

LAPFORD PARISH COUNCIL

Minutes of the Council Meeting held on Tuesday 5 June 2018 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 J Doe, Cllr B Graham, Cllr T MacLellan.

IN ATTENDANCE

Parish Clerk: Dr J Cross

Cllr M Squires (Devon County Council)

Cllr C Eginton (Mid Devon District Council)

Members of the public: 3

1. PUBLIC PARTICIPATION SESSION

- 18.210 The Chair invited representations from the members of the public. An individual raised their ongoing concern about the poor state of repair of the manhole cover outside Lapford Mill. Cllr Squires advised that she would discuss the issue with the Superintendent of Highways and she offered Locality funding to support the costs.

An individual raised a general concern about the proposed road works in the village that may coincide with the road closure on the A377 at Eggesford Station.

2. APOLOGIES

- 18.211 Apologies were received from Cllr Clinch and Cllr Heal.

3. CODE OF CONDUCT

18.212 Register of Interests

There were no updates to the Register of Interests.

18.213 Personal interests

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

- Item 11 (minute 18.233): Cllr Briant-Evans declared a personal interest on any discussions relating to the Burial Ground project as she is a member of Burial Ground Committee as an individual.
- Item 11 (minute 18.233): Cllr Graham declared a personal interest on any discussions relating to the Burial Ground project as he is a member of Burial Ground Committee as an individual.
- Item 11 (minute 18.233): Cllr Hemsworth declared a personal interest on any discussions relating to the Burial Ground project as he is a member of Burial Ground Committee as an individual.
- Item 13 (minute 18.237): 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 13 (minute 18.237): 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 13 (minute 18.244): Cllr Briant-Evans declared a personal interest as she is a member of the Youth Club Management Committee as an individual.
- Item 13 (minute 18.244): Cllr Hemsworth declared a personal interest as he is a member of the Youth Club Management Committee as an individual.

18.214 Disclosable pecuniary interests

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

- Item 13 (minute 18.237): Cllr Graham declared a disclosable pecuniary interest on any discussions relating to the Heart of Lapford Development project as his residence is situated opposite the Lower Town Place site.

4. MINUTES

18.215 Meeting held on 1 May 2018

The draft minutes of the Council meeting held on 1 May 2018 were considered.

An amendment was agreed for Minute 18.174. The action 18.158 *Report on the costs for the proposed replacement of road signs* was amended to *Report on the proposed maintenance of road signs*.

An amendment was agreed for Minute 18.174. The action 18.160 was not *Closed* and was amended to *Ongoing* and it was agreed to record the action on the action grid again.

The draft minutes were approved as a correct record, subject to the amendments. Proposed by Cllr Briant-Evans, seconded by Cllr Burrows, carried unanimously.

18.216 The action grid was reviewed in detail:

- | | |
|----------|--|
| 08/11/17 | The telephone kiosk in Moorland View has been painted. Action closed. |
| 18.028 | Information about Lapford village sign to assess if it could be moved up or back to the original post has been provided to the Highways Superintendent. Action closed. |
| 18.084 | The purchase of a small gritter for community use via the Lapford Emergency Action Plan Committee was considered. Local farmers will provide help and materials so the gritter is not required. Action closed. |
| 18.203 | Notice about Villages in Action circulated to local groups. Action closed. |
| 18.157 | Report on costs for refurbishing the benches on June agenda. Action closed. |
| 18.158 | Report on the costs for the proposed replacement of road signs was received for the May meeting. 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

5. PLANNING MATTERS

18.217 Planning Applications List

The following planning appeal was received:

Ref.	Description
18/00815 HOUSE	Erection of a 2 storey extension and increase in rooflight size in dwelling Location: Kinlet Kelland Hill Lapford Site Vicinity Grid Ref: 272782 / 107551. Decision: It was agreed to object against the application due to inappropriate use of materials and the design not being in keeping with the existing property and neighbouring properties. Proposed by Cllr Doe, seconded by Cllr Briant-Evans, carried unanimously.

18.218 Planning applications received after publication of the agenda

No planning applications were received.

18.219 Mid Devon District Council planning decisions

The following planning decision was received.

Ref.	Description	Decision
18/00505 OUT	Outline for the erection of a dwelling including access from Orchard Way. Address: Stonegate Cottage Popes Lane Lapford Crediton Devon EX17 6PW	Permitted with Conditions to Discharge

6. FINANCIAL MATTERS

18.220 Receipts and account balances

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

- Current Account - £23,872.06 (as at 18/05/18)
- Savings Account - £4,915.71 (as at 31/12/15)



- Loan Stock - £983.98 (as at 6/12/17)

18.221 **Payments**

The list of payments was tabled at the meeting. Additional payments were agreed including the Victory Hall venue hire, the payment for the village standard and the increased payment for the Caretaker (June). It was resolved to approve the list of payments. Proposed by Cllr Briant-Evans, seconded by Cllr Burrows, carried unanimously.

Cheque	Payee	Description	Amount (£)
SO	S Hemsworth	Caretaker (May)	40.00
001413	CANCELLED	Emergency booklet insert	62.00
001414	Hedgerow Print	Installation of defibrillator and PAT testing for Orchard Centre	158.40
001415	National Association of Local Council	Local Councils Explained book	9.99
001416	Devon Association of Local Councils	Training – General Data Protection Regulation	28.00
001417	J Cross	Laptop, printer, software	904.97
001418	S Hemsworth	Caretaker (May) – Increased payment	12.00
001419	Victory Hall	Venue hire for Annual Parish Meeting	31.05
001420	B Graham	Replacement village standard	91.00
001421	S Hemsworth	Caretaker (June) – Increased payment	12.00
Total			1,349.41

18.222 **Training and development**

It was noted that Cllr Briant-Evans had attended the Resilience Forum.

18.223 **Annual Insurance**

It was resolved to approve the quote for £492.22. Proposed by Cllr Burrows seconded by Cllr Graham, carried unanimously.

It was agreed to provide information on the car park at the Orchard Centre to include it on the insurance policy **Action Cllr Graham**.

18.224 **Benches**

Cllr Graham advised that the average cost for the repair of the benches was £170. Three benches need to be repaired. It was resolved to repair the three benches at a maximum cost of £550. Proposed by Cllr Doe seconded by Cllr Briant-Evans, carried unanimously.

18.225 **Melissa Lake shelter**

It agreed that this item should be discussed by the Lapford Church Green Trustees.

18.226 **Village standard**

It was resolved to approve the cost of replacing the village standard at £91. Proposed by Cllr Briant-Evans, seconded by Cllr MacLellan, carried unanimously.

7. ACCOUNTS 2017/18

- 18.227 The Accounts 2017/18 were reviewed in detail. It was resolved to accept the Accounts 2017/18. Proposed by Cllr Graham, seconded by Cllr Briant-Evans, carried unanimously.

8. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2017/17

18.228 **Internal Audit Report 2017/18**

This item was deferred.

18.229 **Annual Governance Statement 2017/18**

This item was deferred.

18.230 **Accounting Statements 2017/18**

This item was deferred.

9. PUBLIC TOILET

- 18.231 Cllr Graham reported that the electrical equipment in the public toilet had not been tested when the Orchard Centre was tested. The contractor had agreed to undertake the testing **Action Cllr Graham**.

It was resolved to replace the hand dryer at a cost of £180. Proposed by Cllr Burrows, seconded by Cllr Briant-Evans, carried unanimously.

10. FOOTPATH GATE AT PROWSE LANE

- 18.232 Cllr Graham reported that the entrance at the gate had been improved with the installation of risers. This work was being completed by the Public Rights of Way team, Devon County Council.

11. BURIAL GROUND

- 18.233 Cllr Hemsworth reported that a valuation of £9,000 had been proposed by Mid Devon District Council for the strip of land by the playground. The valuation will need to be confirmed by Mid Devon District Council in July.

It was agreed that Cllr Graham would write to Mid Devon District Council to propose that a pro-rata valuation would be less than the proposed £9,000 **Action Cllr Graham**.

Once the valuation had been finalised, the information and costs will need to be considered by the Burial Ground Committee.

Standing Orders were suspended

12. COUNTY AND DISTRICT COUNCILLORS' REPORTS

18.234 Devon County Council

Cllr Squires advised that she had provided a report for circulation. She reported that the pot hole repairing teams continue to work across Devon. The frequency of hourly train services on the Tarka Line will increase from January 2019, with earlier and later services. It is possible that the trains will stop at Lapford.

18.235 Mid Devon District Council

Cllr Eginton reported that the Ground Maintenance Team had changed so that recycling and waste management were all in the same place. By the end of March 2018, 218 long-term empty houses had been brought back into use across the Mid Devon District area. There is an ongoing consultation of the proposals for the centre of Tiverton.

13. LOCAL ORGANISATIONS' REPORTS

18.236 Lapford Church Green Trustees

The Trustees had held a meeting before the Council meeting.

18.237 Heart of Lapford Development Board

Cllr Briant-Evans advised that the Board of Directors had met in the previous week. It is hoped that the purchase of the Lower Town Place will be completed by October. The Youth Club sale of Plot 1 is proceeding. A public meeting will be held to provide an update to the community.

Cllr Hemsworth advised that a meeting will be held in July for the Chairs of the local organisations.

18.238 Regeneration Committee

Cllr Hemsworth advised that the Committee had not met since the last meeting. Work on the development of the community website is progressing.

18.239 Lapford Emergency Action Plan Committee

Cllr Briant-Evans reported that the emergency equipment had been purchased. Additional storage space was required and it is anticipated that proposals will be

presented to the Council for consideration. The Emergency Plan safety bookIt is being published.

There are two nominated Snow Wardens but there is an opportunity to nominate two more. They will require training.

18.244 Youth Club Management Committee

Cllr Hemsworth reported that the sale of Plot 1 was progressing.

The meeting reconvened under Standing Orders

14. CORRESPONDENCE AND NOTICES RECEIVED

- 18.245 Correspondence was received from an individual who had suffered from three tyre punctures along the stretch of road between Mill Hill and Barris. It was agreed to raise this issue at the next site meeting with the Highways Superintendent.

15. MATTERS RAISED BY THE CHAIR

18.246 Orchard Centre Car Park Signage

Cllr Hemsworth advised that he had collated signs for the regulations and use of other car parks. He would circulate the information to councillors for comment **Action Cllr Hemsworth.**

18.247 Replacement Defibrillator Pads

Cllr Hemsworth advised that the defibrillator had been used. It was necessary to replace the pads as they were single use only. It was resolved to purchase two sets of pads at a cost of around £70 +VAT each. Proposed by Cllr Hemsworth, seconded by Cllr Doe, carried unanimously.

18.248 Road diversion on A377

An individual had reported that the diversion through Lapford seemed to be deterring local drivers. The diversion signage needed further consideration. It was agreed to inform the Highways Superintendent.

16. COUNCILLORS' REPORTS AND ITEMS FOR FUTURE AGENDA ITEMS

18.249 Stakeholder of HOLD

Cllr MacLellan reported that she had been asked how members of the public can join the Heart of Lapford Development (HOLD) project as a stakeholder. It was noted that contact should be made to HOLD.

18.250 Revel traffic management

Cllr Graham reported that the Revel Committee had provided traffic management advice to all householders.

18.251 Poor visibility of 30 mph sign, Yeo Cottage

Cllr Burrows reported that the 30mph sign on the corner by Yeo Cottage was not clearly visible due to the hedge and the sign being faded and dirty. Cllr Graham advised that the sign has been recorded on the general list of highways issues.

18.252 Extraordinary Meeting, Tuesday 19 June 2018

It was agreed that Cllr Hemsworth, Cllr Briant-Evans, Cllr Graham and the Clerk would attend a meeting to review the Accounts 2017/18 in detail on Tuesday 12 June 2018 at 7:00 pm in the Orchard Centre.

It was agreed to hold an extraordinary Council meeting on Tuesday 19 June 2018 at 7:00 pm in the Orchard Centre. This was to review the Annual Governance and Accountability Return 2017/18.

17. DATE OF NEXT MEETING

- 18.253 The date of the next meeting is:



- **Extraordinary Meeting:** Tuesday 19 June at 7:00 pm in The Orchard Centre, Lapford, CREDITON, EX17 6PZ. This will be held to consider and approve the Annual Governance and Accountability Return 2017/18.
- **Council Meeting:** Tuesday 3 July 2018 at 7:30 pm in The Orchard Centre, Lapford, CREDITON, EX17 6PZ. Deadline date for agenda items midday on Friday 22 June 2018.

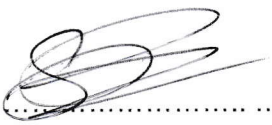
21. PART TWO

18.254 The Part One session closed at 9:35 pm.

The meeting was moved to a Part Two session for the consideration of financial matters.
Proposed by Cllr MacLellan, seconded by Cllr Doe, carried unanimously.

22. CLOSE OF MEETING

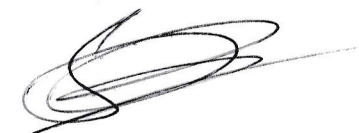
18.255 The meeting closed at 9:50 pm.

Chair: 

Date: 3/07/2018

ACTION GRID
Updated 30 May 2018

Minute	Action	Lead	Due Date	Status
03/03/17	Replace the bench at Eastington <i>Minute 03/03/17:</i> Seat removed for repair. <i>Minute 04/05/17:</i> Timber cut. Restraining bolts to be looked at. <i>Minute 04/07/17:</i> A temporary garden seat will be provided by Cllr Heal. <i>Minute 04/10/17:</i> The replacement bench has not been installed. A plaque in memory of the late Bill Phillips will be obtained. <i>Minute 04/11/17:</i> A temporary bench has been put in place. <i>Minute 04/12/17:</i> Cllr Heal to purchase a new bench and Cllr Phillips to purchase a memorial plaque. <i>Minute 18.009:</i> No update available from Cllr Heal. <i>Minute 18.040:</i> The bench has been purchased and will be installed when the weather improves. The memorial plaque is awaiting delivery.	Cllr Phillips Cllr Heal	07/06/17	Ongoing
04/05/17	Apply for S106 funding for Victory Hall <i>Minute 04/05/17:</i> Application for Victory Hall completed. <i>Minute 14/06/17:</i> Third quote awaited. <i>Minute 04/10/17:</i> Application for funding for bench outside Victoria Hall submitted to Mid Devon District Council. <i>Minute 04/11/17:</i> Request for more information from Mid Devon District Council passed to the Victory Hall Committee. <i>Minute 18.040:</i> The Clerk will chase up the outcome of the application. <i>Minute 18.091:</i> The Clerk had received a request chasing additional information before the application can be processed.	Clerk Cllr Hemsworth	04/10/17	Ongoing
11/07/17	Install a time lock on the Orchard Centre Toilet and undertake other electrical works <i>Minute 11/07/17:</i> Controller is working, sockets and plugs are fixed. <i>Minute 04/10/17:</i> Looking for an electrician to undertake safety checks <i>Minute 04/11/17:</i> Time lock needs to be fitted. The lock does not have a radar key. Locks to be checked. Safety checks completed and defibrillator installed. <i>Minute 4/12/17:</i> The time lock part has been acquired. The timing for the lock needs to be agreed to allow all users of the Orchard Centre to access the toilet.	Cllr Graham Cllr Heal Cllr Hemsworth	04/10/17	Ongoing



Minute	Action	Lead	Due Date	Status
	<i>Minute 18.009:</i> The toilet door should be locked between 10pm – 7am. Sue Hemsworth will lend Cllr Graham the radar key to check that it is still working. <i>Minute 18.040:</i> The radar lock is in working condition. The time lock will be fitted when the weather improves. <i>Minute 18.130:</i> The door will need some work before the electric lock can be fitted. The estimated costs will be presented to the Council for approval. <i>Minute 18.216:</i> Work due to be undertaken in August.			
10/09/17	Identify suitable land for a new burial ground <i>Minute 04/11/17:</i> Cllr Heal has been informally speaking to land owners within the Parish about other suitable land. No positive response has been received. It was agreed that Simon Trafford would be asked about Planning advice for the site at Edgerley Cross. <i>Minute 04/12/17:</i> Simon Trafford, Mid Devon District Council, will visit the site at Edgerley Cross to provide planning advice. <i>Minute 18.009:</i> There has been no contact with Simon Trafford. Cllr Doe will remind him about the site visit. <i>Update:</i> As at 3 January, no site visit had been made. No update re. outcome of discussion with landowners. <i>Minute 18.040:</i> A number of attempts have been made to contact the landowner of a possible plot of land that may be suitable for a burial site. However, contact has not yet been made., The Clerk will contact Simon Trafford, Area Planning Officer, to arrange a site visit to identify a suitable burial site. <i>Minute 18.066:</i> The Area Planning Officer had been contacted for a site visit. <i>Minute 18.091:</i> Site visit scheduled for 8 March 2018. <i>Minute 18.130:</i> A site visit by the Area Planning Officer has been completed. Information on a short-term solution, as well as a long-term solution has been discussed and passed to Mid Devon District Council for consideration. <i>Minute 18.174:</i> The short-term solution of using part of the playground was discussed by the Capital Strategy Asset Group, Mid Devon District Council. An independent valuer will determine the value of the land and this will be discussed at the next Asset Group meeting in July 2018. 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 is identified on the land register plan and a boundary fence is considered. <i>Minute 18.233:</i> Initial valuation of £9,000 received but this figure is to be finalised in July. Cllr Graham to seek a pro-rata reduction in the valuation. Proposals will need to be discussed by the Burial Ground Committee.	Cllr Hemsworth Cllr Doe Clerk	05/06/18	Ongoing
TBC	Review and retain archive material stored at the Primary School	Cllr Hemsworth		Ongoing

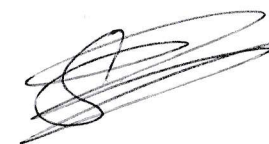


Minute	Action	Lead	Due Date	Status
	<i>Minute 17/10/17:</i> Archive material held at school. <i>Minute 04/11/17:</i> Cllr Hemsworth to contact Primary School Headteacher.. <i>Minute 04/12/17:</i> Cllr Hemsworth has spoken to the School and will follow-up with further meetings in the new term. <i>Minute 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.			
09/12/17	Install a dedicated phone line in the Orchard Centre for Emergency Planning <i>Minute 18.009:</i> A broadband connection for access to the internet would be an additional cost. <i>Minute 18.040:</i> The broadband supplier cannot locate the Orchard Centre as a server premise. This is being investigated. <i>Minute 18.091:</i> It is likely that the Council would need to pay for a new connection for broadband. A proposal will be presented to a Council meeting. <i>Minute 18.263:</i> Information received about monthly costs but it was agreed to seek additional details. <i>Update:</i> Costs of £28.90/month + VAT. This provides unlimited broadband and 60 minutes a month free telephone calls. Cost of additional minutes a month in the region of 28p a minute. Installation costs will be £120 +VAT, unless additional construction is required. If required, unlimited free call can be obtained at an addition £12/month +VAT.	Cllr Hemsworth Cllr Graham	April 18	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.	Cllr Hemsworth Cllr Phillips	02/01/18	Ongoing
18.002	Report the condition of the collapsing steel covered drain outside Lapford Mill to Steve Tucker, Highways Team, and Cllr Squires <i>Update:</i> Email asking for advice sent. <i>Minute 18.091:</i> The owner of the Lapford Mill has tested the flow of the water and it shows that the drain is linked to road drain. <i>Minute 18.174:</i> There has been no response from Highways. <i>Minute 18.264:</i> Agreement to replace three manhole covers and seek funding from Locality Grant.	Clerk	06/02/18	Ongoing
18.023	Discuss the Playing Field lease arrangements with the Lapford Youth and Playing Field Trustees	Cllr Hemsworth	06/02/18	Ongoing

Minute	Action	Lead	Due Date	Status
	<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>Update:</i> Draft lease had been received.	Clerk		
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	06/02/18	Ongoing
18.033	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.	Clerk	06/03/18	
18.077	Contact the Litter Busters Team about the litter on: • the A377 in the direction towards Eggesford between the garage and Bugford Bridge • the road between Lapford and Bugford <i>Minute 18.130:</i> Email sent. There may not be any cost implications if the Community Team of volunteers are asked to carry-out a litter pick. <i>Minute 18.126:</i> Cllr Doe to seek confirmation re no cost for Community Teams.	Clerk Cllr Doe	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	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 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	Cllr Graham	16/06/18	Ongoing



Minute	Action	Lead	Due Date	Status
	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.			
18.148	Add the costs for Perspex sheets for the emergency planning team to the Council agenda	Cllr B-Evans	01/05/18	
18.150	Make an online report about the blocked drains on Mill Hill once the details have been passed on from a member of the public <i>Minute 18.216:</i> The issue has been reported and the received advise was that the drains had been cleared. However, they are still blocked. Cllr Graham to follow-up with Highways.	Cllr Hemsworth Cllr Graham	01/05/18	Ongoing
18.152	Seek S106 funding to support the Lapford Primary School's project to improve the outdoor environment	Clerk	01/05/18	
18.153	Add a report on the General Data Protection Regulations to the Council agenda	Clerk	05/06/18	
18.154	Sign up for internet banking <i>Minute 18.174:</i> Forms circulated for completion.	Clerk	01/05/18	Ongoing
18.155	Submit the financial report for the Public Rights of Way scheme <i>Minute 18.216:</i> Clarification to be sought for the receipt of £1,000 for a specific project.	Clerk	01/05/18	Ongoing
18.160	Follow-up the street light in Popes Lane that is permanently on once an individual has passed on the reference number <i>Minute 18.130:</i> Reference number passed to Cllr Squires and information provided to Highways Superintendent.	Cllr Squires	01/05/18	Ongoing
18.180	Transfer the Standing Orders into a corporate format	Clerk	Jul 18	
18.180	Compare the Standing Orders against the updated Standing Orders recently published by the National Association of Local Councils and bring them back to the Council for approval	Clerk	Jul 18	
18.181	Review the Planning Standing Order document and revise as a procedure	Cllr Heal Clerk	Jul 18	
18.182	Transfer the Financial Regulations into a corporate format	Clerk	Jul 18	
18.190	Pay the petty cash float into the current bank account	Clerk	Jul 18	
18.223	Provide information on the car park at the Orchard Centre to include it on the insurance policy	Cllr Graham	03/07/18	
18.231	Follow-up the testing of electrical equipment in the public toilet	Cllr Graham	03/07/18	



Minute	Action	Lead	Due Date	Status
18.233	Write to Mid Devon District Council to propose that a pro-rata valuation would be less than the proposed £9,000 for the burial ground by the playground <i>Update: Letter sent and will be considered by Mid Devon District Council.</i>	Cllr Graham	03/07/18	Ongoing
18.246	Circulate model regulations for the Orchard Centre car park to councillors for comment	Cllr Hemsworth	03/07/18	


3/07/2018