

LAPFORD PARISH COUNCIL

Parish Council Meeting 15th August 2023

Clerk's Report**Report from the Parish Clerk****1. General****2. Meeting With Chair and Vice-Chair**

I met with Julie and Sue in the Orchard Centre on 2nd August from 7pm onwards. The meeting helped us look at continuing the improvement in PC operations and focussed on the tasks identified at the last council meeting and the work necessary to complete them. The revised action list is the result – see below.

3. Defibrillator Pads

The acquisition of new pads became more urgent when the existing one had to be used for real. I contacted ZOLL, the original suppliers of the defibrillator who had supplied subsequent parts orders only to find that they no longer supply parts. They did however put me in touch with their parts 'partners', trading as the **defibshop**, part of the Imperative Training Ltd group who were very good at supplying the required pads within two days, even though the price had doubled since the defibrillator was acquired in 2018.

4. Signposts

I researched the companies supplying signposts only to find that they were numerous, and all provided different styles and sizes, so it will be down to defining exactly what style of sign is required in each case. The materials supplied vary from wood to plastic to metal. Once we have decided what style is required, the right companies can be identified and replacements bought.

5. Land Next to Orchard Centre

I was required to ascertain whether any of the land around the Orchard Centre 'belonged' to the parish council, either as part of the owned building site or the leased car park. Having looked at both the sale documents (land registry) and the signed lease, the conclusion is that these parcels of land are not the parish council's.

6. Lloyds Bank Account

A Lloyds Online Account has been applied for and the confirmatory documents are awaited from the bank. Once these documents are received, I will be requiring the signatories to sign the paperwork and then we can transfer the money in the NatWest account across. The possibility of doing an account automatic transfer between the banks was discussed, but this requires both accounts to have the same signatories which they will not.

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This has been done for the Parish Council Account only thus far, as it is sensible to keep the **Church Green Trust** account separate from the parish council one. That is not to say that this account cannot be transferred to Lloyds as well, but it should not be shown as part of the parish account, which it is currently. A charity account can be set up through the bank website whereas a parish council has to be done by phone and the trustees should look to have their own minute defining who the signatories are and not rely on the decision taken by the parish council. The Trustees have to do something as their current signatories are out of date as well and setting up a new separate account might be beneficial.

7. Action List

The Action List sent out with this agenda is based on that produced by Cllr. Briant-Evans for our meeting earlier in August. It is still in its infancy and is still all shown as one set finished or not. The intention is, as time goes by, to separate the completed tasks in to various sets dependent on whether they are completed, pending or still to be finished.

It is necessary for the description of each task to be complete and detailed, so that there is no confusion about what has been authorized by the council.

Rob Martin

09 August 2023

Lapford Parish Council Meeting 18th July 2023

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

There was a meeting of Lapford Parish Council on Tuesday 18th July 2023 at 7.30pm held in the Orchard Centre, Lapford

Members Present: Cllrs Julie Down (Chairman); Sue Briant-Evans; Bill Graham; Steven Fletcher; Ian Wilkie; Abigail Whittaker; Alex Shapland; Stacey Lumsdon.

Also Present: District Cllr. Steve Keable (from 8.35pm).

In attendance: Rob Martin (Clerk)

Others: 5 members of the public.

MINUTES

2324-060 APOLOGIES

Apologies had been received from Cllrs. Andrews & Burrows.

County Cllr. Margaret Squires had also apologised as she had another meeting to attend and District Cllr. Steve Keable would not be there at the start as he had a Mid Devon Cabinet Meeting to attend first.

2324-061 DECLARATIONS OF INTEREST (PECUNIARY AND NON-PECUNIARY)

No declarations were received.

The Chairman to adjourn the meeting to allow public participation.

Peter Heal, former councillor and chairman of the parish council with more than 30 years of service, had been invited to attend this meeting. The vice-chairman presented a gift to Peter to thank him for the incredible work he had done on behalf of the community.

2324-062 PUBLIC PARTICIPATION SESSION & UPDATES FROM LOCAL ORGANISATIONS

A member of the public started by saying that the change of approach now evident from the parish council was welcomed. She also informed the meeting that the Post Office attendance at the Orchard Centre would be reduced from September 2023, resulting in it being provided on Monday and Friday mornings from 9.30am to 12noon, losing the Wednesday sessions and starting half an hour later on the days it was there.

The same person asked whether the normal Remembrance Wreath was required as previous years, and this was confirmed as being agreed at budget time. She also brought up a planning issue which is minuted in **2324-074 b)** below.

Another member of the public asked if the parish council would contact the owners of the burnt-out cottage (Yeo Vale Cottage) and ask them to trim the hedge on the Nymet Rowland Road, as it is encroaching onto the highway and forcing drivers to swerve to the other side of the road, hitting the wall on the other side.

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A resident from Park Meadow View was concerned that the Public Right of Way damage to her drive had not yet been resolved. She was looking to obtain three quotations for the repair to her drive, in order to make a claim on the County Council's Insurance Policy, as she had been instructed to do. She was concerned however that the recently concreted footpath entrance still had debris washing across her drive. The clerk and Cllr. Shapland would make arrangements for boarding or concrete edges to be installed using the County's P3 funding to prevent this from happening.

Another resident asked whether the signpost project, an extra pointer directing people to the playing field be included. The chairman indicated that it would be added to the list.

A representative from the Lapford Youth and Playing Field Committee asked that something be done to sort out the Section 106 finance available to update the playing field equipment. The clerk would contact Cllr. Andrews, as LYPFT chairman, to agree what needed to be provided.

The clerk had researched a previous question about the inconsistency between the agendas and a statement on the website about the time limit for each individual residents' presentation being either 3 or 5 minutes. The conclusion was that the statement on the website was incorrect as this has always been three minutes. The website had been corrected.

2324-063 COUNTY AND DISTRICT COUNCILLORS' REPORTS

To receive a verbal report for information.

- a) Devon County Council – no report had been received from Cllr. Squires.
- b) Mid Devon District Council – District Cllr. Keable reported that there was a motion at the District Council meeting on 6th September 2023 attempting to hold the County Council to account on the additional Government £9.4m money they obtained to address the pothole problem. There will also be a petition of Mid Devon people expressing concern at the lack of public safety due to the state of the roads.

The Chairman to reconvene the meeting in line with Standing Orders.

2324-064 CLERK'S REPORT & CORRESPONDENCE

The clerk had circulated a report, as follows:

1. Meeting With Chair and Vice-Chair

I met with Julie and Sue in the Orchard Centre on 4th July from 6pm onwards. The point of the meeting was to make sure that we were touching base with all that needed to be done and that everything was being done to ensure we were pulling in the same direction. In addition, we then undertook the task of trying to sort through the paperwork and other things that were cluttering the Orchard Centre unnecessarily, with help from Cl'rs. Fletcher and Burrows. A great deal of clearing was achieved, making the Orchard Centre more useful as a result.

2. Section 106

Having looked back at the previous correspondence in relation to the football club

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part of the funds, I drafted a list of the matters where more information was required and am awaiting a response, following which a new claim will be submitted, with more hope of success.

The clerk reported that a summary of what was needed had been sent to Nick Tucker that day.

3. Youth Council

I sent an email to Cathryn Seymour in order to put our heads together on how this could be achieved and what she thought would be appreciated by the children involved. Hopefully, we will be able to bring a joint report to the council with suggestions on how we consult with them and start something up.

The clerk was informed that Cathryn would be responding shortly.

4. Neighbourhood Plan

The relevant officers have been contacted at MDDC on getting this underway, which will involve getting the Neighbourhood Plan Area agreed as a starting point. I am awaiting their response, whilst accepting that the officers involved are involved in some policy work currently, so their time is short.

5. Website Failure

The website crashed out last week and I ensured it was back up as soon as possible by contacting our contractor who had it re-established within an hour of notification.

6. Laptop & Software – Office 365 & McAfee

The laptop originally put forward had subsequently gone out of stock by the time I tried to place an order, but for an extra £50 (£449 rather than £399) I was able to get one a couple of notches up, bought from Argos and not John Lewis. This was purchased with agreement by the Chairman.

The Office version on the old machine dated from 2016 and was largely out of its time, so I took the decision to sign the parish council up to Office 365 (Family) with an annual charge of £79.99 (£66.66 excluding VAT) in order to have a robust framework going forward. With this price, all updates in the system are automatically made online without further charge.

In addition, I have signed the parish up to the standard McAfee security system, again with an annual charge, which will be taken from 7 August 2023 as we are benefitting from a 30 day free sample.

All of this is setting up a professional IT system that will stand the test of time.

The clerk would return the two Lapford laptops he had to factory settings and they would be stored in the Orchard Centre cupboard.

7. Freedom of Information (FOI) Request

The FOI request discussed previously has now been answered in detail. To date, I have been thanked for the information and no supplementary requests have been made. It is hoped that this will draw a line under the whole thing now and we can exclusively look forward.

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In addition, the following matters had occurred since the agenda was sent out:

8. I sent around the Mid Devon District Council **Housing Needs Supplementary Planning Document (SPD)** for the Parish Council's response, if it has one, to be made. I would read the document in detail and summarise any points in it that might be of concern and would warrant a response from Lapford PC.
9. I had also circulated details of the Mid Devon Walking Festival aimed to take place in September 2024 with a poor copy of an old Lapford Walks document attached. A response on whether Lapford was interested in taking part in the festival was needed by the end of July 2023, and comments on whether the document needed updating were asked for. It was hoped that Cllr. Burrows would be able to look at the leaflet and feed back and the answer was yes, the parish would take part in the festival.

2324-065 MINUTES

On a proposal by the chairman, it was **Resolved** to adopt the attached draft minutes of the Parish Council meeting held on 20th June 2023 with Cllr. Graham added to the Highways representative list and Cllr. Burrows added to that for PROW.

2324-066 ACTION LIST

The clerk had circulated a draft format of an Action List. The clerk and chairman would discuss this between meetings and would sort the content to be realistic. Cllr. Lumsdon had already set up a Facebook page which had generated comment even though it was expected to be just an information mechanism, which was very positive. She had laid down very strict rules of engagement on the system and this would be managed on a one-strike and you're out basis.

2324-067 ORCHARD CENTRE WORK

Cllr. Fletcher reported on the work carried out on the building electrical system. The majority of the work was carried out as expected, including the replacement of the emergency pull-cord in the toilet, but it was then discovered that this was not working at all. The original system in any case had only raised an alarm within the building so for most of the time the alarm would not be noticed. It was agreed that the pull-cord be removed, and the alarm be dismantled.

The chairman referred to the list of matters to do to the Orchard Centre and was concerned that other urgent work might be missed. The clerk suggested that this should be managed through the way the Action List was managed with urgent matters coming higher up the priority list than those not so urgent. He would ensure that the Orchard Centre jobs were split up in this way alongside all the other unfinished business.

Cllr. Wilkie had obtained prices for two items discussed at the previous meeting, the first of which was an 'Orchard Centre' sign for the outside. He had obtained a quotation for a painted-on sign for £150 but thought a wooden one would be more appropriate. Cllr. Graham stated that a plastic sign would be much cheaper. Further prices would need to be obtained before a decision could be made. It was agreed that the noticeboard next to the Orchard Centre needed a softer board surface, which was agreed would be sorted by the Clerk and Cllr. Wilkie within a budget of £100.

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The clerk would check the ownership of the land next to the Orchard Centre from the records he has to hand.

2324-068 CHAIRMAN'S ALLOWANCE

The chairman declared an interest and took no part in this decision.

On a proposal by Cllr. Lumsdon, seconded by Cllr. Briant-Evans, it was **Resolved** that the chairman receive an allowance of £200 with which to make minor contributions to local works being done by residents at her discretion.

2324-069 SIGNPOSTS

The clerk would write a report, having obtained prices, for the various types of work required. The easier type to deal with is where the signs just need to be cleaned and Cllr. Lumsdon undertook to organise that. Otherwise, there would be a need to repair and replace the damaged signs according to what could be afforded.

Cllr. Graham wanted to ask whether some tourist signs could be installed on the A377 to direct people to the village and its attractions.

Cllr. Briant-Evans would ensure that at the highways meeting she would ensure that they were notified which signs were theirs and to book the work accordingly. She also thought that the parish council should consider the incidence of Ash Die-Back in the village and notify owners that this needs to be eradicated by removing the infected trees. Cllr. Burrows would be asked to get the list of owners with these trees to the clerk for letters to be sent.

There were a number of PROW posts that were either missing or damaged and the clerk and Cllr. Shapland would work to use the P3 grant money for these.

2324-070 HIGHWAYS

Cllr. Briant-Evans had drawn up a list to which the chairman had added and more had been identified within the signpost report. The meeting would be taking place in the Ark on Tuesday 25th July 2023 at 10.45am. District Cllr. Keable had not been informed of the meeting but would attend anyway. Cllr. Graham undertook to coordinate the responses into a single list before the meeting. That list should be ready to send to Margaret Squires before the meeting.

2324-071 FEEDBACK FROM REPRESENTATIVES

Cllr. Briant-Evans had circulated the following report from the **Lapford Youth Club Management Committee**:

The Committee met on Wednesday 9th July at the Ark.

The following matters were discussed:

- A reflection was held on the sudden death of Chris Wale, one of the stalwart volunteers supporting the Youth Club, who had an amazing rapport with the children and will be very much missed.
- The fact that more adult volunteers were needed to support the weekly meetings from September. An online appeal to be made and people approached for help.

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Meetings might have to be held fortnightly if too few volunteers come forward.

- The equipment cupboard to be sorted out over the holiday, and new equipment, particularly a table tennis table, acquired.
- Budgeting is on track. Ring fenced monies to be transferred to the deposit account now that interest rates are providing a reasonable return, and online banking services investigated.
- The Youth Club Leader will respond to the Parish Clerk's invitation to meet re the formation of a Youth Council. Parish Councillors are very welcome to visit Youth Club sessions.
- Two new members were welcomed on to the Committee.

There were no other reports

2324-072 CHURCH GREEN TRUST GRANT SUPPORT

On a proposal by Cllr. Lumsdon, seconded by Cllr. Graham it was **Resolved** to pay a grant of £1,300 to the Church Green Trust to cover the insurance and maintenance of the Green.

2324-073 COUNCILLOR PROFILES

Cllr. Lumsdon had received the format from the clerk which was basically sound, but she would need to make the councillor profiles a little more vibrant based on the information they should forward to her. Cllr. Lumsdon wanted all councillors to forward their details, based on the clerk's format, by the end of July and she would then be able to get them in the next Lapford Lookout.

2324-074 PLANNING MATTERS

a) APPLICATIONS NOTIFIED

To consider the following Planning Applications and to agree comments:

Reference	Location	Proposal
None		

b) APPLICATIONS AFTER THE AGENDA WAS ISSUED

There had been an extension granted to the Eastmere Farm application considered at the last meeting, but the parish council had subsequently been made aware of the highways issues on previous applications for the site resulting in refusal, so the question was why had this not been the case for this one. It was **Agreed** that the parish council's response be re-submitted as an objection on the basis of the previously accepted evidence.

The chairman requested that the District Councillor request that this application be 'called-in' to then be considered by planning committee rather than delegated, but District Cllr. Keable explained that he could only call in an application within 21 days of the original validation date and this one was way beyond that.

c) MDDC DECISIONS

Reference	Location	Proposal	MDDC Decision
None			

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Website: www.lapfordparishcouncil.org.uk**2324-075 BANK RECONCILIATION & BUDGET MONITOR STATEMENT**

The Bank Reconciliation and Receipts and Payments statement, as at 30th June 2023 were received and noted.

2324-076 RECEIPTS & PAYMENTS SCHEDULE

On a proposal by Cllr. Whittaker, seconded by Cllr. Graham, it was **Resolved** to approve the payment of the invoices on the schedule below for the period since the last meeting:

PAYMENTS

Payment to	Services	Amount £	Payment No.
2023/2024			
S Hemsworth	Salary July 2023	57.37	SO
RJ Martin	Salary July 2023	505.70	2324-10
HMRC	Tax Deducted July 2023	140.40	2324-10
EDF Energy	Orchard Centre Electricity	56.57	DD
Everflow	Orchard Centre Sewage & Water	3.01	DD
BT Group Ltd	Orchard Centre Broadband	45.12	DD
IONOS	Village Website Hosting	16.84	DD
Argos	Laptop Purchase	453.94	2324-11
Julie Down	Gift Voucher & Card	79.25	2324-12
Sean Cooke	Orchard Centre Electrical Work	1,489.00	2324-13
Sean Cooke	Orchard Centre Toilet Had Dryer	253.00	2324-13
Lapford Church Green Trust	Grant Support	1,300.00	2324-15
Julie Down	Chairman's Allowance	200.00	2324-16

RECEIPTS

Receipt from	Services	Amount £	Method
2023/2024			
Cash	Coronation Mug Sales	74.50	BGC
Cash	Coronation Income	369.33	BGC

2324-077 MATTERS RAISED BY THE CHAIR

The chairman believed that all councillors, new and old, should attend some basic training and the clerk was instructed to contact the Devon Association of Local Council to arrange another session for all at the village hall.

2324-078 COUNCILLORS' REPORTS AND FUTURE AGENDA ITEMS (FOR INFORMATION ONLY)

Cllr. Graham wanted the parish council to reform the regeneration Committee and to think

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about what organisations should be invited to take part. The clerk believed that the offer to take part should be general and not chosen by parish councillors to avoid the appearance of it just being the same group of people. Cllr. Lumsdon suggested that calling this the Growth Committee rather than the Regeneration Committee. This was agreed and a public meeting would be arranged to encourage participation in the Neighbourhood Plan.

2324-079 DATE OF NEXT MEETING

The date of the next Parish Council meeting is scheduled for Tuesday 15th August 2023 at 7.30pm in the Orchard Centre.

2324-080 EXCLUSION OF PRESS AND PUBLIC

There were no confidential items to be considered.

2324-081 CLOSE OF MEETING

The meeting was closed at 9.55pm.

Signed: Chairman Date:

Action List

15th August 2023 Meeting

Minute ref	Issue/Action	Responsibility	Update
2324	062	Clerk	A letter has been sent to the owner requesting hedge reduction.
2324	062	Clerk & Cllr Shapland	Cllr. Shapland has installed boards on either side of the path to stop the detritus washing straight onto the drive.
2324	062	Clerk	Cllr. Andrews contacted but no response yet.
2324	064	Clerk	Awaiting a response from Nick Tucker who has been sent a follow-up email.
2324	064	Clerk	Response awaited.
2324	064 & 078	Cllr B-E	Done
2324	064	Clerk	Contact made, the Development Plan Area designation applied for and subject to public consultation with end-date 18 th September 2023.
2324	064	Clerk	Not yet started
2324	064	Cllr Burrows	Update Needed
2324	067	Cllr Wilkie	Update Needed
		Cllr Graham	

Action List 15th August 2023 Meeting

Minute ref	Issue/Action	Responsibility	Update
	Ownership of the adjacent land to be determined.	Clerk	
2324 069	Ash Dieback. Ownership of affected trees to be researched and addresses passed to the Clerk.	Cllr Burrows	Update Needed
2324 069	Signposts, prices to be obtained for replacement arms. Request that the Playing Field be added to the central village one. Cleaning of signs to be arranged. Highways to be notified of defective signs which they hold responsibility for.	Clerk Cllr Lumsdon Cllr B-E	Update Needed This has been done, See report of meeting with Steve Tucker.
2324 073	Councillor profiles. Proforma to be filled in for inclusion in the Lookout and sent to Cllr Lumsden.	All Councillors	Update Needed
2324 074	Planning – Eastmere farm. Additional comments to be sent in to MDDC.	Clerk	Has been done.
2324 077	To arrange Councillor training, possibly in conjunction with Chawleigh PC	Clerk	Contact has been made with DALC and some possible dates are awaited.
2324 078	Neighbourhood Plan. When appropriate a public meeting to be called re progressing this.	Parish Council	On the August 2023 agenda.

Lapford Parish Council

Notes on a meeting with Steve Tucker, Highways Officer held on Tuesday 25th July 2023 at 10-00 a.m. at the ARK.

Present Steve Tucker – DCC Highways officer, County Cllr Margaret Squires, District Cllr. Steve Keable, Parish Cllrs Bill Graham, John Burrows, Ian Wilkie & Sue Briant-Evans.

Points made as follows:

In answer to Cllr Keable's point re communication between the local authority and the public re Highways' spending and priorities Steve Tucker highlighted the following:

- He is responsible for as an NHO (Neighbourhood Highways Officer) for 2 County Council Areas – Creedy, Taw and Mid Exe division and Crediton Rural Division. Highways Area North comprising two thirds of the MDDC area plus the whole of North Devon. Administered from Tiverton Office
- Management of the area is now from Tiverton the depots remaining at Tiverton South Molton and Barnstaple.
- The Highways budget is held centrally, and the Area officers must bid for/ argue for revenue for their areas and those arguments are put up against each other to decide priority.
- Inspection of roads: All roads are inspected once a year and defects logged on the system. A-roads and winter gritting routes are inspected once a month, others once every twelve months.
- At present Area officers can only log defects onto the reporting system via the same route as the public, though a trial is about to start where dedicated iPads can be used to log problems as officers travel the roads on their patch. Steve is one of ten NHOs on the trial.
- Policy is centred around saving money versus the priorities and logistics of repair work.
- Identified defects on A-roads & gritting routes should be made good within 24 hours; within 6 weeks on minor roads.
- Roads are categorised from 1 – motorways to 12 – green lanes.
- Roads within 30mph limits are categorised as urban. Gullies in the rural areas and on gritting routes are cleared every twelve months, Urban other roads every three years. Rural road gullies should be looked at every year. Blocked drains are not routinely cleared but can be jetted through. However, there is only one jetting machine for the North Devon Area. It costs £1000 a day to run, so jetting jobs are grouped into local clusters.

In answer to Cllr Wilkie's point about unsafe roads as opposed to potholes, in particular the state of the road over the river and rail bridges leading to the village, the following points were made:

- A road defect must have a 40mm lip; a pothole must be at least 300mm wide. The road over the bridges has no dedicated footway and so is categorised as a carriageway and subject to the carriageway defects rules and procedures. Repair to the road there would cost a minimum of £2.5k. The Parish Council could offer to underwrite the cost of repair, but the DCC Highways contractor would probably not have the capacity to cope with it in the programme of works presently on its books.
- Steve T has put all of the defects between the A377 and Barris corner into the system for repair twice and twice the request has been rejected. He will continue his efforts to get the work done.

Answers to other points raised by Cllrs as follows:

- Highways will repair/replace local signage which is mandatory e.g. 'Give Way' as these count as defects. Advisory signs e.g., 'Slippery Road' will not be repaired or replaced. (A list of defective local signs was passed to Steve and had been reported via the DCC website)
- Steve has put the need for fencing by the river bridge into the system, unsuccessfully so far, together with the matter of water running across the A377 just up from the layby towards the Morchard Bishop turning.
- In the same area the steep drop on the LHS of the A377 exposed by the removal of trees two years ago has been inspected and is considered safe because there is no recorded data to indicate otherwise.
- The double manhole cover between the mill and the bridge leaks water after heavy rain. This is not a problem for Highways to solve as the manholes in question belong to another organisation. (Utilities are responsible for the manholes etc belonging to them but situated on the highway. There is a tension between utility and highways authorities over responsibility for keeping these areas in good repair).
- The lack of grit bins in certain areas of the village was highlighted. Highways will not fund additional bins but will move bins to a better location on request. The Parish Council is at liberty to purchase bins to be filled from the parish's stock of grit.
- Steve will come to the parish to give snow warden training. More than one person can attend. He apologised if this had already been requested but not actioned.
- Road Warden training is available and includes Chapter 8 training. This to be accessed by at least two parishioners in the near future. Once the warden(s) is/are in place and registered a stock of tools can be purchased through Highways via the Community Enhancement Fund. This includes road signs. A local volunteer force to work with the road warden(s) will need to be recruited.

Other points made:

- For DCC to bring Highways works back in house would be extremely expensive, probably costing up to two years' worth of Highway expenses to re-establish infrastructure, plant etc. Although it would be a popular move. The present contract has another five years to run.
- Road repairs on main roads are prioritised according to where on the carriageway the defect lies. Those in the running lanes are prioritised over those at the edges or in the 'oil' lane.

Steve was thanked very much for his attendance and the clarity & scope of the information he had given. He indicated that he would be happy to attend another such meeting in the future to give updates and answer questions. This to be arranged through County Cllr Margaret Squires.

Cllr Squires confirmed that she has signed off the order to move the 30mph signs at the top of the village as requested.

Recommendations to the Parish Council

- Write directly to Meg Booth, Director of Climate Change, Environment & Transport DCC, regarding any unresolved local roads issues. Also, to request costings for the repair of the road over the bridges as discussed above; the possibility of the DCC contractor carrying out work paid for from Parish Council funds; or the possibility of using a private contractor for the work.
- That the Parish Council considers using £3k of reserve funds to pay for the work mentioned in the bullet point above.
- That the Parish Council resolves to join the Road Warden scheme.

Other actions

- To access Snow Warden training as a matter of urgency.

Cllr S B-E

Lapford Neighbourhood Area Consultation

Mid Devon District Council has received an application from Lapford Parish Council to designate the parish area for the Neighbourhood Plan. A Neighbourhood Plan is a community-led framework for guiding the future development and growth within a Neighbourhood Area.

The Town Council's application and a map of the proposed area can be viewed at <https://www.middevon.gov.uk/residents/planning-policy/neighbourhood-planning/lapford-neighbourhood-plan>

Comments are invited about the suitability of the Town Council's proposed neighbourhood area boundary, by email to planningconsultations@middevon.gov.uk or by post/delivery to **Forward Planning, Mid Devon District Council, Phoenix House, Phoenix Lane, Tiverton, EX16 6PP**. All representations must include the sender's full name and postal address or they will not be registered. The deadline for representations is **on 18 September 2023**.

2324-092

N

Forward Planning

Phoenix House

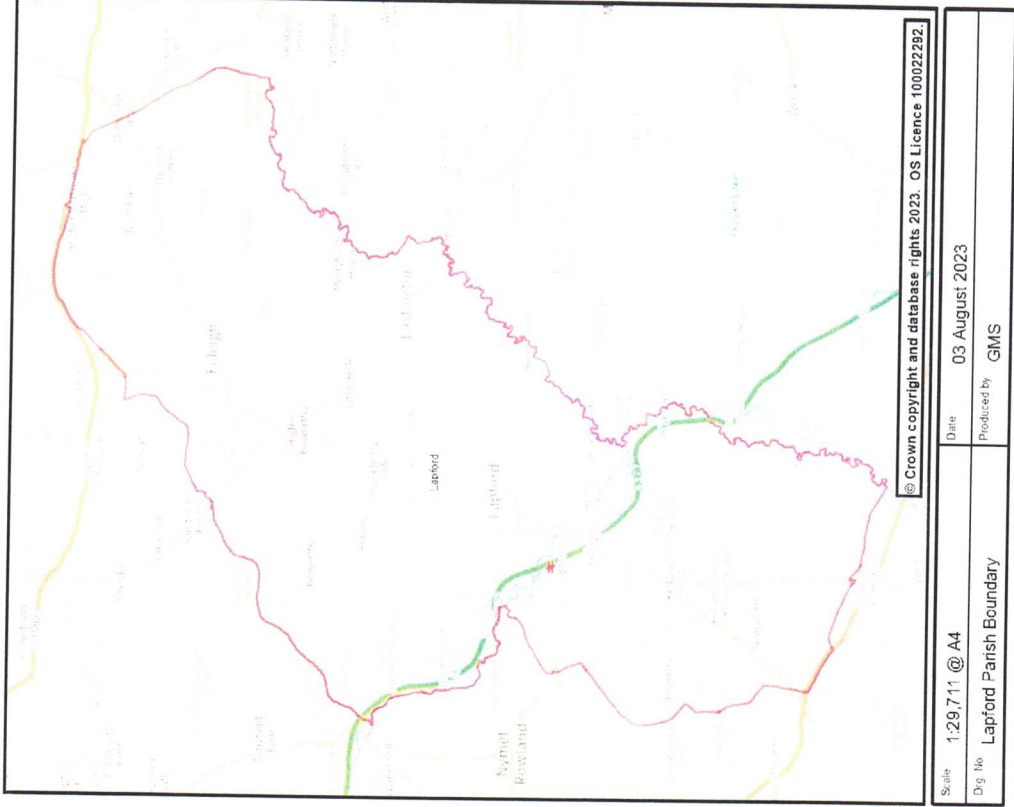
Phoenix Lane, Tiverton EX16 6PP

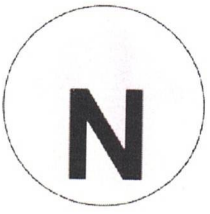
Tel: 01884 255255

Website: www.middevon.gov.uk

Mid Devon

DISTRICT COUNCIL



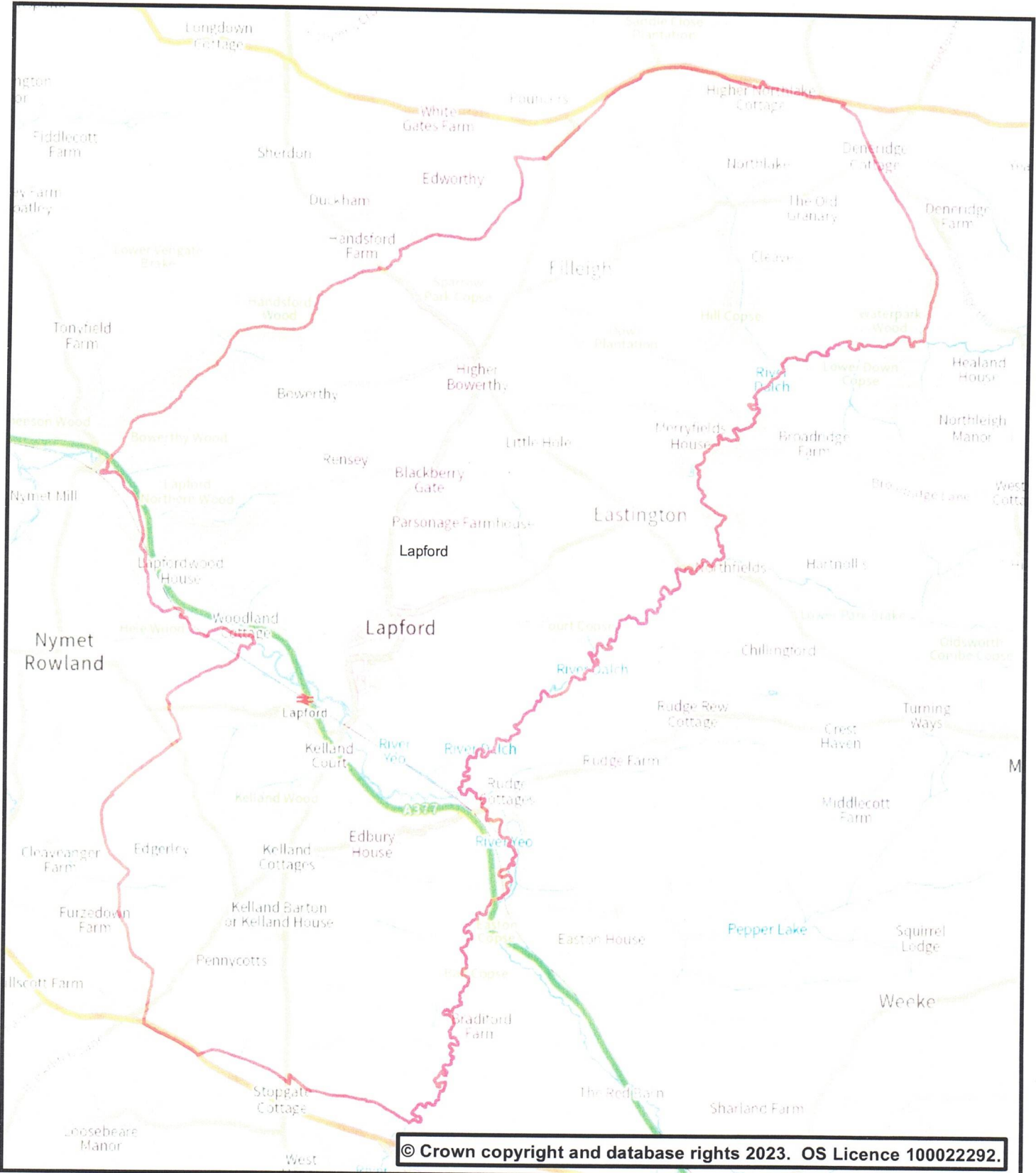


Forward Planning

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Scale 1:29,711 @ A4

Date 03 August 2023

Drg. No. Lapford Parish Boundary

Produced by GMS

Lapford Emergency Action Plan Committee

Minutes of a meeting held on Monday 31st July 2023 at 7-30p.m. at the Orchard Centre

Present Cllrs Roy Andrews, Ian Wilkie, Bill Graham, Steve Fletcher and Sue Briant-Evans (Chair)

1. **To receive apologies for action.** Apologies were received from District Cllr Steve Keable.
2. **To approve the notes of the meeting of 23rd May as a correct record.** The minutes were approved by the meeting and signed by the Chair.
3. **To consider the formation of the Committee and membership, including members of the public.** It was decided that the Terms of Reference be looked at with a view to revision. A list of possible emergencies to be included in them. The Clerk to be asked for his input on this. The whereabouts of the LEAP files, including the Covid emergency planning file, was unknown but they were probably in the custody of the Clerk. An enquiry to be made. The latest version of the Emergency Plan to be sent out to Committee members. (*Action Cllr B-E*)
4. **To report on the recent meeting with the Highways Officer and progress on concerns raised.** This had been a valuable meeting. The report had been sent out to all PCs for information. County Cllr Margaret Squires felt that such a meeting repeated annually was a better use of time than driving around the area looking for road defects. The meeting felt that six monthly meetings would be more appropriate.
5. **To receive Cllr Wilkie's risk assessment on the lack of fencing by the river bridge.** Cllr Wilkie felt that due to the exposed nature of the site he needed help with this, Hi-Viz jackets should be worn, and a report written. Photographs taken at the time would be helpful. Cllr Fletcher volunteered to help. (*Action Cllrs Wilkie & Fletcher*). The people deemed to be at risk included children going to and from school. Erecting fencing there might be problematic due to the absence of land to anchor fencing to and the uncertainty re ownership/ responsibility for the strip of land in question.
6. **To receive a report from Cllr Andrews re Snow Warden training.** Cllr Andrews was still willing to fill the Snow Warden role and reported having contacted Steve Tucker to arrange training some time ago. He had received no response, so would make contact again. (*Action Cllr Andrews*) Steve T would be happy for more than one person to attend the training. A trained warden must be in place in order for new stocks of grit to be obtained from DCC. The need for three extra grit bins had been established – one by Saxtons where a piece of public land had been identified, one in Highfield

and one at the bottom of Kelland Hill. (John Chappell had volunteered to use this to spread grit on the hill in slippery conditions). DCC would not fund new bins but would move established ones to more favourable locations. Parish Councils were at liberty to purchase new bins from their funds, approximate cost £380 each via DCC but probably cheaper from another source. This to be investigated and the purchase of three bins recommended to the Council. The grit bin location map to be emailed out to the Committee. (*Action Cllr B-E*)

7. **To discuss filling the role of Road Warden.** Cllr Wilkie agreed to start the process off, but it was emphasised that younger parishioners should be involved too. Ways of encouraging this to be explored. Cllr Wilkie would find out what the training would involve and depending on that he would sign up for it. Refresher courses for Chapter 8 training were also needed. (*Action Cllr Wilkie*)
8. **To consider the updating/revision of the Emergency Plan.** This to be considered once committee members had read through the Plan. (See point 3 above).
9. **To consider the Terms of Reference.** (See point 3 above)
10. **To consider any other business.**
 - a) **Defibrillator Pads.** New ones required. The Clerk to be reminded of this. (*Action Cllr Graham*)
 - b) **The router in the Orchard Centre** was confirmed to be old and outdated, so a new one required. (*Action Parish Council*)
 - c) **The emergency radios** may be losing the ability to hold their charge. This to be investigated.
11. **To set a date for the next meeting.** This was arranged for Monday 4th September at 7-30p.m at the Orchard Centre.

LAPFORD PARISH COUNCIL

BANK RECONCILIATION AS AT
31-Jul-23

		£	£
Bank Balances 31/07/23			
	NatWest	12,888.23	
	NS&I	21,561.52	
	Petty Cash	-	
			34,449.75
Uncleared Payments			
Uncleared Credits			
			-
TOTAL BALANCES			<u>34,449.75</u>
Balance at 1/4/2023	Current Account	8,643.40	
	NS&I	21,561.52	
	Petty Cash	-	
			30,204.92
Plus Receipts		15,282.42	
Less Payments		(11,037.59)	
			4,244.83
TOTAL BALANCES			<u>34,449.75</u>
Reconciliation			<u>-</u>

LAPFORD PARISH COUNCIL

ACCOUNTS 2023/2024

RECEIPTS AND PAYMENTS ACCOUNT

2022/2023 Outturn		2023/2024 Budget	2023/2024 To Date	Percent of Budget
£		£	£	
RECEIPTS				
22,216	Precept	25,000	12,500	50%
2,217	Other Receipts	1,050	1,054	100%
1,311	VAT Receipts	-	1,729	0%
25,744	TOTAL RECEIPTS	26,050	15,282	59%
PAYMENTS				
1,556	Administration	3,795	1,412	37%
7,724	Staffing	8,200	2,528	31%
263	Councillors	600	-	0%
280	Subscriptions	310	326	105%
-	Car Park	300	-	0%
5,087	Orchard Centre	2,930	2,533	86%
-	Telephone Kiosk	-	-	0%
50	Defibrillator	200	-	0%
161	Community Website	160	-	0%
8,001	Maintenance - General	4,535	-	0%
595	Public Rights of Way	1,000	-	0%
-	Emergency Planning	200	-	0%
1,317	Grants Made	1,490	1,300	87%
-	COVID Emergency	-	-	0%
1,568	Section 137	1,170	454	39%
2,668	Lower Town Place	-	-	0%
4,499	Loan Repayments	4,500	2,250	50%
2,703	VAT Expenditure	-	234	0%
36,472	TOTAL PAYMENTS	29,390	11,038	38%
General Reserve				
29,989	b/f		23,085	
25,744	Receipts		15,282	
(36,472)	Payments		(11,038)	
3,823	Transfers		(678)	
23,085	c/f		26,651	

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ACCOUNTS 2023/2024

RECEIPTS AND PAYMENTS ACCOUNT

2022/2023 Outturn		2023/2024 Budget	2023/2024 To Date	Percent of Budget
£		£	£	
RESERVES				
23,085	<u>General Reserve</u>		26,651	
<u>Earmarked Reserves</u>				
200	Car Park Refurbishment		200	
-	Church Clock Overhaul		-	
1,305	Calor Gas Rural		1,305	
-	Transparency Code		-	
755	PROW		755	
4,744	PWLB		4,744	
116	Village Event Reserve		794	
-	Lower Town Place		-	
30,205	Total Balance in Hand		34,450	