

clerk@lapfordparishcouncil.org.uk

From: bill.graham@lapfordparishcouncil.org.uk
Sent: 09 October 2023 14:35
To: clerk@lapfordparishcouncil.org.uk
Cc: Sue Briant-Evans
Subject: Re: FW: Openreach campaign

Try Facebook

Michelle Maidment



· 5 d ·

Hi everyone, thanks for the add. I'm looking after a proposed Openreach broadband project for the Lapford exchange area. We're collecting registrations of interest and hoping to collect enough registrations to proceed with building a full fibre network that will give all residents ultrafast broadband.

There is a Government backed Gigabit Voucher scheme (<https://gigabitvoucher.culture.gov.uk/.../how-do.../>) that will help to cover the costs of build. The full terms and conditions of the scheme can be found here

- <https://gigabitvoucher.culture.gov.uk/.../UKGV...>

The main ask of the funding/ voucher is that once the build is complete, residents upgrade their broadband service to full fibre/ultrafast with any provider on the network - we don't mind who and you can all choose different ones. A list of the broadband providers for our network can be found

here <https://www.openreach.com/fibre-broadband/ftp-providers>

I do travel and am planning to be in Coldridge on Thursday at the village hall from 11am onwards - happy to arrange a session in Lapford itself if you think it would be helpful?

If you'd like to ask any questions, or have any feedback /suggestions about how we could raise awareness, please do drop a comment here in the group (I can't respond to FB messages), I'll aim to respond within 48 hours.

The website address for registering your interest/pledge is

www.openreach.com/connectmycommunity

Thanks for reading!

On 2023-10-09 14:28, clerk@lapfordparishcouncil.org.uk wrote:

Bill,

I have put an item on the public part of the meeting for this. Which lady are you trying to persuade to come and has she agreed yet?

OPENREACH REQUEST



Households in Lapford parish will have received a postcard like this requesting that people pledge their government Gigabit Broadband vouchers in order to help fund Openreach's scheme to bring Ultrafast Full Fibre broadband to our area. Even if you live in the village and are already in receipt of a good broadband service, please pledge your voucher in order to help finance a roll out to parts of the parish which have not so far been so fortunate. It is a very easy online process: go to www.openreach.co.uk/dontmissout and follow the steps. It will really help to finance a better service for more households and won't cost you anything.

Michelle Maidment from Openreach recently wrote the following on Facebook: 'I'm looking after a proposed Openreach broadband project for the Lapford exchange area. We're collecting registrations of interest and hoping to collect enough registrations to proceed with building a full fibre network that will give all residents ultrafast broadband. There is a Government backed Gigabit Voucher scheme (*see above*). The main ask of the funding/voucher is that once the build is complete residents upgrade their broadband service to full fibre/ultrafast with any provider on the network. A list of broadband providers for our network can be found here <https://www.openreach.com/fibre-broadband/fttp-providers>

The website address for registering your interest/pledge is www.openreach.com/connectmycommunity

Lapford Parish Council

LAPFORD PARISH COUNCILParish Council Meeting 17th October 2023**Clerk's Report****Report from the Parish Clerk****1. Meeting With Chair and Vice-Chair**

I met with Julie and Sue in the Orchard Centre on 3rd October from 7.30pm onwards. The meeting helped to continue to keep us up to date and to refine the way we progress the parish council business. There will be continuous changes to make parish business more efficient and effective.

2. Lloyds Bank Account

The necessary forms have been signed by signatories and have been submitted. A response is awaited from the bank.

This has still 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 list of Church Green Trustees is required to be able to set the account up.

3. Parish Clerk's Time

At the meeting with the Chairman and Vice-Chairman the clerk presented information on the work carried out over the last 6 months, with the conclusion that he was consistently doing more hours than he was paid for. At the next meeting, he would produce a report that would look at this in more detail with suggestions about what he could cut back on, what others could do for him and what the acceptable number of hours would be going forward. This was especially important given the uncertain effects on his workload would be once the Neighbourhood Plan work was underway.

4. Action List

The completed matters have been removed from the Action List and new ones have been added. There are matters on the list that need to be updated. These include:

- Follow-ups on the overgrown hedge at Yeo Vale Cottage, Section 106 for the Playing Field and Football Club, Youth Council.
- Setting up a public meeting for the Neighbourhood Plan
- Cleaning the signs, possibly using a contractor for the work
- Update on the progress of the telephone box work

If there are updates available by the date of the meeting, these will be shared here.

Rob Martin

10 October 2023

Lapford Parish Council Meeting 12th September 2023

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

There was a meeting of Lapford Parish Council on Tuesday 12th September 2023 at 7.30pm held in the Orchard Centre, Lapford

Members Present: Cllrs Julie Down (Chairman); Sue Briant-Evans; Ian Wilkie; Alex Shapland; John Burrows; Roy Andrews; Stacey Lumsdon; Bill Graham.

Also Present: District Cllr. Steve Keable (From 8.55pm)

In attendance: Rob Martin (Clerk)

Others: 3 members of the public.

MINUTES

2324-105 APOLOGIES

Apologies had been received from Cllrs. Whittaker (Holiday) and Fletcher (Illness). Both reasons for absence were accepted by the parish council.

2324-106 DECLARATIONS OF INTEREST (PECUNIARY AND NON-PECUNIARY)

No declarations were made.

The Chairman adjourned the meeting to allow public participation

2324-107 PUBLIC PARTICIPATION SESSION & UPDATES FROM LOCAL ORGANISATIONS

Park Meadow Close resident could not get quotation for work to repair her drive and asked whether the parish council knew any contractors that might take the job on. She was looking to make a claim from the County Council's insurance company for the work. Cllr. Lumsdon would go around to help with the forms and see what was required.

2324-108 COUNTY AND DISTRICT COUNCILLORS' REPORTS

The following reports were made:

- a) **Devon County Council** – Cllr. Margaret Squires reported on the joint meeting regarding the highways work, in particular the email sent by the clerk to Meg Booth which she would follow-up if necessary. She also commented on the overgrown willow trees in Orchard Way about which there was uncertainty about ownership. The conclusion was that trimming these trees would be undertaken with volunteer labour. DCC was looking to go the extra mile for young people coming out of care into the wide world by offering some financial support. The consultation on the mobile library service withdrawal had identified substantial unhappiness with the public, so this was shortly to be reconsidered by the Scrutiny Committee.
- b) **Mid Devon District Council** – Cllr. Steve Keable reported that MDDC was just starting the budget-setting process with an attempt to find the required savings for next year and beyond. He was informed that the letter to Meg Booth on highways matters had been submitted which tied in with the MDDC motion to highlight the deteriorated state

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of the highways. He had spoken to the chairman of Nymet Rowland PC who had stated that none of the roads to the village were properly accessible. The same conversation brought up the subject of Nymet Rowland's concerns about the Lapford Neighbourhood Plan project, which the chairman confirmed she was aware of. The clerk would add the chairman to the contact list for the Neighbourhood Plan to ensure that they would be informed of developments.

The Chairman reconvened the meeting in line with Standing Orders

2324-109

CLERK'S REPORT & CORRESPONDENCE

The clerk circulated the following report:

1. Meeting With Chair and Vice-Chair

I met with Julie and Sue in the Orchard Centre on 4th September from 7pm onwards. The meeting helped to keep us up to date and to refine the way we progress the parish council business.

2. Signposts

Having exchanged a sample of the sign which had broken off from Sue, I am now more able to find the appropriate contractor for making up the signs. This is proving more difficult than expected.

One online price had been obtained which amounted to £168 per sign, excluding VAT which it was agreed was too expensive. The clerk would research this further.

3. Lloyds Bank Account

I have the necessary forms to be signed to set the new account up and these will be available at the meeting for the signatories to sign. This was not available as there was a mistake on the bank papers and a new version was being awaited.

This has still 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 list of Church Green signatories is required to be able to set the account up.

4. Action List

The completed matters have been removed from the Action List and new ones have been added. There are matters on the list that need to be updated. These include:

- Follow-ups on the overgrown hedge at Yeo Vale Cottage, Section 106 for the Playing Field and Football Club, Youth Council.
- Setting up a public meeting for the Neighbourhood Plan
- Organising the new signs
- Cleaning the signs, possibly using a contractor for the work
- Update on Councillor Profiles
- Update on the Orchard Centre toilet door lock

Lapford Parish Council Meeting 12th September 2023

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- Update on the progress of the telephone box work
- Publicity for the Volunteering Day

These matters were on the agenda for consideration.

At the meeting, the clerk made the following reports:

5. Church and MDDC Land

Correspondence had been received asking for the parish council views on a request by the PCC to acquire a metre-wide strip of land between the playing field and the churchyard. It was unanimously agreed that the parish council supported the application, and that the ownership should be transferred rather than being subject to a lease. This would enable the current overgrown area to be maintained properly.

6. Church Green Insurance

The clerk reminded councillors that the Church Green Insurance premium would be due during October.

7. Training

The clerk reminded councillors that the DALC training session had been booked for 14th September in The Ark at 6.30pm.

8. DALC – AGM

The clerk had circulated details of the DALC conference and AGM on 27th September 2023 which had invited councillors to attend at a cost of £45 (plus VAT) each. Cllr. Burrows volunteered to represent Lapford Parish Council, which was **agreed**.

2324-110 MINUTES

On a proposal by Cllr. Briant Evans, seconded by Cllr. Graham it was **Resolved** the minutes of the Parish Council meeting held on 18th July 2023 were an accurate record with one minor change and were signed as such.

2324-111 ACTION LIST

To consider any outstanding matters on the attached Action List and decide how these are to be taken further.

These matters are:

- Follow-ups on the overgrown hedge at Yeo Vale Cottage, Section 106 for the Playing Field and Football Club and Youth Council. **The clerk would send a reminder to each of these.**
- Setting up a public meeting for the Neighbourhood Plan. **On the agenda.**
- Organising the new signs. **Still being worked on.**
- Cleaning the signs, possibly using a contractor for the work. **Time has not allowed this to happen yet. The chairman had located a volunteer by chance and could be persuaded to use his pressure washer to undertake the task.**
- Update on Councillor Profiles. **Cllr. Lumsdon reported that these were on the Lookout but had to be reduced in size. They would be sent to the clerk in pdf**

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for inclusion on the website. The profiles would need to be updated, perhaps once a quarter.

- Update on the Orchard Centre toilet door lock. A suggestion by Cllr. Fletcher had been made to not replace the lock but to install CCTV instead. This was considered a reasonable idea and would be pursued. The clerk would check with MDDC on the ownership of the piece of land next to the Orchard Centre.
- Update on the progress of the telephone box work. Cllr. Wilkie had taken a photograph of the box in Simmons Park, Okehampton which he handed around. He had also got a quotation for the burning back of the outside paint and repainting in the sum of £800, which everyone thought was too expensive. He had also located two people who would like to volunteer to liaise with the Ark to run a book swap service from the box. Western Power would be contacted in order to get the power supply disconnected from the box.
- Publicity for the Volunteering Day. The date for this would be 14th October 2023 and Cllr. Briant-Evans would draw up a poster that would be refined by Caroline into a poster for the front page of the Lookout. The clerk would maintain a list of volunteers working for the parish council. Cllr Down to inform MDDC of the litter pick taking place on that day.

2324-112 HIGHWAYS

The LEAP group would normally consider highways matters but the formation of another group might not be successful given that getting the LEAP team together has proved difficult. It was **Agreed** that the individuals currently active in highways report to LEAP and through that group's minutes to the parish council.

2324-113 LAPFORD NEIGHBOURHOOD PLAN

The clerk explained that there was an initial need to throw the net as wide as possible to see which people would be interested in putting the plan together. The idea of a public meeting being held for this purpose had been discussed and the idea was now to pull things together. Cllr. Briant-Evans had suggested having a person from MDDC's planning team to do a presentation might be a good start and the clerk had already contacted them to ask whether this was part of the support package offered.

Cllr. Graham pointed out that a good number of people do not understand what a Neighbourhood Plan is so something should be produced to explain the important things a plan can achieve. The clerk would produce a summary in time for the next Lookout's closing date.

A date would be set once the availability of MDDC staff was determined.

2324-114 FEEDBACK FROM REPRESENTATIVES

Cllr. Andrews reported on the latest Village Hall meeting with the new doors being installed shortly. The containers were being tidied up and the kitchen was being looked at.

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Cllr. Wilkie had put a piece in the Lookout asking for volunteers for the Road Warden and Snow Warden positions.

2324-115 CHURCH GREEN TRUST REPORT

The minutes of the last meeting had been circulated. These minutes were noted by the parish council. The Annual General Meeting would be on Tuesday 7th November 2023, in the Orchard Centre.

2324-116 GRANT REQUEST

(Cllr. Burrows declared an interest in this item as chairman of the Lapford Voluntary Car Aid Group and took no part in the discussion or vote)

On a proposal by Cllr. Lumsdon, seconded by Cllr. Briant-Evans, it was unanimously **Resolved** to award a grant of £500 to the Lapford Voluntary Car Aid group for the fantastic service it provides.

2324-117 COMMUNITY BROADBAND

The clerk would contact the three organisations involved and determine what their needs were currently. This would be discussed when the clerk had received answers.

2324-118 COUNCILLOR IDENTIFICATION

The chairman wanted council to consider a LAPFORD PARISH COUNCIL sign for the village market attendees to display and to have individual lanyards as identification so that people would know who they were at village markets. Cllr. Graham would arrange for a simple sign to be produced.

A question was asked about whether the parish council had ever had a logo and Cllr. Burrows believed that there was one many years ago, taking the form of a fingerpost. A competition to design a logo for the parish council was considered to be a good idea.

2324-119 LEAP TERMS OF REFERENCE

The expected LEAP meeting had not taken place so this would have to be adjourned until the next council meeting. The next LEAP meeting would be in the first week in November and Cllr. Briant-Evans would notify all of the precise date.

2324-120 PLANNING MATTERS**a) APPLICATIONS NOTIFIED**

To consider the following Planning Applications and to agree comments:

Reference	Location	Proposal
23/00628/HOUSE	10 Park Meadow Close Lapford Crediton Devon	Erection of first floor gable extensions (Revised Plans) Decision: No comment

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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
23/00989/CLP	1 Railway Cottages Lapford Crediton	Certificate of lawfulness for the proposed erection of single storey rear extension and decking to rear	Certified
23/00610/FULL	Eastmere Farm Lapford Crediton Devon	Erection of an agricultural utility building	Permission Granted

2324-121 INTERNAL AUDIT 2023/2024

On a proposal by the chairman, it was **Resolved** to **approve** the proposed reappointment of Mulberry & Co, on a fixed hourly rate of £65 for the next three years

2324-122 BANK RECONCILIATION & BUDGET MONITOR STATEMENT

To receive and note the attached Bank Reconciliation and Receipts and Payments statement, as at 31st August 2023.

2324-123 RECEIPTS & PAYMENTS SCHEDULE

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

2324-124 PAYMENTS

Payment to	Services	Amount £	Payment No.
2023/2024			
S Hemsworth	Salary September 2023	57.37	SO
RJ Martin	Salary September 2023	505.50	2324-21
HMRC	Tax Deducted September 2023	140.60	2324-21
EDF Energy	Orchard Centre Electricity	7.77	DD
Everflow	Orchard Centre Sewage & Water	32.00	DD
BT Group Ltd	Orchard Centre Broadband	45.12	DD
IONOS	Village Website Hosting	16.84	DD
Victory Hall	Coronation Committee Room Hire	21.00	2324-22
T&G Garden Maintenance	Grass Cutting	160.00	2324-22
Lapford Voluntary Car Aid	Grant	500.00	2324-22
Cumbria Clock Company	Annual Maintenance	234.00	2324-22

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RJ Martin	Travel Expenses (Feb to Sept 23)	84.15	2324-22
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RECEIPTS

Receipt from	Services	Amount £	Method
2023/2024			
None			

- 2324-125

MATTERS RAISED BY THE CHAIR

The chairman had nothing further to add.
- 2324-126

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

Cllr. Graham reported that there was a problem with the bell mechanism of the Church Clock which will be repaired shortly. He had measured the car park and it was around 1,000 square metres which would cost about £40 per square metre, meaning a total cost of repair would be more than £40,000.

Cllr. Andrews reported that he had started sorting the Melissa Lake shelter but there was a need to replace the carved leaves on the front which had been hand-carved from a solid piece of wood. He would liaise with Lucy to organise this.

Cllr. Briant-Evans highlighted the D-Day commemoration on 6th June 2024 and councils have been asked to light a beacon at 9.15pm on that day and she would bring the matter up with the celebrations committee at its next meeting.
- 2324-127

DATE OF NEXT MEETING

The date of the next Parish Council meeting is scheduled for Tuesday 17th October 2023 at 7.30pm in the Orchard Centre.
- 2324-128

EXCLUSION OF PRESS AND PUBLIC

It was **Resolved** that under section 1(2) of The Public Bodies (Admissions to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during consideration of items of business as publicity might be prejudicial to the public interest by reason of the confidential nature of the business to be transacted as it involves the likely disclosure of personnel, commercially sensitive or legal matters.
- 2324-129

ENFORCEMENT MATTER

A building has had plastic windows fitted, even though it was in the Conservation Area. The Conservation Officer should be contacted and informed of this apparent breach of conservation rules.
- 2324-130

RUBBISH IN HIGHWAY

Hedge cuttings have been placed on a road in the parish apparently to stop others from parking. The chairman had reported the matter to the MDDC and had received a response from Tenancy Services that it was being dealt with.
- 2324-131

CLOSE OF OPEN MEETING

Lapford Parish Council

Lapford Parish Council Meeting 12th September 2023

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

The meeting closed at 10.10pm

Signed: Chairman Date:

ACTION LIST

2324	062 111	Hedge by the burnt down Yeo Vale Cottage very overgrown, impacting on the highway. Owner to be contacted re trimming it back	Clerk	A letter has been sent to the owner requesting hedge reduction.
				Reminder to be sent
2324	062	Park Meadow Close – footpath. Further work required to stop debris falling onto MOP's drive.	Clerk & Cllr Shapland	Now owner wants help to fill in insurance claim - Stacey
2324	062 111	106 funding for the Playing Field. Cllr Andrews to be contacted.	Clerk	Clerk to meet with Cllr. Andrews
2324	064 111	106 funding for the Football Club	Clerk	Reminder to be sent
2324	064 111	Youth Council. Reply awaited from Cat Seymour. She is to be contacted about it.	Clerk	Reminder to be sent
2324	067 089	Orchard Centre issues. £100 granted for a replacement board for the external notice board.	Cllr Wilkie	<i>Item purchased and awaiting fitting.</i>
		Ownership of the adjacent land to be determined.	Clerk	<i>The clerk had researched using the transfer documents for both the car park lease and the Orchard Centre purchase and confirmed that neither included the land in question. Letter to be sent to Steve Densham, MDDC</i>
	111	Install CCTV rather than a new door	Cllr Wilkie & Clerk	Investigate the cost of the stand-alone CCTV unit.
2324	069	Ash Dieback. Ownership of affected trees to be researched and addresses passed to the Clerk.	Cllr Burrows	<i>Cllr. Burrows had confirmed the details of two trees affected. The clerk to notify both.</i>
				Letters sent, one response saying not on their land.
2324	069 111	Signposts, prices to be obtained for replacement arms. Request that the Playing Field be added to the central village one.	Clerk	<i>The clerk had researched this online and had identified a number of companies able to do the work. He believed, however, that he needed more specific information sign-by-sign to complete the task. Cllrs. Burrows</i>

ACTION LIST

		Cleaning of signs to be arranged.	Cllr Lumsdon	<i>and Briant-Evans would attempt to get pictures of each sign in order to enable these to be ordered. Still looking to locate suppliers.</i>
2324	073 111	Councillor profiles. Proforma to be filled in for inclusion in the Lookout and sent to Cllr Lumsden.	All Councillors	<i>This had been arranged for the following Thursday, but now had to be changed due to availability. A potential volunteer had offered to do this.</i>
2324	077	To arrange Councillor training, possibly in conjunction with Chaweigh PC	Clerk	<i>Cllr. Lumsdon had produced a set of profiles suitable for the Lookout. She would send pdfs of the profiles to clerk for inclusion on website.</i>
2324	078 092 113	Neighbourhood Plan. When appropriate a public meeting to be called re progressing this.	Parish Council	<i>Training took place 14 September 2023</i> <i>Production of list of things NP can do to be produced by clerk for Lookout. Public Meeting date to be set when response received from MDDC Planners on availability</i>
2324	093	Volunteering Day – Date set for 14 th October	All Councillors	<i>Arrange advertisement of this day.</i>
2324	099	Scribe Accountancy system	Clerk	<i>To arrange to see in operation elsewhere to satisfy himself that it works as advertised.</i>
2324	111	Telephone Box – Make safe for use as book swap area.	Clerk & Cllr. Wilkie	<i>Contact Western Power to get supply turned off.</i>
2324	117	Community Broadband	Clerk	<i>Contact Church/Congregational Church and The Ark about what access the want.</i>

ACTION LIST

2324	118	Councillor Identification	Cllr. Graham	<i>Arrange for a simple Lapford Parish Council sign to be produced.</i>
			Clerk	<i>Identify if a logo has been used in the past for LPC</i>
2324	126	Melissa Lake Shelter – Broken ‘leaves’	Cllr. Andrews	<i>To arrange for new leaves to be produced whilst liaising with Lucy.</i>

LAPFORD PARISH COUNCIL

Action List

17th October 2023 Meeting

Minute ref	Issue/Action	Responsibility	Update
2324	062 Hedge by the burnt down Yeo Vale Cottage very overgrown, impacting on the highway. Owner to be contacted re trimming it back	Clerk	A letter has been sent to the owner requesting hedge reduction.
			Reminder sent 26 September
2324	062 Park Meadow Close – footpath. Further work required to stop debris falling onto MOP's drive.	Clerk & Cllrs Shapland & Lumsdon	Owner wanted help to fill in insurance claim Cllr. Lumsdon volunteered.
2324	062 106 funding for the Playing Field. Cllr Andrews to be contacted.	Clerk	Cllr. Andrews emailed
2324	111 106 funding for the Football Club	Clerk	Reminder sent 26 September
2324	064 111 Youth Council. Reply awaited from Cat Seymour. She is to be contacted about it.	Clerk	Reminder sent 26 September
2324	067 089 Orchard Centre issues. £100 granted for a replacement board for the external notice board.	Cllr Wilkie	<i>Item purchased and awaiting fitting.</i>
	Ownership of the adjacent land to be determined.	Clerk	<i>The clerk had researched using the transfer documents for both the car park lease and the Orchard Centre purchase and confirmed that neither included the land in question. Email sent to Steve Densham, MDDC 26 September, response awaited.</i>
	111 Install CCTV rather than a new door	Cllr Wilkie & Clerk	Matter on agenda for this meeting.
2324	069 Ash Dieback. Ownership of affected trees to be researched and addresses passed to the Clerk.	Cllr Burrows	<i>Cllr. Burrows had confirmed the details of two trees affected. The clerk to notify both. Letters sent, one response saying not on their land.</i>

Action List 17th October 2023 Meeting

Minute ref	Issue/Action	Responsibility	Update
2324 069 111	Signposts, prices to be obtained for replacement arms. Request that the Playing Field be added to the central village one.	Clerk	<i>The clerk had researched this online and had identified a number of companies able to do the work. He believed, however, that he needed more specific information sign-by-sign to complete the task. Cllrs. Burrows and Briant-Evans would attempt to get pictures of each sign in order to enable these to be ordered. Item on this agenda</i>
	Cleaning of signs to be arranged.	Cllr Lumsdon	<i>This had been arranged for the following Thursday, but now had to be changed due to availability. A potential volunteer, Peter Rice, had offered to do this.</i>
2324 073 111	Councillor profiles. Proforma to be filled in for inclusion in the Lookout and sent to Cllr Lumsden.	All Councillors	<i>Cllr. Lumsdon had produced a set of profiles suitable for the Lookout. She would send pdfs of the profiles to clerk for inclusion on website. Reminder sent 10 October</i>
2324 078 092 113	Neighbourhood Plan. When appropriate a public meeting to be called re progressing this.	Parish Council	<i>Production of list of things NP can do to be produced by clerk for Lookout. Public Meeting date to be set when response received from MDDC Planners on availability. Item on the agenda for this meeting</i>
2324 093	Volunteering Day – Date set for 14 th October	All Councillors	Arrange advertisement of this day.

LAPFORD PARISH COUNCIL

Action List

17th October 2023 Meeting

Minute ref	Issue/Action	Responsibility	Update
2324	099	Scribe Accountancy system	Clerk
			To arrange to see in operation elsewhere to satisfy himself that it works as advertised. Clerk of North Tawton Town and South Tawton Parish Councils has agreed to demonstrate the system.
2324	111	Telephone Box – Make safe for use as book swap area.	Clerk & Cllr. Wilkie
			Contact Western Power to get supply turned off. Item on the agenda for this meeting.
2324	117	Community Broadband	Clerk
			Contact Church/Congregational Church and The Ark about what access the want.
2324	118	Councillor Identification	Cllr. Graham
			Arrange for a simple Lapford Parish Council sign to be produced.
		Clerk	Identify if a logo has been used in the past for LPC. Signpost logo used for the old Parish Plan. Item on this agenda for Logo design competition.
2324	126	Melissa Lake Shelter – Broken 'Leaves'	Cllr. Andrews
			To arrange for new leaves to be produced whilst liaising with Lucy.

From: [REDACTED]
 Sent: 18 September 2023 21:01
 To: Planning Consultation (DPD)
 Cc: [REDACTED]
 Subject: RE: Lapford Neighbourhood Plan Area Application consultation

Good evening [REDACTED],

Application to designate a Neighbourhood Plan area for Lapford Parish

Please accept my apologies for this last minute response.

As one of the Consultees, Morchard Bishop Parish Council considered this matter at their Parish Council meeting on Monday 4th September 2023. The Parish Council asked me to respond to you that they acknowledge the application but have no comment to make at this stage.

Kind Regards

[REDACTED]
 Clerk to Morchard Bishop Parish Council
 Orchard House, Church Street,
 Morchard Bishop,
 Crediton,
 Devon, EX17 6PJ

From: Planning Consultation (DPD) <planningconsultations@middevon.gov.uk>
Sent: Monday, August 7, 2023 9:14 AM
Subject: Lapford Neighbourhood Plan Area Application consultation

Dear Sir/Madam,

Application to designate a Neighbourhood Plan area for Lapford Parish

Mid Devon District Council has received an application from Lapford Parish Council to designate the parish of Lapford as an area for Neighbourhood Plan.

A copy of the Lapford Neighbourhood Area Application and Proposed Plan Area can be viewed on our website [Lapford Neighbourhood Plan - MIDDEVON.GOV.UK](https://www.middevon.gov.uk/planning/consultations/lapford-neighbourhood-plan)

Comments are invited about the suitability of the Parish Council proposed Neighbourhood Plan area boundary. Once the geographic extent of the plan area has been agreed and designated, subsequent consultations with regard to emerging proposals will be initiated by those preparing the Neighbourhood Plan. We are formally consulting on this proposal for a period which will conclude at **on Monday 18th September 2023**.

Please respond to this consultation 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 postal address or they will not be registered.

If we do not hear from you before the 18th September 2023 we shall assume you have no comments to make.

Yours sincerely,



Forward Planning

Phoenix House
Phoenix Lane
Tiverton
Devon
EX16 6PP
www.middevon.gov.uk

Contact: Tristan Peat
Telephone: 01884 234344
Email: tpeat@middevon.gov.uk

26th September 2023

Dear Lapford Parish Council

Decision regarding designation of Lapford Neighbourhood Area under Section 61G of the Town and Country Planning Act 1990 (As Amended)

Mid Devon District Council has received an application from Lapford Parish Council to designate the parish area for the Neighbourhood Plan.

This letter confirms that the Council agreed on 26th September 2023, to designate the area shown on the submitted map (17th July 2021) attached as the 'Lapford Parish Map' for the purposes of preparing a Neighbourhood Development Plan by Lapford Parish Council under section 61G of the Town and Country Planning Act 1990 as amended. The relevant designation information is set out below and can be viewed at Lapford Neighbourhood Plan - MIDDEVON.GOV.UK.

- a) Name of neighbourhood area: Lapford
- b) Map of neighbourhood area: attached
- c) Relevant body: Lapford Parish Council

One valid representation was received during the consultation. The response from Morchard Bishop Parish Council acknowledges Lapford Neighbourhood Plan Area. They had no further comments to make. Representation made can be viewed at Lapford Neighbourhood Plan - MIDDEVON.GOV.UK. Accordingly, it is considered that the proposed neighbourhood area is appropriate.

If you have any further questions please do not hesitate to contact me.

Yours sincerely,

Tristan Peat
Forward Planning Team Leader

Requests for alternative formats will be considered on an individual basis.
Please telephone 01884 255255 or email customerfirst@middevon.gov.uk



Forward Planning

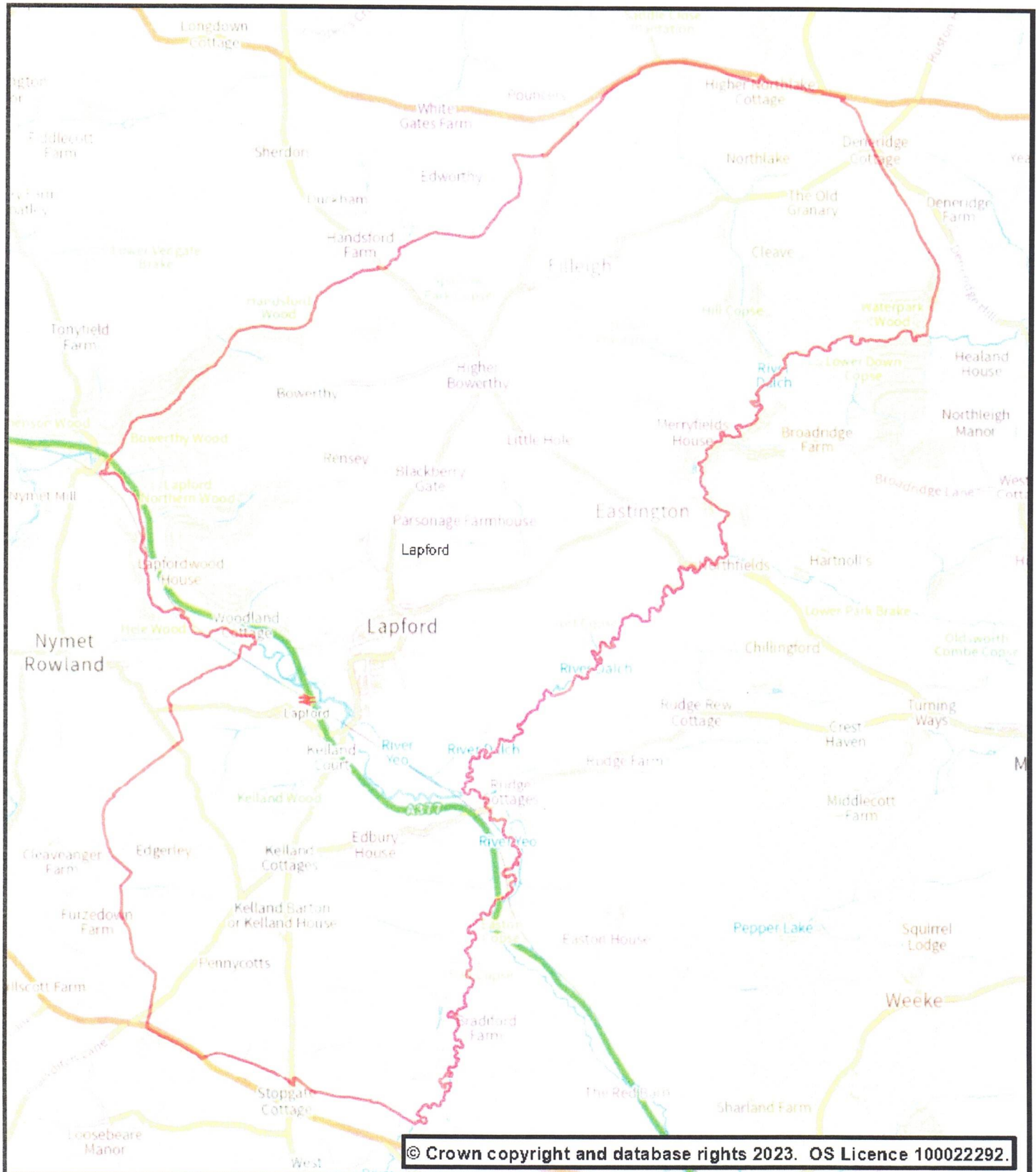
Phoenix House
Phoenix Lane, Tiverton EX16 6PP

Tel: 01884 255255

Website: www.middevon.gov.uk

2324-140 a

Mid Devon
DISTRICT COUNCIL



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 Thursday 5th October 2023 at 7-30p.m. at the Orchard Centre

Present Cllrs Ian Wilkie, Bill Graham, Roy Andrews, Sue Briant-Evans, Stacey Lumsdon & Steve Fletcher.

1. **To receive apologies for action.** There were none.
2. **To approve the minutes of the meeting of 31st July 2023 as a correct record.**
The minutes were approved by the meeting and signed by Cllr Briant-Evans.
3. **To consider any matters arising from the minutes and not on the agenda.**
There were none.
4. **To elect a chairperson and secretary.** Cllr. Wilkie was confirmed as Chair, and Cllr Briant-Evans as secretary. Unanimous vote.
5. **To report on progress re revision of the Terms of Reference.** Revisions were agreed including the incorporation of Cllr Graham's suggestions. The revised version to be sent out for comment prior to being presented to the Parish Council for adoption. (*Action Cllr B-E*) The Highways/transport working group to meet whenever need should arise.
6. **To consider any matters outstanding from the meeting with Steve Tucker.**
None of the actions agreed at the meeting appeared to have been carried out and there had been no response from Meg Booth to the Clerk's letter. An article re the meeting had been published in the Lookout. Repairs to the road in the neighbourhood of Hansford Farm were to be carried out. The owner of the Mill had written to Meg Booth concerning the state of the drains on Mill Hill causing flooding to his property during periods of heavy rain. *It was recommended* that the Clerk contact Highways to ask that the Parish Council be contacted ahead of works such as drain clearing, so that car owners would know to move their vehicles in advance.
7. **To receive the risk assessment re the fencing issues by the river bridge. (Cllr Wilkie)** Cllr Wilkie had been in touch with Julie at Highways re this matter. She had promised that her boss, Steve Tucker, would be in touch. This has not happened. However, the pedestrian warning sign by the bridge is now visible as Highways have cut back the obscuring foliage. *It was recommended* that the Clerk contact Meg Booth again thanking her for the work to clear the sign and asking that the fencing issues be addressed. Also, to ask that if Highways would be unable to carry out the work then a specification as to the fencing/barrier required to make the area safe be provided so that the PC might investigate carrying out the work itself.
8. **To receive updates re contact with Steve Tucker re Snow Warden Training. (Cllr. Andrews)** Cllr Andrews was following an online course of training which

will be signed off by Steve Tucker and a certificate issued. Following that Cllr Andrews will be the official Snow Warden able to order supplies of grit etc.

9. **To report on progress re the purchase of additional grit bins.** *It was recommended that* Grit bins be purchased from Amazon at a cost of £150 each to be placed in locations at the bottom of Kelland Hill, Orchard Cross, Highfield and Saxtons. Highways to be informed of this. (*Action Parish Clerk*) These would need to be filled from the Parish grit stocks. The level of stocks in all the existing bins to be checked (*Action Cllr Andrews*). A notice re the location and use of grit bins to be sent into the LO. *Action Cllr B-E*
10. **To receive news of any matters regarding Road Warden Training inc. Chapter 8 training.** (Cllr Wilkie) There had been no response to the request for volunteers published in the LO. Online updates re Chapter 8 training to be investigated. (*Action Cllr. Wilkie*).
11. **To consider revisions/updates needed for the Emergency Plan.** The current EP to be sent out again (*Action Cllr. B-E*) A small working group to meet during the week of 23rd October to discuss revisions. (*Action Cllrs Fletcher, Wilkie & B-E*)
12. **To receive an update on the purchase of defibrillator pads including the cost of replacement ones; and the desirability of providing a second defibrillator for the lower part of the village. Grants are available.** The recently purchased pads were very expensive. It was thought that Southwest Ambulance service might supply free ones. This to be checked with Roy Trevaskis/ Piers Fletcher (*Action Cllr B-E*) Rose Removals had kindly made the defibrillator housed in front of its office building available for public use. They had been thanked. A notice to be placed in the LO & one at the Spar shop. (*Action Cllr. B-E*)
13. **To receive any update on the state of the OC router.** *Recommended that* the Parish Clerk be asked to contact BT re the supply of a new router and perhaps a revised/cheaper contract.
14. **To receive any updates on the state of the radios and charging them.** Roy Trevaskis to be contacted re testing the longevity of battery life. (*Action Cllr. Lumsden*).
15. **To receive information re First Aid training arranged for the Autumn.** Roy T had arranged a series of four defibrillator training evenings based at the ARK. Audrey McCormack would be helping him. The first event for four recruits being held that evening.
16. **To consider any other business.**
 - a) The question of emergency power generation for the OC in case of emergency to be considered, a generator might be the answer but storage for it & fuel would be a problem. Rechargeable lights were stored in the OC locked cupboard. There was a need to make sure they were kept charged along with the radios. Another emergency light was stored at the ARK.
17. **To set a date for the next meeting.** This was arranged for Wednesday 1st November at 7-30p.m. at the OC.



Robert John Martin
14 Station Road
Yeoford
Credton
Devon
EX17 5HU

Osprey Road
Sowton Industrial Estate
Exeter
Devon
EX2 7WP

NGED Telephone No
01392 352539
28/09/2023

NGED Reference: 4882053
NGED Scheme No: 1834015/1

Dear Mr Martin,

Request for Electricity Disconnection Works at: Telephone Kiosk, Opposite The Orchard Centre, Lapford, Credton, EX17 6PZ

I am pleased to provide a quotation for works at the above address. Our charge for the disconnection work is shown below.

Disconnection Charge	Contestable works	£.00
	Non-Contestable works	£456.44
	VAT at 20 %	£91.29
	Total	£547.73

Description of National Grid Electricity Distribution Works

At LV pole 2 disconnect existing cable feeding BT box removing cut out for permanent disconnection.

Preparatory Works by you

✓ NGED reserve the right to change the quotation if on-site works vary from the customers application.
NGED reserve the right to amend this Offer if on-site works vary from those proposed under this Offer and attached plan.

Customer Connection Offer Breakdown

nationalgrid

Scheme Title: Phone Box discon, Lapford, Crediton

Enquiry Ref: 4882053

Scheme: 1834015

Version: 1

Date of Estimate: 28/09/2023

Designer: Mark Vaughan

Summary

Fees	£192.00
Non-contestable connection works	£264.44
Contestable connection works	£0.00

Sub Total	£456.44
-----------	---------

Total Connection Charge excluding VAT	£456.44
---------------------------------------	---------

Fees

Fees Cost

Assessment and Design	Diversion of LV assets	£192.00
Fees Sub-Total		£192.00

Description of Works

Services-Overhead

Description of Works	Quantity	Non-Contestable Charges	Contestable Charges
Disconnect O/H Service	1	£264.44	£0.00
Works Sub-Total		£264.44	£0.00
Works Total		£264.44	£0.00

Notes:

Our charges include labour and materials as appropriate

VAT is not included in any costs in the Customer Connection Offer Breakdown

"LV", "HV", or "EHV" described within the Fees section above denotes the highest voltage of assets installed or worked upon including any associated reinforcement or diversionary works

Glossary

Extra High Voltage	In relation to this breakdown this is typically equipment operating at nominally 25,000V, 33,000V, 66,000V, and 132,000V
High Voltage (HV)	any voltage exceeding LV. In relation to this breakdown this is typically equipment operating at nominally 6,600V and 11,000V
Low Voltage (LV)	a voltage up to 1000V phase to phase, or 600V phase to earth. In relation to this breakdown and supply voltage this is nominally 400/230V
Contestable	is work that may be carried out by National Grid or by an accredited independent connections provider
Non-Contestable	is work that may only be carried out by National Grid
Land Rights	is the Non-contestable element of any legal permissions to install and maintain plant or equipment. Where agreed, certain works may be carried out by an ICP.
Travel Time	is the cost associated with travelling to and from site

PRO-FORMA INVOICE / QUOTATION

Quote ID: RSD23075
Quote Date: 2021-09-24

Billing Details
FAO: Rob Martin
Lapford Parish Council
14 Station Road
Yeoford
Crediton
EX17 5HU
United Kingdom

Phone Number
07768 829511
Shipping Address
FAO: Rob Martin
Lapford Parish Council
14 Station Road
Yeoford
Crediton
EX17 5HU
United Kingdom

Phone Number
07768 829511

Title	Description	Unit price	Quantity	Total price
FLAG	Double-sided arrow sign (with side-mount brackets) in white - TSRGD Ref: FLAG-W Text Required: TBC Reflectivity: RA1 (Engineer Grade), Mounting: Flag mount T-brackets, Dimensions: 600x130, (Our ID: 651).	£76.80	5.00	£384.00
Subtotal				£384.00
Shipping				£15.00
VAT (20%)				£79.80
Total				£478.80

How to Proceed

If you wish to proceed with this quote / Pro-Forma Invoice, simply contact our sales office, stating your Quote ID
- 0191 230 4411
- sales@dhfproducts.com

Payment Details



**Torridge, North
Mid and West
Devon**

PO Box 113
The Ockment Centre
Okehampton
EX20 1AR

Adviceline: 0808 2787 999

c/o Clerk to the Parish of Lapford

25 September 2023

Dear Councillors,

Ref: Parish Council Donation to Citizens Advice

I am writing on behalf of Citizens Advice Torridge, North, Mid & West Devon to appeal for your support towards the running of our vital community services.

In 2022-23 we worked with 78 residents of Lapford Parish, with 173 issues.

We are a local independent charity staffed predominantly by volunteers. Our ambition at Citizens Advice is to give people the knowledge and the confidence they need to find their way forward – whoever they are and whatever their problem. We also aim to advocate on behalf of our clients through our Research and Campaigns work to improve the policies and practices that affect people's lives. Enabling us to help more people and prevent future problems.

We achieve all this by providing free, confidential, independent and impartial advice.

We cover half of Devon serving a population of over 300,000 people with a workforce of around 35 paid staff and over 80 volunteers.

Our specialist training and advice giving, is regulated by the Financial Conduct Authority (FCA) and the Advice Quality Standard (AQS). We are also cybersecurity certified.

We are a trusted organisation and are regularly audited to demonstrate that our advice is accessible, effectively managed, and our advisors have the skills and knowledge to meet the needs of our clients.

The amount of funding we receive from Mid Devon District Council has been frozen for many years and does not cover our basic operating costs. Therefore, we are looking for wider support to ensure our advice services are always available to local people at any point in their lives that they may need it.

During the financial year 2022/23 we have received unprecedented levels of demand for our services as a result of the cost-of-living crisis. Across our whole region we supported 15,088 people through phone calls, webchat, letters and emails and face to face

appointments particularly for our most vulnerable clients. We dealt with 34,053 new problems and generated £9,605,780 income gain for local households. This is a 13% increase in client numbers and 5.5% increase in number of problems as well as a higher degree of complexity, and 18% increase in household income generated which is then fed back into the local economy.

In 2022-2023 we worked with 3,642 Mid Devon Clients through online appointments, phone calls, webchat, letters and emails as well as face-to-face appointments particularly for our most vulnerable clients. We dealt with 8,647 new issues and generated an incredible £2,241,330 income gain for households in Mid Devon.

Your funding will directly contribute towards the local service as follows

- Providing a face-to-face service for the most vulnerable residents in your area
- Assist with volunteer recruitment, training and expenses. It costs around £1,500 to recruit and train each new volunteer and this high-quality training needs to be continually updated.
- Supervision of advice provided by a qualified, paid Team Leader.
- Telephone (AdviceLine), Webchat and email services that all local people can benefit from. This digital service is a vital part of our overall delivery of advice locally and the preferred contact method for many of the people we help and allows the charity to provide face to face appointments for the most vulnerable.
- Residents additionally benefit by being referred onto our specialist services as required. These are grant funded by partners such as Macmillan cancer care to support specific advice needs such as welfare benefits, energy, debt and money management, cancer and life limiting illness and families with disabled children.

If you can continue to support us, to save our admin costs,

Preferably donations can be paid by BACS directly to:

Account Name: Torridge, North, Mid and West Devon Citizens Advice
Sort Code: 30-90-78
Account Number: 22917160

Or by cheque to the address above (which may have changed since you last sent a cheque to us).

We would also welcome your support in our appeal for new volunteers to help with the increased demand for our services amid the deepening cost of living crisis.

Based on our 2023-4 volunteer survey, 100% of our Volunteers who completed the survey, said they would recommend us to their friends or family as a place to work or volunteer. 93% of the volunteers who completed the survey said they felt Citizens Advice cared about their mental health. As a volunteer at Citizens Advice, you don't need qualifications or experience, just good basic IT skills, to be willing to learn, and be part of our friendly team. Information can be found on our recruitment website:

<https://ruraldevoncab.livevacancies.co.uk/>

If you are not already in receipt of our regular monthly advice columns for your parish or village magazines and would like to receive these please contact admin@ruraldevoncab.org.uk.

If you would like any further information, please feel free to contact me.

Thank you for your support.

Yours sincerely,



Emma Morrison

Funding Officer Citizens Advice TNMWD

emma.morrison@ruraldevoncab.org.uk

Agenda item - Grit Bins

From bill.graham@lapfordparishcouncil.org.uk

To [Clerk](#), [Julie Down](#), [Sue Briant-Evans](#), [Ian Wilkie](#)

Date Fri 08:17

[Summary](#) [Headers](#) [Plain text](#)

Following last night's LEAP meeting, can we please have an agenda item proposing the purchase of three (possibly more) additional grit bins as below.

The price from DCC is £366. We would be looking at £135 each.

We would have to arrange to fill them, at least initially, from our stock of salt held at Eastington

Proposed locations: Saxtons (by the post box); bottom half of Kelland Hill; Orchard Cross (by telephone box). Other possible sites are being considered

BILL



Salt Bins

Why not store your rock salt or white salt in a useful grit bin?

This easy to open and versatile bin is ideal for use by schools, colleges, universities, offices, shopping centres, retail parks and driveways – rainwater can also easily run down it.

Salt Bins – 40L/50kg
£82.00 inc. VAT

Salt Bins – 204L/250kg
£135.00 inc. VAT

Salt Bins – 350L/450kg
£199.00 inc. VAT

Salt Bins quantity

LAPFORD PARISH COUNCIL

BANK RECONCILIATION AS AT
30-Sep-23

		£	£
Bank Balances 30/09/23			
NatWest		8,641.30	
NS&I		21,561.52	
Petty Cash		-	
			30,202.82
Uncleared Payments			
Uncleared Credits			
			-
TOTAL BALANCES			<u>30,202.82</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		<u>(15,284.52)</u>	
			(2.10)
TOTAL BALANCES			<u>30,202.82</u>
Reconciliation			<u>-</u>

LAPFORD PARISH COUNCIL

RECEIPTS AND PAYMENTS ACCOUNT MONITOR

30-Sep-23

2022/2023 Actual £		2023/2024 Budget £	2023/2024 to date £	% of Budget £
	RECEIPTS			
22,216	Precept	25,000	12,500.00	50
20	Interest	50	-	-
1,633	Grants & Other Donations	1,000	-	-
-	Section 106 Income	-	-	-
-	PWLB Loan	-	-	-
564	Jubilee Events Income	-	-	-
-	Coronation Event Income	-	1,053.81	-
1,311	VAT Receipts		1,728.61	-
25,744	TOTAL Receipts	26,050	15,282.42	59
	PAYMENTS			
	Administration			
200	External Audit	210	210.00	100
183	Internal Audit	250	225.00	90
35	ICO	35	35.00	100
117	Legal Fees	-	-	-
-	Land Registry	-	-	-
497	Insurance	550	590.11	107
-	Elections	2,000	-	-
258	IT&C	200	494.93	247
122	Office Consumables	300	91.59	31
-	Refreshments	-	-	-
-	Postage	50	-	-
144	Venue Hire/Zoom	200	53.65	27
	Clerk & Councillors			
-	Locum Clerk	-	-	-
7,598	Clerk's Salary	8,000	4,171.10	52
-	NI	-	-	-
126	Clerk's Expenses	200	84.15	42
-	Councillor Expenses	100	-	-
-	Councillor Allowances	100	200.00	200
263	Training & Development	400	-	-
	Subscriptions			
219	DALC/NALC	240	259.00	108
61	SLCC	70	67.00	96
-	DCT	-	-	-
	Car Park			
-	Maintenance & Improvements	300	-	-
	Orchard Centre			
722	Cleaner	850	486.57	57
40	Cleaning Consumables	60	15.49	26
3,215	Electricity	1,020	174.21	17
271	Water	300	117.71	39
387	Maintenance & Improvements	200	1,985.50	993
451	Telephone & Broadband	500	258.12	52

LAPFORD PARISH COUNCIL

RECEIPTS AND PAYMENTS ACCOUNT MONITOR

30-Sep-23

2022/2023 Actual £		2023/2024 Budget £	2023/2024 to date £	% of Budget £
	Telephone Kiosk			
-	Refurbishment	-	-	-
-	Maintenance	-	-	-
	Defibrillator			
-	Installation	-	-	-
50	Maintenance & Consumables	200	344.00	172
	Community Website			
-	Development	-	-	-
161	Maintenance	160	84.18	53
	Maintenance - General			
-	Annual Inspections	500	-	-
6,590	Church Clock	170	195.00	115
-	DAA Lighting	130	-	-
375	Grass Cutting	400	160.00	40
100	Verge Cutting	235	-	-
-	Landscaping	100	-	-
-	Village & Sign Maintenance	3,000	-	-
315	Noticeboard	-	32.76	-
-	Church Green Gates	-	-	-
621	Outdoor Bench	-	-	-
	Public Rights of Way			
595	Maintenance & Improvements	1,000	-	-
	Emergency Planning			
-	Equipment	100	-	-
-	Booklet	-	-	-
-	Maintenance & Improvements	100	-	-
-	Training	-	-	-
	Grants Made			
1,036	Lapford Church Green	1,300	1,300.00	100
281	LYPFT	190	-	-
	COVID Emergency			
-	LERT Expenses	-	-	-
-	Equipment	-	-	-
	Section 137			
652	General Donations	1,000	579.25	58
30	Armistice Wreath	30	-	-
-	Litter Pick Refreshments	60	-	-
75	Footpath Lighting	80	-	-
-	Fireworks Event	-	-	-
-	Armistice Event	-	-	-
-	Calor Gas Fund - Broadband	-	-	-
374	Jubilee Events Expenditure	-	-	-
437	Coronation Event Expenditure	-	375.00	-
	Lower Town Place - Capital Expenditure			
2,668	Site Costs Funded by Loan	-	-	-
	Loan Repayments			
4,499	PWLB Repayments	4,500	2,249.63	50

LAPFORD PARISH COUNCIL

RECEIPTS AND PAYMENTS ACCOUNT MONITOR

30-Sep-23

2022/2023 Actual £		2023/2024 Budget £
2,703	VAT Expenditure	-
36,472	TOTAL EXPENDITURE	29,390

2023/2024 to date £
445.57
15,284.52

% of Budget £
-
52

10,728.14 NET EXPENDITURE/(INCOME) (3,340) 2.10

RESERVES

23,085	General Reserve	22,404
	Earmarked Reserves	
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		30,203

Analysis and Use of Reserves 2023/24

The more active parish council is resulting in many old things being undertaken, some of which are incurring a cost. When setting its budget for the 2023/24 financial year, the parish council did not anticipate these additional costs, which are therefore bound to be financed from the accumulated reserves. This report attempts to look at the potential effect of the additional expenditure to ensure that there are sufficient reserves to pay for the work.

In addition, before looking to produce a budget and precept request for 2024/25, it is necessary to look at the sums in each reserve and understand what each one is for. From the analysis below, it can be seen that the overall starting balance of £30,205 is split between 5 earmarked reserves and the General Reserve. It is the General Reserve that will fund the various unbudgeted tasks and the second table looks at the current actively considered extra items.

The suggestion is that, for the time being, the earmarked reserves being reduced to just three with the car park refurbishment balance of £200 being removed as this will not be adequate to do anything of significance and the PWLB reserve removed as its purpose has passed by.

The second table is an analysis of the take from the new General Reserve balance of £29,334 would be just over £9,000, which includes a sum of £5,000 towards initial costs of the Neighbourhood Plan preparation. This means that despite the additional costs there is sufficient within the General Reserve to undertake the jobs already identified.

The next step will be to look at the Reserves Policy and to consider the actual outturn to date for the current year before assessing what the budget should look like for 2024/25 and deciding on a precept for that year.

LAPFORD PARISH COUNCIL

2324-158

Reserve	Reserve Balance on 1 st April 2023 £	Clerk's Observations	Suggested Reallocated Reserves as at 1 st April 2023 £
General Reserve	23,085	This is the 'spare' finance available to fund the tasks for which there is no annual budget. The target for this is usually around 100% of the precept (£25,000)	29,334
Earmarked Reserves			
Car Park Refurbishment	200	This is historic and appears to be a nominal sum. It is not clear what £200 would contribute to the maintenance of the car park.	0
Calor Gas Rural Grant	1,305	This as been discussed by the parish council several times with the intention of installing broadband in the community. Now that the Victory Hall has the internet service installed a further look at the use of this sum needs to take place.	1,305
PROW	755	This represents the unspent balance of DCC P3 grant received for Public Rights of Way maintenance.	755
PWLB	4,744	This sum was set aside to cover the first year's repayments on the Lower Town Place loan. The precept was however increased to cover the payments, so the purpose of this reserve is now superseded.	0
Village Event	116	This is where the balance in hand from the parish events is reserved. The amount shown is that from the Jubilee celebrations and has now risen to £794 following the Coronation events. This is to be used for upcoming event organisation. (eg D-Day 2024)	116
Total Reserves	30,205		30,205