

LAPFORD PARISH COUNCIL

**Minutes of the Council Meeting held on Tuesday 4 December 2018 at
7:30 pm in The Orchard Centre, Lapford, Crediton, EX17 6PZ**

PRESENT

Cllr I Hemsworth (Chair), Cllr J Burrows, Cllr S Briant-Evans, Cllr J Doe, Cllr B Graham, Cllr P Heal, Cllr T MacLellan, 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: 9

1. PUBLIC PARTICIPATION SESSION

- 18.441 The Chair invited representations from the members of the public. Two individuals complained that members of the Council had not supported them in relation to resolving a dispute with their neighbours to enable them to run a business from their home. They were advised that the parish council did not have any powers to mediate on disputes between neighbours and that it was a civil matter.

An individual reported that when the Air Ambulance landed on the school site in the previous week, the staff could not unlock the gates and they had to climb over them. It was agreed to check that the Air Ambulance service still had the lock combinations
Action Cllr Hemsworth.

2. PARISH COUNCILLOR VACANCY

- 18.442 The Chair invited Mrs Hassett to make a short presentation on why she has applied to join the Parish Council. Councillors asked her a number of questions.

3. APOLOGIES

- 18.443 Apologies were received from Cllr B Clinch.

4. CODE OF CONDUCT

18.444 Register of Interests

There were no updates to the Register of Interests.

18.445 Personal interests

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

- Item 17 (minute 18.469): 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 17 (minute 18.469): 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 17 (minute 18.472): Cllr Briant-Evans declared a personal interest as she is a member of the Youth Club Management Committee as an individual.

18.446 Disclosable pecuniary interests

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

- Item 6 (minute 18.449): Cllr Philips declared a disclosable pecuniary interest on any discussions relating to planning applications located in Popes Lane as her residence is situated in the lane.
- Item 17 (minute 18.469): Cllr Graham declared a disclosable pecuniary interest on any discussions relating to any developments of the Lower Town Place site as his residence is situated opposite the site.



5. MINUTES

18.447 Meeting held on 6 November 2018

The draft minutes of the Council meeting held on 6 November 2018 were considered and were approved as a correct record, proposed by Cllr Doe, seconded by Cllr Graham and carried unanimously.

18.448 The action grid was reviewed in detail:

- 04/05/17 Non-targeted S106 funding cannot be used retrospectively to cover the cost of the bench outside the Village Hall. Action closed.
- 18.150 Following a site visit with a member of the Highways Team and Cllr Squires, the clearing and jetting of surface water gullies is completed by a contractor who follows a planned route around the County. If the contractor cannot release the drain cover, this is reported and the work will be undertaken on the next round. A request has been made for 48 hours' notice so that parked cars can be moved to enable access. Action closed.
- 18.155 The funds received from the Parish Paths Partnership may be used for projects related to the local public rights of way network. Action closed.
- 18.160 A report has been made about the street light in Popes Lane that is permanently on. Action closed.
- 18.270 A virtual pedestrian pathway cannot be marked out on the road as this lulls people into a false sense of security and is now considered an unsafe practice. Action closed.
- 18.384 A check was made to assess if planning permission was required to install a replacement telegraph pole by the Malt Scoop Cottage as the site is within the conservation area. This has been resolved and the pole will be moved. Action closed.
- 18.385 The issue about the replacement telegraph pole has been resolved. Action closed.
- 18.398 Following a Highways Team site visit, the route of the gritting lorry will not be changed as the route is based on the size of the community. Action closed.
- 18.428 Various ongoing issues raised with the Highways Team at a site visit. Snow Warden training can be provided on request. The installation of additional grit bins has been requested. Traffic calming measures will be considered but are unlikely based on the speed of vehicles. The request for replacement white lines on Eastington Lane will be followed-up. Action closed.
- 18.429 Follow-up correspondence to the Planning Team about the possible burial ground at Edgerley Cross is noted under minute 18.351. Action closed.
- 18.436 A notice for a volunteer to be nominated to the Patient Participation Group at Wallingbrook Medical Centre has been put up but no volunteers have come forward. Action closed.

The rest of the actions were updated on the grid and noted.

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

6. PLANNING MATTERS

18.449 Planning Applications List

The following planning applications were considered:

Cllr Phillips left the meeting

Ref.	Description
18/01272 FULL	Revised scheme for the erection of a dwelling following Planning Permission 16/00413/FULL. Location: Cepheus Popes Lane Lapford Devon. Site Vicinity Grid Ref: 272886 : 108233 Decision: It was resolved to object to the revised planning application. There is still a significant adverse visual impact on the adjacent properties' skyline as the property was built some 7m nearer the road than specified on the application. In addition, the Parish Council is concerned that as it would appear that non-compliance with a



planning application does not lead to any penalties and that this could lead to a precedence of non-compliance being set. Proposed by Cllr Graham, seconded by Cllr Briant-Evans, and carried with 6 votes in favour and 2 abstentions.

Cllr Phillips returned to the meeting

18/01557 Outline for the erection of a dwelling with all matters reserved Location: Land at NGR
OUT 273593 108477 Eastington Lane Lapford.

Decision: It was resolved to support the planning application, proposed by Cllr Heal, seconded by Cllr Burrows and carried with 7 votes in favours and 1 against.

18.450 **Planning applications received after publication of the agenda**
No planning applications were received.

18.451 **Mid Devon District Council planning decisions**
The following planning notice was received.

Ref	Description	Decision
18/01741 PNCOU	Prior notification for the change of use of a Hairdressing salon (Class A1) to a dwelling (Class C3) under Class M. Blossom Court Hair & Beauty Salon Lapford Crediton.	Withdrawn

7. FINANCIAL MATTERS

18.452 **Receipts and account balances**

The list of receipts and account balances was reviewed. No receipts were received. The following balances were noted:

- Current Account - £26,138.30 (as at 30/11/18)
- Savings Account - £4,952.72 (as at 31/12/16)
- Loan Stock - £983.98 (as at 6/12/17)

18.453 **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 Briant-Evans and carried unanimously.

Cheque	Payee	Description	Amount (£)
SO	S Hemsworth	Caretaker (November)	52.00
BACS	BT Business	Telephone and broadband installation and charges	282.93
001448	SWW Water	Water bill at Orchard Centre	100.29
001449	Cumbria Clocks	Repairs to Church Clock	198.00
001452	Involve	Training - Trust Governance	7.50
001453	J Cross	Office consumables	223.18
001455	J Cross	Clerk expenses (May - November)	146.44
Total			1,010.34

18.454 **Review of Financial Reports Quarter 1 and Quarter 2 2018/19**

Cllr Graham reported that he had reviewed the accounts up to the end of 30 September 2018 and there were no issues.

18.455 **Budget Report Quarter 1 and Quarter 2 2018/19**

The Clerk presented the budget reports from 1 April - 30 September 2018 to note.

18.456 **Christmas tree**

The Christmas tree had been generously donated. The lights will be put onto the tree. It was resolved to approve a contingency cost of £50 in case the tree lights needed replacing, proposed by the Chair and carried unanimously.

18.457 **Parish Council Noticeboard**

It was resolved to approve the cost of £800 for a large noticeboard to display the Parish Council's agendas, minutes and other information, proposed by Cllr MacLellan, seconded by Cllr Burrows and carried unanimously.

8. TELEPHONE KIOSK

- 18.458 Following a discussion on the future use of the telephone kiosk, it was agreed that Cllr MacLellan would ask for ideas from the community via a notice in the local magazine
Action Cllr MacLellan.

9. STORAGE AT THE ORCHARD CENTRE

- 18.459 Options for increasing storage space at the Orchard Centre were discussed as more space was required to store the Emergency Planning equipment onsite, as well as for the Post Office. It was agreed that the costings for either increasing the cupboard space by changing the public toilet access or installing a storage container in the car park would be presented to the next meeting **Action Cllr Hemsworth and Cllr Graham.**

10. VILLAGE WEBSITE

- 18.460 The website is in the process of being developed. The domain name and hosting service have been sorted and the basic infrastructure is in place. There is no content yet. The next step is to sort out the arrangements for users as individual groups will be able to nominate their own administrator and update their content as required. The ongoing development of the website will be overseen by the Regeneration Committee and update reports will be presented to the Council.

11. VILLAGE ASSET INSPECTION

- 18.461 Cllr Graham advised that no new issues had been identified. The repair and refurbishment of the wooden benches was in hand. It was agreed that street and road signs would be cleaned as part of the Spring litter pick event.

12. REPLACEMENT GRIT BINS

- 18.462 This agenda item had been discussed as part of the Action Grid update (minute 18.448).

13. APPLICATION FOR S106 FUNDING

- 18.463 The Clerk advised that non-targeted S106 funding was available for enhancements and amenities for open spaces. There is a pot of around £10,000 that is shared with Chawleigh parish. The funds can be used for new or replacement items but not for repairs. It was agreed to submit applications for non-targeted S106 funding for the Church Green gates at £1,200 and for the Parish Council noticeboard at £800 **Action Clerk.**

Cllr Heal left the meeting

14. REPRESENTATION ON PATIENT PARTICIPATION GROUP

- 18.464 This agenda item had been discussed as part of the Action Grid update (minute 18.448).

15. COUNCILLORS' ALLOWANCE POLICY

- 18.465 This agenda item was deferred to the next meeting.

Standing Orders were suspended

16. COUNTY AND DISTRICT COUNCILLORS' REPORTS

18.466 Devon County Council

Cllr Squires reported that there is a shortage of carers in the County, this is reflected elsewhere in the country. There is a projected overspend in Children's Services. Each year, Traffic Order requests can be made for the installation of new yellow lines. It was agreed that the possible location for yellow lines be identified **Action Cllr Hemsworth and Cllr Graham.**

18.467 Mid Devon District Council

Cllr Eginton's reported that the State of District debate on "The effect of Brexit on Mid Devon" will be held on 24 January 2019. The second part of the Local Plan hearings will take place in February 2019. The Remembrance Sunday parades throughout the District were very well attended. The November issue of the Lapford Lookout made a good job of raising awareness of the sacrifices made in the past.

17. LOCAL ORGANISATIONS' REPORTS

18.468 Lapford Church Green Trustees

Cllr Briant-Evans reported that no meeting had been held since the last Council meeting.

18.469 Heart of Lapford Development Board

Cllr Briant-Evans reported that the Board was scheduled to meet next week. The exchange process for the purchase of Lower Town Place is underway and due to be completed by the end of the year.

18.470 Regeneration Committee

Cllr Hemsworth reported that no meeting had been held since the last Council meeting. A meeting is to be arranged in January to consider both the development of the village website and the limited bus and train services.

18.471 Lapford Emergency Action Plan Committee

Cllr Briant-Evans reported that the grit bins located around the village had been checked and were all full. Instructions on how to use the grit will be attached to the bins to reduce wastage. The Emergency Plan will be updated with more detail.

18.472 Youth Club Management Committee

Cllr Hemsworth reported that a grant funding agreement has been signed between the Youth Club Management Committee and the Heart of Lapford Development Board. Two members of the Youth Club Management Committee are now Directors on the Heart of Lapford Development Board.

The meeting reconvened under Standing Orders

18. CORRESPONDENCE AND NOTICES RECEIVED

18.473 The correspondence list was noted.

19. MATTERS RAISED BY THE CHAIR

18.474 Setting the Budget and Precept 2019/20

There will be a Council working group meeting in January 2019 to review the Quarter 3 budget report in detail and consider the budget and precept for 2019/20. There will be an opportunity to develop a forward-looking business plan, as well as to identify possible S106 targeted schemes for future funding.

Discussion and approval of the budget and precept 2019/20 will be an agenda item at the February Council meeting.

18.475 Councillors elections in May 2019

Information had been received from the Electoral Services at Mid Devon District Council about the election process and how to stand as a candidate. Prospective councillor events are being held in Mid Devon in January and February 2019.

20. COUNCILLORS' REPORTS AND ITEMS FOR FUTURE AGENDA ITEMS

18.476 Patient Participation Group

Cllr Graham reported that there is a consultation on whether the two Clinical Commissioning Groups in Devon should be merged. The Wallingbrook Medical Centre is now running evening and weekend surgeries.

18.477 Abandoned car, Prospect Way

Cllr Graham reported that the abandoned car had been removed.

18.478 **Church clock**

Cllr Graham reported that the Church clock has failed a number of times over the last fortnight. It was agreed to get an estimate for mending the clock **Action Cllr Graham**. The long-term viability of the clock and the associated costs will need to be considered.

18.479 **Internet access at the Orchard Centre**

Cllr Doe asked if internet access was available and this was confirmed. A notice will be put up saying the internet password will be available to users of the Orchard Centre on request **Action Clerk**.

21. DATE OF NEXT MEETING

18.480 The date of the next meeting is Tuesday 8 January 2019 at 7:30 pm in The Orchard Centre, Lapford, Crediton, EX17 6PZ. Deadline date for agenda items is midday on Friday 28 December 2018.

22. PART TWO

18.481 The Part One session closed at 9:50 pm.

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

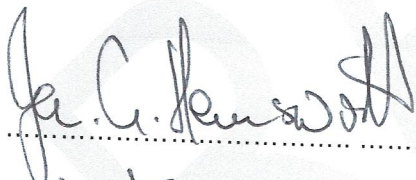
The Part Two session closed at 10:00 pm.

23. PARISH COUNCILLOR CO-OPTION

18.482 It was resolved to approve the co-option of Hilary Hassett onto the Parish Council, proposed by Cllr MacLellan, seconded by Cllr Graham and carried unanimously.

24. CLOSE OF MEETING

18.483 The meeting closed at 10:05 pm.

Chair: 

Date: 8/1/19

ACTION GRID **Updated 3 January 2019**

Minute	Action	Lead	Due Date	Status
TBC	Review and retain archive material stored at the Primary School <i>Minute 17/10/17:</i> Archive material held at school. <i>Minute 04/11/17:</i> Cllr Hemsworth to contact Primary School Headteacher.. <i>Minute 04/12/17:</i> Cllr Hemsworth has spoken to the School and will follow-up with further meetings in the new term. <i>Minute 18.040:</i> Representatives from Chulmleigh Academy Trust will be attending the Council meeting in March as guest speakers. <i>Minute 18.091:</i> Meeting to be arranged with Head of School. <i>Minute 18.448:</i> The primary school does hold a fair amount of archive material. The Chair will be meeting with the Head of School in the new year.	Cllr Hemsworth		Ongoing
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.	Cllr Hemsworth Cllr Phillips	02/01/18	Ongoing
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.	Clerk Cllr Graham	06/02/18	Ongoing



Minute	Action	Lead	Due Date	Status
18.033	<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. Write to key individuals to raise the concern about keeping services in local community post offices to ensure they remain a viable business <i>Minute 18.216:</i> Contact details needed due to change in personnel. <i>Minute 18.263:</i> Contact information received. <i>Minute 18.360:</i> The new Outreach computing equipment is in place.	Clerk	06/03/18	Ongoing
18.106	Nominate a fourth councillor for the Lapford Emergency Action Plan Committee <i>Minute 18.176:</i> Cllr Hemsworth to ask Cllr Phillips. <i>Minute 18.263:</i> Cllr Phillips advised that she cannot take on the role. <i>Minute 18.360:</i> Cllr Hemsworth has resigned from the Committee due to his workload so there are currently two vacancies from the Council. <i>Minute 18.448:</i> Cllr Doe agreed to join the Committee.	Cllr Hemsworth	01/05/18	Ongoing
18.138	Request a new dog waste bin for Park Meadow Close from Mid Devon District Council and/or purchase a bin <i>Minute 18.174:</i> Mid Devon District Council advised that a request for a new dog bin should be submitted. The District Officer will then carry out a three-month survey to determine the necessity for the additional bin and the suitability of the proposed site by visiting the area periodically. If the conclusion after the survey is that there is not a necessity for an additional bin at the location the Parish Council have the option to purchase the bin themselves and bear the cost of emptying (£12.50 per empty) if this were the case a District Officer will need to confirm that the siting did not occur on private land. The location map for new dog bin completed. The Clerk will complete the request form. <i>Minute 18.126:</i> Form drafted. It was agreed to add a dog bin at the top of Prowse Lane. <i>Minute 18.277:</i> It was agreed to request a dog bin at Park Meadow Close. <i>Minute 18.360:</i> The posters from the school competition for both dog mess and speeding have been put up. <i>Minute 18.448:</i> Cllr Graham to follow-up.	Cllr Graham	16/06/18	Ongoing
18.152	Seek S106 funding to support the Lapford Primary School's project to improve the outdoor environment <i>Minute 18.317:</i> Chair and Clerk to meet with the Headteacher to discuss the project.	Cllr Hemsworth Clerk	01/05/18	Ongoing

Minute	Action	Lead	Due Date	Status
18.181	<i>Minute 18.448:</i> It was agreed to consider targeted S106 schemes at a working group meeting in the new year. Review the Planning Standing Order document and revise as a procedure	Cllr Heal Clerk	Jul 18	
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.	Cllr Graham	03/07/18	Ongoing
18.246	Circulate model regulations for the Orchard Centre car park to councillors for comment <i>Minute 18.448:</i> Cllr Hemsworth has some examples.	Cllr Hemsworth	03/07/18	
18.290	Develop a programme of work to improve and maintain the village and to seek volunteers to help <i>Minute 18.317:</i> No volunteers had come forward although Cllr Phillips has identified some individuals who may help. <i>Minute 18.448:</i> No further progress has been made.	Cllr Phillips	04/09/18	Ongoing
18.346	Provide a new toilet seat for the public toilet at no cost	Cllr Heal	02/10/18	
18.351	Follow-up the possible Edgerley Cross site as a burial ground site with Mid Devon District Council <i>Minute 18.448:</i> 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.	Cllr Hemsworth Cllr Graham		Ongoing
18.351	Send a letter to landowners seeking alternative sites for a possible burial ground <i>Minute 18.448:</i> Letter sent to nine local landowners. Two negative responses received to date. <i>Update:</i> No other responses received.	Clerk	06/11/18	Ongoing
18.354	Include information about the forthcoming parish council elections next May in the February copy of the local magazine <i>Update:</i> Information about prospective councillor events published in January edition.	Clerk	Feb 2019	Ongoing
18.374	Apply for pre-planning advice for the Lower Town Place site <i>Minute 18.448:</i> Cllr Hemsworth to contact the Planning Team.	Cllr Hemsworth Cllr Graham	06/11/18	
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.	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	Clerk	04/12/18	Ongoing



Minute	Action	Lead	Due Date	Status
18.432	<i>Minute 18.448:</i> The Agreement has been signed and is currently with the solicitors. Arrange a briefing meeting from Devon Communities Together on Smart Meters for Councillors and the public in the Spring, probably on a Saturday morning	Clerk	Feb 19	
18.433	Consider the lack of bus and train services at the next Regeneration Committee meeting <i>Minute 18.470:</i> The Regeneration Committee is scheduled to meet in January 2019.	Cllr Hemsworth	04/12/18	Ongoing
18.433	Raise the concerns about the lack of bus and train services with Devon County Council <i>Minute 18.470:</i> This will be followed-up by the Regeneration Committee when it meets in January 2019.	Cllr Hemsworth	04/12/18	Ongoing
18.441	Check that the Air Ambulance service still had the lock combinations for the school gates	Cllr Hemsworth	08/01/19	
18.458	Ask for ideas for the future use of the telephone kiosk via a notice in the local magazine	Cllr MacLellan	10/12/18	
18.459	Seek costs for the options to increase the storage space at the Orchard Centre <i>Update: 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.</i>	Cllr Hemsworth Cllr Graham	08/01/19	
18.463	Submit applications for non-targeted S106 funding for the Church Green gates and for the Parish Council noticeboard	Clerk	08/01/19	
18.466	Identify the possible location for yellow lines in the village to apply for a Traffic Order <i>Update: Map of locations circulated to councillors and item placed on the agenda of the January meeting.</i>	Cllr Hemsworth Cllr Graham	08/01/19	Closed
18.478	Seek an estimate for mending the Church clock	Cllr Graham	08/01/19	
18.479	Put up a notice about the internet access at the Orchard Centre	Clerk	08/01/19	
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.	Cllr Hemsworth Clerk	06/02/18	Parked