

Lapford Parish Council

Lapford Parish Council Meeting 19th December 2023

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

There was a meeting of Lapford Parish Council on Tuesday 19th December 2023 at 7.30pm held in the Orchard Centre, Lapford

Members Present: Cllrs Julie Down (Chairman); Sue Briant-Evans; Roy Andrews; Bill Graham; Alex Shapland; Steven Fletcher; Ian Wilkie.

Also Present: No-one

In attendance: Rob Martin (Clerk)

Others: 5 members of the public.

MINUTES

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MINUTES

2324-189 APOLOGIES

Apologies had been received from Cllrs. Lumsdon and Burrows both with prior commitments. These apologies were accepted by the parish council.

County Cllr. Squires and District Cllr. Keable had both apologised for their absence.

2324-190 DECLARATIONS OF INTEREST (PECUNIARY AND NON-PECUNIARY)

Cllr. Briant-Evans declared a personal interest in item 2324-200a below on the basis that the applicant was an acquaintance of hers.

The Chairman to adjourn the meeting to allow public participation.

2324-191 PUBLIC PARTICIPATION SESSION & UPDATES FROM LOCAL ORGANISATIONS

The public toilets at the Orchard Centre had been left in a mess with some wood, toilet paper everywhere and other rubbish dumped including vape wrapping and boxes. If this persisted, then further consideration might be given to improving security around the building.

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The ownership of the now filled in 'village pond' was questioned and no-one knew the answer. The problem was that it was being used as a car park regularly which was inconvenient to others. The chairman undertook to try to find out who it belonged to.

The resident from Meadow View who had problems with the PROW going across her drive believed that the only person giving any information was Cllr. Lumsdon and she was being left in the dark otherwise. The clerk undertook to write once again to the PROW team at Devon County Council to see if anything further could be done.

2324-192 COUNTY AND DISTRICT COUNCILLORS' REPORTS

To receive a verbal report for information.

a) Devon County Council

County Cllr. Squires was not present and had sent no report. The clerk undertook to email Margaret and ask for any updates she might have.

b) Mid Devon District Council

District Cllr. Keable had sent a detailed report which is attached to these minutes.

Cllr Graham had exchanged emails with Steve Keable to clarify the current intentions of the church which was to acquire a small sliver of land between the churchyard and the playing field from MDDC. The church had no interest in acquiring any of the play area land.

The report highlighted the need for the parish council to focus on the future of the playing field and associated play equipment. The clerk had informed Steve Densham, Land Manager at MDDC, that the parish council did not want him to replace the now condemned play equipment on the playing field but wanted to have the opportunity of reconfiguring the whole field, choosing what equipment to instal and where it should go. This action was agreed unanimously, and it would be confirmed that the current equipment should be removed.

One of the suggestions within the DCs report was to form a working group to determine what equipment should be put on the playing field and where it should go, involving himself, parish councillors, LYPFT members and other appropriate organisations.

On a proposal by Cllr. Graham, seconded by Cllr. Wilkie it was **Resolved** that the working party would be set up with councillor representatives being Cllrs. Fletcher and Briant-Evans alongside Cllr. Andrews as a LYPFT representative.

It was important to be sure that the working party is clear what its role is to be, and the clerk would work up a draft Terms of Reference for the January 2024 PC meeting. The process would be as follows:

Process	Action	Who by?
Step 1	Health & Safety Removal of existing condemned equipment.	MDDC – Steve Densham

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Step 2	Land Transfer Parish Council acquires the cleared nursery play area land from MDDC.	LPC – Parish Clerk/Steve Densham
Step 3	Play Equipment Needs Decide upon what equipment was desirable and where it should go, irrespective of finance currently available. To conduct public consultation on what is best for the community. To decide where on the combined playing field the equipment is best placed.	Working Group
Step 4	Financing the project Decide on how the project is to be funded and/or phased, including acquiring the available Section 106 funds.	LPC & Working Group
Step 5	Acquiring & Installation of equipment As the parish council can reclaim VAT on the purchase of equipment it makes sense for it to pay and own it, reducing the cost to the community.	LPC

On a proposal by Cllr. Graham, it was **Resolved** that the clerk would liaise with Steve Densham at MDDC, whose responsibilities included play facilities and land holdings, to get the ownership of the whole playing field transferred to the parish council, free of charge.

The discussion on Section 106 funding would take place separately by the parish council, with consideration given to the needs of the football club as well as the play equipment. This would result in a defined amount available for play equipment to feed into Step 4 above. Cllr Shapland undertook to talk to the Football Club officers to progress the Club's 106 funding application.

The Chairman to reconvene the meeting in line with Standing Orders

2324-193

COUNCILLOR VACANCY

The Elections Office at MDDC had confirmed that no by-election had been called so the vacancy can now be filled by co-option, which would be conducted in accordance with the published co-option policy. There was a requirement under this policy for the vacancy to be advertised for four weeks and it was **Agreed** that, after allowing for the Christmas and New Year Bank Holidays, completed application forms would have a closing date of 31st January 2024. This would enable a decision on the vacancy at the February 2024 parish council meeting.

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2324-194 CLERK'S REPORT & CORRESPONDENCE

The clerk had circulated a report, as follows:

1. Absence from Office

Two days after the last meeting I was involved in a car crash in Copplestone which was followed by an operation three days later which I had expected to be done with local anaesthetic but required me to be put under completely. To say the least, this affected me, probably more than I expected, and required some time off from work. I am just about, at the time of writing, back to normal again but this has resulted in little action being taken since the last meeting, the extent of which I will explain when the Action List is considered.

2. Meeting With Chair and Vice-Chair

One casualty of my enforced break was the normal meeting with the Chair and Vice-Chair which did not take place. There have been email exchanges between us that have gone some way to filling the gap.

3. Lloyds Bank Account

Having received nothing on this since October 2023, I went to Lloyds in Crediton to try to get some action by discussing the lack of information with the manager. I have been informed that this has now been sorted out, it took her an hour and a half to achieve this, and I am expecting to be able to confirm receipt of the introductory pack, complete with online access cards and card readers.

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

In addition, the clerk had circulated an email response from Ian James, Chief Maintenance Engineer at Devon County Highways confirming that the Lapford Bridge road repairs would now be the finished article and not a make-do affair and this was scheduled to be done in the first half of January 2024. The clerk would monitor and keep the pressure on for this to happen in a timely way.

2324-195 MINUTES

On a proposal by Cllr. Down, seconded by Cllr. Briant-Evans, it was **Resolved** to adopt the minutes of the Parish Council meeting held on 14th November 2023 as a true record of the meeting subject to an agreed alteration of point 184 to read 'Beccy Fletcher' instead of 'the children.'

2324-196 ACTION LIST

The clerk went through the Action List, outlining what he had been able to do in an otherwise short time, following his enforced time off.

- He had not yet written to highways about the various concerns the parish council had expressed about overhanging trees and bushes.
- The section 106/playing field matter had been dealt with in the discussion on the District Councillors report above.

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- He suggested that the setting up of a Youth Council should be pursued quickly and that it might be politic to use the new play equipment matter as a way of encouraging participation. Councillors, however, believed that this might confuse matters and that the first thing to do would be to try to engage with Cat Seymour and for her to drive the matter forward.
- The matter of the ownership of land next to the Orchard Centre would be taken up with Steve Denham once again.
- The replacement of the signposts was clearly more complicated than first thought as the three broken ones in the clerk's possession were all different. The clerk had emailed Ken White Signs at Tiverton requesting their thoughts on how to proceed.
- An email still had to be sent to Citizens Advice.
- An email still had to be sent relating to increasing councillor numbers.

2324-197 LAPFORD NEIGHBOURHOOD PLAN

The clerk was concerned that although the Neighbourhood Plan Area had now been designated there had been no further progress and he believed that it would be sensible to set a date at which a public meeting would be held now that it was clear that MDDC would not be able to provide an introduction. The conclusion was that councillors needed to be briefed on what the plan would look to do and what it would provide. The clerk would produce some summary briefing notes that could form the basis of a Neighbourhood Plan for Lapford. There would be an opportunity to put information into the public domain through an exhibition in the ARK during the months of February & March 2024.

2324-198 FEEDBACK FROM REPRESENTATIVES

Cllr. Briant-Evans read a report from the absent Cllr. Burrows on his attendance at the last **HOLD** Directors' meeting held on 17th November 2023. The main points were:

- A grass-cutting contract of £630 for sixteen fortnightly cuts over the next twelve months was accepted. The contract to be put out to tender again in two years' time.
- Apple trees to replace the unsuccessful ones had been provided for planting around the perimeter of Lower Town Place. Weeding to be carried out on the paths.
- A pipe for pouring the concrete for the church building works would be run along the top of the bank and into the churchyard.
- The proposed moving of the oil tank by the Victory Hall had been put on hold, pending the consideration of other solutions.
- The next meeting was arranged for 23rd February 2024.

2324-199 CHURCH GREEN TRUST REPORT

The trust minutes for the meeting on 5th December 2023 had been circulated. There were two invoices to be paid from the trust bank account which the clerk would action. There were no questions on the content of the minutes.

2324-200 PLANNING MATTERS

a) APPLICATIONS NOTIFIED

To consider the following Planning Applications and to agree comments:

Reference	Location	Proposal
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23/01768/FULL	Land at NGR 273411 108426 (Sandhurst) Lapford Devon	Change of use of part of agricultural land to horticultural/domestic use, erection of two animal shelters, greenhouse and new access gateway. Decision: To fully support this application
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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

The following decisions were **noted**.

Reference	Location	Proposal	MDDC Decision
23/01581/FULL	Victory Hall Lapford Crediton Devon	Alterations to existing porch to provide disabled access	Full Permission Granted
23/01597/HOUSE	Stonegate Cottage Popes Lane Lapford Crediton	Erection of a two storey extension	Full Permission Granted
23/01584/FULL	Stonegate Cottage Popes Lane Lapford Crediton	Erection of dwelling and store and formation of vehicular access	Full Permission Granted
23/01653/HOUSE	West Great Hole Lapford Crediton Devon	Installation of flue on roof for wood burner	Full Permission Granted

2324-201 BANK RECONCILIATION & BUDGET MONITOR STATEMENT

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

2324-202 RECEIPTS & PAYMENTS SCHEDULE

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

2324-203 PAYMENTS

Payment to	Services	Amount £	Payment No.
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2023/2024			
S Hemsworth	Salary December 2023	57.30	SO
RJ Martin	Salary December 2023	729.74	2324-29
HMRC	Tax Deductions	144.57	2324-29
EDF Energy	Orchard Centre Electricity	28.52	DD
Everflow	Orchard Centre Sewage & Water	21.45	DD
BT Group Ltd	Orchard Centre Broadband	45.12	DD
IONOS	Village Website Hosting	18.28	DD
Mr & Mrs Duddridge	Footpath Lighting	85.00	2324-30
Devon Association of Local Councils (DALC)	New Councillor Training	355.58	2324-30
Victory Hall	Clean-up Kitchen Hire	18.70	2324-30
WEP Fire Protection Ltd	Orchard Centre Fire Extinguisher Inspection	36.00	2324-30
Narked Design	Website Hosting Charge	253.00	2324-31
Julie Down	Consumables	8.04	2324-31
Dropbox	Annual Fee	95.88	2324-32
WEP Fire Protection Ltd	PAT Testing	36.00	2324-33

RECEIPTS

Receipt from	Services	Amount £	Method
2023/2024			
None			

2324-204 2024/2025 BUDGET AND RESERVES

A question-and-answer session between councillors and the clerk explained why the budget was set as it was. There had been two items in last years budget that resulted in a lower overall requirement for the budget being considered here, firstly that there was no election next year and secondly that the one-off increase in provision for village maintenance in the current year was reduced by £2,000 for 2024/2025.

There would be a need to have the funding for matters that might come along that had not been specifically budgeted for next year, such as potential legal costs for the playing field acquisition, weed spraying or repairs or the car park, so it seemed appropriate to increase the budget slightly to enable this to happen.

On a proposal by Cllr. Briant-Evans, seconded by Cllr. Wilkie, it was **Resolved** that the precept be increased from the current £25,000 to £26,000 for 2024/25 which will increase

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the charge per band D property from £63.44 to £64.90 (+2.3%). This increase amounts to £1.44 for the year or 12 pence per month for a Band D property.

Once the current financial year was completed, it would be good to look at the reserves position at that point and discuss a more detailed plan for 2024/25 at that point.

2324-205 MATTERS RAISED BY THE CHAIR

The chair had nothing further to raise.

2324-206 COUNCILLORS' REPORTS AND FUTURE AGENDA ITEMS (FOR INFORMATION ONLY)

Cllr. Graham reported that the Orchard Centre equipment had been PAT Tested. He would like to consider some Twenty's Plenty signs for the village. He also thought that farmers should be contacted to ask them to reduce tractor speeds through the village. He had circulated a Lapford Parish Council letterbox for the Orchard Centre. This would be on the next agenda, together with an Orchard Centre sign.

Cllr. Shapland mentioned the footpath down by the main road where the gatepost needed replacement and he would talk with the PROW team about that.

Cllr. Wilkie had met with Ben Wright, the MDDC Neighbourhood Officer, on 16th November 2023 which he considered a success. The matters that arose were:

- The owners of No2 Orchard Way had concerns about the trees at the rear of their property. Ben promised to find out who was responsible for the trees with the view of having them cut to size or trimmed.
- Having visited Prospect Way, Ben agreed to find out what was being about the untidy gardens to the rear of Prospect Way He also promised to have the lower path on the left-hand side cleaned as they both agreed that the wet leaves could be a slip hazard.
- They walked the footpath from Westgate to Popes Lane to the rear of the OAP bungalows. He had reported that garden plants from the rear gardens of the bungalows are encroaching onto the footpath.
- Ben Wright's contact number was 01884 233061.

Cllr. Wilkie had also attended the Village Market as a councillor and had received two complaints from members of the public.

- The trees from "The Lindens" on Mill Hill are overgrown and obstructing the public footpath. He was also asked if anything could be done about the very untidy garden to the side of the house at "The Lindens"?

The clerk would write to the owner of the property to see if anything could be done.

- A resident of Orchard Way was unhappy about the caravan that was permanently parked in the Parish Council car park and wanted to know whether there was anything could be done about removing it.

The clerk would investigate the terms of the car park lease to determine what conditions were placed on its use.

2324-207 MEETINGS DATES 2024

The parish council agreed that the presence of District Cllr. Keable was helpful and he had

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been asked to comment on the circulated meetings date list, with the response that he would only be confident of being able to attend two meetings in 2024, due to his Cabinet involvement at the principal authority. The clerk was requested to ask whether this would be different if the meetings were on the second Tuesday, rather than the third Tuesday, of each month.

2324-208 DATE OF NEXT MEETING

The date of the next Parish Council meeting was agreed as Tuesday 23rd January 2023 at 7.30pm in the Orchard Centre.

2324-209 CLOSE OF MEETING

The meeting closed at 9.55pm.

**Action List
19th December 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 111 134	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. 111 161	Clerk	Working Party to be set up
2324	064 106 funding for the Football Club 111	Clerk	Contact to be made again
2324	064 Youth Council. Reply awaited from Cat Seymour. She is to be contacted about it. 111	Clerk	Contact to be made again
2324	067 Orchard Centre issues. £100 granted for a replacement board for the external notice board. 089 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. Clerk to meet Steve Densham
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.

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Action List 19th December 2023 Meeting

Minute ref	Issue/Action	Responsibility	Update
2324	069 Signposts, prices to be obtained for replacement arms. 111 Request that the Playing Field be added to the central village one. 149	Clerk	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. Contact made with Ken White Signs to discuss options. Postponed until Spring 24
2324	078 Cleaning of signs to be arranged. 092 Neighbourhood Plan. When appropriate a public meeting to be called re 113 progressing this. 140	Cllr Lumsdon 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. No planners available. The clerk to prepare a PowerPoint for councillors. To be installed Contact Western Power to get supply turned off. BT now arranging disconnect. Further work on refurbishment postponed until Spring 24
2324	099 Scribe Accountancy system 111 Telephone Box – Make safe for use as book swap area. 148	Clerk Clerk & Cllr. Wilkie	
2324	117 Community Broadband	Clerk	The Ark already has broadband Contact Church/Congregational Church about what access the want.

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2324	145 Logo Competition	Cllr. Briant-Evans	Competition set up and advertised in Lookout
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 January or February 2024 meetings on the possible solutions.
2324	141 Lapford Emergency Action Plan (LEAP) Committee • Contact Highways on highlighted points • Investigate alternative Broadband for the Orchard Centre	Clerk	Email to Highways Contact BT in first instance – Openreach fibre project submitted
2324	152 Citizen's Advice	Clerk	To email Citizens' Advice to ask them to a meeting before applying for a grant.
2324	160 Dog & Refuse Bins	Clerk & Cllr. Down	To investigate the possibility of replacing some bins in the village.
2324	169 Councillor Numbers	Clerk	Write to Electoral Services to ask questions

2324-215

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2324	099 Scribe Accountancy system	Clerk	To be installed
2324	111 Telephone Box – Make safe for use as book swap area.	Clerk & Cllr. Wilkie	Contact Western Power to get supply turned off. BT now arranging disconnect. Further work on refurbishment postponed until Spring 24
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LAPFORD PARISH COUNCIL**Action List****23rd January 2024 Meeting**

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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	<i>Competition set up and advertised in Lookout</i> <i>To report at the January or February 2024 meetings on the possible solutions.</i>
2324 141	Lapford Emergency Action Plan (LEAP) Committee • Contact Highways on highlighted points • Investigate alternative Broadband for the Orchard Centre	Clerk	<i>Email to Highways</i> <i>Contact BT in first instance –</i> <i>Openreach fibre project submitted</i>
2324 152	Citizen's Advice	Clerk	<i>To email Citizens' Advice to ask them to a meeting before applying for a grant.</i>
2324 160	Dog & Refuse Bins	Clerk & Cllr. Down	<i>To investigate the possibility of replacing some bins in the village.</i>
2324 169	Councillor Numbers	Clerk	<i>Write to Electoral Services to ask questions</i>

CO-OPTION POLICY

Abstract

Vacancies among the parish councillors may arise for a variety of reasons, e.g. resignation or disqualification. This policy document sets out the process for co-opting individuals onto the Council and for managing vacancies.

Lapford Parish Council

lapfordpc@live.co.uk
www.lapfordparishcouncil.btck.co.uk

DOCUMENT CONTROL

Author

Dr Juliet Cross, Clerk and Responsible Financial Officer

Date	Version	Status	Description
29/08/18	0.1	Draft	Draft document circulated to councillors.
04/09/18	1.0	Final	Document approved with amendments at council meeting held on 4 September 2018 (Minute: 18.328).
14/05/19	1.1	Review	Policy approved with no amendments by new Council at Annual Meeting of the Council held on 14 May 2019 (minute 19.176). Corporate amendments made.

Review Cycle

Every four years at the Annual Meeting of the Council after the election of the parish councillors or in response to new or amended statutory requirements. Next review due May 2023.

Legislation and Regulation

- Local Government Act 1972
- Representation of the People Act 1983
- Representation of the People Act 1985
- Lapford Parish Council's related documents:
 - Co-option application form
 - Co-option eligibility form

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1. INTRODUCTION

Parish councillors are elected by the residents of the parish (section 16 (2) of the Local Government Act 1972) every four years. A parish councillor may also be returned by by-election, co-option or appointment by the District Council.

Vacancies may arise for a variety of reasons, e.g. resignation, death or an individual being disqualified as they no longer meet the eligibility criteria for a parish councillor. This policy document sets out the process for co-opting individuals onto Lapford Parish Council (the Council) and for managing vacancies.

In accordance with the Local Government Act 1972, individuals seeking election or co-option onto the Council must meet certain eligibility criteria and must not be disqualified from becoming a parish councillor.

2. NOTICE OF VACANCY

- 2.1 Following written confirmation that a councillor has resigned, been disqualified or has passed away, the Clerk will advise the Council that a vacancy has arisen by sending an email to all councillors.
- 2.2 As soon as is reasonably practicable, the Clerk will inform the Returning Officer at the Electoral Services Office, Mid Devon District Council, in writing that a vacancy has arisen and will provide the name of the person who has resigned, been disqualified or passed away.
- 2.3 The Electoral Services Office will send the Clerk a Notice of Vacancy. This gives registered electors in the parish the opportunity to call a by-election to fill the vacancy if they wish. They have 14 clear working days to contact the Returning Officer to do this. The Returning Officer's details will be provided on the Notice.
- 2.4 The Notice will be displayed on the Council's website and noticeboard(s) as soon as is reasonably practicable.
- 2.5 The Clerk will inform the Electoral Services Office which day the Notice is published so the 14 clear working days for the deadline for election requests can be calculated.
- 2.6 The Electoral Services Office will contact the Clerk after the deadline to let them know if the required ten signatures requesting an election have been received. If a by-election is to be held, the process will be led by the Electoral Services Office.
- 2.7 If there are not sufficient election requests, the Parish Council may go ahead and co-opt a new councillor. If the next ordinary election is due within a six-month period, the Parish Council may resolve not to fill the vacancy by co-option.

3. CO-OPTION PROCEDURE

- 3.1 On receipt of written confirmation from the Electoral Services Office at Mid Devon District Council that no by-election has been called, the Clerk will advertise the vacancy for four weeks on the Council's website and noticeboard(s). Where appropriate, a notice will be placed in the local magazine.
- 3.2 The Clerk will advise the Council that the co-option procedure has been instigated by sending an email to all councillors.
- 3.3 Applicants for co-option will be asked:
 - To complete a short application form to provide information about themselves (see Appendix A); and

- To complete an eligibility form to confirm their eligibility for the position of parish councillor within the statutory rules (see Appendix B).
- 3.4 The Clerk will review the received forms and will circulate copies of the application forms that meet the eligibility criteria to all councillors at least three working clear days prior to the next Full Council meeting when the co-option will be considered.
- 3.5 Applicants will be invited to attend the Full Council meeting when the co-option will be considered. They will be invited to give a short presentation and may be asked questions.
- 3.6 Discussion about the applications and voting will take place in the open council session.
- 3.7 Voting shall be by a show of hands unless a majority of councillors wants a ballot.
- 3.8 A vote will be held and all members of the council present may give a vote. An applicant must receive an absolute majority of votes in their favour in order to be co-opted.
- 3.9 Where more than two persons have applied for one vacancy and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until an absolute majority of votes is given in favour of one person. In cases of equal votes, the chair of the meeting will have a second or casting vote.
- 3.10 Only the proposer and seconder will be recorded in the notes unless a councillor requests that their vote is noted. A councillor may also request that the Clerk records how each councillor has voted, including abstentions. Any request of this nature must be made before moving on to the next business.
- 3.11 After the voting has been concluded, the chair of the meeting will declare the successful candidate duly co-opted. If none of the applicants receive an absolute majority of votes in their favour, the chair of the meeting will declare that there has been no co-option.
- 3.12 If the vacancy is not filled, the Clerk will re-advertise the vacancy as soon as is reasonably practicable after the council meeting.
- 3.13 If the next ordinary election is due within a six-month period, the Parish Council may resolve not to fill the vacancy by co-option.
- 3.14 The Clerk will inform all applicants in writing of the outcome of the voting. The Clerk will confirm in writing the term of office for any co-opted member as it will not run beyond the date of the next ordinary election.

4. VACANCIES AFTER AN ORDINARY ELECTION

- 4.1 If, following an ordinary election there are insufficient persons nominated to fill all the available seats, the Parish Council has 35 days from the date of the election to co-opt persons to fill those vacancies without the necessity of advertising for a potential by-election.
- 4.2 If, following the election, there are insufficient councillors elected to form a quorum, the Clerk must advise the Electoral Services Office at Mid Devon District Council who can either appoint persons to be parish councillors or order another election (see section 39(4) Representation of the People Act 1983 and section 21(2) Representation of the People Act 1985).

5. TEMPORARY APPOINTMENTS IF THE PARISH COUNCIL BECOMES INQUORATE

- 5.1 If the Parish Council becomes inquorate due to the number of vacancies, the Clerk will notify the Electoral Services Office at Mid Devon District Council that the Parish Council is unable to operate due to being inquorate.

- 5.2 The Electoral Services Office will verify the number of seats on the Parish Council and that it is inquorate. They will also identify the number of appointments required in order for the Parish Council to be quorate.
- 5.3 The district ward member(s) in which the Parish Council is located will be offered the opportunity to be appointed to the Parish Council as a temporary appointment until such time as the vacancies are filled either by a by-election or by co-option. Where there are insufficient district ward members available for appointment to achieve a quorum, the relevant county ward member may also be approached.
- 5.4 In the event that insufficient district ward and county members are available and willing to be temporarily appointed in order to make up a quorum, it may be necessary to approach other parties. The Returning Officer of the Electoral Services Office is authorised to appoint any other person, following consultation with the district ward member(s) for the parish affected and the Clerk.
- 5.5 All temporary appointments will end once sufficient members are elected or co-opted to the parish council.
- 5.6 In the event that no temporary appointments can be made, the parish council will remain inquorate until a by-election is held or individuals are co-opted resulting in sufficient numbers of parish councillors to be quorate.
- 5.7 In accordance with Section 91(3) of the Local Government Act 1972, the Returning Officer will send two copies of the order to the Secretary of State. This will also be copied to the Clerk. The order will stipulate the names of the appointed persons and the date their appointment will expire.

6. TEMPORARY APPOINTMENTS IF ALL THE PARISH COUNCILLORS RESIGN

- 6.1 In the case when all the parish councillors resign at the same time, temporary appointments must be made to the parish council under section 91 of the Local Government Act 1972.
- 6.2 The Clerk will notify the Electoral Services Office at Mid Devon District Council that the parish council is unable to operate due to being inquorate.
- 6.3 The Electoral Services Office will verify the number of seats on the parish council and that it is inquorate. They will also identify the number of appointments required in order for the parish council to be quorate.
- 6.4 The district ward member(s) in which the parish council is located will be offered the opportunity to be appointed to the parish council as a temporary appointment until such time as the vacancies are filled either by a by-election or by co-option. Where there are insufficient district ward members available for appointment to achieve a quorum, the relevant county ward member may also be approached.
- 6.5 In the event that insufficient district ward and county members are available and willing to be temporarily appointed in order to make up a quorum, it may be necessary to approach other parties. The Returning Officer of the Electoral Services Office is authorised to appoint any other person, following consultation with the district ward member(s) for the parish affected and the Clerk.
- 6.6 All temporary appointments will end once sufficient members are elected or co-opted to the parish council.
- 6.7 In the event that no temporary appointments can be made, the parish council will remain inquorate until a by-election is held or individuals are co-opted resulting in sufficient numbers of parish councillors to be quorate.

- 6.8 In accordance with Section 91(3) of the Local Government Act 1972, the Returning Officer will send two copies of the order to the Secretary of State. This will also be copied to the Clerk. The order will stipulate the names of the appointed persons and the date their appointment will expire.

APPENDIX A – LAPFORD PARISH COUNCIL CO-OPTION APPLICATION FORM

Please answer all the questions and continue on a separate sheet if necessary. If you would like advice or assistance, please contact the Clerk (contact details at the end of the form).

Section 1. Your details

Full name
Address for correspondence
Email address for correspondence
Telephone number (daytime)
Are you 18 years old or over? Yes ☐ No ☐

Section 2. Your experience

Please provide details of any experience you have that may be relevant to Lapford Parish Council
--

Section 3. Any other information

Is there any other information regarding your application that you would like to disclose?
--

Signed:

Date:

Please return your completed form, together with the Co-option Eligibility Form, to: Rob Martin, Clerk to Lapford Parish Council, 14 Station Road, Yeoford, Crediton. EX17 5HU or email: clerk@lapfordparishcouncil.org.uk by no later than [INSERT DATE].

APPENDIX B – LAPFORD PARISH COUNCIL CO-OPTION ELIGIBILITY FORM

Please return your completed form, together with the Co-option Application Form, to Rob Martin, Clerk to Lapford Parish Council, 14 Station Road, Yeoford, Crediton. EX17 5HU or email: clerk@lapfordparishcouncil.org.uk **by no later than [INSERT DATE]**.

A person is qualified to be co-opted as a Lapford Parish Councillor, if he/she is a qualifying Commonwealth citizen, or a citizen of the Republic of Ireland, or a relevant citizen of the European Union, and on the 'relevant date' (i.e. the day on which he/she is co-opted) has reached 18 years of age and:

- is registered as a local government elector for the parish; or
- has during the whole of the twelve months preceding the date of co-option, occupied as owner or tenant, any land or other premises in the parish; or
- his/her principal or only place of work during the whole of the twelve months preceding the date of co-option has been in the parish; or
- has during the whole of twelve months preceding the date of co-option resided in the parish or within 3 miles of it.

Please circle which of the above applies to you.

2. Disqualification Criteria

Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if he/she:

- a) holds any paid office or employment of the local council (other than the office of Chairman) or of a joint committee on which the council is represented; or
- b) is a person who is the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order, or a debt relief restrictions order or interim debt relief restrictions order under Schedule 4ZB of the Insolvency Act 1986¹; or
- c) has within five years before the day of election, or since his/her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
- d) is otherwise disqualified under Part III of the representation of the People Act 1983 for corrupt or illegal practices.

I (*insert name*) hereby confirm, that I am eligible to apply for the vacancy of Lapford Parish Councillor, and the information given on this form is a true and accurate record.

Signed: _____

Date: _____

¹A person who is the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order, or a debt relief restrictions order or interim debt relief order becomes disqualified from the date of the judgement or execution.



Lapford Celebrations Committee

Minutes of a meeting held Tuesday 9th January 2024 at 7-30p.m. at the Orchard Centre

Present Peter Heal (Chair), Caroline Noon, & Parish Councillors Steve Fletcher, Roy Andrews & Sue Briant-Evans

1. **To receive apologies for absence.** Apologies were received from Joan Graham & Cllr. Julie Down
2. **To approve the minutes of the meeting of 28th November 2023 as a correct record.** The minutes were approved by the meeting & signed by the Chair.
3. **To consider any matters arising from the minutes and not on the agenda.**
 - Point 2 a) I – Church Bells** will be rung as appropriate on the day.
 - IV - International Tribute.** Cllr Julie Down (PC Chair) to be asked to read this. *(Action Sue)*
 - VI - John Chappell & Pip Burrows** had agreed to supply suitable music to play in the VH and on LTP. Note that the ARK might like to have music playing as well.
 - Point 2 b) United Sunday Service.** The Church Warden would be away on 6th June but the Parish Church would be available should the united Churches wish to use it. Briony to be contacted re possible arrangements. *(Action Sue)*
 - d) Commemorative Bookmark.** Possible design ideas to be passed to Roy who will work them into a useable pattern. *(Action Caroline & Roy)* The finished design could be replicated via an on-line company.
 - e) Poppy Display.** Caroline has the cord, the poppies and the sticks. Two more large poppies belonging to LADS had come to light. These could be used for a display in the Hall but need re-lettering. Perhaps Paul Adams could do this. LADS might have another commemorative board suitable for display.
 - h) Lapford Twinning Group.** A French contingent would be visiting the village in May so it might be possible to bring forward the decoration of the VH to coincide with that. Also, to order enough commemorative bookmarks to present to those visiting. John Burrows to be contacted about this. *(Action Sue)*
3. **Financial Position.** Unchanged at £794.
- 4 d) **Poppy seeds.** Have been passed to Roy.
4. **To receive updates on matters discussed at the previous meeting:**
 - a) **Liaison with the school re reading the official poem and other matters.** An email sent to the school remained unanswered, contact to be made again if no response received. *(Action Sue B-E)*
 - b) **Liaison with the Malt Scoop re National Fish & Chip Day.** The Malt Scoop was willing to help. Contact to be made again in March. *Action Roy A & Steve F)*

- c) **Booking of the V. Hall & LTP.** This had been done. As the booking clashed with a Youth Club Session Cat Seymour had been contacted about it, but no response received.
- d) **Liaison with Roland B re lighting the Church Tower and display of war time vehicles.** Roland B happy to sort out the floodlighting of the Church, from three sides as before. He also agreed to talk with Nigel Skinner & Nick Passmore re a display of WW2 vehicles. A friend of John Chappell has also offered to bring a couple of restored vehicles along. The offer to be accepted.
- e) **Possible purchase of commemorative flags.** These were readily available except for a large one to fly from the Church Tower. It was decided to go for a version of the Union Jack possibly incorporating poppies. (*Action Caroline*)
- f) **Liaison with the Ark re catering for the evening of June 6th & the planters on the Church Green.** The Ark Team had agreed to open. The exact content of the catering yet to be discussed. The planters question still to be addressed. (*Action Sue B-E*) Homeleigh Garden Centre to be approached re the supply of red, white & blue flowering plants. (*Action Peter*)
- 5. **To receive updates on any progress re the exhibition in the ARK.** Further discussion on this with David G still to be had. An article to be written for the next LO asking for people's memories/stories re WW2 and the loan for copying of relevant photographs. (*Action Sue*)
- 6. **To receive any information re the location of the there but not there soldiers.** These had been located in Andy E's shed. They could be used as part of the village display perhaps by the VH or the scaffold tower built for the beacon. A soldier to be brought down to assess for the best method of display. (*Action Caroline*) Any display stands needed for them to be constructed. (*Action Roy*)
- 7. **To consider any other business**
 - a) **The beacon** runs on propane gas so it would be necessary to locate/borrow a small cylinder for the occasion. The Spar shop to be contacted about it. (*Action Roy*)
 - b) **Proposed commemorative embroidered kneeler for the church.** A suitable design could not be sourced.
 - c) **Children's entertainer.** Not required.
 - d) **Handbells.** Question as to whether the handbell ringers might perform during the evening. Contact to be made. (*Action Sue*)
 - e) **Royal British Legion.** Roy had been in touch and awaited a reply.
- 8. **To set a date for the next meeting.** This was arranged for Thursday 22nd February at 7-30p.m. in the Orchard Centre.



Lapford Celebrations Committee

D-Day 80th Anniversary 6th June 2024

Action list

(Version 1 11th January 2024)

Pre-event plans

Ref	Event/Action	Responsibility	Complete
1	Reading of the Official proclamation. Chair of PC to be asked	Sue	
2	Liaison with the School re national celebration recommendations & other ways of being involved.	Sue	
3	Church Bellringers to be invited to ring.	Sue	✓
4	Hand Bell ringers to be invited to perform.	Sue	✓
5	National Fish & Chip Day. a) The Malt Scoop to be asked to provide pre-booked Fish & Chip meals. <i>Answer in the affirmative but to be re-checked in March.</i> b) Fish fingers & chips to be sold from the VH. Bimbo to be asked.	Roy & Steve Sue	
6	The ARK to be asked to open to serve refreshments during the evening. Nature of refreshments still to be decided. <i>Answer in the affirmative.</i>	Sue	
7	The V Hall & LTP to be booked	Sue	✓
8	Beacon. a) Scaffold tower to be built to raise it up and barriers placed around the base for safety. b) Small propane gas cylinder to be sourced. Spar shop to be approached.	Roy Roy	
9	The International Tribute to be read. By Whom?		
10	Lighting the Church tower to be explored. Roland B to be asked.	Roy	✓
11	Suitable music to be played in the Hall & on LTP. John Chappell & Pip Burrows to be approached.	Caroline	✓
12	Display of war-time era vehicles. a) Nigel Skinner & Nick Passmore to be approached via Roland B. b) A friend of Jonh Chappell has offered two restored vehicles for display. Offer to be accepted.	Roy Caroline	

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13	Purchase of commemorative flags. These would be readily available but a large one to be sourced to fly from the Church Tower.	Caroline	
14	Planters on the Church Green. a) The ARK to be approached re using red, white & blue flowers for the summer planting. b) Homeleigh Garden Centre to be approached re the supply of suitable plants.	Sue Peter	
15	Exhibition in the ARK. a) David G to be reminded nearer the time. b) An article to be written for the February LO requesting memories/photographs re the Second World War.	Sue Sue	
16	Commemorative Bookmark to be presented to local school children. Design ideas to be passed on to Roy who will work up into a printable design. Internet to be explored for affordable production ideas.	Caroline & Roy	
17	Display of poppies in the centre of the village & the VH. a) Remembrance wreaths from the War Memorial to be preserved for display at the event. b) Large display poppies to be attached to the lytch gate. c) Strings of poppies to be stitched onto suitable cord. <i>Cord already obtained.</i> d) Handmade poppies to be displayed on the LTP fence. e) Silent Soldier to be placed outside the VH. f) Edwin's poppies to be displayed. g) LADS poppies located for display but need re-lettering. <i>(Paul Adams?)</i> h) There but not There soldiers, now located, to be displayed. <i>(Roy to make any stands required for them)</i> i) Any additional poppies to be sourced from the RBL.	Caroline Other actions all the committee to be involved	
18	Poppy seeds for scattering along the CG/LTP bank to be supplied by Caroline for Roy to plant. <i>(Roy has the seeds)</i>	Caroline Roy	
19	The War Memorial to be cleaned in the spring.	Steve	
20	The Royal British Legion contacted. Reply awaited.	Roy	
21	United Church Service for Sunday 9th June. The Parish Church would be available to use but the Church Warden unable to help. Community Church to be contacted re possibilities.	Sue	

Lapford Emergency Action Plan Committee

Meeting held on Wednesday 8th November 2023 at 7-30p.m. at the Orchard Centre

Present: Bill Graham, Sue Briant-Evans, Steve Fletcher & Ian Wilkie (Chair)

1. **To receive apologies for absence.** Apologies were received from Roy Andrews, Stacey Lumsdon & Julie Down.
2. **To approve the minutes of the meeting of 5th October 2023 as a correct record.** The minutes were approved by the meeting & signed by the Chair.
3. **To consider any matters arising from the minutes and not on the agenda.** There were none.
4. **To report on progress re revision of the Terms of Reference.** The revision had been completed and approved by the Parish Council meeting of 17th October 2023.
5. **To consider any matters outstanding from the meeting with Steve Tucker.** The Parish Council had news that the dragon patcher would be deployed at some stage to make temporary repairs to the road over the bridges. Three issues occurred to the meeting:
 - 1) **Quality of the repair.** Local repairs carried out by the dragon patcher last year had meant that the road surfaces were merely covered in tar and chippings without the dents & potholes being filled in first. This had left a corrugated road surface which was still not safe or pleasant to drive over, particularly in dark and/or wet conditions. *Recommended that the Parish Council clarify with Highways what standard of repair is proposed and what the road surface will be like after repair.*
 - 2) **Road closure.** Closing this main route into the village would have implications for school busses in particular. As much notice as possible would be needed to give time to put alternative arrangements in place. *Recommended that the Parish Council seek prior warning of the work from Highways, and write to the three schools involved:- Lapford, Chulmleigh College & Queen Eliabeth's at Crediton to notify that the work would take place and further information passed on as it became available.*
 - 3) **Pedestrian access.** Clarity needed as to whether pedestrian access over the bridge would remain open during working hours. *Recommended that the PC seek clarification on this issue as well.*
6. **To receive any updates re the lack of fencing by the river bridge.** No news was reported, but the clerk be asked to confirm that he had written to Meg Booth and update on any reply received from her.

7. **To receive updates re Snow Warden training. (Cllr Andrews)** It was believed that Cllr. Andrews still had one unit left to complete his training.
8. **To report on progress re the purchase of additional grit bins and the installation & filling of these.** The three grit bins had been purchased and installed. John Chappell had undertaken to fill them from the grit stocks already held. More grit would be needed for storage at Eastington. Cllr. Andrews had undertaken to organise a supply.
9. **To receive news of any matters regarding Road Warden Training inc. Chapter 8 training. (Cllr Wilkie)** No-one had volunteered as a result of the Lookout advertisement. Cllr. Wilkie would leave further action on this until the new Year but would further investigate how the training system worked. Online training might be an option. Update also needed re Chapter 8 refresher training.
10. **To receive recommendations re the revisions/updates needed for the Emergency Plan.** Cllrs Fletcher & Briant-Evans had met. Cllr Fletcher would re-organise the document by splitting it into sections and reference points making revisions and additions easy to do.
11. **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.** New pads were available but expensive. Alternative suppliers still to be researched. The Rose Removals defibrillator was primarily for the use of the Company, not the general public. Whilst being extremely grateful that it had been made available for public use its situation meant that the time taken to fetch it to an incident might be too long. It was therefore recommended that the siting of a second public defibrillator be pursued – outside the SPAR shop being the preferred site. Grant availability to be looked at. *Recommended that the Parish Council write to the SPAR shop outlining the proposal in the hopes of a positive response.*
12. **To receive any update on the state of the OC router.** The Clerk to be asked to update about his contacts with BT re a new contract and updated router. He was intending to pledge a gigabit broadband voucher on behalf of the Orchard Centre.
13. **To receive any updates on the state of the radios and rechargeable lights and the charging of them.** The charge testing session still to be arranged. Roy Trevaskis to be contacted. *(action Cllr Wilkie)*
14. **To receive further updates re First Aid training arranged for the Autumn.** Three sessions had been held, training about twelve people. Roy had been asked to provide a session at Nymet Roland as well. He would be asked to provide a list of trained people to be called on in case of emergency.
15. **To consider any other business.**

- a) **Water running across the A377. *Recommended that this be reported to Highways by the PC please.*** It is a huge hazard in freezing conditions.
 - b) **Replacement sand for sandbags.** Cllr Wilkie had negotiated the supply of a ton of sand from A & S Paving. This would be free of charge in return for a public thanks to the company posted in the December LO.
 - c) **Articles in the LO.** Articles re flooding advice and grit bins had been submitted.
 - d) **Leap Files.** The located files were now stored in the brown cupboard in the Orchard Centre.
- 16. To set a date for the next meeting.** This was arranged for Wednesday 10th January 2024 at 7-30p.m. at the Orchard Centre.

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LAPFORD PARISH COUNCIL

BANK RECONCILIATION AS AT
31-Dec-23

		£	£
Bank Balances 31/12/23			
	NatWest	13,012.24	
	NS&I	21,561.52	
	Petty Cash	-	
			34,573.76
Uncleared Payments			
Uncleared Credits			
			-
TOTAL BALANCES			34,573.76
Balance at 1/4/2023	Current Account	8,643.40	
	NS&I	21,561.52	
	Petty Cash	-	
			30,204.92
Plus Receipts		28,364.99	
Less Payments		(23,996.15)	
			4,368.84
TOTAL BALANCES			34,573.76
Reconciliation			-

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Account Name
LAPFORD PARISH COUNCIL

Account No 04515099 Sort Code 52-30-06 Page No 1 of 2



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

Current Account

Summary	
Statement Date	29 DEC 2023
Period Covered	02 DEC 2023 to 29 DEC 2023
Previous Balance	£14,111.51
Paid In	£100.00
Withdrawn	£1,199.27
New Balance	£13,012.24
BIC	NWBKGB2L
IBAN	GB88NWBK52300604515099

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If you have changed your address or telephone number please let us know.

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
02 DEC 2023	BROUGHT FORWARD			14,111.51
04 DEC	OnLine Transaction JULIE DOWN CONSUMABLES VIA ONLINE - PYMTB FP 04/12/23 10 36100620818503000N		8.04	14,103.47
	OnLine Transaction WEBSITE & EMAILS INV1033581 VIA ONLINE - PYMTB FP 04/12/23 10 63100621611266000N		253.00	13,850.47
06 DEC	Standing Order SUSAN HEMSWORTH SALARY FP 06/12/23 30 02023330042477000N		57.30	13,793.17
07 DEC	Direct Debit 1&1 INTERNET LTD. V73144437-65108495		30.28	13,762.89
08 DEC	OnLine Transaction R MARTIN INV378 DROPBOX SUBS VIA ONLINE - PYMT FP 08/12/23 10 64175447840831000N		95.88	13,667.01
14 DEC	OnLine Transaction SLA CHAWLEIGH PC TRAINING VIA ONLINE - PYMT	100.00		13,767.01
	Direct Debit EVERFLOW LIMITED B264080A		21.45	13,745.56
20 DEC	OnLine Transaction HMRC CUMBERNAULD 475PP01227889 VIA ONLINE - PYMTB FP 20/12/23 40 02023419462192000N		144.57	13,600.99
	OnLine Transaction RJ MARTIN SALARY DEC 23 VIA ONLINE - PYMTB FP 20/12/23 40 35023419450363000N		533.53	13,067.46
27 DEC	Direct Debit BT GROUP PLC GP00449335-000062		55.22	13,012.24

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LAPFORD PARISH COUNCIL

RECEIPTS AND PAYMENTS ACCOUNT MONITOR

31-Dec-23

2022/2023 Actual £		2023/2024 Revised 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	100	100.00	100
-	Section 106 Income	-	-	-
-	PWLB Loan	-	-	-
564	Jubilee Events Income	-	-	-
-	Coronation Event Income	1,091	1,090.81	100
1,311	VAT Receipts	2,174	2,174.18	100
25,744	TOTAL Receipts	28,415	28,364.99	100
	PAYMENTS			
	Administration			
200	External Audit	210	210.00	100
183	Internal Audit	225	225.00	100
35	ICO	35	35.00	100
117	Legal Fees	-	-	-
-	Land Registry	-	-	-
497	Insurance	590	590.11	100
-	Elections	1,736	1,736.46	100
258	IT&C	830	827.83	100
122	Office Consumables	300	91.59	31
-	Refreshments	-	-	-
-	Postage	50	-	-
144	Venue Hire/Zoom	100	53.65	54
	Clerk & Councillors			
-	Locum Clerk	-	-	-
7,598	Clerk's Salary	8,075	6,084.44	75
-	NI	-	-	-
126	Clerk's Expenses	150	84.15	56
-	Councillor Expenses	100	-	-
-	Councillor Allowances	200	200.00	100
263	Training & Development	350	342.48	98
	Subscriptions			
219	DALC/NALC	259	259.00	100
61	SLCC	67	67.00	100
-	DCT	-	-	-
	Car Park			
-	Maintenance & Improvements	300	-	-
	Orchard Centre			
722	Cleaner	920	658.47	72
40	Cleaning Consumables	60	23.53	39
3,215	Electricity	1,020	266.59	26
271	Water	300	178.67	60
387	Maintenance & Improvements	2,100	2,015.50	96

LAPFORD PARISH COUNCIL

RECEIPTS AND PAYMENTS ACCOUNT MONITOR

31-Dec-23

2022/2023 Actual £		2023/2024 Revised Budget £	2023/2024 to date £	% of Budget £
451	Telephone & Broadband	500	390.90	78
-	Telephone Kiosk	-	-	-
-	Refurbishment	-	-	-
-	Maintenance	550	456.44	83
-	Defibrillator	-	-	-
-	Installation	-	-	-
50	Maintenance & Consumables	344	344.00	100
-	Community Website	-	-	-
-	Development	-	-	-
161	Maintenance	160	138.67	87
-	Maintenance - General	-	-	-
-	Annual Inspections	-	-	-
6,590	Church Clock	195	195.00	100
-	DAA Lighting	130	-	-
375	Grass Cutting	320	160.00	50
100	Verge Cutting	235	-	-
-	Landscaping	100	-	-
-	Village & Sign Maintenance	3,000	-	-
315	Noticeboard	33	32.76	99
-	Salt Bins	375	375.82	100
621	Outdoor Bench	-	-	-
-	Public Rights of Way	-	-	-
595	Maintenance & Improvements	-	-	-
-	Emergency Planning	100	-	-
-	Equipment	100	-	-
-	Booklet	-	-	-
-	Maintenance & Improvements	100	-	-
-	Training	-	-	-
-	Grants Made	-	-	-
1,036	Lapford Church Green	1,300	1,300.00	100
281	LYPFT	331	-	-
-	COVID Emergency	-	-	-
-	LERT Expenses	-	-	-
-	Equipment	-	-	-
-	Section 137	-	-	-
652	General Donations	1,000	879.25	88
30	Armistice Wreath	30	30.00	100
-	Litter Pick Refreshments	60	32.50	54
75	Footpath Lighting	85	85.00	100
-	Fireworks Event	-	-	-
-	Armistice Event	-	-	-
-	Calor Gas Fund - Broadband	-	-	-
374	Jubilee Events Expenditure	-	-	-
437	Coronation Event Expenditure	375	375.00	100
-	Lower Town Place - Capital Expenditure	-	-	-
2,668	Site Costs Funded by Loan	-	-	-

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LAPFORD PARISH COUNCIL

RECEIPTS AND PAYMENTS ACCOUNT MONITOR

31-Dec-23

2022/2023 Actual £		2023/2024 Revised Budget £	2023/2024 to date £	% of Budget £
4,499	Loan Repayments PWLB Repayments	4,500	4,499.26	100
2,703	VAT Expenditure	1,000	752.08	75
36,472	TOTAL EXPENDITURE	32,800	23,996.15	73
10,728.14	NET EXPENDITURE/(INCOME)	(4,385)	(4,368.84)	

RESERVES

23,085	General Reserve	26,738
	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		34,574

LAPFORD PARISH COUNCIL**POTENTIAL PARISH COUNCIL MEETINGS DATES 2024 – 2nd Tuesday**

23 January 2024 – set	Ordinary Meeting
13 February 2024	Ordinary Meeting
12 March 2024	Ordinary Meeting
9 April 2024	Ordinary Meeting
14 May 2024	AGM
11 June 2024	Ordinary Meeting
9 July 2024	Ordinary Meeting
13 August 2024	Ordinary Meeting
17 September 2024	Ordinary Meeting
8 October 2024	Ordinary Meeting
12 November 2024	Ordinary Meeting
10 December 2024	Ordinary Meeting