

LAPFORD PARISH COUNCIL

Minutes of the Council Meeting held on Tuesday 2 April 2019 at 7:30 pm in The Orchard Centre, Lapford, Crediton, EX17 6PZ

PRESENT

Cllr I Hemsworth (Chair), Cllr S Briant-Evans, Cllr J Burrows, Cllr B Clinch, Cllr J Doe, Cllr B Graham, Cllr H Hassett, Cllr R Phillips.

IN ATTENDANCE

Parish Clerk: Dr J Cross

Cllr M Squires (Devon County Council)

Cllr C Eginton (Mid Devon District Council)

Members of the public: 7

1. PUBLIC PARTICIPATION SESSION

- 19.114 The Chair invited representations from the members of the public. An individual raised a concern about the approach into the village from the A377 road as aspects were unsightly. It was agreed to wait until the Highways team had completed the installation of fencing along the river by the bridge and then review the situation.

An individual asked what the difference was between the Annual Meeting of the Council and the Annual Parish Meeting. The former is a Full Council meeting that must be held in May and specific business needs to be transacted, e.g. the election of the Chairman for the year. The Annual Parish Meeting is a meeting of parish electors and is not a Council meeting. It provides an opportunity for parishioners to meet the councillors and to raise issues of concern.

Standing Orders were suspended

2. COUNTY AND DISTRICT COUNCILLORS' REPORTS

19.115 Devon County Council

Cllr Squires advised that she was part of a task group focusing on the transition between Children's Services and Adult Services.

19.116 Mid Devon District Council

Cllr Eginton reported that the Cabinet had decided to proceed with an initial consultation in relation to Crediton town centre's Master Plan in 2021. All local parishes will be included in the consultation and the consultation scope is yet to be agreed. He advised that the District Council's weed spraying team was scheduled to visit the village and a number of areas that needed attention were identified.

3. LOCAL ORGANISATIONS' REPORTS

19.117 Lapford Church Green Trustees

Cllr Briant-Evans reported that the Trustees had met since the last Council meeting. It had been agreed to seek quotes to manage the trees by the boundary wall next to the Lower Town Place site.

The Trustees recommended that the Council accepted the received grass-cutting quote for £600, which included the Church Green and around the Melissa Lake shelter.

19.118 Lapford Emergency Action Plan Committee

Cllr Briant-Evans reported that six two-way radios had been purchased. Some of the emergency planning equipment will be stored in one of the cupboards in the Orchard Centre. The Council agreed that a lock could be placed on the cupboard. Two more large First Aid Kits were needed at £100 each and the Committee will be seeking grant funding.

The table-top emergency exercise had been re-scheduled. The Committee was still seeking an extension to the winter gritting programme to include the road towards the primary school.



Members of LEAP will be giving a presentation on how to develop an Emergency Plan to the Devon Community Resilience Forum meeting on 13 June 2019.

19.119 Regeneration Committee

Cllr Hemsworth reported that a meeting has been held in March and that the development and progress of the village website had been discussed. The format had been reviewed and content can now be uploaded by local organisations. It is anticipated that the Council will be able to view the website over the next few weeks.

A dialogue has been started with Great Western Railway about ways of improving the local rail services.

19.120 Heart for Lapford Strategy Group

Cllr Hassett advised that the Group would like input from the Council with regard to any suggestions for the use of the Lower Town Place site.

19.121 Heart of Lapford Development Board

Cllr Briant-Evans reported that the following the pre-planning site visit in February 2019, as well as a site visit from the Conservation Officer, a number of planning applications related the Lower Town Place site will be submitted. It has been established that the owners of the Lower Town Place site have a right of access across the Orchard Centre car park, as set out in an inherited agreement.

The trusteeship has been discussed and enquiries were being made on the possible options of arranging an outside body to take on the role of Trustees to provide independent oversight.

A number of fundraising events have been planned and they will be held throughout the year.

19.122 Youth Club Management Committee

Cllr Hemsworth reported that the Annual General Meeting had been held in March. It has been agreed that the Committee would continue to meet as required, rather than on a monthly basis, and will also hold an Annual General Meeting.

The meeting reconvened under Standing Orders

4. APOLOGIES

19.123 Apologies were received from Cllr Heal.

5. CODE OF CONDUCT

19.124 Register of Interests

There were no updates to the Register of Interests.

19.125 Personal interests

The following personal interests in items on the agenda were declared:

- Item 3 (minute 19.121): Cllr Briant-Evans declared a personal interest on any discussions relating to the Heart of Lapford Development project as she is a member of the Board of Directors as an individual.
- Item 3 (minute 19.121): Cllr Graham declared a personal interest on any discussions relating to the Heart of Lapford Development project as he is a member of the Board of Directors as an individual.
- Item 3 (minute 19.122): Cllr Briant-Evans declared a personal interest as she is a member of the Youth Club Management Committee as an individual.

19.126 Disclosable pecuniary interests

The following disclosable pecuniary interest in items on the agenda was declared:

- Item 7 (minute 19.130): Cllr Hassett declared a disclosable pecuniary interest the item relating to the planning application 19/00490/ARM as her residence is situated opposite the site.



4. MINUTES

19.127 Meeting held on 5 March 2019

The draft minutes of the Council meeting held on 5 March 2019 were considered and were approved as a correct record, proposed by Cllr Doe, seconded by Cllr Briant-Evans and carried unanimously.

19.128 The action grid was reviewed in detail and noted.

- 18.433 Concerns about the lack of bus and train services to be covered by the Regeneration Committee. Action closed.
- 19.013 Delivery trucks for the Old Malt Scoop have been asked to be more considerate when parking. Action closed.
- 19.027 The landowner has no concerns about the presence of boulders near the public footpath at Westgate. Action closed.
- 19.092 The Litter Busting Team from Mid Devon District Council has cleared the litter along the A377 between Lapford and Chenson as well as towards Crediton. Action closed.

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

7. PLANNING MATTERS

19.129 Planning Applications List

The following planning application was received:

Ref	Description
19/00403 HOUSE	Erection of single storey extension to side elevation Location: 12 Westgate Lapford Crediton Site Vicinity Grid Ref: 273058 / 108501 Decision: It was resolved to support the application, proposed by Cllr Burrows, seconded by Cllr Briant-Evans and carried unanimously.

19.130 Planning applications received after publication of the agenda

The following planning application was received:

Cllr Hassett left the meeting

Ref	Description
19/00490 ARM	Reserved matters for the erection of a dwelling following Outline approval 18/01557/OUT Location: Land at NGR 273593 108477 Eastington Lane Lapford Site Vicinity Grid Ref: 273593 / 108477 Decision: It was resolved to support the application, proposed by Cllr Burrows, seconded by Cllr Graham and carried as a majority with 6 votes for the application and 1 vote against.

Cllr Hassett returned to the meeting

19.131 Mid Devon District Council planning decisions

No following planning notices were received.

8. FINANCIAL MATTERS

19.132 Receipts and account balances

The list of receipts and account balances was tabled. Funds of £750 had been received from the Devon County Council Locality Fund. The following balances were noted:

- Current Account - £22,811.29 (as at 31/03/19)
- Savings Account – £5,004.57 (as at 31/12/18)
- Loan Stock - £983.98 (as at 6/12/17)

19.133 Payments

The list of payments was tabled at the meeting. It was resolved to approve the list of payments, proposed by Cllr Graham, seconded by Cllr Burrows and carried unanimously.

Cheque	Payee	Description	Amount (£)
DD	BT Business	Telephone and broadband charges	45.23



001470	J Cross	Clerk Salary December 2017-March 2018	1,239.35
001471	J Cross	Clerk Salary (Church Green) December 2017 – March 2018	77.57
001472	J Cross	Clerk Salary April 2018 – January 2019	3,213.62
001473	J Cross	Clerk Salary (Church Green) April 2018 – January 2018	102.37
001474	CANCELLED		
001475	HMRC PAYE	December 2017-March 2018	329.23
001476	HMRC PAYE	April 2018-January 2019	829.00
001477	SLCC	Annual membership 2019/20	21.50
001478	DALC	Annual membership 2019/20	245.77
Total			£6,103.64

19.134 Training and Development

It was agreed that the Cllr Briant-Evans would attend the North Devon Community Resilience Forum, together with three other members of the Lapford Emergency Action Plan Committee.

19.135 Grass cutting

It was resolved to approve the only grass-cutting quote received at £600, to include the Church Green and Melissa Lake shelter, proposed by Cllr Graham, seconded by Cllr Briant-Evans and carried unanimously.

19.136 Communities Together Fund

An application for £2,700 had been submitted and a part-funded grant of £2,200 had been awarded towards the establishment of a Traffic Regulation Order to extend the 30mph speed limit at the top of the village, as part of a joint project with two other parish councils. In order to make up the difference in grant funding, it was resolved to approve the additional costs of between £267- £400, proposed by Cllr Hassett, seconded by Cllr Burrows and carried unanimously.

9. PUBLIC WORKS LOAN BOARD

19.137 As part of the loan application process, a survey of parishioners was undertaken to ask if they supported the Council's decision to increase the precept in 2018/19 to support the Heart for Lapford project. Of the 281 votes received, 180 of the votes, i.e. nearly two-thirds, were in favour of the precept increase for the purpose of the loan repayment to support the Heart for Lapford project.

10. DRAFT RISK ASSESSMENT

19.138 This agenda item was deferred.

11. PLANNING APPLICATIONS FOR LOWER TOWN PLACE

19.139 It was agreed that during the development of the Lower Town Place site, planning applications may be submitted in the name of the Council, with Cllr Graham acting as the agent. Planning applications in the Council's name will be presented to the Council for approval before submission.

12. SPRING LITTER PICK

19.140 The litter pick had been well attended with 28 people in total, including families and dog walkers. Refreshments for the volunteers were provided from the Saturday Market at the Victory Hall. It was resolved to approve a donation of £30 to the Market to cover the costs of the refreshments, proposed by Cllr Graham, seconded by Cllr Clinch and carried unanimously.

It was noted that a significant amount of the litter consisted of cigarette butts. Consideration may be given to the installation of cigarette boxes around the village if this remains a problem.

13. ANNUAL MEETING OF THE COUNCIL

- 19.141 Following advice received from the National Association of Local Councils, it was agreed to change the date of the Annual Meeting of the Council to Tuesday 14 May 2019.

14. CORRESPONDENCE AND NOTICES RECEIVED

- 19.142 No correspondence or notices had been received.

15. MATTERS RAISED BY THE CHAIR

19.143 External Audit Intermediate Review

It was reported that the Council has been selected for intermediate review for the financial reporting year 2018/19 as part of the required 5% sample.

19.144 Overgrown banks

A member of the public had raised concerns about the overgrown banks on Mill Hill which makes it difficult for pedestrians to avoid vehicles on the road. The landowner is usually responsible for maintaining the banks. It was agreed to write to the landowners asking the banks to be trimmed **Action Clerk**.

19.145 Street lighting

There are up to six streetlights in need of maintenance as they are not working. Cllr Hemsworth will identify the broken street lights **Action Cllr Hemsworth**. It was agreed to write to Western Power to ask for the street lights to be repaired **Action Clerk**.

16. COUNCILLORS' REPORTS AND ITEMS FOR FUTURE AGENDA ITEMS

19.146 Minute's silence

Cllr Burrows requested the observance of a minute's silence for Edwin Passmore and Ralf Passmore. **GLASS**

19.147 Traffic Regulation Order for The Revel

Cllr Graham has applied for a Traffic Regulation Order for the temporary road closure of various streets for the procession during The Revel.

19.148 Tyre dump by Calves Bridge

Cllr Briant-Evans reported that tyres and other rubbish has been dumped in the layby by Calves Bridge. It was agreed to report the matter to the Enforcement Officer, Mid Devon District Council **Action Clerk**.

17. DATE OF NEXT MEETING

- 19.149 The date of the next meeting was confirmed as:

- Annual Parish Meeting to be held on Saturday 11 May 2019 in the Victory Hall, Lapford, Crediton, EX17 6PZ.
- Annual Meeting of the Council to be held on Tuesday 14 May 2019 at 7:30 pm in The Orchard Centre, Lapford, Crediton, EX17 6PZ. Deadline date for agenda items midday on Wednesday 8 May 2019.

18. PART TWO

- 19.150 The Part One session closed at 9:15 pm.

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

The Part Two session closed at 9:25 pm.

19. CLOSE OF MEETING

- 19.151 The meeting closed at 9:25 pm.



Chair: Ja. G. Newson
Date: 14/05/2019

DRAFT

ACTION GRID **Updated 10 May 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.	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 Garten 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.	Cllr Hemsworth Clerk	06/02/18	Parked
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.	Clerk Cllr Graham	06/02/18	Ongoing

DGH

Minute	Action	Lead	Due Date	Status
	Minute 18.130: No copy of travel plan available. Clerk to repeat request for a new risk assessment. Minute 18.174: Request for information about a risk assessment sought by Cllr Squires from Highways Superintendent. Minute 18.126: Highways Superintendent has advised that a risk assessment has been completed. Cllr Squires will follow-up. Minute 18.263: 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. Minute 18.317: Clerk to follow-up. Minute 18.360: Cllr Graham has followed this up with the Highways Team and was waiting for a response Minute 18.448: 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. Minute 19.0042: It was understood that the works would be carried out in the current financial year 2018/19. Minute 19.083: No work has been completed to date. Minute 19.128: 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.			
18.106	Nominate a fourth councillor for the Lapford Emergency Action Plan Committee Minute 18.176: Cllr Hemsworth to ask Cllr Phillips. Minute 18.263: Cllr Phillips advised that she cannot take on the role. Minute 18.360: Cllr Hemsworth has resigned from the Committee due to his workload so there are currently two vacancies from the Council. Minute 18.448: Cllr Doe agreed to join the Committee. Minute 19.007: It was proposed that as part of the review of the terms of reference, the number of councillors be changed from four to two.	Cllr Hemsworth	01/05/18	Ongoing
18.181	Review the Planning Standing Order document and revise as a procedure Minute 19.007: Councillors were reminded that no decision should be made on a site visit as the decision should be made at a Council meeting. Site visits provide an opportunity to view the location and ask questions. Minute 19.128: Training will be undertaken first.	Cllr Heal Clerk	Jul 18	
18.231	Follow-up the testing of electrical equipment in the public toilet Minute 18.263: The company have been chased-up. Minute 18.448: The company will be followed-up. Minute 19.083: Testing has been arranged for 14 March 2019.	Cllr Graham	03/07/18	Ongoing

Minute	Action	Lead	Due Date	Status
18.290	Minute 19.128: 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. Develop a programme of work to improve and maintain the village and to seek volunteers to help Minute 18.317: No volunteers had come forward although Cllr Phillips has identified some individuals who may help. Minute 18.448: No further progress has been made. Minute 19.007: It was noted that the village is well maintained at the present. Minute 19.042: A Litter Pick will be held on Saturday 30 March from 10:00 am meeting in the Orchard Centre car park. As previously agreed, the Ark would provide refreshments for volunteers and a donation of up to £30 will be provided. This will be highlighted in The Lookout. Minute 19.128: The litter pick had been well attended and the village looks better.	Cllr Phillips	04/09/18	Ongoing
18.346	Provide a new toilet seat for the public toilet at no cost Minute 19.083: New toilet seat is to be passed to Cllr Graham.	Cllr Heal	02/10/18	Ongoing
18.416	Seek funding to help cover the costs of the replacement Church Green gates Minute 18.463: It was agreed to make an application for non-targeted S106 funding. Minute 19.007: Chawleigh Parish Council have agreed to support the application for non-targeted S106 funds. Minute 19.128: S106 grant application being drafted.	Clerk	04/12/18	Ongoing
18.425	Circulate a copy of the signed Grant Agreement between the Youth Club Management Committee and the Heart of Lapford Development Board to the Parish Councillors Minute 18.448: The Agreement has been signed and is currently with the solicitors.	Clerk	04/12/18	Ongoing
18.463	Submit applications for non-targeted S106 funding for the Church Green gates and for the Parish Council noticeboard Minute 19.007: The applications for funding have been supported by Chawleigh Parish Council. Minute 19.128: S106 grant application being drafted.	Clerk	08/01/19	Ongoing
18.466	Identify the possible location for yellow lines in the village to apply for a Traffic Order Minute 19.013: 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. Minute 19.058: 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. Minute 19.128: Cllr Hemsworth to set a date for a walk-around.	Cllr Hemsworth Cllr Graham	08/01/19	Ongoing

Minute	Action	Lead	Due Date	Status
	<i>Update: Correspondence received from a member of the public re. the impact of any yellow lines, particularly at Rensey Lane.</i>			
19.013	Ask if delivery trucks for the Old Malt Scoop can be parked further up the road	Cllr Hemsworth	05/02/19	
19.036	Get an update from the local police community support officer about the issue of soft drugs misuse in Lapford <i>Minute 19.083: Officer not aware of the issue as it may have been reported through South Molton but he will seek additional intelligence and will update the Chairman.</i>	Cllr Hemsworth	05/03/19	Ongoing
19.047	Seek information on the status of the Loan Stock <i>Minute 19.083: Some information provided by an ex-councillor, which will be followed up.</i>	Clerk	02/04/19	Ongoing
19.054	Arrange a meeting with the Planning Obligations Monitoring Officer to clarify the process for developing proposals for future S106 projects and invite Chawleigh Parish Council <i>Minute 19.083: Arrangements being made.</i>	Clerk	05/03/19	Ongoing
19.077	Place a link to the highways online reporting website on the Council's website	Clerk	02/04/19	
19.095	Seek a quote for the cost of producing the signs for the car park <i>Minute 19.128: A quote to replace the sign for "No ball games" is to also be sought.</i>	Clerk	02/05/19	
19.144	Write to the landowners asking the overgrown banks along Mill Hill to be trimmed Action Clerk.	Clerk	14/05/19	
19.145	Identify the broken street lights	Cllr Hemsworth	14/05/19	
19.145	Write to Western Power to ask for the street lights to be repaired	Clerk	14/05/19	
19.148	Report the tyres and other rubbish that has been dumped in the layby by Calves Bridge to the Enforcement Officer, Mid Devon District Council	Clerk	14/05/19	
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>	Cllr Hemsworth Cllr Graham		PARKED
18.458	Ask for ideas for the future use of the telephone kiosk via a notice in the local magazine		10/12/18	PARKED

Minute	Action	Lead	Due Date	Status
	<i>Minute 19.007:</i> 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>Minute 19.042:</i> This action will be parked.			
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.	Councillors	08/01/19	PARKED until June

