

Lapford Parish Council

Lapford Parish Council Meeting 10th January 2023

Email: clerk@lapfordparishcouncil.org.uk Phone: 07768 829511 Website: www.lapfordparishcouncil.org.uk

There was a meeting of Lapford Parish Council on Tuesday 10th January 2022 at 7.30pm held in the Victory Hall, Lapford

Members Present: Cllrs Peter Heal (Chairman); Roy Andrews; John Parsley; Julie Down; Ivan Hall; Bill Graham; Steven Fletcher; Malcolm Hayes.

Also Present: No-one

In attendance: Rob Martin (Clerk)

Others: 6 members of the public.

MINUTES

Minute No.	Item	Action By
2223-140	APOLOGIES Apologies had been received from Cllr. Whittaker. Apologies were also received from District Cllr. Eginton and County Cllr. Squires	
2223-141	DECLARATIONS OF INTEREST (PECUNIARY AND NON-PECUNIARY) There were no Declarations of Interest. <i>The Chairman to adjourn the meeting to allow public participation</i>	
2223-142	PUBLIC PARTICIPATION SESSION & UPDATES FROM LOCAL ORGANISATIONS A resident from Meadow Road had requested previously that the damage done to her drive by water emerging from a PROW should be rectified by the County Council. The clerk had made a number of contacts with both the Highways and PROW staff and was being pushed from pillar to post. The clerk would contact County Cllr. Squires to try to sort this out. Cllr. Graham expressed concerns about the lack of communication from the County Council and would like the County Cllr. to attend the meeting more frequently. The clerk would write to those in charge of the County Council expressing concern at the lack of money being used as an answer for not achieving the basics, particularly in Lapford. There were further concerns about the entrance to the PROW mentioned above which it was believed required a handrail to make it safe. The clerk suggested that there was P3 grant funding available to do this work. Cllr. Andrews would get a price and this would be arranged. Other concerns were expressed, including the temporary fences next on the bridge	Clerk Clerk RA

Lapford Parish Council Meeting 10th January 2023

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which has been reported as being on the work programme for the last three years. **Clerk**

Another resident wanted to be reassured that the county council would not replace street lighting bulbs from the current 'soft' white to the more common 'bright' white light. He was also concerned about the fact that his property had been flooded by highway water run-off and detritus requiring a £25,000 insurance claim. He believed that the profile of the road surface had directed the water to his property and that this needed to be rectified to avoid it happening again. The Chairman explained that he should write to Meg Booth, Director of Climate Change, Environment and Transport at Devon County Council and Margaret Squires, the County Councillor for Lapford.

A further member of the public was concerned about the reasons behind a constant occurrence within the parish of street lights not working, one of which recently resulted in a fractured arm. He was questioning whether this was unfortunate for Lapford or was a deliberate policy to save money on energy. It was most likely this was a supply problem.

2223-143 PRESENTATION TO FORMER VILLAGE POSTMAN

A total collection of £513.42 had been raised to be presented to Eddie the long-standing postman for the village. Cllr. Down questioned what the parish council would like to arrange for the presentation of this sum to the individual.

Cllr. Down was tasked with asking him what he wanted to do and how he wanted to receive the funds (cash or gift voucher) and would report back to the council. **JD**

2223-144 COUNTY AND DISTRICT COUNCILLORS' REPORTS

To receive a verbal report for information.

- a) Devon County Council – no report received.
- b) Mid Devon District Council – had reported that there had been a Cabinet meeting at which it was decided that, within the next twelve months, there would be a pilot trial of weekly recycling collections rather than two-weekly to judge whether this was necessary or feasible.

The Chairman to reconvene the meeting in line with Standing Orders

2223-145 CLERK'S REPORT & CORRESPONDENCE

The clerk reported as follows:

Section 106

This is now to be reconsidered by the MDDC Cabinet with the recently forwarded statement by Nick Tucker.

Calor Gas Fund

Due to apparent changes in personnel at EE, Cllr. Graham has been in touch to get this sorted out shortly. The Clerk has exchanged emails with Andrew Epstein on the Village Hall connection and payment will be made accordingly.

Cllr. Graham queried what each of the four recipients would get and the clerk confirmed that it was his understanding that the £1,305 total would

Lapford Parish Council Meeting 10th January 2023

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be split equally four ways.

(Post-Meeting Note: Minute 2223-110 of the October 2022 meeting confirms that £326.25 would be available to each of the four recipients)

Church Green Trust

The charity has yet to supply the parish council with its financial needs for the year.

The Footpath Light & Tree work

This needs to be sorted out.

Bridge Cottages Fencing

I have heard nothing further on this.

Popes Wood Caravans

I have received an email from Mrs. Harvey saying that there are several caravans and vans at Popes Wood and she thought it was strange that someone was apparently living there. Are councillors aware of this?

Church Green Devon Bank

This has now got full planning permission.

Asset Transfer

During the time since the last meeting, I circulated a note from MDDC about the possibility of taking ownership of some assets currently under lease agreements in order to be able to control the future use of those items. The particular items in question, although not exclusive, were the Play Area land and the Orchard Centre car park. Amongst the responses I got were that doing so would increase costs, so no thanks.

This is of course, not true as the Playing Field Trust owns the play equipment and is already responsible for its maintenance and the same is true of the car park and the parish council which is on the basis of a full-maintenance lease until 2041. In both cases the idea would be to ensure that both pieces of land were within the control of the community and not subject to future decisions by the District Council.

All

2223-146 MINUTES

It was **Resolved** that the minutes of the Parish Council meeting held on 8th November 2022 were a correct record and these were signed as such by the Chairman.

2223-147 2023-2024 BUDGET AND PRECEPT

The clerk explained the analyses circulated and explained that the 2023/24 precept shown on these, at £23,340, provided a balanced budget for ongoing expenditure but did assume that the potential cost of the May 2023 elections, budgeted at £2,000 would come from the General Reserve balance in hand.

Discussion revolved around the need to be able to financially afford a better standard of maintenance around the village and the uncertain inflationary situation.

There was no budget included to cover the basic maintenance of parish assets, so it was suggested that an extra £1,500 be added for this.

In addition, there was a belief that a further budget of £1,500 be added to cover the refurbishment and repair of village signs.

Lapford Parish Council Meeting 10th January 2023

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These changes to the budget would be incorporated.

Clerk

A proposal by Cllr. Parsley to set the precept at £23,340 was **Defeated** by a vote of 3 for, and 5 against.

A proposal by the Chairman to set the precept for 2023/24 at £25,000 was **Resolved** by a vote of 6 for, and 2 against.

Clerk

The clerk explained that setting the budget at £25,000 compared with the current precept of £22,216 would raise an extra £2,784 (12.5%) but the charge to residents would increase by 14.1% because the number of Band D equivalents had reduced by 6.

Although this looks to be a high number, it is against the background of an uncertain year ahead and the fact that the parish council is looking to achieve more. The overall increase from a charge to each Band D household is from £55.61 to £63.44, or £12.91 for the whole year, equivalent to just over £1 per month or 25 pence a week.

2223-148 PLANNING MATTERS

a) APPLICATIONS NOTIFIED

To consider the following Planning Applications and to agree comments:

Reference	Location	Proposal
21/02149/HOUSE	Bugford Mill Lapford Crediton	Erection of a two storey extension to replace existing lean to, replacement porch and re-siting of entrance Decision: No Comment
22/02204/FULL	Green Gables Popes Lane Lapford	Erection of dwelling with associated car parking and amenity Decision: Support
22/02110/LBC	Lapford Mill House, Lapford Mill and Millstream Cottage Lapford Crediton	Listed Building Consent for the erection of a log store with platform and external staircase to Mill to include painting staircase black and replacement timber link annex between House and Millstream Cottage Decision: Support

Clerk

Clerk

Lapford Parish Council Meeting 10th January 2023

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<i>All councillors declared personal interest, in the next application, as they knew the applicant.</i>			
22/02113/HOUSE	Lapford Mill House, Lapford Mill and Millstream Cottage Lapford Crediton	Retention of a log store with platform and external staircase to Mill and replacement timber link annex between House and Millstream Cottage Decision: Support	Clerk
22/01172/LBC	Outer & Inner Court of Farmbuildings Bury Barton Lapford Devon	Listed Building Consent for re-rendering and repairing of 3 walls Decision: Support	Clerk

b) APPLICATIONS AFTER THE AGENDA WAS ISSUED

To consider responses to applications notified after the agenda had been set.

c) MDDC DECISIONS

Reference	Location	Proposal	MDDC Decision
22/01728/HOUSE	10 Westgate Lapford Crediton Devon	Erection of garden shed/store and extension of garden wall	Refusal
22/01780/FULL	Land at NGR 274042 110493 Tall Tree Lapford Devon	Removal of condition 3 of planning permission 08/01936/FULL in relation to demolition of building on its becoming redundant for agricultural purposes	Approval
22/01775/FULL	Skyline Lapford Crediton Devon	Conversion of builders workshop to dwelling	Approval
22/02271/NMA	Broomsmead Farm Lapford Crediton	Non Material Amendment to Planning Permission 20/01497/HOUSE to	Approval

Lapford Parish Council Meeting 10th January 2023

Email: clerk@lapfordparishcouncil.org.uk Phone: 07768 829511 Website: www.lapfordparishcouncil.org.uk

		allow alterations to the garage/workshop windows and doors and the addition of a wall to create a store	
22/01699/FULL	Land at NGR 273184 108284 Church Green Lapford Devon	Removal and restoration of Devon bank and formation of new footpath	Approval

2223-149 BANK RECONCILIATION & BUDGET MONITOR

The Bank Reconciliation and Receipts and Payments statement, as at 31st December 2022 was received and **Adopted**.

2223-150 RECEIPTS & PAYMENTS SCHEDULE

To approve the payment of the invoices on the schedule below for the period since the last meeting, as below:

PAYMENTS

Payment to	Services	Amount £	Payment No.
2022/2023			
HMRC	Tax Deduction	112.20	2223-27
RJ Martin	Salary (Dec 22)	505.50	2223-27
Sue Hemsworth	Orchard Centre Cleaning (Dec 22)	33.77	2223.27
Sue Hemsworth	Orchard Centre Cleaning (Dec 22)	52.00	SO
EDF Energy	Electricity (Dec 22)	39.31	DD
Everflow Ltd	Water & Sewage (Dec 22)	26.44	DD
BT Group Ltd	Broadband (Dec 22)	45.12	DD
IONOS	Village Website Hosting (Dec 22)	27.10	DD
Victory Hall	Room Hire	24.00	2223-28
WEP Fire Protection	Fire Equipment Inspection	98.99	2223-28
Sue Hemsworth	Orchard Centre Cleaning (Jan 23)	71.57	SO

Lapford Parish Council

Lapford Parish Council Meeting 10th January 2023

Email: clerk@lapfordparishcouncil.org.uk Phone: 07768 829511 Website: www.lapfordparishcouncil.org.uk

EDF Energy	Electricity	57.77	DD
BT Group Ltd	Broadband (Jan 23)	45.12	DD
Everflow Ltd	Water & Sewage (Jan 23)	20.13	DD
IONOS	Village Website Hosting (Jan23)	16.84	DD
HMRC	Tax Deduction	126.40	2223-30
RJ Martin	Salary (Jan 23)	505.50	2223-30
B&Q – Peter Heal	Christmas Lights	60.00	2223-31
Roy Andrews	Christmas Lights	30.00	2223-31

Clerk

RECEIPTS

Receipt from	Services	Amount £	Method
2022/2023			
None			

On a proposal by the Chairman, it was **Resolved** to authorise the payments above, with 7 votes for and one abstention.

2223-151 MATTERS RAISED BY THE CHAIR

The Chairman proposed that meetings be held in the Orchard Centre rather than the village hall and it was **Resolved** by a vote of 4 for, 3 against with one abstention. The February meeting would be in the Orchard Centre.

All

2223-152 COUNCILLORS' REPORTS AND FUTURE AGENDA ITEMS (FOR INFORMATION ONLY)

Cllr. Parsley asked whether there were any plans to conduct a 'litter pick' in the Spring. It was confirmed that this would be arranged.

All

Cllr. Graham brought up the subject of a car parking next to the recently cut hedge at Vine Cottage. Cllr. Andrews undertook to have a word with the owners to suggest the car is moved.

RA

Cllr. Down thanked whoever it was that repaired the toilet door. There was to be a Church Green meeting on 25th January 2023. The Clerk reminded councillors that the Church Green Committee had not yet had its budget payment for the current year, which would be necessary before the wall had to be paid for.

All

Cllr. Parsley challenged the way that the Church Green Committee was operating. The clerk undertook to try and sort this out.

Clerk

2223-153 DATE OF NEXT MEETING

The date of the next meeting is scheduled for Tuesday 14th February 2023 at 7.30pm in the Orchard Centre. The deadline for agenda items is midday on

Lapford Parish Council

Lapford Parish Council Meeting 10th January 2023

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Tuesday 7th February 2023. All

- 2223-154 EXCLUSION OF PRESS AND PUBLIC**
On a proposal by the Chairman, it was **Resolved** under section 1(2) of The Public Bodies (Admissions to Meetings) Act 1960, that the public and representatives of the press and broadcast media be excluded from the meeting to consider items of business of a confidential nature.

PART 2 CONFIDENTIAL MATTERS

- 2223-155 PARISH CLERK’S CONTRACT**
The clerk announced that he was to resign from the role effective from 1st June 2023. An advertisement for the position would be made shortly, in the hope that someone could be appointed in time to get a significant crossover with Rob to learn some of the ropes. Clerk & Chair
- 2223-156 LOWER TOWN PLACE REPORT**
The clerk explained the current expected timescale for the report, which would be circulated to councillors well before the next meeting. Clerk
- 2223-157 CLOSE OF MEETING**
The meeting closed at 10.15pm

Signed: Chairman Date:

SALE OF LAPFORD YOUTH CLUB LAND AND PURCHASE OF LOWER TOWN PLACE

Report by Rob Martin, Clerk to Lapford Parish Council

Parish Council Meeting - 14th February 2023

The full report is still being worked on, as further supporting paperwork is being identified, and will eventually be assimilated. Sufficient work has now been done however to be able to draw conclusions on the project. The **Executive Summary** of the report is outlined below. It is more important to ensure that the detail in the report is accurate than produce inaccurate information to meet false deadlines.

Executive Summary

The Positive things are:

- No financial impropriety took place
- There is no 'missing money'
- Lower Town Place is an Open Space in the Village, owned by the Community
- There were many people prepared to give time to take the community forward.
- There is currently a thriving youth club operating from the Victory Hall

The Problem Areas are:

- Business planning needed to have been more developed and transparent
- The Parish Council did not get appropriate legal advice, relying only on free DALC/DCT guidance.
- The recorded parish council minutes often lacked clarity or detail at some critical points
- The transition from raising money for youth facilities to purchasing Lower Town Place lacked transparency
- Neither the youth club management committee nor Lapford Parish Council resolved to allow the funds to be used for the land purchase
- The use of the land purchase element of the PWLB loan to repay money borrowed, to bridge period between purchase and Borrowing Approval, raises a few questions but the Council believed it could spend money for that purpose.
- People do not trust each other

The Future Action should be:

- An agreed plan for the next stage (Phase 2) of Lower Town place needs to be drawn up
- Lapford Parish Council should embark on the production of a Neighbourhood Plan (NP) without delay
- Use the NP process to build trust between groups and individuals
- The starting point for a NP should be the H4L vision document
- A Community Action Plan (CAP) should be produced as part of the Neighbourhood Plan
- The CAP should include as it first priority the provision of youth facilities
- Business Planning should be a part of all future projects

- Lapford Parish Council should look to be proactive in all future projects, not just those it initiates
- In particular, LPC should look to be the methods by which local consultation is undertaken for future projects

Immediate Action Required:

- Lapford Parish Council to adopt the conclusions of this report and consider what is needed
- Other organisations to be invited to understand the implications of the contents of the report
- The report to be sent to the Devon Association of Local Councils for its observations on the conclusions
- The report to be sent to the Charity Commission for its observations on the conclusions

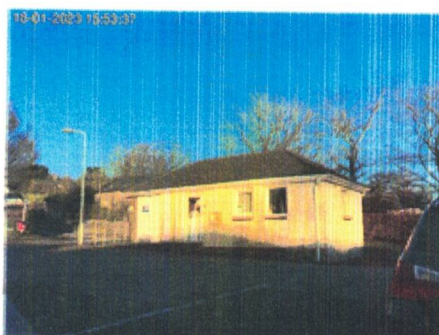
There is a need to be sure that there are no serious implications in relation to the process undertaken over the 10 years or more that the report tries to cover. The important thing is to look forward and build for the future as a community and not to dwell on what has occurred. It is apparent that some things could have been done differently, but we have to realise that this is always the case when looked at in retrospect.

Rob Martin

7th February 2023.

Fire Risk Assessment

Conducted at
Lapford Parish Council



Suggested date for review:

January 2024
or if there are any significant changes, whichever is soonest.

T: 0800 8620066
E: support@bisonassist.co.uk



Address of premises: Orchard Centre , Station Road,
Yeoford EX17 6PZ

Responsible person (e.g. employer) or
person having control of the premises: Rob Martin

Assessor: Alan Hill

Reviewed by: Liam Moran

Date of fire risk assessment: 16/01/2023

Suggested date for review: January 2024
or if there are any significant
changes, whichever is soonest.

Site representative:	Date:	Signature:
Rob Martin pp John Parsley	16/01/2023	

The purpose of this report is to provide an assessment of the risk to life from fire in these premises, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. Assessment of the fire risks of external walls and any cladding are excluded from the scope of this fire risk assessment.

The report does not address the risk to property from fire.

This fire risk assessment should be reviewed by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or if a fire occurs.

Contents:

Introduction

Risk Assessment Goals

Legislation

Risk Assessment Report

- 1.0 General Information
- 1.1 Premises Overview
- 1.2 The Occupants/People
- 1.3 The Occupants/ People especially at risk from fire
- 1.4 Fire Loss Experience

2.0 Management of Fire Safety

3.0 Visual Inspection & Assessment of Risk

- 3.1 Identification of Fire Hazards and Controls
- 3.2 Fire Safety
- 3.3 Fire Warning & Alarm Systems
- 3.4 Electrical Safety
- 3.5 Fire Prevention – General
- 3.6 Cooking
- 3.7 Means of Escape & Fire Doors
- 3.8 Fire Spread
- 3.9 Fire Safety Signs & Notices
- 3.10 Fire Fighting Equipment

4.0 Records

5.0 Risk Rating

6.0 Action Plan

Introduction

We recently visited your premises at Orchard Centre , Station Road, Yeoford EX17 6PZ, to carry out a Fire Risk Assessment in line with PAS 79:2020 guidance and methodology.

The aim of this survey is to assess the risk to life from fire in these premises, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation.

All the recommendations that are made in your report are aiming to account the specific requirements of the site, what is reasonably and practicable with consideration of manpower and budgeting. This fire risk assessment is only effective if you and your staff act on it. Therefore, in order to achieve compliance, the action recommended in this assessment must be undertaken.

As a result of the assessment of fire risk carried out at Lapford Parish Council, Bison Assist recommends a risk assessment review to be carried out in January 2024 or if there are any significant changes, whichever is soonest..

Limitation

The assessment of risk was carried out only on parts of the building which were made available on the day.

We will not include in our report any parts of the building which were not made available to our team. Please note that exclusion of such parts does not indicate their absence. While we make every endeavour to ascertain the correct information regarding the site layout and systems, our consultant must rely on staff knowledge and any available relevant documentation. Lack of such knowledge or information may lead to assumptions on the part of the consultant.

Assessment of the fire risks of external walls and any cladding are excluded from the scope of this fire risk assessment.

Whilst every effort has been made to ensure the accuracy of the content of this document, Bison Assist Ltd will accept no responsibility for any omissions.

About Your Risk Assessor

Your Fire risk assessor was Alan Hill. He holds all the appropriate competencies and experience to undertake the assessment of risk on behalf of Rob Martin, who is the appointed responsible person in your organisation.

Bison Assist's risk assessors are regularly shadowed on the job. Their work will also be monitored, and their competencies regularly assessed. Find out more about your risk assessor's competencies and experience by emailing support@bisonassist.co.uk.

As your trusted partner in safety, here are some of the accreditations held by Bison Assist:



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Risk Assessment Goals

Goal 1 - Risk Assessment: About Your Report

A risk assessment is typically the starting point on your journey to improved Fire Safety, this should contribute to a more comprehensive plan for the effective management and control of a potential fire within your premises.

Here is how we completed your risk assessment:

- Through visual inspection
- Observation of existing policies, procedures, records, and other relevant documentation
- By gathering knowledge from members of your team, whilst we were on site.

Goal 2 - Action Plan: Next Steps

Within the report, you will find an Action Plan section. It is vital that this is understood and implemented. Some of these actions may be achieved in house, by your responsible person or a member of your team, others will need to be carried out by specialists with the relevant qualifications, skills and competence. On receipt of this document, should you have any queries or would like any further assistance or advice, please do not hesitate to contact our Support team at support@bisonassist.co.uk.

Please remember, the risk assessment is the beginning of the journey, not the end.

As a precautionary measure, it may be appropriate to invite the fire and rescue service to familiarise themselves with layouts and fire systems. The responsible person should consult with the local enforcing authority when planning and determining an appropriate and effective evacuation strategy for their premises.

The Health and Safety Executive warns: *"A risk assessment is only effective if you and your staff act on it. You must follow through with any actions required and review it on a regular basis".*

Goal 3 - Review: Legal Requirements

Risk management should always remain effective. Some risks that are "very low" today, may increase over time, therefore it is important that reviews are carried out annually

The assessment should be reviewed regularly and, specifically when there is a reason to suspect that it is no longer valid. An indication of when to review the assessment and what needs to be reviewed should be recorded. This may result from, for example:

- A fire.
- A change in legislation.
- Alterations to the building, including internal layout.
- Significant change to furniture and fittings.
- A change in use of premises.
- The introduction or increase of hazardous substances.
- The availability of new technology or information about risks or control measures.
- The results of checks indicating that control measures are no longer effective.
- Change of key personnel or the introduction of people with disabilities.
- A recommendation from the Fire Authority
- Upon receipt of an enforcement or prohibition notice or prosecution for a fire related issue;

Legislation

It is a legal requirement for every employer to conduct an assessment of the health and safety risks, arising out of their work activity. Under Regulation 3 of the Management of Health and Safety at Work Regulations 1999, the purpose of such assessment is to identify what needs to be done in order to control health and safety risks. Further applicable legislation to Fire Safety has been listed in table 1.0 – Applicable Legislation, below

Legislation applicable to Premises:	Duties Imposed by the Legislation:
Regulatory Reform (Fire Safety Order) 2005	Appoint one responsible person to undertake any required preventative and protective control measures
The Management of Health and Safety Regulations 1999	Provide all staff with clear and relevant information on the identified fire risks and measures taken in order to prevent fires
Equality Act 2010	Conduct a fire risk assessment of the premises
BS 9999:2017 – Code of Practice for the fire safety in the design, use and management of buildings	Identify the fire safety measures necessary as a result of the fire risk assessment
BS 5266 – Emergency lighting	Implement the fire safety measures contained within the assessment using risk reduction principles
BS 5306 – Fire extinguishing installations and equipment on premises	Implement fire safety arrangements for the continuing control and review of the measures
BS 5839 – Fire detection and alarm systems for buildings	Comply with the specific requirements of the current fire safety regulations
BS 7671:2018 – Requirements for electrical installations	Keep the assessment current through regular review

• BS 5499 – Safety signs and symbols	• Keep written records of the findings and actions taken
• HM Government guidance on Fire Risk Assessment	• Inform non-employees, such as temporary staff or contractors of the relevant risks to them and relevant fire safety procedures

1.0 General Information

1.1 Premises overview

Number of floors:	1
Brief details of construction:	Traditionally constructed, former community toilet block, now used as an office.
Main use of premises:	Office and welfare facilities

1.2 The Occupants/ People

Approximate maximum number of visitors/ occupants/ others:	1-5
Approximate number of employees at any one time:	1-5
Persons involved or affected:	Employees, Visitors, Contractors, Members of the public

1.3 The Occupants/ People especially at risk from fire

Are there any sleeping occupants on site?	No
Is there a suitable and sufficient programme for lone workers on the premises?	No
Additional consideration for lone workers must be given. Lone workers could be deemed as vulnerable in the event of fire. Employers should provide training, supervision, monitoring and support for lone workers.	
Are there any vulnerable groups which use the premises?	Yes

1.4 Fire Loss Experience

Has a recorded fire loss been experienced on the premises?	No
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2.0 Management of Fire Safety

2.0 Management of Fire Safety

Has a responsible person been appointed, to manage the fire safety on site? Yes

Risk

Very Low

Has a competent person(s) been appointed to assist the responsible person in undertaking preventative and protective measures? No

The responsible person must nominate a sufficient number of competent persons to assist in the effective implementation of fire safety measures and protocols. Any nominated competent persons must be offered sufficient training and have experience or knowledge and other qualities to enable them in the implementation of effective fire prevention measures.

Risk

Medium

Are there suitable arrangements for ensuring that the premises have been evacuated in the event of an emergency? No

The responsible person should ensure everybody on site is accounted for during the evacuation. This should be carried out as soon as possible at the designated assembly point(s). The site should not depend upon the fire and rescue service to evacuate people; the evacuation strategy must be dependent only on factors which are within the site's control.

Risk

Medium

Are potential fire hazards, fire safety procedures and/or protocols clearly communicated to outside contractors? No

The responsible person must give clear and relevant information and appropriate instructions to contractors about how to prevent fires and what they should do in the event of a fire. The responsible person should ensure that all contractors are told about the emergency plan and are shown the escape routes.

Risk

Medium

Is there mains gas supplied to the premises? No

Is there a permit to work system in place, for employees and outside contractors which include hot works?

Not Applicable

Risk



3.0 Visual Inspection & Assessment of Risk

3.1 Identification of Fire Hazards and Controls

List possible sources of ignition:	Arson, Electrical Installations, Kitchen Equipment, Overheating of Electrical Equipment
Ignition control measures:	Inspection of working area, PAT testing
List possible fuel sources:	Display Material, Leaflets, Paper, Waste litter, Furniture
Fuel control measures:	Suitable Materials, Suitable & Sufficient Storage
List possible oxygen sources:	Natural Ventilation
Oxygen control measures:	Windows/ Doors closed
Is there adequate access for Fire Fighters approaching on foot?	Yes

Risk

Very Low

3.2 Fire Safety

Is external signage provided to warn attending Fire & Rescue Personnel of hazardous storage?	No hazardous storage on site
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Risk

Very Low

Are there appropriate assembly points located outside the premises that all personnel can reach safely, and remain safe?	No
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Choosing an appropriate assembly point is of paramount importance. Different factors such as size, access, backup options, location, distance and other dangers must be taken into account when choosing the site assembly points.

Risk

Medium

3.3 Fire Warning & Alarm Systems

Are fire alarm systems installed? No

In line with Fire Safety Order (2005), the responsible person must ensure that suitable fire detectors and alarm systems are installed on the premises. In accordance with PAS79:2020 guidelines, an independent engineering evaluation should be completed in order to determine the type of fire alarm system suitable for the premises.

Risk

High

Are automatic smoke detectors installed? Yes

Risk

Very Low

Are all dust covers removed from smoke detectors? Yes

Risk

Very Low

3.4 Electrical Safety

Has Portable Appliance Testing been carried out? Yes

Risk

Very Low

Is the use of extension cables and multi-adaptors appropriate and managed safely? Yes

Risk

Very Low

Have any other electrical hazards been observed? No

Risk

Very Low

Have portable heaters been observed on site? No

Risk

Very Low

Has the use of higher risk heaters such as radiant bar fires or log appliances been observed? No

Risk

Very Low

3.5 Fire Prevention – General

Have suitable arrangements for those who wish to smoke been made available? "No smoking" on site policy in place

Risk

Very Low

At the time of inspection, were the smoking arrangements being adhered to?

Yes

Risk

Very Low

Do security systems against arson by outsiders appear suitable?

Yes

Risk

Very Low

Are unnecessary fuel sources stored in close proximity to the premises or available for ignition by outsiders?

No

Risk

Very Low

Do combustible materials appear to be separated from ignition sources?

No

Ensure suitable measures to minimise the likelihood of ignition of combustible materials are in place. Combustible materials are not just those generally regarded as highly combustible, all materials could readily catch fire. Careful consideration towards the type of material, the quantities kept and the storage arrangements, can significantly reduce the risk.

Location(s):

There is a wall heater plugged in, in the document storage cupboard.

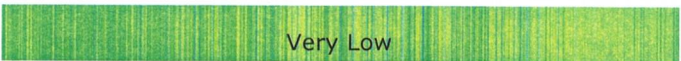
Risk

High

Are hazardous and/or combustible materials appropriately stored on site? Yes

Risk  Very Low

Is the upholstery of the foam furniture in good condition? Yes

Risk  Very Low

During the assessment was any building work being carried out? No

Have significant dangerous substances that could impact on general fire precautions been observed? No

Risk  Very Low

Are the general fire precautions observed, adequate to address the hazards associated with dangerous substances used or stored within the premises? No hazardous substances

Risk  Very Low

3.6 Cooking

Is cooking carried out on a commercial basis? No

3.7 Means of Escape & Fire Doors

Do final exit doors lead to a place of safety? Yes

Risk

Very Low

Are external routes illuminated and without obstruction or trip hazards? Yes

Risk

Very Low

Are there sufficient final exit doors on site? Yes

Are exits easily and immediately accessible where necessary? Yes

Risk

Very Low

Are all floors and stairway surfaces in good condition and free from trip and/or slip hazards? Yes

Risk

Very Low

Is there a sufficient number of fire doors on site to protect fire escape routes? No fire doors

Risk

Very Low

Location(s) of where (additional) fire doors are required: No Fire Doors required.

Can all travel distances for escape be deemed as acceptable? Yes

Risk Very Low

Are all escape routes free from obstruction and not used for storage? Yes

Risk Very Low

Have reasonable arrangements for means of escape for disabled people been observed? No

The responsible person and other supporting members of staff should be aware that disabled people may not be able to react, or may react differently, in the event of a fire emergency. The responsible person should also consider others with special requirements such as parents with young children or the elderly. A Personal Fire Evacuation Plan should be drawn up for every disabled person using the premises. Regular building users who are disabled should receive a copy of a Personal Fire Evacuation Plan. People with serious mobility difficulties should be seen as close to a final exit door as possible. Enough escape routes should always be available for use by disabled people. This does not mean that every exit will need to be adapted. Staff should be aware of routes suitable for disabled people so that they can direct and help people accordingly. Further guidance on removing barriers to the everyday needs of disabled people can be found in BS 8300.

Risk Medium

3.8 Fire Spread

Is compartmentation of a reasonable standard? Yes
(based on visual inspection of accessible areas)

Risk Very Low

Are there reasonable linings that may prevent the spread of fire (based on visual inspection of accessible areas)? Yes

Risk Very Low

Has a reasonable standard of emergency escape lighting been provided?

Yes , adequate fixed emergency lighting installed

Risk

Very Low

3.9 Fire Safety Signs & Notices

Do existing Fire Safety signs and notices comply with the relevant legislation?

Yes

Risk

Very Low

Is (additional) Fire Safety Signage required?

Yes

Type:

Fire Extinguisher Sign, Fire Action Sign

Location(s):

Fire extinguisher identification signage is required for any extinguishers provided.

Fire Action notification signage is required near the final exit door.

3.10 Fire Fighting Equipment

Is there adequate provision of portable fire extinguishers?

Yes

Risk

Very Low

Are fire extinguishers/blankets suitably positioned?

No

Fire extinguishers should be positioned on escape routes, close to the exit from the building. Similarly, where the particular fire risk is specifically located, e.g. flammable liquids, the appropriate fire extinguisher should be near to the hazard, so located that they can be safely used.

Location(s):

The fire extinguisher is currently on the floor, obstructed from use. It is required to be appropriately mounted near to the final exit door.

The fire blanket should be mounted correctly.

Risk

Low

Is the annual maintenance of fire extinguishers carried out?

Yes

Risk

Very Low

Are the fire extinguishers clearly identified?

No

All extinguishers should be clearly signposted with fire extinguisher ID signs fixed to the stand or the wall. Extinguisher ID signs explain which type of extinguisher they are, and how and when to use them.

Risk

Low

Are hose reels provided?

No

Are sprinkler systems installed?

No

4.0 Records

4.0 Records

Is there an up to date fire log book available for inspection by a visiting enforcing authority? No

The fire safety log book and maintenance record should be kept up to date and remain on the premises at all times. The register will assist in proving compliance with the legal responsibilities in relation to fire safety and should be completed following the inspection, test and maintenance of any of the items required by the legislation.

Risk

Low

Has an effective Fire Safety Policy been observed? No

Any organisation should have a fire safety policy that is flexible enough to allow modification. It should be recognised that fire safety operates at all levels within an organisation and therefore those responsible for fire safety should be able to develop, where necessary, a local action plan for their premises. Quality of records may be regarded as a good indicator of the overall quality of the safety management structure.

Risk

Low

Is there a suitable fire safety and evacuation plan, available to use in the event of an emergency? No

A fire safety and evacuation plan should be completed by a competent person considering any high risks identified on site. The complexity of the plan will be determined by the size of the site and existing hazards. This should also take into account the findings within this risk assessment.

Risk

Medium

Are there adequate procedures in place to assist persons with disabilities to evacuate the premises in the event of a fire? No

Safe means of evacuation must be provided for disabled people accessing the site. This should also apply for members of staff. Staff with responsibilities, such as Fire Wardens, must be aware of routes and procedures suitable for disabled people so they can be evacuated safely. These procedures and evacuation arrangements should be documented and reviewed regularly.

Risk

Medium

Do records show that an appropriate number of staff have been trained to act as fire wardens? No

Staff with special responsibilities such as fire wardens are expected to undertake more comprehensive training that could include but not be limited to: detailed knowledge of the fire strategy of the premises, awareness of human behaviour in fires, how to encourage others to use the most appropriate escape route, specific evacuation measures for disabled people, use of firefighting equipment.

Risk

Medium

Has training been provided for nominated members of staff in relation to usage of fire extinguishers? No

People with no training should not be expected to attempt to extinguish a fire. However, all staff should be familiar with the location and basic operation procedures for the equipment provided, in case they need to use it. If the site's fire strategy indicates that certain people, e.g. fire marshals, will be expected to take a more active role, then they should be provided with more comprehensive training.

Risk

Low

Do records show that staff receive Fire Safety Refresher Training? No

Risk

Very Low

Do records show that fire drills are carried out at appropriate intervals? No

FSRA – The best way to evaluate the site emergency plan is to start performing Fire Drills. These should be carried out at least annually. If the site has a high staff turnover, Fire Drills should be carried out more often.

A well-planned and executed fire drill will confirm understanding of the training and provide helpful information for future training. Consideration should be given to conduct fire drills at night, to cover for emergencies that may occur during winter or night time when daylight hours are minimal.

Risk

Medium

Do records demonstrate that fixed wire testing has been carried out within the last 5 years? No

Fixed wire testing is a legal requirement for any organisation to ensure compliance with The Electricity at Work Regulations 1989 and IET Wiring Regulations BS 7671:2008. Fixed wire testing must be carried out at least every 5 years by competent persons – generally this would mean a qualified electrical engineer. Fixed wire testing is also usually mandatory for insurance purposes.

Risk

High

Do records show that fixed heating installations, gas appliances and/ or boilers are regularly maintained by competent contractors?

Not applicable

Risk

Very Low

Do records show that a specific risk assessment has been carried out as required by the COSHH regulations?

Not applicable

Risk

Very Low

Do records show that a specific risk assessment has been carried out as required by the DSEAR regulations?

Not Applicable

Risk

Very Low

Do records show that weekly tests of smoke detectors and alarm systems are carried out?

No

FSRA - Test smoke detectors, alarm systems and manually operated warning devices weekly following the manufacturer's or installer's instructions. All tests must be recorded in the Fire log book.

Risk

Low

Additional Information

Observations:

There is an additional desk for the Post Office operations on site. All electrical compliances are suitably PAT tested.

Matters of Evident Concern:

A plug-in wall heater has been placed in the document storage cupboard without any protection or control of the fire risk created.

The automatic smoke detector is not inspected, maintained or tested and has a sticker on it warning that it should have been replaced in 2018.

The Fire Exit sign has been placed above the wrong door and would currently lead those trying to evacuate, into a storage cupboard.

A Fire Exit sign is required at the final exit door and appropriate directional signage is needed to assist evacuation from all areas of the property.

The Fire Extinguisher needs to be mounted appropriately, without obstruction and near to the final exit door.

5.0 Risk Rating

Risk Level

Please follow target dates if not advised otherwise

Very Low Risk

No remedial action required at the time of the Risk Assessment.

Very low likelihood of a fire to start. There are no actions required, however processes and protocols should be monitored in other to ensure no increase in the risk level.

Low Risk

Recommended actions to be completed within **6 to 12 MONTHS**.

Usually low likelihood of a fire as a result of negligible potential sources of ignition. Recommended actions are completed within 6 to 12 months. These are usually actions which represent or suggest minor improvements to existing procedures or conditions in line with best practice guidance

Medium Risk

Recommended actions to be completed within **3 MONTHS**.

Normal fire hazards (e.g. potential ignition sources) for this type of premises, with fire hazards generally subject to appropriate controls (other than mirror shortcomings). Recommended actions are completed within 3 months. These are usually actions that represent a medium level of risk to existing procedures or conditions which if ignored could escalate to high risk, therefore should be targeted.

High Risk

Recommended actions to be completed **IMMEDIATELY**.

Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire. Recommended actions are completed as soon as reasonably practicable. These actions are classed as URGENT and IMPORTANT actions and directly relate to loss of control and exposure to unacceptable levels of risk.

6.0 Action Plan

The remedial actions table highlights the issues identified during the assessment of Fire risk. It is highly recommended the actions priority is followed.

Once the actions have been completed, these are required to be confirmed through signature by the designated responsible person. Completion of actions will lower the Fire risk.

Action:	Priority:	Completion date:	Completed by:
Nominate a sufficient number of competent persons to assist in the effective implementation of fire safety measures and protocols.	Medium		
Ensure everybody on site is accounted for during the evacuation.	Medium		
Offer clear and relevant information and appropriate instructions to contractors about how to prevent fires and what they should do in the event of a fire. Ensure all contractors are informed about the emergency plan and are shown the escape routes.	Medium		

Choose an appropriate assembly point.	Medium		
Install suitable fire detectors and alarm systems taking into account independent engineering evaluation.	High		
Implement suitable measures to minimise the likelihood of ignition of combustible materials.	High		
Ensure Personal Fire Evacuation Plan is drawn up for every disabled person using the premises.	Medium		
Place all fire extinguishers on dedicated stands or hung on walls at convenient heights so that employees can easily lift them off (approx. 1m for large extinguishers and 1,5m for smaller ones).	Low		

Signpost all fire extinguishers with fire extinguisher ID signs.	Low		
Keep the fire safety log book and maintenance record up to date and on the premises at all times.	Low		
Ensure the organisation's fire safety policy is flexible enough to allow development and/or improvement.	Low		
Ensure a fire safety and evacuation plan is completed by a competent person.	Medium		
Ensure safe means of evacuation are provided for all disabled users accessing the site, including staff members.	Medium		
Ensure appropriate number of staff have been trained to act as fire wardens.	Medium		
All staff expected to use fire extinguishers should be provided with adequate training.	Low		
Ensure fire drills are carried out at least annually.	Medium		

T: 0800 8620066
E: support@bisonassist.co.uk



Ensure smoke detectors
and/ or alarm systems
are tested weekly.

Low

Carry out fixed wire
testing every 5 years.

High

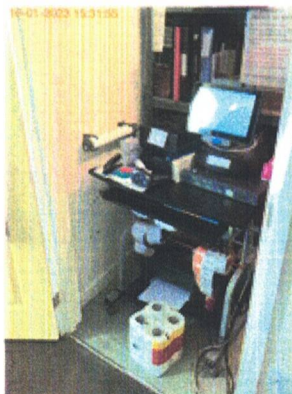
We're here to support, you, your team and your business with Fire compliance. If there is anything within the action plan you need further guidance on, please do not hesitate to reach out to a member of Bison by either calling 01133 204111 or emailing us at support@bisonassist.co.uk.

T: 0800 8620066
E: support@bisonassist.co.uk

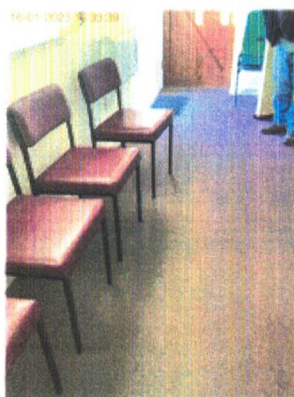


Appendix – Photos

Please find below pictures taken on the day of the assessment:



T: 0800 8620066
E: support@bisonassist.co.uk



For Parish Council – Tuesday 14th February 2023

Orchard Centre Accounts

The current budget shows the Orchard Centre as a cost element of £2,930 in total.

The most important and vital service the building provides to the community is the thrice-weekly Post Office facility, for which no charge is made to the operator. It also provides a home and a workplace for the Lapford Village Archive, an important record of the Lapford community down the ages.

As such, it seems only reasonable and, quite frankly, important for the Parish Council to demonstrate how it is supporting the community and its heritage in these ways.

The Post Office operates for 4 hours three times a week, Bank Holidays excepted, of which there are five fixed and usually another two depending on when certain holidays fall. This equates to an average of 150 days a year.

A reasonable hire charge, were one levied, would be £15 a session given the costs of heat and light, as well as the permanently powered up Post Office Horizon equipment. This, if levied, would show an income to the Parish Council of £2,250. However, actually imposing such a charge on the North Tawton Post Office would inevitably render the Post Office operation non-viable financially and the facility would be lost.

The custodians of the Archive also use the building every Tuesday morning for around 40 weeks of the year. Again, were a charge able to be levied, that would generate £600.

It is proposed that within the Parish Council budget and accounts the Orchard Centre is shown as a business unit with costs of £2,930 and income of £2,850.

The 'income' figure is then covered by showing under either 'Grants' or 'Section 137' (whichever is appropriate) items for 'Post office operational subsidy £2,250' and 'Hosting of Lapford Archive £600'.

It is proposed that this statement be adopted within the published budget for 2023-24

BG

07/02/23

clerk@lapfordparishcouncil.org.uk

From: Lapford Lookout <lapfordlookout@gmail.com>
Sent: 07 February 2023 11:44
To: clerk@lapfordparishcouncil.org.uk; Cllr Peter Heal; Cllr Julie Down; Cllr Roy Andrews; Cllr Steven Fletcher; Cllr Bill Graham; Cllr Ivan Hall; Cllr Malcolm Hayes; Cllr John Parsley; Cllr Alex Shapland; Cllr Abigail Whittaker
Subject: Lapford Village Archive

Dear Parish Clerk and Parish Councillors,

We are disappointed not to have received a response to our email of 3rd September wherein we posed a direct question to the Council in paragraph six.

To quote: "Would the Parish Council be prepared to allow the installation of a separate internal keysafe to allow direct access to the Village Archive?"

This was proposed to improve the security of Lapford Village Archive after several items were 'borrowed' from the Archive without authorised access.

This matter has now become paramount and, if we do not hear from you by the end of the month, we will assume you have no objection and proceed with the installation of a keysafe accordingly.

Lapford Project 2000

LAPFORD PARISH COUNCIL

Parish Clerk and Responsible Financial Officer

Applications are invited for the position of Parish Clerk and RFO for Lapford Parish Council. The parish council is looking for an energetic person to take on the challenges of this role. The work is home-based for 35-40 hours per month, with the need to attend a parish council meeting every month starting at 7.30pm. A laptop and printer is provided as well as all necessary stationery.

The role is to carry out all of the administrative roles necessary for a parish council, including the preparation of agendas and minutes, correspondence mostly by email, financial records up to and including the annual audit requirements. As parish clerk you would guide the councillors on legal and financial matters.

The current parish clerk has resigned, effective from 1st June 2023, but the council is looking to appoint someone by the end of March 2023, so that there can be a good overlap between the two to allow for training to take place.

Whilst it is hoped that this postholder will be experienced and qualified, it is recognised that training might be necessary and this will be provided with the expectation of achieving the CiLCA qualification within a year of appointment.

The salary offered to someone new to the role will be in the range of £11 to £15 per hour, dependent on experience, whilst a qualified and experienced clerk might merit a higher rate of pay determined by negotiation.

If you would like to know any more, please contact the current clerk, Rob Martin on 07768829511, or email: clerk@lapfordparishcouncil.org.uk

Application forms will be available from Rob on the above contacts.

2223-169

LAPFORD PARISH COUNCIL

BANK RECONCILIATION AS AT
31-Jan-23

		£	£
Bank Balances 31/01/23			
	NatWest	20,658.57	
	NS&I	21,541.47	
	Petty Cash	-	
			42,200.04
Uncleared Payments			
Uncleared Credits			
			-
TOTAL BALANCES			42,200.04
Balance at 1/4/2022	Current Account	19,391.59	
	NS&I	21,541.47	
	Petty Cash	-	
			40,933.06
Plus Receipts		25,723.51	
Less Payments		(24,456.53)	
			1,266.98
TOTAL BALANCES			42,200.04
Reconciliation			-



Transactions

Account type: **BUSINESS CURRENT**
Account number: **04515099**
Sort code: **52-30-06**
Account name: **SLA LAPFORD P C V**

Date: **7th February 2023**

Your transactions

Showing: Last 2 months, All Transactions

Date	Type	Description	Paid in	Paid out	Balance
1 Feb 2023	S/O	SUE HEMSWORTH , OC CLEANING , FP 01/02/23 30 , 23024707333072000N	-	£71.57	£20,587.00
31 Jan 2023	D/D	EDF ENERGY , 671171872806	-	£65.59	£20,658.57
26 Jan 2023	D/D	BT GROUP PLC , GP00449335-000051	-	£45.12	£20,724.16
20 Jan 2023	DPC	RJ MARTIN , SALARY JAN 23 , VIA ONLINE - PYMTB, FP 20/01/23 40 , 33023609571545000N	-	£505.50	£20,769.28
20 Jan 2023	DPC	HMRC CUMBERNAULD , 475PP01227889 , VIA ONLINE - PYMTB, FP 20/01/23 40 , 29023609566392000N	-	£126.40	£21,274.78
16 Jan 2023	D/D	EVERFLOW LIMITED , B264080A	-	£20.13	£21,401.18
6 Jan 2023	D/D	1&1 INTERNET LTD. , V73144437-63032233	-	£16.84	£21,421.31
4 Jan 2023	D/D	EDF ENERGY , 671171872806	-	£97.08	£21,438.15
3 Jan 2023	S/O	SUE HEMSWORTH , OC CLEANING , FP 03/01/23 30 , 46014816548886000N	-	£71.57	£21,535.23
28 Dec 2022	D/D	BT GROUP PLC , GP00449335-000050	-	£45.12	£21,606.80
20 Dec 2022	DPC	S A HEMSWORTH , SALARY DEC 22 PLUS, VIA ONLINE - PYMTB, FP 20/12/22 40 , 17024001823946000N	-	£33.77	£21,651.92
20 Dec 2022	DPC	RJ MARTIN , SALARY DEC 22 , VIA ONLINE - PYMTB, FP 20/12/22 40 , 14024001822250000N	-	£505.50	£21,685.69
20 Dec 2022	DPC	HMRC CUMBERNAULD , 475PP01227889 , VIA ONLINE - PYMTB, FP 20/12/22 40 , 09024001812702000N	-	£112.20	£22,191.19
16 Dec 2022	DPC	WEPIREPROTECTION , LPC INV 0716/0756 , VIA ONLINE - PYMTB, FP 16/12/22 10 , 39150219213577000N	-	£98.99	£22,303.39
16 Dec 2022	DPC	VICTORY HALL , INV 459 , VIA ONLINE - PYMTB	-	£24.00	£22,402.38
14 Dec 2022	D/D	EVERFLOW LIMITED , B264080A	-	£26.44	£22,426.38
8 Dec 2022	D/D	1&1 INTERNET LTD. , V73144437-65007555	-	£27.10	£22,452.82

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LAPFORD PARISH COUNCIL

RECEIPTS AND PAYMENTS ACCOUNT MONITOR

31-Jan-23

2021/2022 Actual £		2022/2023 Revised Budget £	2022/2023 to date £	% of Budget £
	RECEIPTS			
20,713	Precept	22,216	22,216.00	100
743	Interest	50	-	-
400	Grants & Other Donations	1,633	1,633.06	100
-	Section 106 Income	-	-	-
-	PWLB Loan	-	-	-
-	Jubilee Events Income	564	563.58	100
8,368	VAT Receipts	1,311	1,310.87	100
30,224	TOTAL Receipts	25,774	25,723.51	100
	PAYMENTS			
	Administration			
780	External Audit	200	200.00	100
150	Internal Audit	183	182.88	100
35	ICO	35	35.00	100
950	Legal Fees	117	117.00	100
-	Land Registry	-	-	-
478	Insurance	497	497.17	100
895	Elections	-	-	-
621	IT&C	200	178.00	89
274	Office Consumables	300	121.78	41
-	Refreshments	-	-	-
-	Postage	50	-	-
112	Venue Hire/Zoom	200	120.00	60
	Clerk & Councillors			
10,560	Locum Clerk	-	-	-
-	Clerk's Salary	7,600	6,334.46	83
-	NI	-	-	-
8	Clerk's Expenses	100	61.20	61
-	Councillor Expenses	100	-	-
-	Councillor Allowances	100	-	-
50	Training & Development	400	259.27	65
	Subscriptions			
217	DALC/NALC	220	219.00	100
-	SLCC	61	61.00	100
-	DCT	-	-	-
	Car Park			
144	Maintenance & Improvements	-	-	-
	Orchard Centre			
624	Cleaner	700	578.71	83
28	Cleaning Consumables	60	31.60	53
270	Electricity	3,500	3,132.25	89
185	Water	300	266.11	89
64	Maintenance & Improvements	200	102.37	51
413	Telephone & Broadband	450	376.00	84

LAPFORD PARISH COUNCIL

RECEIPTS AND PAYMENTS ACCOUNT MONITOR

31-Jan-23

2021/2022 Actual £		2022/2023 Revised Budget £	2022/2023 to date £	% of Budget £
	Telephone Kiosk			
-	Refurbishment	-	-	-
-	Maintenance	-	-	-
	Defibrillator			
-	Installation	-	-	-
-	Maintenance & Consumables	50	49.99	100
	Community Website			
-	Development	-	-	-
88	Maintenance	155	132.79	86
	Maintenance - General			
-	Annual Inspections	-	-	-
505	Church Clock	6,590	165.00	3
-	DAA Lighting	-	-	-
315	Grass Cutting	375	215.00	57
-	Verge Cutting	235	100.00	43
-	Landscaping	100	-	-
-	Weed Spraying	-	-	-
-	Noticeboard	315	315.00	100
-	Church Green Gates	-	-	-
-	Outdoor Bench	620	621.47	100
	Public Rights of Way			
-	Maintenance & Improvements	1,000	595.00	60
	Emergency Planning			
-	Equipment	100	-	-
-	Booklet	-	-	-
-	Maintenance & Improvements	100	-	-
-	Training	-	-	-
	Grants Made			
3,300	Lapford Church Green	1,300	-	-
2,086	LYPFT	190	-	-
	COVID Emergency			
487	LERT Expenses	-	-	-
-	Equipment	-	-	-
	Section 137			
100	General Donations	1,000	525.00	53
30	Armistice Wreath	30	-	-
-	Litter Pick Refreshments	60	-	-
75	Highways Improvements	75	75.00	100
-	Fireworks Event	-	-	-
-	Armistice Event	-	30.00	-
-	Flags	1,305	-	-
75	Jubilee Events Expenditure	374	373.90	100
	Lower Town Place - Capital Expenditure			
1,278	Site Costs Funded by Loan	2,668	2,667.68	100
	Loan Repayments			
4,499	PWLB Repayments	4,500	4,499.26	100

LAPFORD PARISH COUNCIL

RECEIPTS AND PAYMENTS ACCOUNT MONITOR

31-Jan-23

2021/2022 Actual £		2022/2023 Revised Budget £
729	VAT Expenditure	1,500
30,426	TOTAL EXPENDITURE	38,215

2022/2023 to date £
1,217.64
24,456.53

% of Budget £
81
64

NET EXPENDITURE/(INCOME)

12,441

(1,266.98)

RESERVES

29,989 General Reserve

34,012

Earmarked Reserves

200 Car Park Refurbishment
 200 Church Clock Overhaul
 1,305 Calor Gas Rural
 1,277 Transparency Code
 550 PROW
 4,744 PWLB
 Village Event Reserve
 2,668 Lower Town Place
 40,933

200
 473
 1,305
 -
 1,350
 4,744
 116
 -
 42,200