

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.

Lapford Parish Council Meeting 18th July 2023

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

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 Cllrs. 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

Lapford Parish Council Meeting 18th July 2023

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

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.

Lapford Parish Council Meeting 18th July 2023

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

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.

Lapford Parish Council Meeting 18th July 2023

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

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.

Lapford Parish Council Meeting 18th July 2023

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

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			

Lapford Parish Council Meeting 18th July 2023

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



Lapford Parish Council Meeting 18th July 2023

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

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: 15/7/23