

LAPFORD PARISH COUNCIL

Minutes of the Council Meeting held on Tuesday 5 November 2019 at 7:30 pm in The Orchard Centre, Lapford, Crediton, EX17 6PZ

PRESENT

Cllr I Hemsworth (Chair), Cllr S Briant-Evans, Cllr B Clinch, Cllr J Doe, Cllr J Down, Cllr H Hassett, Cllr P Heal, Cllr A Shapland.

IN ATTENDANCE

Parish Clerk: Dr J Cross
Cllr M Squires (Devon County Council)
Cllr C Eginton (Mid Devon District Council)
Members of the public: 13

1. APOLOGIES FOR ABSENCE

- 19.381 Apologies were received from Cllr Davenport. It was noted that Cllr Squires would be delayed due to another commitment.

2. DECLARATION OF INTEREST

19.382 **Register of Interests**

There were no updates to the Register of Interests.

19.3 **Personal interests**

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

- Item (minute 19.): Cllr Briant-Evans declared a personal interest as she is related the correspondent. (J Tucker)
- Item (minute 19.): Cllr Hemsworth declared a personal interest as he knows the individual well. (tree)

19.384 **Disclosable pecuniary interests**

No disclosable pecuniary interests in items on the agenda were declared.

19.385 **Dispensations**

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

3. PUBLIC PARTICIPATION SESSION

19. The Chair invited representations from the members of the public. One individual raised a concern about

Standing Orders were suspended

4. COUNTY AND DISTRICT COUNCILLORS' REPORTS

19.3 **Devon County Council**

In Cllr Squires' absence, this agenda item was postponed to later in the meeting (minute 19.xxx).

19. **Mid Devon District Council**

Cllr Eginton reported that

5. LOCAL ORGANISATIONS' REPORTS

19.345 **Lapford Church Green Trustees**

Cllr Briant-Evans

19.346 **Heart for Lapford Strategy Group**

Cllr Hassett reported that a Heart for Lapford 'Jigsaw Game' has been organised for village involvement for Saturday 2 November 2019. Similar exercises will be organised

over the coming weeks and months. A leaflet has been prepared and will be delivered to every household in the village.

- 19.3 **Heart of Lapford Development Board**
No meeting had been held since the last council meeting.

19. **Wallingbrook Patient Participation Group**
Cllr Doe advised that

The meeting reconvened under Standing Orders

6. CONFIRMATION OF THE MINUTES

- 19.3 **Meeting held on 1 October 2019**
The draft minutes of the Council meeting held on 1 October 2019 were considered and the following amendment was agreed:
- Minute 19.346: "At the Save our Heritage Group's request, a meeting is being arranged between them and the Heart for Lapford Strategy Group." was replaced with "The Heart for Lapford Strategy Group has contacted the Save Our Heritage Group by email in the hope that a meeting can be arranged."
- The draft minutes were approved as a correct record, subject to the amendment, proposed by Cllr Doe, seconded by Cllr Heal and carried unanimously.
19. The action grid was reviewed in detail and noted.

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

7. COUNCIL WORKING GROUPS

19. **Lapford Emergency Action Plan Committee**
The draft minutes of the meeting held on 10 September 2019 had been circulated to councillors. There were no matters to discuss.
19. **Regeneration Committee**
The draft minutes of the meeting held on 27 August 2019 had been circulated to councillors. There were no matters to discuss.

8. PLANNING MATTERS

19. **Site visit report 19/01648/HOUSE**
Cllr Heal
19. **Planning Applications List**
The following planning applications were received:

Ref	Description
19/01648 HOUSE	Demolition of lean-to and erection of two-storey extension, erection of single storey extension to include solar panels, installation of 2 velux windows, alterations to fenestration and removal of garden wall to allow for formation of access and provision of hardstanding; Works to Higher Hillside to include the removal of pitched roof on existing lean-to and erection of first floor extension Location: 2 Hillside Cottages & Higher Hillside Lapford Crediton Site Vicinity Grid Ref: 273138 / 108543. Decision: It was resolved to object to the planning application, proposed by Cllr Heal, seconded by Cllr Down and carried unanimously. The objection was based on concerns about the possible loss of light for the Higher Hillside house due to overshadowing from neighbouring proposed extension. There would also be an adverse impact on street parking and traffic congestion as the proposals increased the total number of bedrooms from three to six with a corresponding increase in the numbers of cars for the two properties. In addition, there was a concern that the proposed removal of the front wall to make an off-street car parking place would have an adverse impact on the street scene in the Conservation Area.
19/01715 CAT	Notification of intention to reduce the lateral limbs of 1 Weeping tree by 1m, within the Conservation Area Location: Bromstone Cottage Lapford Crediton.

Decision: The Council resolved to support the application, proposed by Cllr Heal, seconded by Cllr Briant-Evans, carried by majority with 7 votes for and 1 abstention.

19.3 **Planning applications received after publication of the agenda**

No planning applications were received.

19.3 **Mid Devon District Council planning decisions**

No planning decision notices were received.

9. FINANCIAL MATTERS

19.3 **Receipts and account balances**

The list of receipts and account balances was received. The second instalment of the precept of £9,686.50 was received. The following balances were noted:

- Current Account: £106,755.97 (as at 04/11/19)
- Savings Account: £5,004.57 (as at 31/12/18)
- Loan Stock: £983.98 (as at 06/12/17)

19. **Payments**

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

It was agreed that the details of the Orchard Centre electricity bill should be checked

Action Clerk.

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

19.3 **Training and Development**

It was resolved to approve the attendance at the First Aid training being organised by Wembworthy Parish Council for up to six individuals, including individuals identified by the Lapford Emergency Action Plan Committee, proposed by Cllr Briant-Evans, seconded by Cllr Hassett and carried unanimously.

Cllr Squires arrived at the meeting

19.3 **Citizens Advice**

It was resolved to approve a donation of £250 to the Citizens Advice service, proposed by Cllr Hassett, seconded by Cllr Clinch and carried unanimously.

19. **Lapford Village bonfire and fireworks**

It was resolved to approve a donation of £200 towards the cost of the Fireworks event, subject to the conditions, proposed by Cllr Heal, seconded by Cllr Down and carried unanimously.

10. COUNTY AND DISTRICT COUNCILLORS' REPORTS

19.3 **Devon County Council**

Cllr Squires had previously circulated a report.

11. COUNCILLOR VACANCY

- 19.3 The Clerk reported that a by-election had been called as ten electors of the parish had requested one. The by-election process is being managed the Electoral Services team at Mid Devon District Council. Individuals who were interested in putting themselves forward had until 4 pm on Friday 15 November 2019 to submit their candidate nomination form.

If the by-election is contested, i.e. there is more than one candidate, a poll will take place on Thursday 12 December 2019 on the same day as the general election.

The Orchard Centre will be used as the Polling Station for both the general election and the parish by-election. As a result, the Post Office has agreed to change their day from Thursday 12 December to Friday 13 December 2019.

12. MEETING DATES 2020/21

- 19.3 The meeting dates for the next financial year were discussed and agreed.

13. HIGHWAYS ISSUES

19. The

14. CONSULTATION ON LOCAL BOUNDARY COMMISSION REVIEW

19. The Local Boundary Commission has undertaken an electoral review of Mid Devon District Council. The aim of the electoral review was to recommend ward boundaries that mean each district councillor represents approximately the same number of voters. It also aimed to ensure that the ward boundaries reflected the interests and identities of local communities, as well as promoting effective local government.

The Council's response to the consultation consisted of a proposal that the boundary of Taw Vale ward, that comprises Chawleigh Parish Council and Lapford Parish Council, is extended to include Wembworthy Parish Council from the Taw ward. It was also proposed that that the ward would keep the Taw Vale name.

15. CORRESPONDENCE AND NOTICES RECEIVED

- 19.3 The list of correspondence and notices was noted. It was agreed:
- To place a notice about the Devon County Council's call for evidence for its Devon Carbon Plan in the local magazine and on the Council's website **Action Clerk**.
 - To place a notice about Mid Devon District Council's survey "Have your say on Mid Devon's next budget" in the local magazine and on the Council's website **Action Clerk**.

16. MATTERS RAISED BY THE CHAIR

19. **Trees between Orchard Way and the Playing Field**
Correspondence
Action Cllr Hemsworth.

17. COUNCILLORS' REPORTS AND ITEMS FOR FUTURE AGENDA ITEMS

- 19.3 **Road markings in the village**
Cllr Heal reported that some of the road markings in the village needed to be re-painted, e.g. at Ambrosia Close. It was agreed that he would provide a list to Cllr Squires, Devon County Council, to take forward **Action Cllr Heal**.
- 19.3 **Black van, Orchard Way car park**
Cllr Clinch requested that the owner of the black van is asked to move it from the current position as it blocks the light for people walking in and out of the car park after dark. Cllr Hemsworth will speak to the owner and ask them to move the van to a more suitable parking space **Action Cllr Hemsworth**.
The Clerk advised that she had reported the broken light in the car park by the Orchard Centre but it had been confirmed that it was a private light. She will seek a quote for repairing it **Action Clerk**.
- 19.3 **Anti-social behaviour in the village**
Cllr Hassett reported that there had been an incident of anti-social behaviour with young people banging on doors and throwing a mattress into someone's garden. **The incident had been reported to the police.**
- 19.3 **Tidy-up of Orchard Way car park**

Cllr Down suggested that a tidy-up day is arranged to clear the car park before next Spring. It was agreed to circulate possible dates for a Saturday session to councillors

Action Clerk.

18. DATE OF NEXT MEETING

- 19.3 The date of the next meeting was confirmed as Tuesday 3 December 2019 at 7:30 pm in The Orchard Centre, Lapford, Crediton, EX17 6PZ. Doors will open at 7:15 pm. The deadline for agenda items is midday on Friday 22 November 2019.

19. EXCLUSION OF PRESS AND PUBLIC

- 19.3 The Part One session closed at 9:30 pm.

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

The confidential matters considered included:

- An update of an ongoing complaint
- An update on the availability of land for a future burial ground

The Part Two session closed at 10:00 pm.

20. CLOSE OF MEETING

- 19.3 The meeting closed at 10:00 pm.

Chair:

Date:

ACTION GRID
Updated 18 November 2019

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

Minute	Action	Lead	Due Date	Status
18.028	Contact Steve Tucker, Highways Team, and ask for a formal risk assessment of the hedge on the left-hand side of the road up towards the village by the river bridge near Lapford Cross <i>Minute 18.091:</i> Email asking for risk assessment sent. A risk assessment had been completed as part of the school travel plan and it was shown to be of acceptable risk. A copy of the school travel plan will be provided for information as the risk assessment may need to be reviewed and updated. <i>Minute 18.130:</i> No copy of travel plan available. Clerk to repeat request for a new risk assessment. <i>Minute 18.174:</i> Request for information about a risk assessment sought by Cllr Squires from Highways Superintendent. <i>Minute 18.126:</i> Highways Superintendent has advised that a risk assessment has been completed. Cllr Squires will follow-up. <i>Minute 18.263:</i> Following a site meeting, the Highways Superintendent agreed to put forward a proposal for the installation of 15m of timber fencing. The funding needs to be approved by Devon County Council. <i>Minute 18.317:</i> Clerk to follow-up. <i>Minute 18.360:</i> Cllr Graham has followed this up with the Highways Team and was waiting for a response <i>Minute 18.448:</i> Following a site visit with a member of the Highways Team and Cllr Squires, the work has been agreed with a contractor and it is due to be completed in the new year. <i>Minute 19.0042:</i> It was understood that the works would be carried out in the current financial year 2018/19. <i>Minute 19.083:</i> No work has been completed to date. <i>Minute 19.128:</i> Cllr Squires will follow this up with the Highways team and will also raise the ongoing concerns with the large pothole on the road to Chawleigh before Handsford Farm. <i>Minute 19.167:</i> Due to the large pothole, some buses have been diverted. <i>Minute 19.256:</i> The large pothole has been repaired. <i>Minute 19.299:</i> A reminder email will be sent to Steve Tucker and copied to Cllr Squires. <i>Minute 19.350:</i> It was agreed that a formal letter will be written to Meg Booth to ask for progress to be made with regard to the road hedge.	Cllr Clinch Cllr Hemsworth	06/02/18	Ongoing
18.416	Seek funding to help cover the costs of the replacement Church Green gates <i>Minute 18.463:</i> It was agreed to make an application for non-targeted S106 funding. <i>Minute 19.007:</i> Chawleigh Parish Council have agreed to support the application for non-targeted S106 funds. <i>Minute 19.128:</i> S106 grant application being drafted.	Clerk	04/12/18	Ongoing
18.466	Identify the possible location for yellow lines in the village to apply for a Traffic Order	Cllr Hemsworth Cllr Clinch	08/01/19	Ongoing

Minute	Action	Lead	Due Date	Status
	<i>Minute 19.013:</i> Map of locations circulated to councillors and item placed on the agenda of the January meeting. It was agreed to consider this at the February meeting. <i>Minute 19.058:</i> It was agreed to carry-out a site review of the proposals for yellow lines and revise the proposals. The revised proposals will be circulated to councillors for comment and to the Highways team for review. <i>Minute 19.128:</i> Cllr Hemsworth to set a date for a walk-around. <i>Minute 19.167:</i> Correspondence received from a member of the public re. the impact of any yellow lines, particularly at Rensey Lane. Cllr Hemsworth has completed a walkaround to identify areas where parked cars can cause congestion. <i>Minute 19.215:</i> Th general feeling in the village is that people are against yellow lines. It would be better to speak to the people who regularly park poorly. The worse locations are on the corners of Westgate, Prospect Way and Barris. Removal of the parked cars could make things worse as they currently act as a deterrent and slow cars down. <i>Minute 19.256:</i> Agreement to produce a flyer to put on cars asking people not to park. <i>Minute 19.299</i> Agreement to print-off flyers but also to check if it is legal to put leaflets on cars. <i>Minute 19.350:</i> Leaflets can be put in magazines and through letterboxes. No license is required from Mid Devon District Council. The Highways Team at Devon County Council have no view as there are no yellow lines marking the road. Advice will be sought from the Police Community Support Officer as it is possible that an individual putting a leaflet on someone's car may be accused of causing criminal damage. <i>Update: The Police Community Support Officer has confirmed that individuals may be accused of criminal damage.</i>			
19.047	Seek information on the status of the Loan Stock <i>Minute 19.083:</i> Some information provided by an ex-councillor, which will be followed up. <i>Minute 19.256:</i> Some stock had been redeemed in April 2015 but it is unclear whether other stock is available. For security reasons, no further information can be provided until the Clerk has written to provide with previous contact information and to update the current information.	Clerk	02/04/19	Ongoing
19.095	Seek a quote for the cost of producing the signs for the car park <i>Minute 19.128:</i> A quote to replace the sign for "No ball games" is to also be sought.	Clerk	02/05/19	
19.144	Write to the landowners asking the overgrown banks along Mill Hill to be trimmed	Clerk	14/05/19	
19.172	Chase the Highways Team for information about grit bins <i>Minute 19.215:</i> Chaser email sent. It was reported that the Lapford Snow Warden had written to Phil Norrey, Devon County Council, complaining that Steve Tucker, the local Highways Officer, had consistently failed to reply to emails/phone calls re. arranging snow warden training.	Clerk	04/06/19	Ongoing

Minute	Action	Lead	Due Date	Status
	<i>Minute 19.256:</i> A reply had been received from Devon County Council following a formal complaint. Snow warden training has been arranged in September and support will be provided. <i>Minute 19.299:</i> Reminder email sent, still no response about the grit bins. <i>Minute 19.350:</i> Reminder email sent, copied to Cllr Squires. Also spoke to in person to S Tucker and raised the matter. It was agreed that a formal letter will be written to Meg Booth to ask for progress to be made with regard to a response about the grit bins.			
19.173	Circulate the report of local rail services to the Councillors <i>Minute 19.350:</i> It has been confirmed that there will be four trains a day travelling each way that will stop at Lapford when the new rail timetable starts in December 2019.	Cllr Hemsworth	04/06/19	
19.191	Collate outstanding highways issues would be collated and send to Cllr Squires for follow-up <i>Minute 19.196:</i> Add issues regarding roads that haven't been repaired to the list being collated for Cllr Squires' attention.	Cllr Clinch Cllr Hemsworth	04/06/19	
19.222	Transfer £15,000 from the current account to the savings account <i>Minute 19.256:</i> Information received on different savings accounts. <i>Minute 19.299:</i> Option appraisal for the management of accounts and investments on the September agenda. <i>Minute 19.359:</i> It was agreed to transfer £15,794.32 from the current account to the NS&I investment account.	Clerk	02/07/19	Ongoing
19.248	Repair the bench in front of the development at The Old Den <i>Minute 19.299:</i> Action ongoing.	Cllr Hemsworth	03/09/19	Ongoing
19.258	Write to Devon County Council for a position statement on the installation of overhead lights on the main road by the station following the Coroner's recommendation after a pedestrian's accidental death in 2003.	Cllr Hemsworth Clerk	03/09/19	
19.274	Arrange for weeds to be sprayed in Orchard Way car parks <i>Minute 19.350:</i> The local individual will not be able to spray the weeds due to insurance concerns. Some of the weeds had been cleared during the Litter Pick. It was agreed to see if the work can be carried out with a team from Mid Devon District Council.	Cllr Hassett Clerk	03/09/19	Ongoing
19.275	Provide details of local walks and pass any information to the Clerk for the Mid Devon Tourist website <i>Minute 19.350:</i> Information on local walks have already been published and it was agreed to try to locate the information and update it.	Councillors Clerk	03/09/19	
19.292	Follow-up the overgrowth on the A377 with the Highways team as tractors have to move into the middle of the road travelling South along the straight leading to Morchard Road <i>Update: Online report submitted by Cllr Squires Ref. W191240809.</i>	Cllr Squires	01/10/19	Ongoing

Minute	Action	Lead	Due Date	Status
19.320	Double-check the conditions for the loan in terms of the Council's contribution towards the purchase costs of Lower Town Place <i>Minute 19.350:</i> Enquiry made and response awaited.	Clerk	01/10/19	Ongoing
19.320	Continue the development of a grant agreement between the Council and the Heart of Lapford Development Board of Directors <i>Minute 19.350:</i> Grant agreement being drafted.	Cllr Hemsworth Cllr B-Evans Clerk	03/12/19	Ongoing
19.329	Contact an individual to ask if they could provide information on Lapford parish for the Mid Devon District Council's tourism website <i>Minute 19.350:</i> It was suggested that information could be located on the Lapford website and Wikipedia.	Clerk	01/10/19	
19.332	Write to the landowners to ask them to trim the hedges at Kelland Cross	Clerk	01/10/19	
19.372	Inform the Electoral Services team, Mid Devon District Council, about the councillor vacancy <i>Update: Notice of councillor vacancy displayed from 21 October.</i>	Clerk	05/11/19	Ongoing
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. <i>Minute 19.042:</i> This action will be parked.			PARKED UNTIL MARCH
18.458	Ask for ideas for the future use of the telephone kiosk via a notice in the local magazine <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.		10/12/18	PARKED UTL MARCH