

LAPFORD PARISH COUNCIL**Parish Council Meeting 14th November 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 31st 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 still awaited from the bank, but a six-week timescale is quoted as being how long it can take to get to this stage.

This has still been done for the Parish Council Account only thus far, but when I get access I will be able to set up the **Church Green Trust** account separate from the parish council one, as the Church Green AGM set the signatories.

3. 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. Some of the matters on the action list have been placed on the agenda for this meeting but others still have to be addressed.

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

Rob Martin

09 November 2023

Lapford Parish Council

Lapford Parish Council Meeting 17th October 2023

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

There was a meeting of Lapford Parish Council on Tuesday 17th October 2023 at 7.30pm held in the Orchard Centre, Lapford

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

Also Present: District Cllr. Steve Keable (From 8.00pm); Michelle Maidment (Openreach)

In attendance: Rob Martin (Clerk)

Others: 7 members of the public.

MINUTES

2324-132 APOLOGIES

County Councillor Squires had apologised for family related reasons.

2324-133 DECLARATIONS OF INTEREST (PECUNIARY AND NON-PECUNIARY)

There were no declarations of interest made.

The Chairman to adjourn the meeting to allow public participation

2324-134 PUBLIC PARTICIPATION SESSION & UPDATES FROM LOCAL ORGANISATIONS

A resident requested that the signed versions of the minutes on the parish council website should be updated more frequently. The clerk undertook to bring the current position up to date.

Concern was expressed about trees overhanging the road in the bottom section of Eastington Lane, between Moorland View and Hill Lane, which the clerk would report to Devon County Highways. The property owner had already been contacted twice with no response to date.

Parish councillors were thanked for organising the village clear-up on 14th October 2023 which had made a big improvement in how the village looks. The chairman wanted to thank all those that took part.

The clerk was reminded that the payment for the remembrance wreath which was handed to the chairman, still had to be made.

2324-135 OPENREACH CAMPAIGN

Michelle Maidment representing Openreach was given the opportunity to outline the Openreach campaign she was undertaken to improve broadband connections in the area covered by the Lapford exchange.

She explained that Openreach were looking to upgrade the broadband connection for up to

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800 properties in Lapford and surrounding parishes by installing fibre connections from where they finish now, mostly the nearest junction box, to each home. Most homes in Lapford still had copper wire connections from the junction box that did not allow the best broadband services to be delivered. There was government grant of £4,500 per household available by means of a voucher code to enable this work to be undertaken and Openreach was looking to obtain access to as many of these vouchers as possible to enable a block job to be undertaken. She was looking for a minimum total of 240 of which 81 had already signed up and was looking to get to the target by Christmas 2023.

Copper wire connections suffer from a number of potential problems giving a lack of security to broadband connections which do not occur with fibre connections. There are certain situations where upgrading is not advised and individuals with alarm system connections, for instance, should check with their service provider before signing up.

The aim is to get as many as possible with access to 'Ultrafast' broadband which is up to 10 times as fast as the average connection. Users who upgrade will need to change their broadband package to benefit from the fibre connection which will be notified to users as complete by a government email.

There were a number of questions from those present and Michelle was thanked for her presentation. The clerk would feature this on the website. To pledge a voucher people should access www.openreach.co.uk/connectmycommunity

Michelle was invited to attend the Lapford Village Markets, the next one of which would be held on 28th October 2023, or the following one on 25th November 2023.

2324-136 COUNTY AND DISTRICT COUNCILLORS' REPORTS

To receive a verbal report for information.

- a) Devon County Council – there was no report available from Cllr. Squires.
- b) Mid Devon District Council – Steve Keable's had circulated a report a copy of which can be seen [here](#)

The Chairman to reconvene the meeting in line with Standing Orders

2324-137 CLERK'S REPORT & CORRESPONDENCE

The clerk had circulated the following report to councillors:

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

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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.

At the meeting the clerk indicated that the only thing left to do was for Cllr. Briant-Evans to provide the bank with identification, as they could not identify her online.

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.

As an indication of the scale of the matter, his records indicated that the clerk was working an average of 54 hours per month for Lapford, compared to the 35 hours in his contract.

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

In addition, he had just received responses by telephone and email to the letter sent to Meg Booth and others on the **Lapford Bridge Repairs**.

He explained the financial background to the Highways position which by all accounts was dire. It was appreciated however that the condition of the highway on both sides of the bridge was structurally compromised and dangerous. The conclusion was that a fairly costly (£60,000 to £100,000) structural job was being worked up which would be put on the future programme of work, the earliest date for which would be sometime in 2025/26 and possibly later. In the meantime, the highways department would send the 'Dragon Patcher' team to carry out repair works to the road surface which would make the highway safe for the time being. This work would be carried out before the end of December 2023, probably earlier but that was dependent on weather and availability. The cost of the 'Dragon Patcher' would be £3,000 and the work would take two days to complete, but the parish council would not be charged with this sum despite having offered to pay for it.

This was generally believed to be a very positive result and the parish council looked forward to seeing it come to fruition. Cllr. Graham was concerned about the potential road closure for two days questioning whether it would still be open to pedestrians, whose only

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alternative route would involve walking along the A377, and the clerk would ask highways about this. The clerk had already requested early notification of the likely start date and would communicate that as soon as it was received.

2324-138 MINUTES

On a proposal by Cllr. Graham, seconded by Cllr. Burrows, it was **Resolved** that the circulated draft minutes of the Parish Council meeting held on 12th September 2023 were a correct record of the meeting and were then signed as such.

2324-139 ACTION LIST

The clerk indicated that he had sent follow-up emails on the overgrown hedge at Yeo Vale Cottage, Section 106 for the Playing Field and Football Club, Youth Council.

The neighbourhood plan was on the agenda later in this meeting.

The Chairman confirmed that she had tried to contact the volunteer on the sign-cleaning to no avail and wished to thank those who had already cleaned some signs of their own volition.

The telephone box disconnection was also on the agenda for this meeting.

2324-140 LAPFORD NEIGHBOURHOOD PLAN

- a) The **Lapford Neighbourhood Area** designation has been agreed.
- b) A response had been received from the Neighbourhood Plan Support team at EDDC in which the request to provide someone to come to a public meeting to outline what a Neighbourhood Plan entailed had been refused on the basis of a lack of resources. District Cllr. Keable would discuss the matter with the officers involved to see if something could be done.
- c) The public meeting would be organised once the presentation had been organised.

2324-141 LAPFORD EMERGENCY ACTION PLAN COMMITTEE (LEAP)

On a proposal by Cllr. Briant-Evans, seconded by Cllr. Down it was **Resolved** to adopt the minutes from the LEAP meeting held on 5th October 2023.

On a proposal by Cllr. Graham, seconded by Cllr. Lumsdon, it was **Resolved** that the circulated Terms of Reference for the committee were ratified.

The clerk would contact highways and request county to provide advance warning of works such as drainage to attempt to ensure that cars are moved before the work is to be done.

The clerk to thank highways for clearing the obscured sign and request the fencing at that site to be replaced, or for a specification so that the parish councils can investigate doing the work.

The parish council to install further grit bins (See agenda item).

The parish council replace the Orchard Centre WiFi router and perhaps reduce the charge. The clerk had just received an email from BT asking whether their contract should be reviewed and renewed. He would investigate options going forward.

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Cllr. Briant-Evans had been contacted by the owner of The Mill which had suffered flooding due to blocked highway drains and the parish council had been asked whether sand-bags could be provided to help with this. The clerk would investigate whether the District/County Councils had empty bags available as the ones in stock had been filled and provided for this purpose with the 13 bags in hand had been filled with half a bin of sand. The locks on the bins had corroded and had to be cut off, and these had required replacements to be bought. It was agreed that Cllr. Wilkie would be reimbursed £45.98 for the cost of the locks.

Cllr. Briant-Evans also stated that she believed there should be a reserve balance of £2,166 for the committee's activities, which the clerk confirmed was the case.

The next LEAP meeting would be on Wednesday 1st November 2023 at 7.30pm in the Orchard Centre.

2324-142 FEEDBACK FROM REPRESENTATIVES

Cllr. Burrows reported from a HOLD meeting held on 23rd September 2023. There was a bank balance of £8,333, the new Governance document had got to the point of needing legal advice, the Gardening Group would take part in the tidy-up day (which it did), the Youth Club was in need of more adult help, amongst others. A working Group would be set up to look at the assets stored in the containers and the date of the next meeting would be 17th November 2023. The HOLD AGM would take place on Saturday 21st October 2023 at 2pm.

Cllr. Burrows had also attended the DALC AGM and Conference, which he reported as providing a good lunch.

2324-143 CHURCH GREEN TRUST REPORT

Cllr. Briant-Evans reported that the trust's insurance premium had been paid for the coming year and that the dead Chesnut Tree would need to be sorted in an appropriate way.

The Annual Meeting would be on Tuesday 7th November 2023 in the Orchard Centre at 7.30pm

2324-144 TRAINING IN THE ARK

The chairman believed that the session was very successful, and all attendees learned something new. On a proposed from the chairman, seconded by Cllr. Andrews it was **Resolved** that a donation of £50 be made to **The Ark** for allowing the use of the building.

2324-145 DESIGN A PARISH LOGO COMPETITION

It was agreed to the setting up of a competition to design a parish council logo.

Cllr. Briant-Evans suggested that putting a notice in the Lookout for December could be followed by displaying entries in The Ark once the art exhibition is removed at the end of January 2024. This would enable people using The Ark to vote on which one they believed

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should be adopted as a new logo. It would also be an opportunity to put up display boards advertising the work of the parish council and explaining who does what in the wider local government arena. This approach was agreed as a good idea.

It is anticipated that this will be available to all in the parish, young and old, with the chosen logo being used on all correspondence, the website and official paperwork and notices.

2324-146 D-DAY COMMEMORATION

It was **agreed** that Lapford should do something for the D-Day commemoration, and this would be discussed at an Events Committee meeting before Christmas to work up some ideas for this event. The clerk advised that there was a total of £794 reserved for future events.

2324-147 ORCHARD CENTRE CCTV

After much discussion, it was concluded that the risk of the camera being vandalised and the limited benefit of such cameras to put the idea on hold for the time being.

2324-148 TELEPHONE BOX ELECTRICITY SUPPLY

On a proposal by Cllr. Down, seconded by Cllr. Fletcher, the quotation from National Grid to cut off the power supply to the telephone box, in the sum of £456.44, excluding VAT, would be accepted. The clerk would arrange for the order to be sent.

2324-149 ROAD SIGN REPLACEMENT

The chairman reported that she had returned the COLEFORD sign to its rightful place, but the missing LAPFORD sign had not yet reappeared. It was decided to leave getting a replacement until more time had passed as there was still the possibility it could be recovered from a hedge somewhere.

On a proposal by Cllr. Andrews, seconded by Cllr. Burrows, it was **Resolved** to accept the quotation from Road Signs Direct for the provision of 5 new finger signs in the sum of £399, plus VAT. The clerk would arrange for the order to be sent.

2324-150 MDDC AUTUMN NEIGHBOURHOOD WALKABOUTS

The District Council is conducting the Lapford Neighbourhood Walkabout is to take place on Thursday 2nd November 2023. It was **agreed** that Cllr. Wilkie would accompany the MDDC staff on this, but he needed to know what time this would happen.

2324-151 PENSIONERS' LUNCHES

On a proposal by Cllr. Andrews, seconded by Cllr. Wilkie, it was **Resolved** to pay a grant of £300 to the Victory Hall to support the provision of Christmas Lunches for over 65's in Lapford.

2324-152 CITIZENS ADVICE

The parish council can support Citizens Advice using Section 142 of the Local government Act 1972 and a letter was received requesting such support stating that 78 Lapford residents

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had been helped in the 2022/23 year.

On a proposal by Cllr. Wilkie, seconded by Cllr. Andrews, it was **Resolved** that Citizens Advice would be invited to a future meeting to put the case for support, provided they submit a completed grant application form.

2324-153 GRIT BINS

On a proposal from Cllr. Lumsdon, seconded by Cllr. Briant-Evans, it was **Resolved** to purchase three grit bins from Amazon, at the price of £135 including VAT, resulting in an overall cost to the parish council of £337.50.

2324-154 PLANNING MATTERS

a) APPLICATIONS NOTIFIED

To consider the following Planning Applications and to agree comments:

Reference	Location	Proposal
23/01581/FULL	Victory Hall Lapford Crediton	Alterations to existing porch to provide disabled access. Decision: Support

b) APPLICATIONS AFTER THE AGENDA WAS ISSUED

Responses to applications notified after the agenda had been set:

23/01463/FULL	Land at NGR 272610 106518 Kelland Barton Lapford Devon	Erection of a farm shop and cafe with associated parking Decision: Site Visit to be requested
23/01597/HOUSE	Stonegate Cottage Popes Lane Lapford	Erection of a two-storey extension Decision: Site Visit to be requested
23/01584/	Stonegate Cottage Popes Lane Lapford	Erection of a dwelling Decision: Site Visit to be requested

c) MDDC DECISIONS

Reference	Location	Proposal	MDDC Decision
23/00628/HOUSE	10 Park Meadow Close Lapford Crediton Devon	Erection of first floor gable extensions	Full Permission Granted

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2324-155 HMRC PAYMENT SEPTEMBER 2023

The clerk has inadvertently paid HMRC too much for tax deduction for September 2023, paying £505.50 instead of £140.60. His intention is to cease further payments for the months of October and November with a part-payment in December 2023 to catch up. Following that, the payments for January, February and March will revert back to the sum that is due monthly.
This was **noted**.

2324-156 BANK RECONCILIATION & BUDGET MONITOR STATEMENT

To receive and note the attached Bank Reconciliation and Receipts and Payments statement, as at 30th September 2023.
These were **noted**.

2324-157 RECEIPTS & PAYMENTS SCHEDULE

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

2324-158 PAYMENTS

Payment to	Services	Amount £	Payment No.
2023/2024			
S Hemsworth	Salary October 2023	57.37	SO
RJ Martin	Salary October 2023	505.50	2324-24
EDF Energy	Orchard Centre Electricity	30.35	DD
Everflow	Orchard Centre Sewage & Water	21.10	DD
BT Group Ltd	Orchard Centre Broadband	45.12	DD
IONOS	Village Website Hosting	16.84	DD
Mid Devon District Council	Parish Council Election May 2023	1,736.46	2324-23
DALC	AGM & Conference attendance	54.00	2324-25
The Ark	Donation for Training Use	50.00	2324-26
Ian Wilkie	Locks for Bins	45.98	2324-26
Sue Briant-Evans	Clean-up day Provisions	13.80	2324-26
Victory Hall	Pensioners' meals Grant	300.00	2324-26
National Rocksalt Ltd	Salt Bins	405.00	2324-26
National Grid	Telephone Box Disconnection	547.73	2324-27

RECEIPTS

Receipt from	Services	Amount	Method
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		£	
2023/2024			
Mid Devon District Council	Precept	12,500.00	BGC

2324-159 2024/2025 BUDGET AND RESERVES

In order to prepare for the decisions needed on the parish council budget and precept for the 2024/25 year, the clerk had focussed on the matters marked as Earmarked Reserves. In particular, the item denoted as being PWLB was only there originally to cover the timing of the repayments in the first year, long since passed. For this reason, the clerk suggested that this balance should be added to the General Reserve Balance. Conversely, the balance of Emergency Funds available of £2,166 had been swallowed up into the General Fund and this should now be shown separately. The car park reserve of £200 was also pointless considering the cost of carrying out its refurbishment, so would be reduced to zero for the time being.

The revised analysis of the current Earmarked Reserves should therefore be:

Calor Gas Rural Communications	£1,305
Public Rights of Way Grant	£755
Village Event Reserve	£794
Emergency Grant Reserve	£2,166
TOTAL EARMARKED FUNDS	£5,020

The General Reserve will of course change as the financial year progresses, but is likely to remain above £20,000, dependent on what is committed before the year-end.

On a proposal by Cllr. Graham, it was **Resolved** that this be accepted and would inform the basis of the budget for next year.

2324-160 MATTERS RAISED BY THE CHAIR

The issue of dog and refuse bins should be placed on the next agenda. The chairman would send pictures of the current bins and he would contact MDDC to request new bins. Cllr. Wilkie asked whether dog refuse bags could be provided at points around the village.

2324-161 COUNCILLORS' REPORTS AND FUTURE AGENDA ITEMS (FOR INFORMATION ONLY)

Cllr. Briant-Evans suggested that the agendas and minutes should be posted in the Orchard Centre as well as on noticeboards and The Ark. She was concerned that the Archive Cupboard door was found open. She wanted a rota for people attending the village market, the next one of which would be 28th October 2023.

- Cllr. Graham warned that the work on the church would start in February 2024 and

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last until July, which would see a lot of activity.

- Cllr. Wilkie requested that the telephone box future be on the next agenda.
- Cllr. Wilkie agreed that he would attend as the parish councillor representative at the next Village Market on 28th October 2023.
- Cllr. Fletcher outlined the upcoming work to be done on the Orchard Centre which he and others would try to get on with.
- Cllr. Andrews had produced a LYPFT report on the needs for the play area and playing field that would be placed on the agenda of the next meeting. He also made a request for the LYPFT insurance to be subsidised by the parish council. This would require a grant claim for the next meeting.

2324-162 DATE OF NEXT MEETING

To note the date of the next Parish Council meeting is scheduled for Tuesday 14th November 2023 at 7.30pm in the Orchard Centre.

2324-163 CLOSE OF MEETING

The meeting closed at 10.00pm

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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 111 highway. Owner to be contacted re trimming it back 134	Clerk	A letter has been sent to the owner requesting hedge reduction. Reminder sent 26 September 2023. Notify Highways
2324	062 106 funding for the Playing Field. Cllr Andrews to be contacted. 111	Clerk	Cllr. Andrews handed a report to the clerk. On the agenda for November 2023.
2324	064 106 funding for the Football Club 111	Clerk	Reminder sent 26 September
2324	064 Youth Council. Reply awaited from Cat Seymour. She is to be contacted about it. 111	Clerk	Reminder sent 26 September
2324	067 Orchard Centre issues. £100 granted for a replacement board for the external 089 notice board. Ownership of the adjacent land to be determined.	Cllr Wilkie Clerk	Item purchased and awaiting fitting. 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.
2324	069 Ash Dieback. Ownership of affected trees to be researched and addresses passed to the Clerk.	Cllr Burrows	Cllr. Burrows had confirmed the details of two trees affected. The clerk to notify both. Letters sent, one response saying not on their land. Notify Highways to see if a danger.
2324	069 Signposts, prices to be obtained for replacement arms. 111 149 Request that the Playing Field be added to the central village one.	Clerk	The clerk had researched this online and had identified a number of companies able to do the work. He

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Minute ref	Issue/Action	Responsibility	Update
	Cleaning of signs to be arranged.	Cllr Lumsdon	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. Order to be sent 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.
2324	078 Neighbourhood Plan. When appropriate a public meeting to be called re 092 progressing this. 113 140	Parish Council	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. Steve Keable to get planner to attend public meeting. Clerk to experience system 2nd November 2023
2324	099 Scribe Accountancy system	Clerk	Contact Western Power to get supply turned off. Order sent. Further work on next agenda.
2324	111 Telephone Box – Make safe for use as book swap area. 148	Clerk & Cllr. Wilkie	Contact Church/Congregational Church and The Ark about what access the want.
2324	117 Community Broadband	Clerk	Arrange for a simple Lapford Parish Council sign to be produced.
2324	118 Councillor Identification	Cllr. Graham	

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Minute ref	Issue/Action	Responsibility	Update
2324	145 Logo Competition	Cllr. Briant-Evans	Competition to be set up.
2324	126 Melissa Lake Shelter – Broken ‘Leaves’	Cllr. Andrews	To arrange for new leaves to be produced whilst liaising with Lucy.
2324	137 Clerk’s Hours Worked – to solve the disparity between the hours paid for, 35 hours per month, and the hours worked.	Clerk	To report at the November 2023 meeting on the possible solutions.
	141 Lapford Emergency Action Plan (LEAP) Committee - Contact Highways on highlighted points - Investigate alternative Broadband for the Orchard Centre - Acquire Sandbags.	Clerk	Email to Highways Contact BT in first instance Email to District & County Council
	146 D-Day Commemoration – to decide what is to be done	Events Committee	To reconvene committee to discuss the possible event.
	151 Pensioners’ Lunches – grant to be paid	Clerk	£300 paid to Victory Hall for the Xmas meal for pensioners to be run.
	152 Citizen’s Advice	Clerk	To email Citizens’ Advice to ask them to a meeting before applying for a grant.
	153 Grit Bins	Clerk	To order three grit bins for placing in the village and arranging for them to be filled in time for the winter.
	159 2024/25 Budget and Reserves	Clerk	To report to November meeting with full budget analysis.
	160 Dog & Refuse Bins	Clerk & Cllr. Down	To investigate the possibility of replacing some bins in the village.
	161 Lapford Youth and Playing Field Trust – Playing Field Report	Cllr. Andrews & Clerk	To convert the report into an action plan for the future refurbishing the play equipment and playing field.

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Minute ref	Issue/Action	Responsibility	Update
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2324	062 106 funding for the Playing Field. Cllr Andrews to be contacted. 111	Clerk	Cllr. Andrews handed a report to the clerk. On the agenda for November 2023. Item on the agenda. Email from Steve Densham.
2324	064 106 funding for the Football Club 111	Clerk	Reminder sent 26 September Nothing to update on.
2324	064 Youth Council. Reply awaited from Cat Seymour. She is to be contacted about it. 111	Clerk	Reminder sent 26 September
2324	067 Orchard Centre issues. £100 granted for a replacement board for the external 089 notice board. Ownership of the adjacent land to be determined.	Cllr Wilkie Clerk	Item purchased and awaiting fitting. 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.
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Minute ref	Issue/Action	Responsibility	Update
149	Request that the Playing Field be added to the central village one. Cleaning of signs to be arranged.	Cllrs Lumsdon & Briant-Evans	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. Order will be finalised by this meeting 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.
2324 078 092 113 140	Neighbourhood Plan. When appropriate a public meeting to be called re progressing this.	Parish Council	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. Steve Keable to get planner to attend public meeting. No-one available from MDDC. On the agenda for this meeting.
2324 099	Scribe Accountancy system	Clerk	Clerk has now used the system and is impressed. On the agenda for acceptance.
2324 111 148	Telephone Box – Make safe for use as book swap area.	Clerk & Cllr. Wilkie	National Grid were paid to cut the supply off but have now been told it is BT's responsibility. BT contacted to

LAPFORD PARISH COUNCIL

Action List
14th November 2023 Meeting

Minute ref	Issue/Action	Responsibility	Update
			get the supply cut.
2324 117	Community Broadband	Clerk	<i>The Ark has already got access, so does not need this.</i>
2324 145	Logo Competition	Cllr. Briant-Evans	Competition being set up and advertised in the Lookout.
2324 126	Melissa Lake Shelter – Broken ‘Leaves’	Cllr. Andrews	<i>To arrange for new leaves to be produced whilst liaising with Lucy.</i> Cllr. Andrews is liaising
2324 137 3	Clerk’s Hours Worked – to solve the disparity between the hours paid for, 35 hours per month, and the hours worked.	Clerk	Report still to be written.
141	Lapford Emergency Action Plan (LEAP) Committee • Contact Highways on highlighted points • Investigate alternative Broadband for the Orchard Centre • Acquire Sandbags.	Clerk	Email to Highways On this agenda. These need to be purchased
146	D-Day Commemoration – to decide what is to be done	Events Committee	<i>To reconvene committee to discuss the possible event.</i> Event Committee re-enacted.
151	Pensioners’ Lunches – grant to be paid	Clerk	£300 paid to Victory Hall for the Xmas meal for pensioners to be run Done.
152	Citizen’s Advice	Clerk	<i>To email Citizens’ Advice to ask them to a meeting before applying for a grant.</i> Email still to be sent.
153	Grit Bins	Clerk	<i>To order three grit bins for placing in the village and arranging for them to be filled in time for the winter.</i>

LAPFORD PARISH COUNCIL

Action List
14th November 2023 Meeting

Minute ref	Issue/Action	Responsibility	Update
			Now delivered and being installed.
159	2024/25 Budget and Reserves	Clerk	To report to November meeting with full budget analysis. On this agenda
160	Dog & Refuse Bins	Clerk & Cllr. Down	To investigate the possibility of replacing some bins in the village. Email still to be sent.
161	Lapford Youth and Playing Field Trust – Playing Field Report	Cllr. Andrews & Clerk	To convert the report into an action plan for the future refurbishing the play equipment and playing field. Email from Steve Densham at MDDC looks to change the position.

6 NOVEMBER 2023

E01-23 | 2022/23 LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2023

We have been informed by the Local Government Association that the National Joint Council for Local Government Services has reached agreement on rates of pay applicable from 1 April 2023 to 31 March 2024.

The new pay rates for local councils are attached and have been agreed with SLCC and ALCC.

Employers are encouraged to implement this pay award as swiftly as possible.

For all spinal points to 43 the agreed award was a flat rate payment of £1,925. For scale points above that the award was 3.88%.

The Joint Council notes on backpay for employees who have left employment: "If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2023 to the employee's last day of employment. When salary arrears are paid to ex-employees who were in the LGPS, the employer must inform its local LGPS fund. Employers will need to amend the CARE and final pay figures (if the ex-employee has pre-April 2014 LGPS membership) accordingly. Further detail is provided in section 15 of the HR guide and the Backdated Pay Award FAQs, which are available on the employer resources section of www.lgpsregs.org.

Historically the calculation of hourly pay for local councils has been reached by dividing the annual salary by 52 weeks and then by 37 hours. This is different from the recommendation of the Joint Council which calculates hourly rates by dividing annual salary by 52.143 weeks (which is 365 days divided by 7) and then divided by 37 hours (the standard working week). This marginal difference causes some confusion, and it is intended that next year we shall move to the approach recommended by the National Joint Council.

NALC continues to be disappointed that the annual settlement has been delayed for reasons outside the Association's control.

	1 April 2023		Scale Ranges
SCP	£ per annum	* £ per hour	Based on SCP
2	£22,366	£11.62	Below LC Scale (for staff other than clerks)
3	£22,737	£11.82	
4	£23,114	£12.01	
5	£23,500	£12.21	
5	£23,500	£12.21	LC1 (5-6) (below substantive range)
6	£23,893	£12.42	
7	£24,294	£12.63	LC1 (7-12) (substantive benchmark range)
8	£24,702	£12.84	
9	£25,119	£13.06	
10	£25,545	£13.28	
11	£25,979	£13.50	
12	£26,421	£13.73	
13	£26,873	£13.97	LC1 (13-17) (above substantive range)
14	£27,334	£14.21	
15	£27,803	£14.45	
16	£28,282	£14.70	
17	£28,770	£14.95	
18	£29,269	£15.21	LC2 (18-23) (below substantive range)
19	£29,777	£15.48	
20	£30,296	£15.75	
21	£30,825	£16.02	
22	£31,364	£16.30	
23	£32,076	£16.67	
24	£33,024	£17.16	LC2 (24-28) (substantive benchmark range)
25	£33,945	£17.64	
26	£34,834	£18.10	
27	£35,745	£18.58	
28	£36,648	£19.05	

SCP	1 April 2023		Scale Ranges
	£ per annum	* £ per hour	Based on SCP
29	£37,336	£19.41	LC2 (29-32) (above substantive benchmark range)
30	£38,223	£19.87	
31	£39,186	£20.37	
32	£40,221	£20.90	
33	£41,418	£21.53	LC3 (33-36) (below substantive range)
34	£42,403	£22.04	
35	£43,421	£22.57	
36	£44,428	£23.09	
37	£45,441	£23.62	LC3 (37-41) (substantive benchmark range)
38	£46,464	£24.15	
39	£47,420	£24.65	
40	£48,474	£25.19	
41	£49,498	£25.73	
42	£50,512	£26.25	LC3 (42-45) (above substantive benchmark range)
43	£51,515	£26.77	
44	£52,752	£27.42	
45	£54,017	£28.08	
46	£55,325	£28.76	LC4 (46-49) (below substantive range)
47	£56,648	£29.44	
48	£57,854	£30.07	
49	£59,418	£30.88	
50	£60,856	£31.63	LC4 (50-54) (substantive benchmark range)
51	£62,323	£32.39	
52	£64,335	£33.44	
53	£66,341	£34.48	
54	£68,356	£35.53	

	1 April 2023		Scale Ranges
SCP	£ per annum	* £ per hour	Based on SCP
55	£70,385	£36.58	LC4 (55-62) (above substantive benchmark range)
56	£72,388	£37.62	
57	£74,417	£38.68	
58	£76,405	£39.71	
59	£78,290	£40.69	
60	£80,216	£41.69	
61	£82,188	£42.72	
62	£84,214	£43.77	

* Hourly Rates

As per the national agreement, hourly rates are calculated by dividing annual salary by 52 weeks and then by 37 hours. Please note that these hourly rates differ from those published by NJC for Principal Authorities as the calculation basis differs.

© NALC 2023

LAPFORD PARISH COUNCIL

BANK RECONCILIATION AS AT
31-Oct-23

		£	£
Bank Balances 31/10/23			
NatWest		15,524.04	
NS&I		21,561.52	
Petty Cash		-	
			37,085.56
Uncleared Payments			
Uncleared Credits			
			-
TOTAL BALANCES			<u>37,085.56</u>
Balance at 1/4/2023	Current Account	8,643.40	
	NS&I	21,561.52	
	Petty Cash	-	
			30,204.92
Plus Receipts		28,264.99	
Less Payments		(21,384.35)	
			6,880.64
TOTAL BALANCES			<u>37,085.56</u>
Reconciliation			<u>-</u>



ROB MARTIN
LAPFORD CHURCH GREEN
LAPFORD PARISH COUNCIL
14 STATION ROAD
YEOFORD
CREDITON
EX17 5HU

Current Account

Summary	
Statement Date	01 NOV 2023
Period Covered	30 SEP 2023 to 01 NOV 2023
Previous Balance	£8,641.30
Paid In	£12,982.57
Withdrawn	£6,099.83
New Balance	£15,524.04
BIC	NWBKGB2L
IBAN	GB88NWBK52300604515099

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Why file and store your statements when we can do it for you? Manage your statements online at www.natwest.com
If you have changed your address or telephone number please let us know.

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
30 SEP 2023	BROUGHT FORWARD			8,641.30
04 OCT	Automated Credit MDDC CREDITORS REF - 00002	12,500.00		21,141.30
	Direct Debit EDF ENERGY 671171872806		30.35	21,110.95
06 OCT	Standing Order SUSAN HEMSWORTH SALARY FP 06/10/23 30 07023534717307000N		57.30	21,053.65
09 OCT	Direct Debit 1&1 INTERNET LTD. V73144437-60104560		16.84	21,036.81
16 OCT	Direct Debit EVERFLOW LIMITED B264080A		21.10	21,015.71
18 OCT	Automated Credit ROBERT MARTIN CORONATION MUGS FP 18/10/23 1104 00152053632BYPGGNF	37.00		21,052.71
19 OCT	Automated Credit HMRC VTR XZV126000100256	445.57		21,498.28
20 OCT	OnLine Transaction MDDC 20036028 VIA ONLINE - PYMT		1,736.46	19,761.82
	OnLine Transaction RJ MARTIN SALARY OCT 23 VIA ONLINE - PYMT FP 20/10/23 40 11023622233522000N		505.50	19,256.32
23 OCT	Direct Debit PUBLIC WORKS LOANS LAPFORD		2,249.63	17,006.69
26 OCT	OnLine Transaction VICTORY HALL PENSIONERS XMAS VIA ONLINE - PYMTB		300.00	16,706.69
	OnLine Transaction IAN WILKIE LOCKS FOR BINS VIA ONLINE - PYMTB FP 26/10/23 10 55151724772221000N		45.98	16,660.71
	OnLine Transaction MRS S BRIANT-EVANS CLEANUP DAY VIA ONLINE - PYMTB FP 26/10/23 10 04151725192666000N		13.80	16,646.91
	OnLine Transaction RBL DONATION TBC13 VIA ONLINE - PYMTB FP 26/10/23 10 08151726339443000N		36.00	16,610.91
	OnLine Transaction DALC LAPFORD 5198 VIA ONLINE - PYMT FP 26/10/23 10 53152213498375000N		54.00	16,556.91
	OnLine Transaction National Grid NGED REF 4882053 VIA ONLINE - PYMT FP 26/10/23 10 06154951315488000N		547.73	16,009.18
	OnLine Transaction RJ MARTIN SALT BINS VIA ONLINE - PYMTB FP 26/10/23 10 20151727558199000N		405.00	15,604.18
27 OCT	Direct Debit BT GROUP PLC GP00449335-000060		51.62	15,552.56
30 OCT	Direct Debit EDF ENERGY 671171872806		28.52	15,524.04

LAPFORD PARISH COUNCIL

RECEIPTS AND PAYMENTS ACCOUNT MONITOR

31-Oct-23

2022/2023 Actual £		2023/2024 Budget £	2023/2024 to date £	% of Budget £
	RECEIPTS			
22,216	Precept	25,000	25,000.00	100
20	Interest	50	-	-
1,633	Grants & Other Donations	1,000	-	-
-	Section 106 Income	-	-	-
-	PWLB Loan	-	-	-
564	Jubilee Events Income	-	-	-
-	Coronation Event Income	-	1,090.81	-
1,311	VAT Receipts		2,174.18	-
25,744	TOTAL Receipts	26,050	28,264.99	109
	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	1,736.46	87
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	4,676.60	58
-	NI	-	-	-
126	Clerk's Expenses	200	84.15	42
-	Councillor Expenses	100	-	-
-	Councillor Allowances	100	200.00	200
263	Training & Development	400	45.00	11
	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	543.87	64
40	Cleaning Consumables	60	15.49	26
3,215	Electricity	1,020	230.27	23
271	Water	300	137.81	46
387	Maintenance & Improvements	200	1,985.50	993
451	Telephone & Broadband	500	301.14	60

LAPFORD PARISH COUNCIL

RECEIPTS AND PAYMENTS ACCOUNT MONITOR

31-Oct-23

2022/2023 Actual £		2023/2024 Budget £	2023/2024 to date £	% of Budget £
-	Telephone Kiosk	-	-	-
-	Refurbishment	-	456.44	-
-	Maintenance	-	-	-
-	Defibrillator	-	-	-
50	Installation	200	344.00	172
-	Maintenance & Consumables	-	-	-
161	Community Website	160	98.21	61
-	Development	-	-	-
-	Maintenance	-	-	-
-	Maintenance - General	500	-	-
6,590	Annual Inspections	170	195.00	115
-	Church Clock	130	-	-
375	DAA Lighting	400	160.00	40
100	Grass Cutting	235	-	-
-	Verge Cutting	100	-	-
-	Landscaping	3,000	-	-
-	Village & Sign Maintenance	-	-	-
315	Noticeboard	-	32.76	-
-	Salt Bins	-	375.82	-
621	Outdoor Bench	-	-	-
595	Public Rights of Way	1,000	-	-
-	Maintenance & Improvements	-	-	-
-	Emergency Planning	100	-	-
-	Equipment	-	-	-
-	Booklet	-	-	-
-	Maintenance & Improvements	-	-	-
-	Training	-	-	-
1,036	Grants Made	1,300	1,300.00	100
281	Lapford Church Green	190	-	-
-	LYPFT	-	-	-
-	COVID Emergency	-	-	-
-	LERT Expenses	-	-	-
-	Equipment	-	-	-
652	Section 137	1,000	879.25	88
30	General Donations	30	-	-
-	Armistice Wreath	60	13.80	23
75	Litter Pick Refreshments	80	-	-
-	Footpath Lighting	-	-	-
-	Fireworks Event	-	-	-
-	Armistice Event	-	30.00	-
-	Calor Gas Fund - Broadband	-	-	-
374	Jubilee Events Expenditure	-	-	-
437	Coronation Event Expenditure	-	375.00	-
2,668	Lower Town Place - Capital Expenditure	-	-	-
-	Site Costs Funded by Loan	-	-	-
4,499	Loan Repayments	4,500	4,499.26	100
-	PWLB Repayments	-	-	-

LAPFORD PARISH COUNCIL

RECEIPTS AND PAYMENTS ACCOUNT MONITOR

31-Oct-23

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

2023/2024 to date £
642.24
21,384.35

% of Budget £
-
73

10,728.14 **NET EXPENDITURE/(INCOME)** **(3,340)** **(6,880.64)**

RESERVES

23,085	General Reserve	29,250
	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	831
-	Lower Town Place	-
30,205		37,086

LAPFORD PARISH COUNCIL

2024/2025 BUDGET ANALYSIS

2022/2023 Actual £		2023/2024 Budget £	2023/2024 Revised Budget £	2024/2025 Draft Budget £
	RECEIPTS			
22,216	Precept	25,000	25,000	27,500
20	Interest	50	50	50
1,633	Grants & Other Donations	1,000	1,000	1,000
-	Section 106 Income	-	-	-
-	PWLB Loan	-	-	-
564	Jubilee Events Income	-	-	-
-	Coronation Event Income	-	1,091	-
1,311	VAT Receipts		2,174	
25,744	TOTAL Receipts	26,050	29,315	28,550
	PAYMENTS			
	Administration			
200	External Audit	210	210	210
183	Internal Audit	250	225	250
35	ICO	35	35	35
117	Legal Fees	-	-	-
-	Land Registry	-	-	-
497	Insurance	550	590	600
-	Elections	2,000	1,736	-
258	IT&C	200	570	250
122	Office Consumables	300	300	300
-	Refreshments	-	-	-
-	Postage	50	50	50
144	Venue Hire/Zoom	200	200	100
	Clerk & Councillors			
-	Locum Clerk	-	-	-
7,598	Clerk's Salary	8,000	8,000	8,300
-	NI	-	-	-
126	Clerk's Expenses	200	150	200
-	Councillor Expenses	100	100	100
-	Councillor Allowances	100	200	200
263	Training & Development	400	300	400
	Subscriptions			
219	DALC/NALC	240	259	270
61	SLCC	70	67	70
-	DCT	-	-	-
	Car Park			
-	Maintenance & Improvements	300	300	300
	Orchard Centre			
722	Cleaner	850	915	850
40	Cleaning Consumables	60	60	60
3,215	Electricity	1,020	1,020	1,000
271	Water	300	300	300
387	Maintenance & Improvements	200	2,000	200

LAPFORD PARISH COUNCIL

2024/2025 BUDGET ANALYSIS

2022/2023 Actual £		2023/2024 Budget £	2023/2024 Revised Budget £	2024/2025 Draft Budget £
451	Telephone & Broadband	500	500	500
-	Telephone Kiosk	-	-	-
-	Refurbishment	-	550	-
-	Maintenance	-	-	-
-	Defibrillator	-	-	-
50	Installation	200	344	200
-	Maintenance & Consumables	-	-	-
-	Community Website	-	-	-
161	Development	160	160	160
-	Maintenance	-	-	-
-	Maintenance - General	500	-	-
6,590	Annual Inspections	170	195	200
-	Church Clock	130	130	130
375	Air Ambulance Lighting	400	320	400
100	Grass Cutting	235	235	235
-	Verge Cutting	100	100	100
-	Landscaping	3,000	3,000	1,000
315	Village & Sign Maintenance	-	33	-
-	Noticeboard	-	-	-
-	Salt Bins	-	-	-
621	Outdoor Bench	-	-	-
595	Public Rights of Way	1,000	1,000	1,000
-	Maintenance & Improvements	-	-	-
-	Emergency Planning	100	100	100
-	Equipment	-	-	-
-	Booklet	100	100	100
-	Maintenance & Improvements	-	-	-
-	Training	-	-	-
1,036	Grants Made	1,300	1,300	1,300
281	Lapford Church Green	190	331	300
-	LYPFT	-	-	-
-	COVID Emergency	-	-	-
-	LERT Expenses	-	-	-
-	Equipment	-	-	-
652	Section 137	1,000	1,000	1,000
30	General Donations	30	30	30
-	Armistice Wreath	60	60	60
75	Litter Pick Refreshments	80	80	80
-	Footpath Lighting	-	-	-
-	Fireworks Event	-	-	-
-	Armistice Event	-	-	-
-	Calor Gas Fund - Broadband	-	-	-
374	Jubilee Events Expenditure	-	-	-
437	Coronation Event Expenditure	-	375	-
2,668	Lower Town Place - Capital Expenditure	-	-	-
-	Site Costs Funded by Loan	-	-	-

LAPFORD PARISH COUNCIL

2024/2025 BUDGET ANALYSIS

2022/2023 Actual £		2023/2024 Budget £
4,499	Loan Repayments PWLB Repayments	4,500
2,703	VAT Expenditure	-
36,472	TOTAL EXPENDITURE	29,390

2023/2024 Revised Budget £
4,500
800
32,830

2024/2025 Draft Budget £
4,500
-
25,440

10,728.14 **NET EXPENDITURE/(INCOME)****3,340****3,515****(3,110)****RESERVES**

23,085	General Reserve	21,632	24,742
	Earmarked Reserves		
200	Car Park Refurbishment	-	-
-	Church Clock Overhaul	-	-
1,305	Calor Gas Rural	1,305	1,305
-	Transparency Code	-	-
755	PROW	755	755
4,744	PWLB	-	-
116	Village Event Reserve	831	831
-	Emergency Committee Fund	2,166	2,166
30,205		26,690	29,800

2024-25 Town/Parish Precept Charges

Please select your Town/Parish in the drop down menu below:
(Please click in the box for the arrow key and drop down menu to be visible then click on the name of your Town/Parish)

Lapford

↓

Lapford

Precept Requested (enter amount to calculate)		Current Year 2023-24	Next Year 2024-25
Net Precept to be raised by Council Tax	A	25,000.00	27,500.00
		25,000.00	27,500.00
Number of Band D at 97.5% collection 2024-25	B	394.08	400.59
(Collection rate in 2023-24 at 96.5%)			
Band D Parish Charge	A divided by B	£ 63.44	£ 68.65
			8% Rise
Note			
An increase of £1,000 would increase your annual precept by:		£ 2.50	
which is per week:		£ 0.05	