

LAPFORD PARISH COUNCIL

Minutes of the Council Meeting held on Tuesday 6 February 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 B Clinch, Cllr B Graham, Cllr P Heal, Cllr T MacLellan, Cllr R Phillips, Cllr S Wensley.

IN ATTENDANCE

Parish Clerk: Dr J Cross

Cllr M Squires (Devon County Council)

Members of the public: 4

1. PUBLIC PARTICIPATION SESSION

- 18.032 The Chair invited representations from the member of the public. An individual raised a concern about the ongoing issue of the poor condition of the collapsing steel covered drain outside Lapford Mill as it is unsafe. The Clerk had reported it on the Highways online system.
- 18.033 An individual asked whether the Parish Council could bring any pressure to bear on the Government's proposals to remove the facility to pay HMRC bills from post offices. It was agreed that the Clerk would write to key individuals to raise the concern about keeping services in local community post offices to ensure they remain a viable business **Action Clerk**.
- 18.034 An individual raised a concern about the overgrown hedge bordering the site at Lower Town Place which is making it difficult for people using the pavement. It was agreed that Cllr Hemsworth would speak to the landowner **Action Cllr Hemsworth**
- 18.035 An individual raised a concern about the telephone box in Moorland View as the door would not shut properly. The door was scheduled to be repaired when the telephone box was refurbished. In the meantime, it was agreed to strap the door shut **Action Cllr Heal**.

2. APOLOGIES

- 18.036 Apologies were received from Cllr Doe and Cllr Eginton (Mid Devon District Council).

3. CODE OF CONDUCT

18.037 Register of Interests

There were no updates to the Register of Interests.

18.038 Personal interests

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

- Item 7 (minutes 18.052-18.056), Item 11 (minute 18.062): 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 7 (minutes 18.052-18.056), Item 11 (minute 18.062): 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 11 (minute 18.065): Cllr Briant-Evans declared a personal interest as she is a member of the Youth Club Management Committee as an individual.
- Item 11 (minute 18.065): Cllr Hemsworth declared a personal interest as he is a member of the Youth Club Management Committee as an individual.
- Item 12 (minute 18.066): Cllr Graham declared a personal interest on any discussions relating to the Citizens Advice Bureau as he is a volunteer at the Crediton branch.

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- Item 12 (minute 18.066): Cllr Hemsworth declared a personal interest on any discussions relating to the Tiverton & District Community Transport as he is a volunteer car driver for the organisation.
- Item 12 (minute 18.066): Cllr Briant-Evans declared a personal interest on any discussions relating to the burial ground as she is a member of the Burial Ground Committee as an individual.
- Item 12 (minute 18.066): Cllr Graham declared a personal interest on any discussions relating to the burial ground as he is a member of the Burial Ground Committee as an individual.
- Item 12 (minute 18.066): Cllr Hemsworth declared a personal interest on any discussions relating to the burial ground as he is a member of the Burial Ground Committee as an individual.

18.039 Disclosable pecuniary interests

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

- Item 7 (minute 18.052-18.056): 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

18.040 Meeting held on 2 January 2018

The draft minutes of the Council meeting held on 2 January 2018 were considered and were approved as a correct record. Proposed by Cllr Graham, seconded by Cllr Briant-Evans, carried unanimously.

The action grid was reviewed in detail:

- | | |
|--------------------|---|
| 13/04/17 | The Church clock mechanism has been repaired. Action closed. |
| 09/12/17 | The application for a grant from Groundworks South West to support the purchase of safety equipment was successful. Action closed. |
| 09/12/17 | The application for Locality funds for a letter drop of an emergency planning safety advice booklet via the Lapford Lookout was successful. The booklets will be distributed with the Lapford Lookout and there will be an event to raise awareness. Action closed. |
| 10/12/17
18.003 | Payment for the noticeboard has not been received from Lapford 2000. Payment was re-issued. Action closed. |
| 18.021 | The Flood and Coastal Risk Management Team's request for information during or after local floods was raised at the January Emergency Planning Committee meeting. Action closed. |
| 18.024 | Cllr Doe attended the Armistice events meeting as a representative of the Council. Action closed. |

The rest of the actions were updated and noted.

18.041 Meeting held on 23 January 2018

The draft minutes of the Extraordinary Council meeting held on 23 January 2018 were considered and were approved as a correct record. Proposed by Cllr Burrows, seconded by Cllr MacLellan, carried unanimously.

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

5. PLANNING MATTERS

18.042 Planning applications list

No planning applications were received.

18.043 Planning applications received after publication of the agenda

No planning applications were received.

18.044 Mid Devon District Council planning decisions

The following planning decisions were noted:



Ref.	Description	Decision
17/01845 FULL	Address: Timber Barn Redgate House Lapford Devon EX17 6ND . Description: Retention of the use of the Shippen as holiday accommodation - Holiday occupancy condition applies.	Permitted with conditions
17/01849 FULL	Address: Land and Buildings at NGR 275838 111124 (Wheathaven Farm) Lapford Devon. Description: Erection of an agricultural building to cover livestock yard and repositioning of site entrance	Permitted with conditions
17/01781 HOUSE	Address: Cleave Farm Lapford Crediton Devon EX17 6NA. Description: Conversion of redundant barn to ancillary accommodation.	Approved
17/01782 LBC	Address: Cleave Farm Lapford Crediton Devon EX17 6NA. Description: Listed Building Consent for the conversion of redundant barn to ancillary accommodation	Approved
17/01940 HOUSE	Address: The Old Granary Lapford Crediton. Description: Erection of single storey side and two storey rear extension	Approved
17/01899 HOUSE	Address: Maranden Lapford Crediton. Description: Formation of new driveway entrance	Approved

6. FINANCIAL MATTERS

18.045 Receipts and account balances

The list of receipts and account balances was reviewed. A receipt of £2,808.45 had been received. The following balances were noted:

- Current Account - £14,829.30 (as at 22/12/17)
- Savings Account – £4,915.71 (as at 31/12/15)
- Loan Stock - £983.98 (as at 6/12/17)

18.046 Payments

The list of payments was tabled at the meeting. 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 (December)	40.00
001388	CANCELLED		0.00
001389	J Cross	Postage	14.52
001390	J Cross	Clerk expenses (January)	20.93
001391	P Heal	IT equipment	165.00
001392	J Cross	Office consumables	97.0
001393	Malt Scoop Inn	Refreshments	67.50
Total			404.95

18.047 Clerk's contract

It was resolved to approve the Clerk's contract. The contracted hours will be reviewed in six months. Proposed by Cllr Graham, seconded by Cllr Heal, carried unanimously.

18.048 Training and development

It was resolved that:

- Certificate of Local Council Administration: The Clerk would be supported to achieve the Certificate of Local Council Administration. This will include an annual subscription to Society of Local Council Clerks (£125), the cost of the Certificate subscription (£250), attendance at a variety of training courses and the cost of resources. The Council will pay for mileage and course costs, plus supporting documents. Costs can be shared with Chawleigh Parish Council. Proposed by Cllr Briant-Evans, seconded by Cllr Heal, carried unanimously.
- General Data Protection Regulations: The Clerk would attend the training provided by the Devon Association of Local Councils at a cost of £40 +VAT. Proposed by Cllr Graham, seconded by Cllr Briant-Evans, carried unanimously.



- Preparing for Audit: The Clerk would attend the training provided by the Devon Association of Local Councils at a cost of £25 +VAT Proposed by Cllr Graham, seconded by Cllr MacLellan, carried unanimously.
- Planning: Cllr Briant-Evans, Cllr Graham, Cllr Hemsworth, Cllr MacLellan and the Clerk would attend the training provided by Mid Devon District Council at no cost. Proposed by Cllr Burrows, seconded by Cllr Heal, carried unanimously.

It was agreed to consider attendance at the Neighbourhood Planning training provided by Devon Communities Together at the next Regeneration Committee meeting.

18.049 Application for Transparency Code funding

It was agreed to apply for funding from the Transparency Code Fund to cover the costs of a computer, printer/scanner and the Clerk's hours spent maintaining the Council's website throughout the year and additional Clerk hours to ensure the website fully complies with the Transparency Code's requirements. Proposed by Cllr Burrows, seconded by Cllr Heal, carried unanimously **Action Clerk**.

18.050 Quote for annual maintenance and service of night landing site equipment

It was resolved to sign up for an annual service and maintenance contract with MAT Electrics to check the installed lighting equipment for the Devon Air Ambulance night landing site. The annual cost will be £89.95 +VAT, fixed for two years. Proposed by Cllr Wensley, seconded by Cllr MacLellan, carried unanimously.

18.051 Tenders for grass cutting

It was agreed to circulate last year's tender description to the councillors for comment and then place a notice in the next edition of the Lapford Lookout with a closing date in the middle of March for a decision at the April Council meeting **Action Clerk**.

Cllr Graham left the meeting

7. SUPPORT FOR HEART OF LAPFORD DEVELOPMENT PROJECT

18.052 Update report

Cllr Briant-Evans reported that the Heart of Lapford Development (HOLD) Steering Group had met. A formal legal agreement is being developed between HOLD and the Youth Club Management Committee to oversee the management of the funds. A working party has been established to identify the work required to manage the Lower Town Place site, including how to safeguard the buildings and issues such as insurance. Martin Rich, Community Project Adviser with Devon Communities Together, will attend a small meeting to discuss the next steps and then a larger meeting will be held which will be open to people who are interested in becoming involved in the project.

The completion terms for the Lower Town Place site are under discussion. An application to the Lottery Fund is being considered for a £10k feasibility study.

18.053 Parish Council Representation

It was agreed to nominate a representative on the HOLD Board of Directors to provide an oversight role. It was resolved to nominate Cllr Hemsworth as the Parish Council's representative with Cllr MacLellan acting as a deputy in his absence. Proposed by Cllr Burrows, seconded by Cllr Phillips, carried unanimously.

It was agreed to nominate a Parish Council representative on the HOLD Steering Group which includes various interested bodies in Lapford and which will be responsible for delivering the project. It was resolved to nominate Cllr MacLellan as the Parish Council's representative. Proposed by Cllr Briant-Evans, seconded by Cllr Burrows, carried unanimously.

18.054 Request for Pre-Planning Advice Meeting

Following a request from HOLD, it was agreed to arrange a site meeting with the Area Planning Officer at Mid Devon District Council **Action Clerk**.



18.055 **Partnership Agreement**

It was noted that a formal partnership agreement will need to be developed between the Parish Council and HOLD to ensure that the interests of the Parish Council and the village are protected.

18.056 **Public Works Loan Board**

It was agreed to contact Martin Rich for information on the application process **Action Clerk**.

Cllr Graham returned to the meeting

8. MEETING SCHEDULE

18.057 The Clerk presented the Meeting Schedule for consideration. It was agreed that:

- Lapford Church Green Trustees would meet at least four times a year at a new start time of 7:15 pm, except for the Annual General meeting in November which will start at 7:00 pm.
- Lapford Parish Council meetings will start at 7:30 pm.
- The Youth Club Trustees will meet twice a year.

9. SPRING LITTER PICK

18.058 It was agreed to run the Spring Litter Pick on Saturday 24 March, starting at 10:00 am outside the Orchard Centre. Free refreshments will be provided at the Ark. Equipment will be provided but volunteers should bring gloves.

It was agreed that:

- The Clerk would contact Mid Devon District Council to request copies of the litter pick documentation, including a risk assessment form **Action Clerk**.
- The refuse collectors would be informed that there would be more refuse bags to collect **Action Clerk**.
- The Clerk would confirm that the required insurance cover was in place for the volunteers **Action Clerk**.
- Cllr Eginton would be asked for refuse sacks **Action Clerk**.

Standing Orders were suspended

10. COUNTY AND DISTRICT COUNCILLORS' REPORTS

18.059 **Mid Devon District Council**

In Cllr Eginton's absence, Cllr Heal reported that Mid Devon District Council had been awarded £8.2m to improve the junction on the A361 at Tiverton to bring the whole infrastructure forward for the future development of the Tiverton expansion. In addition, Cullumpton had received funding of £10m to improve Junction 28 on the M5.

18.060 **Devon County Council**

Cllr Squire reported that she had met with social workers and staff providing the services for children in care. The Highways Team were struggling due to the extra workload. The Chapel Downs diversion on the outskirts of Crediton will be removed a week ahead of schedule as the works had been completed early.

She advised that the A377 will be closed on the Lapford side of Eggesford Station in order to facilitate the removal of a fallen tree and repair to the embankment for up to two months from mid-April. No exact dates or timings are available as yet. Temporary traffic diversions will be put in place for the duration of the closure which is necessary due to the nature of the work to be undertaken and to enable the contractors involved to work safely. A meeting was being arranged to discuss the arrangements and it was agreed that Cllr Hemsworth would attend **Action Cllr Hemsworth**.



11. LOCAL ORGANISATIONS' REPORTS

- 18.061 **Lapford Church Green Trustees**
Cllr Briant-Evans reported that the Trustees had met before the Parish Council meeting.
- 18.062 **Heart of Lapford Development Board**
This item had been previously discussed (see minute 18.052).
- 18.063 **Regeneration Committee**
Cllr Hemsworth advised that a meeting will be scheduled before the end of February.
- 18.064 **Lapford Emergency Action Plan Committee**
Cllr Briant-Evans reported that the minutes and action grid had been circulated to councillors. She advised that the First Aid Kit in the Orchard Centre was out of date
Action Cllr Hemsworth.
- 18.065 **Youth Club Management Committee**
Cllr Hemsworth reported that the sale of the Youth Club buildings was ongoing.

The meeting reconvened under Standing Orders

12. CORRESPONDENCE AND NOTICES RECEIVED

- 18.066 The list of received correspondence and notices was noted. The following items were discussed:
- A request had been received for a donation to the Citizens Advice Bureau. It was resolved to donate £100. Proposed by Cllr Briant-Evans, seconded by Cllr Clinch, carried by a majority vote of 8 votes for, 1 against and 1 abstention.
 - An invitation had been received to join the Devon Branch of the Campaign to Protect Rural England. It was agreed not to join the organisation.
 - A request had been received for a donation to the Ring and Ride, Wheelchair Accessible Car and Voluntary Car Service. Cllr Hemsworth declared a personal interest as he is a volunteer driver for the organisation. It was resolved to donate £100. Proposed by Cllr Heal, seconded by Cllr MacLellan, carried unanimously.
 - Cllr Hemsworth would be attending Mid Devon District Council's Annual Church Service.
 - It was agreed to send the information about the request for applications to join the Devon Countryside Access Forum to the leader of the Wednesday Walkers **Action Clerk.**
 - Letters had been received from the local churches raising concerns about the lack of progress in providing future burial space in Lapford. Cllr Heal reported that he had made several attempts to contact the landowner of a possible burial site. The Area Planning Officer had been contacted for a site visit but he had not yet made arrangements. It was agreed to chase this up **Action Clerk.**

13. MATTERS RAISED BY THE CHAIR

- 18.067 **Request to support a Town and Parish Fund application**
The Amber Foundation had written to ask for support for funding from the Mid Devon District Council's Town and Parish Fund to run an event with a focus on careers and employment. It was resolved to agree to support the bid. Proposed by Cllr MacLellan, seconded by Cllr Phillips, carried unanimously.
- 18.068 **Police Report**
A crime report for Lapford dated from 3 December 2017 had been received and circulated to councillors.
- 18.069 **Locality Grant**
Confirmation had been received that funding of £162 had been awarded to support the printing of emergency planning booklet for residents.



- 18.070 **Devon Emergency Flood Resilience Fund Grant**
Confirmation had been received that funding of £639 had been awarded to support the purchase of emergency planning equipment.
- 18.071 **Air Quality Contribution**
A request had been received to amend the agreement to change the project that was due to receive the contribution. It was agreed to discuss this under Part Two.
- 18.072 **Parish housing need survey**
A request had been received to undertake a housing need survey in the parish. It was agreed to discuss this under Part Two.

14. COUNCILLORS' REPORTS AND ITEMS FOR FUTURE AGENDA ITEMS

- 18.073 **First Lapford Scouts fundraising**
Cllr MacLellan advised that the First Lapford Scouts were looking for support via crowdfunding. It was noted that any requests for funding should be made formally via the Clerk for inclusion on the agenda.
- 18.074 **Hedge by river bridge**
Cllr Burrows asked about the progress of a risk assessment for the poor condition of the hedge. The Clerk will be contacting Steve Tucker, Highways Team.
- 18.075 **Broadband installation**
Cllr Graham reported that the road works outside the Orchard Centre related to the installation of broadband in the village.
- 18.076 **Dog fouling at Morland View and Eastington Lane**
Cllr Graham reported a concern had been raised regarding the frequent dog fouling that occurs on the pavements. It was agreed to contact the Dog Warden at Mid Devon District Council to ask if he could spray the pavement with pink marker paint **Action Clerk**.
- 18.077 **Litter along the roads**
Cllr Briant-Evans reported that there was litter along the roads:
 - On the A377 in the direction towards Crediton between the garage and Nymet Bridge
 - On the road between Lapford and BugfordIt was agreed that the Clerk would contact the Litter Busters team at Mid Devon District Council **Action Clerk**.

15. DATE OF NEXT MEETING

- 18.078 The date of the next meeting is Tuesday 6 March 2018 at 7:30 pm in The Orchard Centre, Lapford, Crediton, EX17 6PZ. The deadline date for agenda items is midday on Friday 23 February 2018.

16. PART TWO

- 18.079 The Part One session closed at 10:00 pm.
The meeting was moved to a Part Two session for the consideration of commercial and financially sensitive matters. Proposed by Cllr Burrows, seconded by Cllr Briant-Evans, carried unanimously.

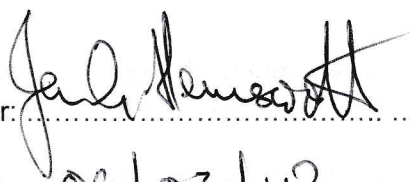
Cllr Phillips left the meeting

Matters that were considered included a discussion about the proposed use for the Air Quality Contribution and a housing needs survey. It was agreed to invite the Rural Housing Enabler based at Devon Communities Together to give a presentation on the housing needs survey process and community led housing **Action Clerk**.

17. CLOSE OF MEETING

- 18.080 The meeting closed at 10:17 pm.



Chair: 
Date: 06/03/18

ACTION GRID
Updated 28 February 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 ¹⁸	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.	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. <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.	Cllr Graham Cllr Heal Cllr Hemsworth	04/10/17	Ongoing

Minute	Action	Lead	Due Date	Status
	<i>Minute 18.040:</i> The radar lock is in working condition. The time lock will be fitted when the weather improves.			
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> Chase the Area Planning Officer had been contacted for a site visit.	Cllr Hemsworth Cllr Doe Clerk		Ongoing
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.	Cllr Hemsworth		Ongoing
TBC	Report muddy condition of road from Football Club to Nymet Rowland <i>Minute 04/11/17:</i> Clerk to report condition of road to Highways. Cllr Squires to raise concern with Steve Tucker, Highways. <i>Minute 04/12/17:</i> The Police were informed and PCSO Dave Waring has visited many farms around the parish and up to Nymet to inform the workers to clear up mud left on the highway. A farmer cleaned the road once but the situation returned. The Clerk was asked to write to the Police formally on the issues of Mud being deposited on the roads. No formal work has been undertaken by Highways, <i>Minute 18.009:</i> The mud on the road is still an issue and the warning signs were not always visible. It was agreed to raise the concerns with Cllr Squires and Steve Tucker, Highways Team, and copy it to the Police.	Clerk Cllr Squires Cllr Briant-Evans		Closed



Minute	Action	Lead	Due Date	Status
	<i>Update:</i> A team from Highways have cleaned out the drains. The road is still muddy but that is down to the farmers who use it to clean the mess. The road is also collapsing at the edges in places quite significantly due to the passage of heavy machinery and the wet weather. <i>Minute 18.040:</i> It was agreed to place a notice about the damage to the lanes in the Lapford Lookout. The notice was submitted for the March edition.			
08/11/17	Paint the Moorland View telephone kiosk <i>Minute 08/11/17:</i> The Clerk will provide the paint to Cllr MacLellan. <i>Minute 18.009:</i> The bottom hinge on the door is in poor condition so some work is required. The telephone kiosk in Nymet Rowland has been listed and a question was raised about whether the one in Lapford was listed. <i>Minute 18.035:</i> The door does not close properly and it was agreed to strap it closed until the repairs could be completed. <i>Minute 18.040:</i> The paint is still with the previous Clerk.	Cllr MacLellan Cllr Heal	April 2018	
13/11/17	Sponsor a competition with the Primary School to design posters to raise awareness about dog fouling and speed awareness in the village <i>Minute 04/12/17:</i> The Primary School supports the idea of a competition. <i>Minute 18.009:</i> The syllabus for this year includes safety. Cllr Hemsworth to meet with the school in January. <i>Minute 18.040:</i> Representatives from Chulmleigh Academy Trust will be attending the Council meeting in March as guest speakers. There may be a possibility of an art exhibition in the Ark during Revel week when the posters could be displayed and judged.	Cllr Hemsworth	06/02/18	Ongoing
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.	Cllr Hemsworth	April 18	Ongoing
09/12/17	Purchase a coded safety key lock box for accessing the Orchard Centre for use by the Lapford Emergency Response Team	Cllr Hemsworth	06/02/18	
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.	Cllr Hemsworth Cllr Phillips	02/01/18	Ongoing
09/12/17	Investigate the requirement for insurance cover for the volunteers on the Lapford Emergency Response Team	Clerk	06/02/18	Closed

Minute	Action	Lead	Due Date	Status
	<i>Minute 18.040: An email had been sent and a response was awaited.</i> <i>Update: Confirmation has been received from the insurers that volunteers acting under the instructions of the parish council will be covered within the Public Liability Insurance of the core cover. This includes normal parish council activities such as litter picking, village tidy up days and includes the emergency plan. In addition, the Employer Liability within the core cover covers for all council members including volunteers.</i>			
12/12/17	Enquire whether more than 8 weeks' notice can be provided by Highways when work is to be undertaken	Cllr Squires	02/01/18	
18.002	Report the condition of the collapsing steel covered drain outside Lapford Mill to Steve Tucker, Highways Team, and Cllr Squires <i>Update: Email asking for advice sent.</i>	Clerk	06/02/18	Ongoing
18.004	Report the damage to the new warning posts on the stretch of road opposite Heathfield to Highways	Clerk	06/02/18	
18.020	Enquire whether a rurally located electric car charging point could be installed in the Orchard Centre car park <i>Minute 18.040: Email sent and response awaited.</i> <i>Update: MDDC have installed three electric car charging points to date at three of their leisure sites. They are in the process of collating a list of car parks for the supplier to consider and if the car park at Lapford meets their business model criteria, they will contact MDDC to agree installation. The car park at Lapford will be on the list and as the car park has been transferred to the Parish there would be a financial benefit. The Council will be contacted when further information is available.</i>	Clerk	06/02/18	Closed
18.023	Discuss the Playing Field lease arrangements with the Lapford Youth and Playing Field Trustees <i>Minute 18.040: Cllr Hemsworth has spoken to David Garten. and he is happy for this to go forward.</i>	Cllr Hemsworth Clerk	06/02/18	Ongoing
18.026	Contact Willand Parish Council to enquire how they had approached Community Action for help to clear the leaves on the Village Hall path <i>Minute 18.040: The leaves have been cleared from the path.</i>	Cllr Doe	06/02/18	
18.026	Contact the Amber Foundation to enquire if volunteers were available to help clear the leaves on the Village Hall path and also if they would be interested in participating in litter picks a few times a year <i>Update: Confirmation received that volunteers will be available to take part in the Spring Litter Pick.</i>	Clerk	06/02/18	Closed
18.028	Speak to the garage to ask if the Costa sign at the garage could be moved back a few feet <i>Minute 18.040: A number of messages have been left but no response received to date.</i>	Cllr Hemsworth	06/02/18	Ongoing
18.028	Contact Steve Tucker, Highways Team, and Cllr Squires to ask if the Lapford village sign could be moved up or back to the original post <i>Update: Email raising concern sent.</i>	Clerk	06/02/18	Ongoing

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>Update: Email asking for risk assessment sent.</i>	Clerk	06/02/18	Ongoing
18.028	Contact Steve Tucker, Highways Team, about the poor condition of the main road going towards the railway bridge heading towards Barnstaple	Clerk	06/02/18	
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	Clerk	06/03/18	
18.034	Speak to the landowner about the overgrown hedge bordering the site at Lower Town Place	Cllr Hemsworth	06/03/18	
18.035	Strap the door of the telephone box in Moorland View shut	Cllr Heal	06/03/18	
18.049	Apply for funding from the Transparency Code Fund <i>Update: Application submitted.</i>	Clerk	12/02/18	Closed
18.051	Circulate the grass cutting tender to the councillors for comment and then place a notice in the next edition of the Lapford <i>Update: Action completed.</i>	Clerk	14/02/18	Closed
18.054	Arrange a pre-planning advice site meeting for the Lower Town Place site with the Area Planning Officer at Mid Devon District Council	Clerk	06/03/18	
18.056	Contact Martin Rich for information on the Public Works Loan Board application process	Clerk	06/03/18	
18.058	• Contact Mid Devon District Council to request copies of the litter pick documentation, including a risk assessment form <i>Update: Documentation received and circulated to Cllr Briant-Evans.</i> • The refuse collectors would be informed that there would be more refuse bags to collect <i>Update: Action completed.</i> • The Clerk would confirm that the required insurance cover was in place for the volunteers <i>Update: Written confirmation received that volunteers acting for the Parish Council, e.g. litter picking or emergency planning, are covered by the Council's Public Liability Insurance and Employer's Insurance.</i> • Cllr Eginton would be asked for refuse sacks <i>Update: Refuse sacks to be provided.</i>	Clerk	06/03/18	Closed
18.060	Attend the meeting about the proposed A377 Eggesford Station road closure	Cllr Hemsworth		
18.064	Replace the out of date First Aid Kit in the Orchard Centre	Cllr Hemsworth		
18.066	Send the information about the request for applications to join the Devon Countryside Access Forum to the leader of the Wednesday Walkers	Clerk	09/02/18	Closed

Minute	Action	Lead	Due Date	Status
	<i>Update: Action completed.</i>			
18.076	Contact the Dog Warden at Mid Devon District Council to ask if he could spray the pavement in Moorland View and Eastington Lane with pink marker paint	Clerk	06/03/18	
18.077	Contact the Litter Busters Team about the litter on: • the A377 in the direction towards Crediton between the garage and Nymet Bridge • the road between Lapford and Bugford	Clerk	06/03/18	
18.079	Invite the Rural Housing Enabler based at Devon Communities Together to give a presentation on the housing needs survey process and community led housing <i>Update: Rural Housing Enabler to attend the Council meeting on 3 April 2018.</i>	Clerk	06/03/18	Closed

