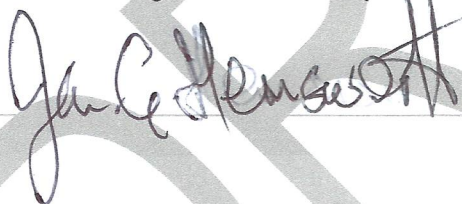
The meeting was moved to a Part Two session for the consideration of sensitive matters, proposed by Cllr Doe, seconded by Cllr Hassett and carried unanimously.

The Part Two session closed at 10:20 pm.

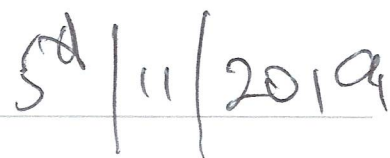
21. CLOSE OF MEETING

19.380 The meeting closed at 10:20 pm.

Chair:



Date:



ACTION GRID

Updated 21 October 2019

Minute	Action	Lead	Due Date	Status
09/12/17	Put up posters from the British Heart Foundation to publicise the defibrillator <i>Minute 18.009:</i> The posters have been received and they need to be laminated. A finger sign on the post by the Orchard Centre may be useful. <i>Minute 18.040:</i> Cllr Phillips will laminate the posters for distribution. <i>Minute 18.174:</i> An application has been made for signage to the British Heart Foundation. <i>Minute 18.216:</i> Two posters received but a poster from South West Ambulance Trust is being sourced. <i>Minute 18.317:</i> British Heart Foundation signs are to be received. <i>Minute 18.360:</i> The signs have been received and need to be laminated. <i>Minute 18.448:</i> The received signs are not appropriate so further signage has been ordered. <i>Minute 19.128:</i> Costs for new posters will be provided for approval. <i>Minute 19.215:</i> Signs ordered. <i>Minute 19.256:</i> Signs received but they are not suitable. <i>Minute 19.350:</i> A possible source of outside signs has been identified.	Cllr Hemsworth Cllr Phillips	02/01/18	Ongoing
18.023	Discuss the Playing Field lease arrangements with the Lapford Youth and Playing Field Trustees <i>Minute 18.040:</i> Cllr Hemsworth has spoken to David Garton and he is happy for this to go forward. <i>Minute 18.091:</i> The Clerk has informed Mid Devon District Council and the matter is being processed. <i>Minute 18.173:</i> The arrangements to transfer the playground to the Parish Council on a 25-year lease can proceed as long as the strip of land being excluded as a short-term solution for a burial ground is identified on the land register plan and a boundary fence is considered. <i>Minute 18.263:</i> Draft lease had been received. <i>Minute 18.317:</i> Meeting to be arranged with Cllr Hemsworth, Cllr Briant-Evans and the Clerk to draft the lease. <i>Minute 18.448:</i> This issue has been parked until possible burial grounds have been identified and the subsequent implications for the Playing Field have been considered. <i>Minute 19.059:</i> Circulate the playground lease to councillors for comment. <i>Minute 19.083:</i> Draft lease circulated to councillors. <i>Minute 19.128:</i> A short-term working party will be established to review the lease, to include Cllr Hemsworth, Cllr Hassett, Cllr Graham and the Clerk. <i>Minute 19.167:</i> Meeting to be arranged with Cllr Hemsworth, Cllr Clinch, Cllr Hassett and the Clerk.	Cllr Hemsworth Clerk	06/02/18	Parked



Minute	Action	Lead	Due Date	Status
18.028	Contact Steve Tucker, Highways Team, and ask for a formal risk assessment of the hedge on the left-hand side of the road up towards the village by the river bridge near Lapford Cross <i>Minute 18.091:</i> Email asking for risk assessment sent. A risk assessment had been completed as part of the school travel plan and it was shown to be of acceptable risk. A copy of the school travel plan will be provided for information as the risk assessment may need to be reviewed and updated. <i>Minute 18.130:</i> No copy of travel plan available. Clerk to repeat request for a new risk assessment. <i>Minute 18.174:</i> Request for information about a risk assessment sought by Cllr Squires from Highways Superintendent. <i>Minute 18.126:</i> Highways Superintendent has advised that a risk assessment has been completed. Cllr Squires will follow-up. <i>Minute 18.263:</i> Following a site meeting, the Highways Superintendent agreed to put forward a proposal for the installation of 15m of timber fencing. The funding needs to be approved by Devon County Council. <i>Minute 18.317:</i> Clerk to follow-up. <i>Minute 18.360:</i> Cllr Graham has followed this up with the Highways Team and was waiting for a response <i>Minute 18.448:</i> Following a site visit with a member of the Highways Team and Cllr Squires, the work has been agreed with a contractor and it is due to be completed in the new year. <i>Minute 19.0042:</i> It was understood that the works would be carried out in the current financial year 2018/19. <i>Minute 19.083:</i> No work has been completed to date. <i>Minute 19.128:</i> Cllr Squires will follow this up with the Highways team and will also raise the ongoing concerns with the large pothole on the road to Chawleigh before Handsford Farm. <i>Minute 19.167:</i> Due to the large pothole, some buses have been diverted. <i>Minute 19.256:</i> The large pothole has been repaired. <i>Minute 19.299:</i> A reminder email will be sent to Steve Tucker and copied to Cllr Squires. <i>Minute 19.350:</i> It was agreed that a formal letter will be written to Meg Booth to ask for progress to be made with regard to the road hedge.	Cllr Clinch Cllr Hemsworth	06/02/18	Ongoing
18.231	Follow-up the testing of electrical equipment in the public toilet <i>Minute 18.263:</i> The company have been chased-up. <i>Minute 18.448:</i> The company will be followed-up. <i>Minute 19.083:</i> Testing has been arranged for 14 March 2019. <i>Minute 19.128:</i> The hand dryer needs to be repaired as the heater is on all the time. Cllr Graham will seek costs for a new hand dryer.	Cllr B-Evans Cllr Shapland	03/07/18	Ongoing



Minute	Action	Lead	Due Date	Status
	<i>Minute 19.171:</i> New lead councillors nominated. Quotes for costs of a replacement hand dryer are needed. In addition, the fuse on the tubular heating is broken and needs to be replaced. <i>Minute 19.256:</i> Report published. Agreement to replace the hand dryer. <i>Minute 19.299:</i> Hand dryer replaced.			
18.416	Seek funding to help cover the costs of the replacement Church Green gates <i>Minute 18.463:</i> It was agreed to make an application for non-targeted S106 funding. <i>Minute 19.007:</i> Chawleigh Parish Council have agreed to support the application for non-targeted S106 funds. <i>Minute 19.128:</i> S106 grant application being drafted.	Clerk	04/12/18	Ongoing
18.459	Seek costs for the options to increase the storage space at the Orchard Centre <i>Minute 19.015:</i> BT would charge £298 for a survey to provide a quotation for the cost of moving the BT box on the outside wall of the Orchard Centre. It was agreed to park this item until the summer while councillors consider possible options and seek quotes for costs. <i>Minute 19.256:</i> The storage for items of LEAP has been sorted. The Post Office has asked for storage space for a card holder that could be kept in the Archive cupboard. Cllr Briant-Evans to ask Lapford 2000 for permission. <i>Minute 19.299:</i> At the last Lapford 2K meeting, it was agreed that the card holder could fit in the Archive cupboard. Cllr Hemsworth to check if this was still needed.	Cllr B-Evans Cllr Hemsworth	03/09/19	
18.466	Identify the possible location for yellow lines in the village to apply for a Traffic Order <i>Minute 19.013:</i> Map of locations circulated to councillors and item placed on the agenda of the January meeting. It was agreed to consider this at the February meeting. <i>Minute 19.058:</i> It was agreed to carry-out a site review of the proposals for yellow lines and revise the proposals. The revised proposals will be circulated to councillors for comment and to the Highways team for review. <i>Minute 19.128:</i> Cllr Hemsworth to set a date for a walk-around. <i>Minute 19.167:</i> Correspondence received from a member of the public re. the impact of any yellow lines, particularly at Rensley Lane. Cllr Hemsworth has completed a walkaround to identify areas where parked cars can cause congestion. <i>Minute 19.215:</i> Th general feeling in the village is that people are against yellow lines. It would be better to speak to the people who regularly park poorly. The worse locations are on the corners of Westgate, Prospect Way and Barris. Removal of the parked cars could make things worse as they currently act as a deterrent and slow cars down. <i>Minute 19.256:</i> Agreement to produce a flyer to put on cars asking people not to park.	Cllr Hemsworth Cllr Clinch	08/01/19	Ongoing



Minute	Action	Lead	Due Date	Status
19.047	Minute 19.299 Agreement to print-off flyers but also to check if it is legal to put leaflets on cars. Minute 19.350: Leaflets can be put in magazines and through letterboxes. No license is required from Mid Devon District Council. The Highways Team at Devon County Council have no view as there are no yellow lines marking the road. Advice will be sought from the Police Community Support Officer as it is possible that an individual putting a leaflet on someone's car may be accused of causing criminal damage. Seek information on the status of the Loan Stock Minute 19.083: Some information provided by an ex-councillor, which will be followed up. Minute 19.256: Some stock had been redeemed in April 2015 but it is unclear whether other stock is available. For security reasons, no further information can be provided until the Clerk has written to provide with previous contact information and to update the current information.	Clerk	02/04/19	Ongoing
19.095	Seek a quote for the cost of producing the signs for the car park Minute 19.128: A quote to replace the sign for "No ball games" is also to be sought.	Clerk	02/05/19	
19.144	Write to the landowners asking the overgrown banks along Mill Hill to be trimmed	Clerk	14/05/19	
19.172	Chase the Highways Team for information about grit bins Minute 19.215: Chaser email sent. It was reported that the Lapford Snow Warden had written to Phil Norrey, Devon County Council, complaining that Steve Tucker, the local Highways Officer, had consistently failed to reply to emails/phone calls re. arranging snow warden training. Minute 19.256: A reply had been received from Devon County Council following a formal complaint. Snow warden training has been arranged in September and support will be provided. Minute 19.299: Reminder email sent, still no response about the grit bins. Minute 19.350: Reminder email sent, copied to Cllr Squires. Also spoke to in person to S Tucker and raised the matter. It was agreed that a formal letter will be written to Meg Booth to ask for progress to be made with regard to a response about the grit bins.	Clerk	04/06/19	Ongoing
19.173	Circulate the report of local rail services to the Councillors Minute 19.350: It has been confirmed that there will be four trains a day travelling each way that will stop at Lapford when the new rail timetable starts in December 2019.	Cllr Hemsworth	04/06/19	
19.191	Collate outstanding highways issues would be collated and send to Cllr Squires for follow-up Minute 19.196: Add issues regarding roads that haven't been repaired to the list being collated for Cllr Squires' attention.	Cllr Clinch Cllr Hemsworth	04/06/19	
19.222	Transfer £15,000 from the current account to the savings account Minute 19.256: Information received on different savings accounts.	Clerk	02/07/19	Ongoing

Minute	Action	Lead	Due Date	Status
	<i>Minute 19.299:</i> Option appraisal for the management of accounts and investments on the September agenda. <i>Minute 19.359:</i> It was agreed to transfer £15,794.32 from the current account to the NS&I investment account.			
19.248	Repair the bench in front of the development at The Old Den <i>Minute 19.299:</i> Action ongoing.	Cllr Hemsworth	03/09/19	Ongoing
19.258	Write to Devon County Council for a position statement on the installation of overhead lights on the main road by the station following the Coroner's recommendation after a pedestrian's accidental death in 2003.	Cllr Hemsworth Clerk	03/09/19	
19.268	Inspect the Eastington Lane street sign to confirm whether it needs to be replaced or whether it could be repaired <i>Minute 19.299:</i> No new sign was required. A new post needed and hedge to be trimmed back.	Cllr Shapland Cllr Heal	03/09/19	Ongoing
19.274	Arrange for weeds to be sprayed in Orchard Way car parks <i>Minute 19.350:</i> The local individual will not be able to spray the weeds due to insurance concerns. Some of the weeds had been cleared during the Litter Pick. It was agreed to see if the work can be carried out with a team from Mid Devon District Council.	Cllr Hassett Clerk	03/09/19	Ongoing
19.275	Provide details of local walks and pass any information to the Clerk for the Mid Devon Tourist website <i>Minute 19.350:</i> Information on local walks have already been published and it was agreed to try to locate the information and update it.	Councillors Clerk	03/09/19	
19.281	Provide a briefing on the highlights of the Rural Futures Conference to Councillors for information	Cllr B-Evans	03/09/19	
19.292	Follow-up the overgrowth on the A377 with the Highways team as tractors have to move into the middle of the road travelling South along the straight leading to Morchard Road <i>Update: Online report submitted by Cllr Squires Ref. W191240809.</i>	Cllr Squires	01/10/19	Ongoing
19.320	Double-check the conditions for the loan in terms of the Council's contribution towards the purchase costs of Lower Town Place <i>Minute 19.350:</i> Enquiry made and response awaited.	Clerk	01/10/19	Ongoing
19.320	Continue the development of a grant agreement between the Council and the Heart of Lapford Development Board of Directors <i>Minute 19.350:</i> Grant agreement being drafted.	Cllr Hemsworth Cllr B-Evans Clerk	03/12/19	Ongoing
19.329	Look for a reporter for the Climate Emergency Network via the local magazine and the Council's website <i>Minute 19.350:</i> Notice submitted to local magazine and put on website.	Clerk	01/10/19	Ongoing

Minute	Action	Lead	Due Date	Status
19.329	Contact an individual to ask if they could provide information on Lapford parish for the Mid Devon District Council's tourism website <i>Minute 19.350: It was suggested that information could be located on the Lapford website and Wikipedia.</i>	Clerk	01/10/19	
19.332	Write to the landowners to ask them to trim the hedges at Kelland Cross	Clerk	01/10/19	
19.366	Highlight the flooding that occurs from the river and leat that makes the footpath impassable during the winter <i>Update: Parish Paths Partnership team informed of flooding issue.</i>	Clerk	05/11/19	Closed
19.370	Place a notice about the Devon County Council's research trial for small businesses in the local magazine and on the Council's website <i>Update: Notice submitted to local magazine and uploaded onto Council's website.</i>	Clerk	05/11/19	Closed
19.370	Place a notice about the Crediton to Barnstaple track renewal by Great Western Railway on the Council's website <i>Update: Notice uploaded onto Council's website.</i>	Clerk	05/11/19	Closed
19.371	Respond to query about use of S106 funds for repairing the Church bells. <i>Update: Response provided.</i>	Clerk	05/11/19	Closed
19.372	Inform the Electoral Services team, Mid Devon District Council, about the councillor vacancy <i>Update: Notice of councillor vacancy displayed from 21 October.</i>	Clerk	05/11/19	Ongoing
19.373	Respond to letter received from the Save Our Heritage Group <i>Update: Letter drafted.</i>	Clerk	05/11/19	Ongoing
18.351	Follow-up the possible Edgerley Cross site as a burial ground site with Mid Devon District Council <i>Minute 18.448: A response has not yet been received from the Planning Team following a set of test digs. The Highways Team have advised that hard standing will be required at the entrance into the burial ground to avoid mud being transferred onto the road.</i> <i>Minute 19.042: This action will be parked.</i>			PARKED UNTIL SEPT
18.458	Ask for ideas for the future use of the telephone kiosk via a notice in the local magazine <i>Minute 19.007: A notice was published in local magazine asking for ideas. One suggestion was to use the kiosk as a drop-off point for parcels like an Amazon Locker, but this would need a lock. The Spar shop is a drop-off site for a number of deliveries.</i> <i>Minute 19.042: This action will be parked.</i>		10/12/18	PARKED