

LAPFORD PARISH COUNCIL

Minutes of the Council Meeting held on Tuesday 5 February 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 P Heal, 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: 5

1. PUBLIC PARTICIPATION SESSION

- 19.036 The Chair invited representations from the members of the public. Mr Johnson, Executive Headteacher at Chulmleigh Academy Trust, reported that the Lapford Primary School was making excellent progress and attendance was good. The secondary school had received very good results this year. He raised a concern about an ongoing issue with soft drugs misuse by young people in Lapford. Although this does not take place at school, he wanted to raise awareness of the issue. The police have been informed. It was agreed that Cllr Hemsworth would contact the local police community support officer for an update **Action Cllr Hemsworth.**

An individual advised that the drains had still not been jetted between Orchard Cross and Lapford Mill.

An individual raised a concern about the very large pothole on the road to Chawleigh. This has been reported online. It was agreed that Cllr Graham would report it again **Action Cllr Graham.**

2. APOLOGIES

- 19.037 Apologies were received from Cllr T MacLellan.

3. CODE OF CONDUCT

19.038 Register of Interests

There were no updates to the Register of Interests.

19.039 Personal interests

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

- Item 16 (minute 19.064): 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 16 (minute 19.064): 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 16 (minute 19.067): Cllr Briant-Evans declared a personal interest as she is a member of the Youth Club Management Committee as an individual.

19.040 Disclosable pecuniary interests

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

- Item 16 (minute 19.064): Cllr Graham declared a disclosable pecuniary interest on any discussions relating to planning applications for the Lower Town Place site as his residence is situated opposite the site.

4. MINUTES

19.041 Meeting held on 8 January 2019

The draft minutes of the Council meeting held on 8 January 2019 were considered and were approved as a correct record, proposed by Cllr Briant-Evans, seconded by Cllr Doe and carried unanimously.

19.042 The action grid was reviewed in detail and noted.

18.033 The Post Office is providing a good service. Although the Post Office was asked if they would increase the hours or days, the current footfall was not sufficient to support an extension. Action closed.

19.001 It was agreed to leave the bench at the top of Highfield in its current location. Action closed.

19.043 Meeting held on 22 January 2019

The draft notes of the Finance Working Group meeting held on 22 January 2019 were considered and were approved as a correct record, proposed by Cllr Graham, seconded by Cllr Clinch and carried unanimously.

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

5. PLANNING MATTERS

19.044 Planning Applications List

No planning applications were received.

19.045 Planning applications received after publication of the agenda

No planning applications were received.

19.046 Mid Devon District Council planning decisions

The following planning notices were received:

Ref	Description	Decision
18/01956 FULL	Erection of detached garage and workshop Location: Land at NGR 275553 110870 (The Old Granary) Lapford Site Vicinity Grid Ref: 275594 / 110849	Granted
18/01102 FULL	Erection of 9 dwellings following demolition of Public House Location: Yeo Vale Hotel Lapford Crediton Appeal Ref No. APP/Y1138/W/18/3216833	Appeal

6. FINANCIAL MATTERS

19.047 Receipts and account balances

The list of receipts and account balances was tabled. The annual interest payment of £36.03 was received on the savings account. The following balances were noted:

- Current Account - £25,840.62(as at 04/02/19)
- Savings Account – £5,004.5 (as at 13/12/18)
- Loan Stock - £983.98 (as at 6/12/17)

It was agreed to seek information on the status of the Loan Stock **Action Clerk.**

19.048 Payments

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

Cheque	Payee	Description	Amount (£)
DD	Southern Electric	Electricity for Orchard Centre	57.63
DD	BT Business	Telephone and broadband charges	40.68
SO	S Hemsworth	Caretaker (January)	52.00
001456	J Cross	Clerk expenses (January)	27.44
001456	J Cross	Postage – Recorded delivery	3.70
001456	J Cross	Office consumables	8.25
001456	J Cross	Cleaning consumables	3.50

001457	J Cross	Christmas tree lights	57.56
001458	South West Water	Water for Orchard Centre	63.95
001459	LYPFT	Grant – Annual insurance 2018/19	186.20
001460	PKF Littlejohn LLP	External Audit fee	360.00
001461	PKF Littlejohn LLP	Fee for supplementary work	600.00
001462	S Briant-Evans	Refreshments	20.00
Total			£1,480.91

19.049 **External Audit Report 2017/18**

The final External Auditor Report and Certificate 2017/18 had been received. One amendment was required which will be re-stated in the 2018/19 accounts.

The Clerk reported that there was an additional unexpected payment to the External Auditors of £500 +VAT for the time spent investigating a challenge by a member of the public relating to the Accounts 2017/18. No concern was identified.

19.050 **Budget Report Quarter 1 – Quarter 3 2018/19**

The budget reports for Quarter 1 – Quarter 3 2018/19 were received and noted.

19.051 **Tender for grass cutting 2019/20**

The tender for grass cutting in the village was confirmed and a notice will be placed in the local magazine **Action Clerk**.

19.052 **Mid Devon Mobility**

It was resolved to approve a donation of £100 to support the services provided by Mid Devon Mobility, proposed by Cllr Doe, seconded by Cllr Hassett and carried unanimously.

7. PARISH PATHS PARTNERSHIP (P3) SCHEME

19.053 Cllr Burrows reported that he had completed the annual inspection of the public rights of way. The footpaths and bridleways are in good condition. However, Footpath 2 from Popes Lane to the spring needs to be made accessible and to be signposted.

The annual inspection report will be submitted, together with a claim for funds to support the administration of the P3 scheme.

8. S106 FUNDING

19.054 The draft list of proposals for S106 funding was considered. It was agreed that in addition to the previously agreed replacement church green gates and the Council free-standing noticeboard at a total of £2,000, requests for funding will be made for four grit bins at £1,400. The Council has access to some £5,000 in the non-targeted pot and it was agreed that the remainder of around £1,600 would be awarded to the Lapford Football Club to support their project to improve the Club House facilities. Proposed by Cllr Graham, seconded by Cllr Briant-Evans and carried unanimously.

It was agreed to arrange a meeting with the Planning Obligations Monitoring Officer to clarify the process for developing proposals for future S106 projects **Action Clerk**. Chawleigh Parish Council will be invited to attend.

9. DRAFT BUDGET AND PRECEPT 2019/20

19.055 The draft budget 2019/20 was reviewed in detail. It was resolved to approve the draft budget 2019/20, proposed by Cllr Doe, seconded by Cllr Briant-Evans and carried unanimously.

The draft precept 2019/20 was discussed in detail. It was resolved to approve a precept of £49.42 per annum for a Band D property, proposed by Cllr Graham, seconded by Cllr Burrows and carried unanimously.

This represents a 4% increase of £2.06 on the 2018/19 rate. Part of the increase represents a 3% increase to cover inflation costs and the rest is to cover the costs of the parish council elections due to be held on 2 May 2019. The increase in the precept represents an additional 21p a month over a ten-month annual payment schedule.

10. ALLOWANCE AND SUBSISTENCE POLICY

- 19.056 The draft Allowance and Subsistence Policy was reviewed in detail and a number of amendments were agreed. It was resolved to approve the policy, subject to the amendments, proposed by Cllr Clinch, seconded by Cllr Graham and carried unanimously.

It was resolved to provide an annual basic allowance of £100 for the Chairman of the Council, proposed by Cllr Doe, seconded by Cllr Graham and carried unanimously.

11. STAFF APPRAISAL POLICY

- 19.057 The draft Staff Appraisal Policy was reviewed in detail and a number of amendments were agreed. It was resolved to approve the policy, subject to the amendments, proposed by Cllr Graham, seconded by Cllr Burrows and carried unanimously.

12. LOCATION OF YELLOW LINES

- 19.058 It was agreed that a site review would be undertaken by Cllr Hemsworth and Cllr Graham to consider the proposals presented at the January Council meeting **Action Cllr Hemsworth and Cllr Graham**. The revised proposals would be circulated to councillors for comment and sent to the Highways Safety Team for review **Action Cllr Graham**.

13. MID DEVON DISTRICT COUNCIL PLAYGROUND LEASE

- 19.059 Lapford Playing Field and Youth Trust has advised that they would be interested in having use of and maintaining the playground. It was agreed to circulate the draft lease to councillors for comment **Action All**.

14. REPRESENTATION ON THE HEART FOR LAPFORD STEERING GROUP

- 19.060 It was agreed to nominate Cllr Hassett as the Council's representative on the Heart for Lapford Steering Committee.

Standing Orders were suspended

15. COUNTY AND DISTRICT COUNCILLORS' REPORTS

19.061 Devon County Council

Cllr Squires advised that there was an opportunity to seek grant funding from the Communities Together Fund for a Traffic Regulation Order to extend the existing 30mph speed limit at the top of the village to the boundary of the built-up area. This would be a joint application with Cruwys Morchard and Down St Mary parish councils, as they also want to extend local speed limits. It was agreed to submit a joint application for £3,000 **Action Clerk**.

19.062 Mid Devon District Council

Cllr Eginton reported that the Local Plan hearings are scheduled to start on 14 February 2019 at Mid Devon District Council's offices in Tiverton. The State of the District Debate had been very well attended.

Cllr Squires and Cllr Eginton left the meeting

16. LOCAL ORGANISATIONS' REPORTS

19.063 Lapford Church Green Trustees

Cllr Briant-Evans reported that a meeting has been held before the Council meeting. The Trustees had approved a request for funding for £940 from the Council.

19.064 Heart of Lapford Development Board

Cllr Briant-Evans reported that the purchase of the Lower Town Place site had been completed on 14 January 2019. The site is being tidied-up and material is being recycled where possible. On the first week-end of February, the site was opened to enable

members of the public to have a look and to comment and between 50-60 people had attended. A pre-planning site visit has been arranged with the Planning Team.

Fundraising is ongoing. She advised that the Council's application to the Public Works Loan Board has been submitted.

19.065 Regeneration Committee

Cllr Hemsworth reported that no meeting had been held since the last Council meeting. He will be meeting with the developer of the community website to review the progress.

19.066 Lapford Emergency Action Plan Committee

Cllr Briant-Evans reported that the Snow Warden Team comprised 15 volunteers and training is to be arranged from the Highways Team. A table-top emergency planning event will be held on 16 March 2019.

First-Aiders are needed and training is being arranged.

19.067 Youth Club Management Committee

Cllr Hemsworth reported that the Committee will continue as an entity and will continue to have oversight of the use of the agreed funds granted to the Heart of Lapford Development Board. The Annual General Meeting will be held in March.

The meeting reconvened under Standing Orders

17. CORRESPONDENCE AND NOTICES RECEIVED

19.068 The correspondence list was noted.

18. MATTERS RAISED BY THE CHAIR

19.069 Concern about state of building site

A member of the public had raised a concern with Mid Devon District Council about the condition of the Prospect Cottage building site. The Council was advised that the Enforcement Officer will be monitoring the situation.

19.070 Pothole repair material

It was agreed that no delivery will be requested as the Council does not have access to appropriately trained individuals.

19.071 Social isolation

An initiative to manage social isolation is being undertaken by Chulmleigh, led by Wallingbrook GP surgery. It was agreed to monitor the developments as there may be an opportunity to get involved in the future.

19. COUNCILLORS' REPORTS AND ITEMS FOR FUTURE AGENDA ITEMS

19.072 Police Liaison

Cllr Briant-Evans raised a concern that the Council had not received a report from the Devon and Cornwall Police for some time. Cllr Hemsworth advised that he would raise this when he met with the local police community support officer **Action Cllr Hemsworth**.

19.073 Victory Hall bench

Cllr Clinch asked when the bench would be replaced. Cllr Graham advised that the refurbished bench would be re-located over the next couple of weeks.

20. DATE OF NEXT MEETING

19.074 The date of the next meeting is Tuesday 5 March 2019 at 7:30 pm in The Orchard Centre, Lapford, Crediton, EX17 6PZ. Deadline date for agenda items is midday on Friday 22 February 2019.

21. PART TWO

19.075 There was no Part Two session.

22. CLOSE OF MEETING

19.076 The meeting closed at 10.18 pm.

Chair:

Date:

DRAFT

ACTION GRID
Updated 26 February 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. <i>Minute 19.0042:</i> It has been very difficult to arrange a meeting with the Headteacher.	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
18.023	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.	Cllr Hemsworth Clerk	06/02/18	Parked

Minute	Action	Lead	Due Date	Status
	<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>Update:</i> Draft lease circulated to councillors.			
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.	Clerk Cllr Graham	06/02/18	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. <i>Minute 19.007:</i> 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
18.138	Request a new dog waste bin for Park Meadow Close from Mid Devon District Council and/or purchase a bin	Cllr Graham	16/06/18	Ongoing

Minute	Action	Lead	Due Date	Status
	<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 will 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. <i>Minute 19.007:</i> A refuse bin will be re-instated at Park Meadow Close. This can be used for dog mess. At the top of Prowse Lane, the problem with dog mess seems to be caused by 2 or 3 large dogs whose owners do not pick it up. Another bin will be considered at the top of Prowse Lane. <i>Minute 19.0042:</i> A bin has been installed at Park Meadow Close. A bin at Prowse Lane will be followed-up.			
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. <i>Minute 18.448:</i> It was agreed to consider targeted S106 schemes at a working group meeting in the new year. <i>Minute 19.054:</i> Proposals for S106 funding were discussed. Long-term projects suitable for S106 funding will be identified.	Cllr Hemsworth Clerk	01/05/18	Closed
18.181	Review the Planning Standing Order document and revise as a procedure <i>Minute 19.007:</i> 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.	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. <i>Minute 19.007:</i> Examples will be circulated to the councillors for comment.	Cllr Hemsworth Clerk	03/07/18	Closed

Minute	Action	Lead	Due Date	Status
	<i>Minute 19.042:</i> Cllr Graham to get an example from Sandford. <i>Update: Conditions of use drafted and Use of car Park policy to be considered at March meeting.</i>			
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. <i>Minute 19.007:</i> It was noted that the village is well maintained at the present. <i>Minute 19.042:</i> 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.	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	
18.354	Include information about the forthcoming parish council elections next May in the February copy of the local magazine <i>Minute 19.007:</i> Information about prospective councillor events published in January edition. <i>Update: Article on what a parish councillor is expected to do submitted to the local magazine.</i>	Clerk	Feb 2019	Closed
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. <i>Update: Site meeting held on 25 February 2019. The meeting was attended by members of the Heart for Lapford Steering Committee, as well as councillors.</i>	Cllr Hemsworth Cllr Graham	06/11/18	Ongoing
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>Update: S106 grant application drafted.</i>	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 <i>Minute 18.448:</i> The Agreement has been signed and is currently with the solicitors.	Clerk	04/12/18	Ongoing
18.432	Arrange a briefing meeting from Devon Communities Together on Smart Meters for Councillors and the public in the Spring, probably on a Saturday morning <i>Minute 19.042:</i> This could be arranged for the Annual Parish Meeting, to be held on Saturday 11 May 2019. <i>Update: The project related to this has finished.</i>	Clerk	Feb 19	Closed

Minute	Action	Lead	Due Date	Status
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. <i>Minute 19.042:</i> The meeting has not yet been scheduled.	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. <i>Minute 19.042:</i> The meeting has not yet been scheduled.	Cllr Hemsworth	04/12/18	Ongoing
18.441	Check that the Air Ambulance service still had the lock combinations for the school gates <i>Minute 19.007:</i> The Air Ambulance did have the combinations for the locks, however the locks are situated on the other side of the gates and are therefore inaccessible. <i>Minute 19.042:</i> The Estates Manager will be informed that the padlock has completely seized up and is situated on the wrong side of the gate. <i>Update:</i> The padlock has been fixed and will be checked regularly.	Cllr Hemsworth	08/01/19	Closed
18.463	Submit applications for non-targeted S106 funding for the Church Green gates and for the Parish Council noticeboard <i>Minute 19.007:</i> The applications for funding have been supported by Chawleigh Parish Council. <i>Update:</i> S106 grant application drafted.	Clerk	08/01/19	Ongoing
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.	Cllr Hemsworth Cllr Graham	08/01/19	Ongoing
18.478	Seek an estimate for mending the Church clock <i>Minute 19.042:</i> A full assessment is required.	Cllr Graham	08/01/19	
19.013	Ask if delivery trucks for the Old Malt Scoop can be parked further up the road	Cllr Hemsworth	05/02/19	
19.027	Speak to the builder about the boulders on the public footpath at Westgate <i>Minute 19.042:</i> The P3 warden is to be contacted for advice.	Cllr Burrows	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>Update:</i> 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.	Cllr Hemsworth	05/03/19	Ongoing

Minute	Action	Lead	Due Date	Status
19.036	Report the very large pothole on the hill before Handsford Farm again <i>Update: Report submitted with supporting photographs.</i>	Cllr Graham	05/03/19	Closed
19.047	Seek information on the status of the Loan Stock	Clerk	02/04/19	
19.051	Put a notice about the tender for grass cutting in the village in the local magazine <i>Update: Notice submitted.</i>	Clerk	18/02/19	Closed
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	Clerk	05/03/19	Ongoing
19.061	Submit an application to the Communities Together Fund for a Traffic Order Regulation to extend the 30mph speed limit at the top of the village, with two other parish councils <i>Update: Application submitted.</i>	Clerk	28/02/19	Closed
19.072	Ask if a routine police report is available from the local police community support officer <i>Update: Crime reports no longer provided.</i>	Cllr Hemsworth	05/03/19	Closed
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 <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
18.459	Seek costs for the options to increase the storage space at the Orchard Centre <i>Minute 19.015: 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>	Councillors	08/01/19	PARKED until June