

LAPFORD PARISH COUNCIL

Minutes of the Council Meeting held on Tuesday 8 January 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 B Graham, Cllr H Hassett.

IN ATTENDANCE

Parish Clerk: Dr J Cross

Members of the public: 5

1. PUBLIC PARTICIPATION SESSION

- 19.001 The Chair invited representations from the members of the public. An individual asked about the progress being made by HOLD regarding the purchase of the Lower Town Place site. The completion date was scheduled for 14th January 2019. The intention is to make the site safe, clearing the site and to carry out a public consultation supported by Devon Communities Together. The loan application from the Public Work Loan Board will be submitted. The proposed draft budget 2019/20 and precept will be discussed and agreed at the next Council meeting in February.

An individual raised a concern about the bench at the top of Highfield as it could be damaged while the work is being carried out at The Old Den. It was agreed to consider whether the bench should be moved temporarily **Action Cllr Graham**.

2. APOLOGIES

- 19.002 Apologies were received from Cllr J Burrows, Cllr P Heal, Cllr T MacLellan, Cllr R Phillips, Cllr C Eginton and Cllr M Squires.

3. CODE OF CONDUCT

19.003 Register of Interests

There were no updates to the Register of Interests.

19.004 Personal interests

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

- Item 17 (minute 18.469): Cllr Briant-Evans declared a personal interest on any discussions relating to the Heart of Lapford Development project as she is a member of the Board of Directors as an individual.
- Item 17 (minute 18.469): Cllr Graham declared a personal interest on any discussions relating to the Heart of Lapford Development project as he is a member of the Board of Directors as an individual.
- Item 17 (minute 18.472): Cllr Briant-Evans declared a personal interest as she is a member of the Youth Club Management Committee as an individual.

19.005 Disclosable pecuniary interests

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

- Item 17 (minute 18.469): 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

19.006 Meeting held on 4 December 2018

The draft minutes of the Council meeting held on 4 December 2018 were considered and were approved as a correct record, proposed by Cllr Doe, seconded by Cllr Graham and carried unanimously.

19.007 The action grid was reviewed in detail and noted.

- 18.351 No further responses had been received from individuals who had been asked if they could provide a site for a burial ground. Action closed.



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

5. PLANNING MATTERS

19.008 Planning Applications List

The following planning applications was considered:

Ref.	Description
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 Decision: It was resolved to support the planning application, proposed by Cllr Briant-Evans, seconded by Cllr Graham, and carried unanimously.

19.009 Planning applications received after publication of the agenda

No planning applications were received.

19.010 Mid Devon District Council planning decisions

The following planning notices were received:

Ref	Description	Decision
18/01261 FULL	Extension and alterations to existing annexe to form a dwelling. Copper Cottage Old Copper House Lapford Crediton Site Vicinity Grid Ref: 272644 / 108164	Granted S106 agreement
18/01557 OUT	Outline for the erection of a dwelling with all matters reserved. Land at NGR 273593 108477 Eastington Lane Lapford Site Vicinity Grid Ref: 273593/108477	Granted
18/01015 FULL	Erection of a dwelling and construction of new vehicular and pedestrian access Green Gables Popes Lane Lapford	Withdrawn

6. FINANCIAL MATTERS

19.011 Receipts and account balances

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

- Current Account - £25,990.93 (as at 07/01/19)
- Savings Account – £4,968.54 (as at 13/12/18)
- Loan Stock - £983.98 (as at 6/12/17)

19.012 Payments

The list of payments was tabled at the meeting. It was resolved to approve the list of payments, proposed by Cllr Doe, seconded by Cllr Graham and carried unanimously.

Cheque	Payee	Description	Amount (£)
SO	S Hemsworth	Caretaker (December)	52.00
DD	BT Business	Telephone and broadband charges	43.47
SO	S Hemsworth	Caretaker (January)	52.00
001455	J Cross	Clerk expenses (December)	16.82
Total			164.29

7. LOCATION OF YELLOW LINES

- 19.013 Cllr Graham presented a report setting out proposals for the location of yellow lines in the village. It was noted that some parking on the road was inconsiderate but this did help slow the traffic through the village. Cllr Hemsworth would ask if the delivery trucks for the Old Malt Scoop could be parked further up the road **Action Cllr Hemsworth.**

It was agreed to consider the proposals and discuss this at the February Council meeting.

8. SUPPORT FOR S106 FUNDING

- 19.014 It was agreed to support Chawleigh Parish Council's bids for funding from the non-targeted pot for a new noticeboard at £800 and four new benches for the Playing Field at £640, proposed by the Chairman, seconded by Cllr Doe and carried unanimously.

It was noted that the Chairman of the Lapford Youth and Playing Field Trust had asked if S106 funding could be considered to purchase play equipment for the children's playground. It was agreed that proposals for S106 funding will be considered at the next Council meeting.

9. STORAGE AT THE ORCHARD CENTRE

- 19.015 If the public toilet door was moved to the side of the building to increase the cupboard space in the Orchard Centre, BT would charge £258 to survey whether the BT powerline and cable need to be moved. There would also be a cost-implication for undertaking the work. Other options included moving the toilet door to the left and moving the toilet or to use outdoor storage facilities situated next to the Orchard Centre.

It was agreed to park the issue until the summer when a more detailed set of proposals and costs can be considered **Action Councillors**.

10. CHURCH CLOCK

- 19.016 It was agreed to consider a budget for the continued maintenance of the Church Clock as part of the development of the draft budget 2019/20.

Standing Orders were suspended

11. COUNTY AND DISTRICT COUNCILLORS' REPORTS

- 19.017 **Devon County Council**
In Cllr Squires' absence, there was no report
- 19.018 **Mid Devon District Council**
Cllr Eginton's absence, there was no report.

12. LOCAL ORGANISATIONS' REPORTS

- 19.019 **Lapford Church Green Trustees**
Cllr Briant-Evans reported that no meeting had been held since the last Council meeting. The next meeting will be held in February.
- 19.020 **Heart of Lapford Development Board**
Cllr Briant-Evans reported that all the funding is in place to complete the purchase of the Lower Town Place site. Pre-planning advice will be sought from the Planning Team. Insurance cover is being arranged and a risk assessment and volunteer policy are being developed. On the first week-end of February, the site will be opened to enable members of the public to have a look and to comment.
- 19.021 **Regeneration Committee**
Cllr Hemsworth reported that no meeting had been held since the last Council meeting..
- 19.022 **Lapford Emergency Action Plan Committee**
Cllr Briant-Evans reported that the Committee was in the process of applying for funding for two-way radios at a cost of around £500. A form for volunteers to support the Emergency Plan has been published in the local magazine. Members of LEAP will be attending free Emergency Planning training organised by Devon Communities Together. The Committee will be writing to the Highways Team to request additional gritting as some parts of the roads into the village have more than the 10% gradient specified for gritting.
- 19.023 **Youth Club Management Committee**
Cllr Hemsworth reported that funds had been transferred to the Heart of Lapford Development Board in accordance with the grant funding agreement between the Youth Club Management Committee and the Heart of Lapford Development Board.

The meeting reconvened under Standing Orders

13. CORRESPONDENCE AND NOTICES RECEIVED

- 19.024 No correspondence list was published.



14. MATTERS RAISED BY THE CHAIR

19.025 Renegotiation of S106 agreement procedure at Ambrosia Close

It was agreed that the Council did not have any comment, proposed by Cllr Graham, seconded by Cllr Clinch, carried unanimously.

19.026 Land registration of Orchard Centre car park

It was noted that it was a requirement to register the car park as the term of the lease was more than 7 years.

19.027 Public Footpath at Westgate

It was agreed that Cllr Hemsworth would speak to the builder about the boulders on the footpath from the new house build **Action Cllr Hemsworth.**

19.028 State of the District Debate

Councillors were reminded of the Mid Devon District Council's annual State of the District Debate on Thursday 24 January 2019. Cllr Doe would be attending.

19.029 Local Government Boundary Commission for Mid Devon

Councillors were advised that they had been invited to a meeting on Wednesday 30 January 2019 to meet with representatives from the Commission.

19.030 Nomination for the Royal Garden Party 2019

No nominations were provided for the Devon Association of Local Council's list.

19.031 Query about renting a garage

An individual had contacted the Parish Council to ask about the process for renting a garage. The advice was to contact Mid Devon District Council.

15. COUNCILLORS' REPORTS AND ITEMS FOR FUTURE AGENDA ITEMS

19.032 Telegraph poles

Cllr Graham reported the Western Power engineer had advised that when the poles and cables are being replaced parts of the road through the village will be closed off. This will be widely publicised.

16. DATE OF NEXT MEETING

19.033 The date of the next meeting is Tuesday 5 February 2019 at 7:30 pm in The Orchard Centre, Lapford, Crediton, EX17 6PZ. Deadline date for agenda items is midday on Friday 25 January 2019.

17. PART TWO

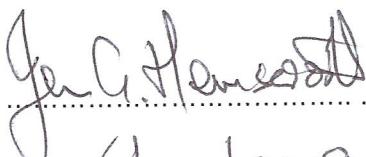
19.034 The Part One session closed at 9:20 pm.

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

The Part Two session closed at 9:31 pm.

18. CLOSE OF MEETING

19.035 The meeting closed at 9:31 pm.

Chair: 
Date: 05/02/2019

ACTION GRID **Updated 30 January 2019**

Minute	Action	Lead	Due Date	Status
TBC	Review and retain archive material stored at the Primary School <i>Minute 17/10/17:</i> Archive material held at school. <i>Minute 04/11/17:</i> Cllr Hemsworth to contact Primary School Headteacher.. <i>Minute 04/12/17:</i> Cllr Hemsworth has spoken to the School and will follow-up with further meetings in the new term. <i>Minute 18.040:</i> Representatives from Chulmleigh Academy Trust will be attending the Council meeting in March as guest speakers. <i>Minute 18.091:</i> Meeting to be arranged with Head of School. <i>Minute 18.448:</i> The primary school does hold a fair amount of archive material. The Chair will be meeting with the Head of School in the new year.	Cllr Hemsworth		Ongoing
09/12/17	Put up posters from the British Heart Foundation to publicise the defibrillator <i>Minute 18.009:</i> The posters have been received and they need to be laminated. A finger sign on the post by the Orchard Centre may be useful. <i>Minute 18.040:</i> Cllr Phillips will laminate the posters for distribution. <i>Minute 18.174:</i> An application has been made for signage to the British Heart Foundation. <i>Minute 18.216:</i> Two posters received but a poster from South West Ambulance Trust is being sourced. <i>Minute 18.317:</i> British Heart Foundation signs are to be received. <i>Minute 18.360:</i> The signs have been received and need to be laminated. <i>Minute 18.448:</i> The received signs are not appropriate so further signage has been ordered.	Cllr Hemsworth Cllr Phillips	02/01/18	Ongoing
18.028	Contact Steve Tucker, Highways Team, and ask for a formal risk assessment of the hedge on the left-hand side of the road up towards the village by the river bridge near Lapford Cross <i>Minute 18.091:</i> Email asking for risk assessment sent. A risk assessment had been completed as part of the school travel plan and it was shown to be of acceptable risk. A copy of the school travel plan will be provided for information as the risk assessment may need to be reviewed and updated. <i>Minute 18.130:</i> No copy of travel plan available. Clerk to repeat request for a new risk assessment. <i>Minute 18.174:</i> Request for information about a risk assessment sought by Cllr Squires from Highways Superintendent. <i>Minute 18.126:</i> Highways Superintendent has advised that a risk assessment has been completed. Cllr Squires will follow-up.	Clerk Cllr Graham	06/02/18	Ongoing

Minute	Action	Lead	Due Date	Status
	<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.			
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. <i>Minute 18.263:</i> Contact information received. <i>Minute 18.360:</i> The new Outreach computing equipment is in place.	Clerk	06/03/18	Ongoing
18.106	Nominate a fourth councillor for the Lapford Emergency Action Plan Committee <i>Minute 18.176:</i> Cllr Hemsworth to ask Cllr Phillips. <i>Minute 18.263:</i> Cllr Phillips advised that she cannot take on the role. <i>Minute 18.360:</i> Cllr Hemsworth has resigned from the Committee due to his workload so there are currently two vacancies from the Council. <i>Minute 18.448:</i> Cllr Doe agreed to join the Committee. <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 <i>Minute 18.174:</i> Mid Devon District Council advised that a request for a new dog bin should be submitted. The District Officer will then carry out a three-month survey to determine the necessity for the additional bin and the suitability of the proposed site by visiting the area periodically. If the conclusion after the survey is that there is not a necessity for an additional bin at the location the Parish Council have the option to purchase the bin themselves and bear the cost of emptying (£12.50 per empty) if this were the case a District Officer will need to confirm that the siting did not occur on private land. The location map for new dog bin completed. The Clerk will complete the request form. <i>Minute 18.126:</i> Form drafted. It was agreed to add a dog bin at the top of Prowse Lane. <i>Minute 18.277:</i> It was agreed to request a dog bin at Park Meadow Close. <i>Minute 18.360:</i> The posters from the school competition for both dog mess and speeding have been put up. <i>Minute 18.448:</i> Cllr Graham to follow-up.	Cllr Graham	16/06/18	Ongoing



Minute	Action	Lead	Due Date	Status
	<i>Minute 19.007:</i> A refuse bin will be re-instated at Meadow Park 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.			
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.	Cllr Hemsworth Clerk	01/05/18	Ongoing
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	
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.	Cllr Phillips	04/09/18	Ongoing
18.346	Provide a new toilet seat for the public toilet at no cost	Cllr Heal	02/10/18	
18.351	Follow-up the possible Edgerley Cross site as a burial ground site with Mid Devon District Council <i>Minute 18.448:</i> A response has not yet been received from the Planning Team following a set of test digs. The Highways Team have advised that hard standing will be required at the entrance into the burial ground to avoid mud being transferred onto the road.	Cllr Hemsworth Cllr Graham		Ongoing
18.354	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.	Clerk	Feb 2019	Ongoing
18.374	Apply for pre-planning advice for the Lower Town Place site	Cllr Hemsworth	06/11/18	Ongoing

Minute	Action	Lead	Due Date	Status
	<i>Minute 18.448:</i> Cllr Hemsworth to contact the Planning Team. <i>Update: Site meeting arranged for 25 February 2019. The meeting will be attended by members of the Heart Four Lapford Steering Committee, as well as councillors.</i>	Cllr Graham		
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 had agreed to support the application for non-targeted S106 funds.	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	Clerk	Feb 19	
18.433	Consider the lack of bus and train services at the next Regeneration Committee meeting <i>Minute 18.470:</i> The Regeneration Committee is scheduled to meet in January 2019.	Cllr Hemsworth	04/12/18	Ongoing
18.433	Raise the concerns about the lack of bus and train services with Devon County Council <i>Minute 18.470:</i> This will be followed-up by the Regeneration Committee when it meets in January 2019.	Cllr Hemsworth	04/12/18	Ongoing
18.441	Check that the Air Ambulance service still had the lock combinations for the school gates <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.	Cllr Hemsworth	08/01/19	Ongoing
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 int 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.	Cllr MacLellan	10/12/18	Ongoing
18.459	Seek costs for the options to increase the storage space at the Orchard Centre <i>Minute 19.015:</i> 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.	Councillors	08/01/19	Parked until June
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.	Clerk	08/01/19	Ongoing
18.466	Identify the possible location for yellow lines in the village to apply for a Traffic Order	Cllr Hemsworth	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.	Cllr Graham		
18.478	Seek an estimate for mending the Church clock	Cllr Graham	08/01/19	
18.479	Put up a notice about the internet access at the Orchard Centre <i>Update: Notice put up.</i>	Clerk	08/01/19	Closed
19.001	Consider if the bench at the top of Highfield should be moved temporarily while the work is being carried out at The Old Den	Cllr Graham	05/02/19	
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	Cllr Hemsworth	05/02/19	
18.023	Discuss the Playing Field lease arrangements with the Lapford Youth and Playing Field Trustees <i>Minute 18.040:</i> Cllr Hemsworth has spoken to David Garten and he is happy for this to go forward. <i>Minute 18.091:</i> The Clerk has informed Mid Devon District Council and the matter is being processed. <i>Minute 18.173:</i> The arrangements to transfer the playground to the Parish Council on a 25-year lease can proceed as long as the strip of land being excluded as a short-term solution for a burial ground is identified on the land register plan and a boundary fence is considered. <i>Minute 18.263:</i> Draft lease had been received. <i>Minute 18.317:</i> Meeting to be arranged with Cllr Hemsworth, Cllr Briant-Evans and the Clerk to draft the lease. <i>Minute 18.448:</i> This issue has been parked until possible burial grounds have been identified and the subsequent implications for the Playing Field have been considered.	Cllr Hemsworth Clerk	06/02/18	Parked

