

# Lapford Parish Council

## Lapford Parish Council Meeting 28<sup>th</sup> February 2024

Email: [clerk@lapfordparishcouncil.org.uk](mailto:clerk@lapfordparishcouncil.org.uk)

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### There was a meeting of Lapford Parish Council on Tuesday 28<sup>th</sup> February 2024 at 7.00pm held in the Orchard Centre, Lapford

**Members Present:** Cllrs Julie Down; Sue Briant-Evans; Steven Fletcher; Stacey Lumsdon; Roy Andrews; Alex Shapland; Ian Wilkie.

**Also Present:** No-one

**In attendance:** Rob Martin (Clerk)

**Others:** 3 members of the public.

## MINUTES

### 2324-259 APOLOGIES

Apologies had been received from Cllr. Graham (Sickness) which was accepted by the parish council.

Cllr. Burrows had indicated that he was resigning as a parish councillor with immediate effect. The clerk had already started the process of notifying the District Council of the vacancy and the advertisement for a potential by-election would be posted on 29<sup>th</sup> February 2024.

### 2324-260 DECLARATIONS OF INTEREST (PECUNIARY AND NON-PECUNIARY)

All councillors present declared personal interests because they all knew both Peter Heal and George French.

### 2324-261 MINUTES

On a proposal by Cllr. Briant-Evans, seconded by Cllr. Wilkie it was **Resolved** to adopt the minutes of the Parish Council meeting held on 13<sup>th</sup> February 2024 as a correct record.

### 2324-262 CO-OPTION OF COUNCILLOR

The parish council had received four applications from residents wishing to be co-opted as a councillor, from

- a) Peter Heal
- b) Kay Sanderson
- c) George French
- d) Kriss Cottrell

The clerk had received emails from two of the applicants indicating that they were not going to be considered at this meeting. Kay Sanderson was unwell and would consider a future position whilst Kriss Cottrell indicated that he was withdrawing from the process.

Following a process of questioning and answering, on a proposal by the chairman, it was unanimously **Resolved** that **Peter Heal** be co-opted as a councillor.

## Lapford Parish Council

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George French had indicated during his session that he was concerned about how the parish council conducted its business at times and councillors were grateful for his insight. He was thanked for his attendance and advised that there would shortly be a further vacancy available either by means of a by-election or co-option should he still wish to join the council.

Cllr. Peter Heal signed his Declaration of Acceptance of Office and duly joined the rest of the meeting.

#### 2324-263 MATTERS RAISED BY THE CHAIR

The chairman had no further matters to raise.

#### 2324-264 COUNCILLORS' REPORTS AND FUTURE AGENDA ITEMS (FOR INFORMATION ONLY)

Cllr. Heal was concerned about the condition of the Yeo Valley Cottage site and he believed the parish council should get a Section 215 notice served on the owners.

#### 2324-265 DATE OF NEXT MEETING

To note the date of the next Parish Council meeting is scheduled for Tuesday 12<sup>th</sup> March 2024 at 7.30pm in the Orchard Centre.

#### 2324-266 CLOSE OF MEETING

The meeting closed at 8.20pm

**LAPFORD PARISH COUNCIL**Parish Council Meeting 12<sup>th</sup> March 2024**Clerk's Report****Report from the Parish Clerk****1. General**

Most of the matters that need to be considered at this meeting are on the agenda.  
The details on the actions list are considered below.

**2. Action List**

- Yeo Vale Cottage – the matter of the hedge was overtaken by the need to clear the debris from the highway.
- Playing Field Section 106 – subject to meeting with Steve Densham at MDDC.
- Football Club Section 106 – with no project information the likelihood of this being successful is limited.
- Youth Council – put on ice for the time being.
- Orchard Centre adjoining land - subject to meeting with Steve Densham at MDDC.
- Ash Die-Back – no news from DCC Highways.
- Signposts – the replacements are being produced.
- Neighbourhood Plan – on this agenda.
- Scribe Accountancy System – installed and being updated in time for 1<sup>st</sup> April 2024.
- Telephone Box – BT contacted but no replacement date received yet.
- Community Broadband – this needs to be considered again.
- Logo Competition – to be subject to a workshop.
- Clerk's Hours – on this agenda.
- LEAP Matters – no response from DCC Highways.
- Citizen's Advice – no response from CAB.
- Dog & Refuse Bins – installation of new and repair of broken ones completed.
- Defibrillator – no response from the BHF yet.
- Prospect Cottage – nothing further to report.

Rob Martin

06 March 2024

LAPFORD PARISH COUNCIL

**Action List**  
**12<sup>th</sup> March 2024 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<br>111<br>134         | Clerk                    | <i>Highways Notified, Steven Tucker to have a look, no response yet.<br/>Cllr. Lumsdon to take some action.</i>                                                                                                                                                                                                                           |
| 2324       | 062 106 funding for the Playing Field. Cllr Andrews to be contacted.<br>111<br>161                                                                     | Clerk                    | <i>Working Party arranged, yet to meet.<br/>Terms of Reference on Agenda</i>                                                                                                                                                                                                                                                              |
| 2324       | 064 106 funding for the Football Club<br>111                                                                                                           | Clerk                    | <i>Contact to be made again</i>                                                                                                                                                                                                                                                                                                           |
| 2324       | 064 Youth Council. Reply awaited from Cat Seymour. She is to be contacted about it.<br>111                                                             | Clerk                    | <i>Cllr. Briant-Evans contacted Cat.</i>                                                                                                                                                                                                                                                                                                  |
| 2324       | 067 Orchard Centre issues. £100 granted for a replacement board for the external notice board.<br>089 Ownership of the adjacent land to be determined. | Cllr Wilkie<br><br>Clerk | <i>Item purchased and awaiting fitting.<br/><br/>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.<br/><b>Clerk to meet Steve Densham</b></i> |
| 2324       | 069 Ash Dieback. Ownership of affected trees to be researched and addresses passed to the Clerk.                                                       | Cllr Burrows             | <i>Cllr. Burrows had confirmed the details of two trees affected. The clerk to notify both.<br/>Letters sent, one response saying not on their land.<br/><b>Highways Notified, Steven Tucker to have a look, no response yet.</b></i>                                                                                                     |

**Action List**  
**12<sup>th</sup> March 2024 Meeting**

| Minute ref | Issue/Action                                                                                                                                       | Responsibility                 | Update                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2324       | 069 Signposts, prices to be obtained for replacement arms.<br>111 Request that the Playing Field be added to the central village one.<br>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.<br><b>Contact made with Ken White Signs to discuss options.</b><br><b>Postponed until Spring 24</b> |
| 2324       | 078 Cleaning of signs to be arranged.<br>092 Neighbourhood Plan. When appropriate a public meeting to be called re<br>113 progressing this.<br>140 | Cllr Lumsdon<br>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<br>Planners on availability.<br>No planners available.<br><b>The clerk to prepare a PowerPoint for councillors.</b><br><b>Housing Needs Survey arranged</b>                                                                                                                      |
| 2324       | 099 Scribe Accountancy system                                                                                                                      | Clerk                          | <b>Installed</b>                                                                                                                                                                                                                                                                                                                                                                                                            |
| 2324       | 111 Telephone Box – Make safe for use as book swap area.<br>148                                                                                    | Clerk & Cllr. Wilkie           | Contact Western Power to get supply turned off.<br><b>BT arrived on 26 January but could not get access. Needs to be arranged again</b>                                                                                                                                                                                                                                                                                     |
| 2324       | 117 Community Broadband                                                                                                                            | Clerk                          | The Ark already has broadband<br><b>Contact Church/Congregational Church about what access the want.</b>                                                                                                                                                                                                                                                                                                                    |

**Action List**  
**12<sup>th</sup> March 2024 Meeting**

| Minute ref | Issue/Action                                                                                                                                                                                                      | Responsibility     | Update                                                                                                                                                   |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2324       | 145 Logo Competition                                                                                                                                                                                              | Cllr. Briant-Evans | <i>On the agenda</i>                                                                                                                                     |
| 2324       | 137 Clerk's Hours Worked – to solve the disparity between the hours paid for, 35 hours per month, and the hours worked.                                                                                           | Clerk              | <i>To report at the January or February 2024 meetings on the possible solutions.</i>                                                                     |
| 2324       | 141 Lapford Emergency Action Plan (LEAP) Committee <ul style="list-style-type: none"> <li>• Contact Highways on highlighted points</li> <li>• Investigate alternative Broadband for the Orchard Centre</li> </ul> | Clerk              | <i>Highways Notified, Steven Tucker to have a look, no response yet.<br/>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>Replacement arranged</i>                                                                                                                              |
| 2324       | 169 Councillor Numbers                                                                                                                                                                                            | Clerk              | <i>Electoral Services at MDCC say there is not much chance.</i>                                                                                          |
| 2324       | 216 Defibrillator<br>Additional Defibrillator to be placed on Spar wall                                                                                                                                           | Clerk              | <i>BHF offer of free Defibrillator applied for, no answer yet.</i>                                                                                       |
| 2324       | 216 Radio Licence needs renewing                                                                                                                                                                                  | Clerk              | <i>Conversation with Spar manager still to be had.</i>                                                                                                   |
| 2324       | 216 Prospect Cottage Site Clearance                                                                                                                                                                               | Clerk              | <i>Payment of list this month</i>                                                                                                                        |
|            |                                                                                                                                                                                                                   |                    | <i>Environmental Health and Planning Enforcement contacted.<br/>EH responded saying they are looking into it. PE acknowledgement but no contact yet.</i> |

## Hold Report February 2024

- The Directors met on 23<sup>rd</sup> February.
- Funds stood at £6769 after payments for the restoration of the CG/LTP bank, grass cutting for the year, insurance & membership pf the Co-operative Society.
- The Gardening Group hoped to participate in the village Tidy-up Day on March 23<sup>rd</sup>.
- Representatives of VHMC, LYPFT & the GC Trustees to be invited to attend future meetings.
- Construction work at the Parish Church should begin by the end of March.
- It was hoped that grant monies would help to replace the existing oil-fired boiler in the VH with a bio-oil friendly one & re-site it away from the small room.
- Directors will next meet on 17<sup>th</sup> May.

## LAPFORD CELEBRATIONS WORKING GROUP

### Terms of Reference *(version 2 February 2024)*

#### 1. Background

From time to time there is a need to co-ordinate Lapford's celebration of nationally important events e.g. a coronation, a royal Jubilee, or a commemoration such as the eightieth anniversary of the D-Day landings; or to plan for participation in more locally generated events e.g. the Mid Devom Walking Festival.

#### 2. Purpose of Working Group

The Celebrations Working Group has been set up to organise and coordinate the parish's response and to plan and organise such events on behalf of the Parish Council. The group is a Working Group of Lapford Parish Council.

#### 3. Reporting

The Parish Council will have an ongoing item on its agenda for the activities of the group to be reported by the councillor(s) attending the group meetings, normally through the recorded minutes.

#### 4. Status & Responsibilities

This is a Working Group of Lapford Parish Council. It will act in an advisory capacity to the Parish Council with no powers to commit any expenditure without Parish Council approval. All final decisions will be made by the Parish Council at one of its meetings, with the usual delegation to the Parish Clerk to take any emergency action necessary.

#### 5. Timescale

The Working Group will operate for as long as it takes to ensure the delivery of the events it is committed to and to plan for other public events as requested by the Parish Council.

#### 6. Membership

The Working Party membership should consist of up to 10 people, two of which are to be nominated Parish Councillors. A quorum for a meeting should be a minimum of 3 people. The Group should appoint a Chairman and a Secretary.

#### 7. Meetings

The Working Group does not have to hold its meetings in public but should provide reports of its discussions to the Parish Clerk for inclusion on a Parish Council agenda.

#### 8. Conflicts of Interest

Members of the group will not need to submit Registers of Interest, but should follow the Nolan principles of public life as a minimum. This means that if anyone has an interest in the work being done, this should be noted and a decision taken as to whether he/she takes part when that interest becomes relevant.

#### 9. Expenses and Income

Any grant monies obtained and/or expenses generated should be dealt with through the Parish Council accounts, with orders placed in its name. Any profits generated should be held by the Parish

Council and recorded in a dedicated line in its accounts. The Parish Clerk will be delegated to undertake payments from available funds, either grants or allocated council budgets.

The allocated parish council budget might just to be to underwrite a net cost up to a pre-determined limit, with the expectation that events will be self-financing.

Rob Martin

Clerk to Lapford Parish Council  
25<sup>th</sup> February 2023

Revision (version 2) Cllr S Briant-Evans  
February 2024

Draft

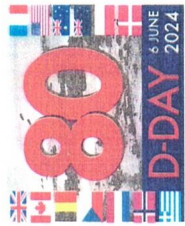


# Lapford Celebrations Committee

**Minutes of a meeting held on Thursday 22<sup>nd</sup>  
February 2024 at 7-30p.m. at the Orchard Centre**

**Present:** Peter Heal (Chair), Sue Briant-Evans, Lorraine Kigongo, Steve Fletcher, Roy Andrews, Ian Wilkie, Rachel Phillips & Caroline Noon.

1. **To receive apologies for absence.** Apologies were received from Joan Graham.
2. **To approve the minutes of the meeting of 9<sup>th</sup> January 2024 as a correct record.** The minutes were approved by the meeting and signed by the Chair.
3. **To consider any matters arising from the minutes and not on the agenda.** There were none.
4. **To consider the Action List.** See updated version attached.
5. **To receive updates on any progress re the exhibition in the ARK.** See action list point 15 but nothing to report.
6. **To receive any information re the location of the there but not there soldiers.** Located in Andy E's barn.
7. **To recommend revisions to the Terms of Reference.** Updated version to be drafted. (*Action Sue*)
8. **To consider any other business**
  - a) **Recruitment of volunteers.** The LADS group, along with others in the village, was suffering from a lack of dedicated volunteers and was not in a position to produce a pantomime or a variety show in the near future. A recent meeting had highlighted this. It was agreed to use the Big Help Out Day proposed for Saturday 8<sup>th</sup> June to highlight this problem to the village. Organisations to be invited to have a table in the hall during the afternoon to advertise what they do and the areas of help needed, with an opportunity for people to sign up. Wine & cheese to be provided by LADS. Perhaps the school could be involved in some way. Hall to be booked and local organisations emailed. A poster to be designed using the logos of village groups. (*action Sue*) LADS would look to producing a variety show at Christmas time if enough help can be recruited.
9. **To set a date for the next meeting.** This was arranged for Wednesday 13<sup>th</sup> March at 7-30p.m in the Orchard centre.



# Lapford Celebrations Committee

## D-Day 80<sup>th</sup> Anniversary 6<sup>th</sup> June 2024

### Action list

(Version 2 29<sup>th</sup> February 2024) Updates in green text.

#### 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. <i>No response so far. Lorraine will take the matter up and report back.</i>                                                                                                                                                                                 | Sue<br><i>Lorraine</i>      |          |
| 3   | Church Bellringers to be invited to ring.                                                                                                                                                                                                                                                                                                                    | Sue                         | ✓        |
| 4   | Hand Bell ringers to be invited to perform.                                                                                                                                                                                                                                                                                                                  | Sue                         | ✓        |
| 5   | National Fish & Chip Day.<br>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. Steve to clarify arrangements with Cat at the pub. Bookings for meals to be through Cat. Publicity in the May L.O.</i><br>b) Fish fingers & chips to be sold from the VH. Bimbo to be asked. | Roy & Steve<br><i>Steve</i> | ✓        |
| 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.<br>a) Scaffold tower to be built to raise it up and barriers placed around the base for safety.<br>b) Small red propane gas cylinder to be sourced. Spar shop to be approached.                                                                                                                                                                      | Roy<br>Roy                  |          |
| 9   | The International Tribute to be read. <i>Ian to read this from the foot of the beacon tower.</i>                                                                                                                                                                                                                                                             | <i>Ian</i>                  |          |
| 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.<br>a) Nigel Skinner & Nick Passmore to be approached via Roland B. <i>Nigel &amp; Nick unable to help. Ian Hollingsworth will attend with a restored German kubelewagon and</i>                                                                                                                                            | Roy<br>Caroline             |          |

2324-275a

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                   |        |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|--------|
|    | information board at no charge. An area to be marked off with tape for him and to prevent people climbing on the vehicle.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                   |        |
|    | b) A friend of Jonh Chappell has offered two restored vehicles for display. Offer to be accepted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                   |        |
| 13 | <b>Purchase of commemorative flags.</b> These would be readily available but a large one to be sourced to fly from the Church Tower. <i>Flags to be purchased: one Union Jack plus one French Tricolour for outside the VH, a 7' X 5" white flag with a red poppy for the Church tower, and fabric bunting – a mixture of poppies and Union Jacks. Budget £250.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Caroline</b>                                                                                                   |        |
| 14 | <b>Planters on the Church Green.</b><br>a) The ARK to be approached re using red, white & blue flowers for the summer planting.<br>b) Homeleigh Garden Centre to be approached re the supply of suitable plants. <i>Homeleigh will supply plants. Acknowledgement/ free ad to be published in the LO as a thankyou.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Sue</b><br><b>Peter</b>                                                                                        | ✓<br>✓ |
| 15 | <b>Exhibition in the ARK.</b><br>a) David G to be reminded nearer the time.<br>b) An article to be written for the February LO requesting memories/photographs re the Second World War. <i>Article published but no response so far.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Sue</b><br><b>Sue</b>                                                                                          | ✓      |
| 16 | <b>Commemorative Bookmark</b> 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. <i>Roy to bring a design to the next meeting. He will be able to have the bookmarks printed &amp; laminated. Budget £150</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Caroline &amp; Roy</b><br><b>Roy</b>                                                                           |        |
| 17 | <b>Display of poppies</b> in the centre of the village & the VH.<br>a) Remembrance wreaths from the War Memorial to be preserved for display at the event.<br>b) Large display poppies to be attached to the lytch gate.<br>c) Strings of poppies to be stitched onto suitable cord. <i>Cord already obtained.</i><br>d) Handmade poppies to be displayed on the LTP fence.<br>e) Silent Soldier to be placed outside the VH.<br>f) Edwin's poppies to be displayed.<br>g) LADS poppies located for display but need re-lettering. <i>(Paul Adams?) Paul has agreed to do this but will need reminding nearer the time.</i><br>h) There but not There soldiers, now located, to be displayed. <i>To be displayed on either side of the path across the Church Green. Roy to provide suitable stands.</i><br>i) Any additional poppies to be sourced from the RBL. | <b>Caroline</b><br><br><b>Other actions all the committee to be involved</b><br><br><b>Roy</b><br><b>Caroline</b> |        |

|    |                                                                                                                                                                                                                                                                                                                                                                                             |                    |   |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|---|
| 18 | Poppy seeds for scattering along the CG/LTP bank to be supplied by Caroline for Roy to plant. Roy has the seeds but will purchase more to be offered to the school.                                                                                                                                                                                                                         | Caroline & Roy     |   |
| 19 | The War Memorial to be cleaned in the spring. Pressure washing the best solution.                                                                                                                                                                                                                                                                                                           | Peter & Steve      |   |
| 20 | The Royal British Legion contacted. Reply awaited.                                                                                                                                                                                                                                                                                                                                          | Roy                |   |
| 21 | United Church Service for Sunday 9 <sup>th</sup> June. The Parish Church would be available to use but the Church Warden unable to help. Community Church to be contacted re possibilities. Complicated by the fact that the Congregational minister may be ordained that day. Churches Together to take the matter up. Possibility of an evening service with the Church bells being rung. | Sue                | ✓ |
| 22 | Big Help Out Day, Saturday 8 <sup>th</sup> June.<br>a) Village tidy-up, weeding, litter-picking morning with snack lunch in the V.H. Bimbo to be asked to cook. Publicity, insurance etc through the Parish Council.<br>b) Volunteering exhibition in the hall. Local groups to be invited, poster made, hall booked. LADS to provide wine & cheese.                                        | Sue<br>Sue<br>LADS |   |
| 23 | Terms of Reference to be revised/updated.                                                                                                                                                                                                                                                                                                                                                   | Sue                |   |

## LAPFORD PARISH COUNCIL

BANK RECONCILIATION AS AT  
29-Feb-24

|                               |                 | £                  | £                |
|-------------------------------|-----------------|--------------------|------------------|
| <b>Bank Balances 29/02/24</b> |                 |                    |                  |
|                               | NatWest         | 10,708.33          |                  |
|                               | NS&I            | 21,561.52          |                  |
|                               | Petty Cash      | -                  |                  |
|                               |                 |                    | 32,269.85        |
| <b>Uncleared Payments</b>     |                 |                    |                  |
|                               |                 |                    |                  |
| <b>Uncleared Credits</b>      |                 |                    |                  |
|                               |                 |                    |                  |
| <b>TOTAL BALANCES</b>         |                 |                    | <u>32,269.85</u> |
| 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                 |                 | <u>(26,300.06)</u> |                  |
|                               |                 |                    | 2,064.93         |
| <b>TOTAL BALANCES</b>         |                 |                    | <u>32,269.85</u> |
| Reconciliation                |                 |                    | <u>-</u>         |



Transactions

Account type: **Business Current**  
Account number: **04515099**  
Sort code: **523006**  
Account name: **SLA LAPFORD P C V**

Your transactions

Date: **05 Mar 2024**

Showing: **05 Feb 2024 to 04 Mar 2024, All Transactions**

| Date        | Type | Description                                                                                      | Paid in | Paid out | Balance    |
|-------------|------|--------------------------------------------------------------------------------------------------|---------|----------|------------|
| 27 Feb 2024 | D/D  | BT GROUP PLC , GP00449335-000064                                                                 |         | £51.62   | £10,708.53 |
| 20 Feb 2024 | DPC  | HMRC CUMBERNAULD , 475PP01227889 ,<br>VIA ONLINE - PYMT , FP 20/02/24 40 ,<br>11023403763755000N |         | £149.00  | £10,760.15 |
| 20 Feb 2024 | DPC  | RJ MARTIN , SALARY FEB 24 , VIA ONLINE<br>- PYMT , FP 20/02/24 40 ,<br>13023403772492000N        |         | £533.53  | £10,909.15 |
| 14 Feb 2024 | D/D  | EVERFLOW LIMITED , B264080A                                                                      |         | £10.57   | £11,442.68 |
| 14 Feb 2024 | DPC  | OFCOM , INV 72063140 , VIA ONLINE -<br>PYMT , FP 14/02/24 10 ,<br>01111751351159000N             |         | £75.00   | £11,453.25 |
| 14 Feb 2024 | DPC  | Scribe Accounts , INV-5231 , VIA ONLINE -<br>PYMT , FP 14/02/24 10 ,<br>06111239551978000N       |         | £788.40  | £11,528.25 |
| 14 Feb 2024 | DPC  | TREVOR HILL , GRASS CUTTING , VIA<br>ONLINE - PYMT                                               |         | £160.00  | £12,316.65 |
| 07 Feb 2024 | D/D  | 1&1 INTERNET LTD. ,<br>V73144437-68136243                                                        |         | £21.88   | £12,476.65 |
| 06 Feb 2024 | S/O  | SUSAN HEMSWORTH , SALARY , FP<br>06/02/24 30 , 19023310928474000N                                |         | £57.30   | £12,498.53 |

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## LAPFORD PARISH COUNCIL

## RECEIPTS AND PAYMENTS ACCOUNT MONITOR

29-Feb-24

| 2022/2023<br>Actual<br>£ |                                | 2023/2024<br>Revised<br>Budget<br>£ | 2023/2024 to<br>date<br>£ | % of Budget<br>£ |
|--------------------------|--------------------------------|-------------------------------------|---------------------------|------------------|
|                          | <b>RECEIPTS</b>                |                                     |                           |                  |
| 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                    | <b>VAT Receipts</b>            | 2,174                               | 2,174.18                  | 100              |
| <b>25,744</b>            | <b>TOTAL Receipts</b>          | <b>28,415</b>                       | <b>28,364.99</b>          | <b>100</b>       |
|                          | <b>PAYMENTS</b>                |                                     |                           |                  |
|                          | <b>Administration</b>          |                                     |                           |                  |
| 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                                 | 1,484.83                  | 179              |
| 122                      | Office Consumables             | 300                                 | 91.59                     | 31               |
| -                        | Refreshments                   | -                                   | -                         | -                |
| -                        | Postage                        | 50                                  | -                         | -                |
| 144                      | Venue Hire/Zoom                | 100                                 | 53.65                     | 54               |
|                          | <b>Clerk &amp; Councillors</b> |                                     |                           |                  |
| -                        | Locum Clerk                    | -                                   | -                         | -                |
| 7,598                    | Clerk's Salary                 | 8,075                               | 7,449.50                  | 92               |
| -                        | 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               |
|                          | <b>Subscriptions</b>           |                                     |                           |                  |
| 219                      | DALC/NALC                      | 259                                 | 259.00                    | 100              |
| 61                       | SLCC                           | 67                                  | 67.00                     | 100              |
| -                        | DCT                            | -                                   | -                         | -                |
|                          | <b>Car Park</b>                |                                     |                           |                  |
| -                        | Maintenance & Improvements     | 300                                 | -                         | -                |
|                          | <b>Orchard Centre</b>          |                                     |                           |                  |
| 722                      | Cleaner                        | 920                                 | 773.07                    | 84               |
| 40                       | Cleaning Consumables           | 60                                  | 23.53                     | 39               |
| 3,215                    | Electricity                    | 1,020                               | 394.25                    | 39               |
| 271                      | Water                          | 300                                 | 210.01                    | 70               |
| 387                      | Maintenance & Improvements     | 2,100                               | 2,045.50                  | 97               |

## LAPFORD PARISH COUNCIL

## RECEIPTS AND PAYMENTS ACCOUNT MONITOR

29-Feb-24

| 2022/2023<br>Actual<br>£ |                                               | 2023/2024<br>Revised<br>Budget<br>£ | 2023/2024 to<br>date<br>£ | % of Budget<br>£ |
|--------------------------|-----------------------------------------------|-------------------------------------|---------------------------|------------------|
| 451                      | Telephone & Broadband                         | 500                                 | 477.11                    | 95               |
| -                        | <b>Telephone Kiosk</b>                        | -                                   | -                         | -                |
| -                        | Refurbishment                                 | -                                   | -                         | -                |
| -                        | Maintenance                                   | 550                                 | -                         | -                |
| -                        | <b>Defibrillator</b>                          | -                                   | -                         | -                |
| 50                       | Installation                                  | -                                   | -                         | -                |
| -                        | Maintenance & Consumables                     | 344                                 | 344.00                    | 100              |
| -                        | <b>Community Website</b>                      | -                                   | -                         | -                |
| 161                      | Development                                   | -                                   | -                         | -                |
| -                        | Maintenance                                   | 160                                 | 175.13                    | 109              |
| -                        | <b>Maintenance - General</b>                  | -                                   | -                         | -                |
| 6,590                    | Annual Inspections                            | -                                   | -                         | -                |
| -                        | Church Clock                                  | 195                                 | 195.00                    | 100              |
| -                        | DAA Lighting                                  | 130                                 | -                         | -                |
| 375                      | Grass Cutting                                 | 320                                 | 320.00                    | 100              |
| 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                                 | -                                   | -                         | -                |
| -                        | <b>Public Rights of Way</b>                   | -                                   | -                         | -                |
| 595                      | Maintenance & Improvements                    | -                                   | -                         | -                |
| -                        | <b>Emergency Planning</b>                     | -                                   | -                         | -                |
| -                        | Equipment                                     | 100                                 | -                         | -                |
| -                        | Booklet                                       | -                                   | -                         | -                |
| -                        | Maintenance & Improvements                    | 100                                 | 75.00                     | 75               |
| -                        | Training                                      | -                                   | -                         | -                |
| -                        | <b>Grants Made</b>                            | -                                   | -                         | -                |
| 1,036                    | Lapford Church Green                          | 1,300                               | 1,300.00                  | 100              |
| 281                      | LYPFT                                         | 331                                 | -                         | -                |
| -                        | <b>COVID Emergency</b>                        | -                                   | -                         | -                |
| -                        | LERT Expenses                                 | -                                   | -                         | -                |
| -                        | Equipment                                     | -                                   | -                         | -                |
| -                        | <b>Section 137</b>                            | -                                   | -                         | -                |
| 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              |
| -                        | <b>Lower Town Place - Capital Expenditure</b> | -                                   | -                         | -                |
| 2,668                    | Site Costs Funded by Loan                     | -                                   | -                         | -                |

## LAPFORD PARISH COUNCIL

## RECEIPTS AND PAYMENTS ACCOUNT MONITOR

29-Feb-24

| 2022/2023<br>Actual<br>£ |                                           | 2023/2024<br>Revised<br>Budget<br>£ | 2023/2024 to<br>date<br>£ | % of Budget<br>£ |
|--------------------------|-------------------------------------------|-------------------------------------|---------------------------|------------------|
| 4,499                    | <b>Loan Repayments</b><br>PWLB Repayments | 4,500                               | 4,499.26                  | 100              |
| 2,703                    | <b>VAT Expenditure</b>                    | 1,000                               | 829.10                    | 83               |
| 36,472                   | <b>TOTAL EXPENDITURE</b>                  | <b>32,800</b>                       | <b>26,300.06</b>          | <b>80</b>        |

10,728.14 **NET EXPENDITURE/(INCOME)** (4,385) (2,064.93)

## RESERVES

|        |                             |        |
|--------|-----------------------------|--------|
| 20,919 | <b>General Reserve</b>      | 27,212 |
|        | <b>Earmarked Reserves</b>   |        |
| 200    | Car Park Refurbishment      | -      |
| 1,305  | Calor Gas Rural             | 1,305  |
| 755    | PROW                        | 755    |
| 4,744  | PWLB                        | -      |
| 116    | Village Event Reserve       | 831    |
| 2,166  | Emergency Committee Reserve | 2,166  |
| 30,205 |                             | 32,270 |