

# Lapford Parish Council

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## Lapford Parish Council Meeting 12<sup>th</sup> March 2024

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### There was a meeting of Lapford Parish Council on Tuesday 12<sup>th</sup> March 2024 at 7.30pm held in the Orchard Centre, Lapford

**Members Present:** Cllrs Julie Down (9.00pm); Sue Briant-Evans; Steven Fletcher; Roy Andrews; Alex Shapland; Ian Wilkie; Peter Heal; Stacey Lumsdon (8.10pm)

**Also Present:** District Cllr. Steve Keable

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

**Others:** 7 members of the public.

## MINUTES

### 2324-267 APOLOGIES

Apologies for absence had been received from Cllr. Graham.

Cllrs. Lumsdon and Down had warned that they might be late in arriving.

*In the absence of the chairman Cllr. Briant-Evans took the chair.*

### 2324-268 DECLARATIONS OF INTEREST (PECUNIARY AND NON-PECUNIARY)

Cllr. Briant-Evans declared a personal interest in planning application 24/00241/HOUSE as she knew the occupants of the property.

*The Chairman adjourned the meeting to allow public participation*

### 2324-269 PUBLIC PARTICIPATION SESSION & UPDATES FROM LOCAL ORGANISATIONS

- a) Phil Bridges from Coldridge had been invited to make a presentation on concerns he had in relation to the Openreach Fibre Connection project in Lapford. Phil introduced Anthony Odhams, Chairman of Nymet Rowland Parish Council to speak on behalf of the other affected parishes, who then made the following points:
  - The initial introduction of the project by BT had given the impression that signing up for the scheme was complicated. This had put people off and was not the case as application was relatively straightforward.
  - The project had to meet an undisclosed threshold of applicants before BT could justify it to be worthwhile.
  - There were currently 160+ applicants within all the parishes involved, of which roughly half were in Lapford. This represented about 7-8% of households and Anthony believed that a target of around 10% would enable the threshold to be crossed.
  - His estimate was that Lapford, by far the biggest of the parishes involved, would need to recruit another 25-30 households to sign up.
  - The actual connection charge under this scheme would be zero which will

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not be the case once it has finished.

- One of the big disincentives was that people were concerned that a faster broadband would result in higher supply charges. The clerk pointed out that Sky's charges were currently just £1 a month higher for Ultrafast connections.
- It was important to emphasise that this would future-proof supply which would inevitably be necessary as technology progresses.

Cllr. Briant-Evans pointed out that Lapford Parish Council had already had a presentation by Michelle Maidment from BT, who had also attended a village market alongside an article in the Lapford Lookout and on the Parish Council website.

It was agreed that a further Lookout article would be published and that Phil and or Anthony were invited to come to the next village market on Saturday 23<sup>rd</sup> March from 10.00am to be available to convince further households to sign up.

District Cllr. Keable was aware that he alongside at least 30 other households in the centre of the village already had full fibre connections so the potential number of unserved properties was lower than it appeared. One important aspect was encouraging the many businesses in the parish to sign up.

The two gentlemen were thanked for their attendance and then left the meeting.

**b) Members of the public made the following representations:**

- The shared noticeboard needed some work done to it. This would be undertaken and the parish council asked for its share of the cost. The clerk would make arrangements for this.
- The chairman confirmed that the D-Day commemoration arrangements would be made through the work of the Celebrations Committee.

## 2324-270 COUNTY AND DISTRICT COUNCILLORS' REPORTS

To receive a verbal report for information.

**a) Devon County Council**

No report had been received from the county councillor.

**b) Mid Devon District Council**

District Cllr. Keable had circulated a report, as follows:

1. **Waste Collection** – if there are any known issues, please can Councillors tell me or report online <https://www.middevon.gov.uk/do-it-online/street-scene/report-waste-collection-issues/>
2. **State of the District Debate** – Wednesday 20th March, 5.30pm, Phoenix House. Representative from Lapford - themes for breakout sessions: communications, sustainability, planning, homes & community plans, emergency & resilience, finance.
3. **Mid Devon Balanced Budget** – 2024/5 budget unanimously agreed, thereby having the support of all political parties. This is the first budget for many years that has not required taking funds from balances. Delivering the May '23 pledge of fiscal responsibility.

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4. **DCC: Crediton Hight Street Parking Meters** – the proposed pilot scheme was due to be considered at DCC Cabinet tomorrow, 13<sup>th</sup> March. Due to petition representation including Crediton and Lapford this proposal has been dropped.
5. **MDDC: Car Parking Charges** - bad news being and increase in the proposed 6.7% will raise 2-hour charge by 20p to £2.90. The better news is that, after consultation with local groups, more flexible times will be available to provide more shoppers' variety. Proposals go to Cabinet later this month.
6. **M5 Junction 28 & Cullompton Town Centre Relief Road** - 868 consultation responses were received from members of the public and a further 16 from local organisations. 92% supported the town centre relief road, 95% supported improvements to J28, with 79% supporting the proposal. DCC Cabinet tomorrow, 13<sup>th</sup> March considered the approval of a report that will then be used to bid for £200m from the Network North funding identified in October by the Prime Minister as a result of HS2 cancellation.
7. **Lapford Neighbourhood Plan** – to note the making of the Silverton Neighbourhood Plan and the strategic approach taken by Silverton. This may be considered later on the agenda of Lapford Parish Council.

District Cllr. Keable expressed concern that the availability of section 106 funding had been compromised by a parish councillor contacting MDDC Estates Manager Steve Densham, without copying him in, requiring the MDDC condemned playground equipment to be removed. Mr. Densham had taken that as an instruction by the parish council to do so and had assumed that this would circumvent his conversations with Cllr. Keable on whether the cost of doing this would be covered by the Section 106 funding for Lapford. Cllr. Keable believed that he would not be able to persuade Mr. Densham to cover the cost of this removal from District funds now.

The clerk intervened at this point to point out a number of protocol matters in this situation, as follows:

- The councillor's email should not have been taken as an instruction. This would need to be from the parish clerk.
- Why was the parish clerk not contacted upon receipt of the email? Why was the District Councillor also not contacted at that time?
- Section 106 is for the provision of new equipment (capital expenditure), not the removal of old items (revenue expenditure).
- What caused the delay in the removal of the condemned equipment? Finance should not have been a consideration as the Health & Safety of children should come first.

It was further pointed out that MDDC had confirmed it's responsibility for the equipment and it's safety for use in a telephone conversation recently with another Parish Councillor. The Parish Council was therefore not in a position to dictate to MDDC what should happen with MDDC equipment. It could only express concern.

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It was further confirmed by a member of the public present that only the equipment had been removed, not the safety matting.

The clerk would be writing to the District Council to express its concerns about the delay in the removal of the equipment and insisting that the full section 106 money would be available to the parish council when it purchases replacement equipment.

*The Chairman reconvened the meeting in line with Standing Orders*

#### 2324-271 MINUTES

On a proposal by Cllr. Mackie, seconded by Cllr. Fletcher, it was **Resolved** to adopt the minutes of the Parish Council meeting held on 28<sup>th</sup> February 2024.

#### 2324-272 ACTION LIST, CLERK'S REPORT & CORRESPONDENCE

The clerk had circulated his report, as follows:

##### 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. *The debris had been cleared.*
- 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. *The order had been placed for the signs and they would be ready for collection shortly.*
- 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. *A date of 2<sup>nd</sup> May 2024 had now been proposed. Cllr. Andrews would ensure access for BT to do the disconnection.*
- Community Broadband – this needs to be considered again.
- Logo Competition – to be subject to a workshop. *A workshop had been held with no attendees. This needed to be rethought.*
- Clerk's Hours – on this agenda.
- LEAP Matters – no response from DCC Highways.

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- 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. *The owner of the Spar shop would come back to the clerk shortly with views on whether it was an appropriate place to install a new defibrillator.*
- Prospect Cottage – nothing further to report.

#### 2324-273 FEEDBACK FROM REPRESENTATIVES

Parish Council representatives on other bodies to feedback important information from the meetings held since the last council meeting.

- Cllr. Briant-Evans had circulated notes of the HOLD meeting on 23<sup>rd</sup> February 2024. There was nothing of interest to councillors on this.
- There was no feedback from representatives on any other village organisations.

#### 2324-274 HOLD REPRESENTATION

The parish council, following the resignation of John Burrows, should nominate a new representative on the HOLD Board. Cllr. Lumsdon said that she would be able to take on the role but only if the meetings were in the afternoon and not the morning.

#### 2324-275 COMMITTEE REPORTS

##### a) Celebrations Committee

- On a proposal by Cllr. Fletcher, seconded by Cllr. Heal, it was **Resolved to** adopt the presented Terms of Reference for this committee.
- Cllr. Heal outlined the work of the committee and the Minutes and Action List from the committee meeting held on 22<sup>nd</sup> February 2024 were adopted.

##### b) Lapford Emergency Action Plan (LEAP) Committee.

The minutes of the LEAP meeting held on 5<sup>th</sup> March 2024 had been circulated and were noted.

- Cllr. Mackie had been requested to investigate what size of grit bin would fit in the Highfield site and his conclusion was that it could be the same size as those already provided. Agreement to siting such a bin there would have to come from highways and Steve Tucker would be invited to come and see what he thought before this was ordered.
- The bridgeworks had been re-promised by highways.
- The fencing by the river bridge needs to be requested again, making it clear that the responsibility lies with the county, should anything happen there.
- Road Warden Training – Cllr. Lumsdon had put herself and two other people forward to do the Chapter 8 training alongside another volunteer which would be carried out at Witheridge.
- Roy Trevaskis had offered to conduct First Aid and Defibrillator training sometime in April. The date of 23<sup>rd</sup> April at 7.30 at the Village Hall was agreed as something he could be offered.

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#### 2324-276 CHURCH GREEN TRUST FEEDBACK

There had been no Trust meeting since the last Parish Council meeting.

#### 2324-277 LIBRARY SUPPORT

Cllr. Briant-Evans explained that the county council grant scheme for alternative library facilities had been oversubscribed and was now closed. The Ark library group were now putting together a more extensive proposal than before and would approach the parish council when that was finalised.

#### 2324-278 GRASS CUTTING 2024

The deadline for the receipt of quotations had been advertised as 15<sup>th</sup> March 2024, so it was agreed to wait until that time had passed before discussing this. Once the deadline had passed, the clerk would circulate the details and if appropriate could take a delegated decision.

#### 2324-279 LAPFORD NEIGHBOURHOOD PLAN

- a) The Housing Needs Survey was still underway and no further details were available. The anecdotal feelings were that the form was rather complicated to complete.
- b) The clerk had circulated a draft PowerPoint file for consideration on the Neighbourhood Plan. The aim is for the presentation to be given by councillors rather than just the clerk which meant that those doing it needed to understand its contents. It was hoped that councillors would consider the details on the file and ask questions of the clerk to help focus its contents more clearly.

District Councillor Keable advised that councillors look at the recently made Silverton Neighbourhood Plan for hints on how to go forward.

It was agreed that councillors would meet on Thursday 18<sup>th</sup> April 2024 in the Orchard Centre at 7pm in order to discuss the presentation in more detail.

#### 2324-280 FLOWER BED MAINTENANCE

Cllr. Down wished the parish council to consider what the parish council could do to support the residents who have filled and maintained flower beds around the village. She had paid for some plants and materials from her Chairman's Allowance but wanted to know whether a sum should be set aside for more extensive support. Cllr. Heal offered to sort out some plants for the planters.

#### 2324-281 VILLAGE WEED CLEARANCE

Cllr. Fletcher had been discussing with a licenced contractor the possibility of having a periodic 'weed-kill' around the village roads, but getting a price for doing this required the parish council to define exactly what it wanted doing. Concerns were expressed about what can be sprayed legally nowadays so some research was needed on that. Any price would be dependent on the length of footpath to be sprayed and how often it was required. A quotation would be obtained before any further commitment was made.

#### 2324-282 ASSETS INSPECTION

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This was to look at the parish council assets and consider the state of all of them in a comprehensive way and report back on work to be done. Cllrs. Andrews and Briant-Evans would undertake this task.

### 2324-283 BUS SHELTER PROPOSAL

The clerk had researched the various suppliers of bus shelters with the result that there were so many variables involved that the parish council would need to look more closely at what it would like to provide. In any case, there would be a need to obtain a licence to install a shelter from the county highways team before proceeding. The clerk would contact Steve Fletcher to look at the proposed site before further research was undertaken.

The clerk would identify potential grant funding for a bus shelter.

### 2324-284 PLANNING MATTERS

#### a) APPLICATIONS NOTIFIED

| Reference      | Location                                  | Proposal                                                                                                |
|----------------|-------------------------------------------|---------------------------------------------------------------------------------------------------------|
| 24/00241/HOUSE | 65 Highfield Close<br>Lapford<br>Crediton | Erection of single storey rear extension and replacement porch<br><br><b>Decision: Support Approval</b> |
| 24/00343/HOUSE | Lower Town House<br>Lapford<br>Crediton   | Erection of a garage<br><br><b>Decision: Support Approval</b>                                           |

#### b) APPLICATIONS AFTER THE AGENDA WAS ISSUED

There were no applications received.

#### c) MDDC DECISIONS

| Reference     | Location                                                           | Proposal                                                 | MDDC Decision           |
|---------------|--------------------------------------------------------------------|----------------------------------------------------------|-------------------------|
| 23/01463/FULL | Land at NGR 272610<br>106518 Kelland<br>Barton<br>Lapford<br>Devon | Erection of a farm shop and cafe with associated parking | Full Permission Granted |
| 24/00133/FULL | Land at NGR 273433<br>108439 (Sandhurst)<br>Lapford<br>Devon       | Erection of 3 animal shelters and greenhouse             | Full Permission Granted |
| 23/01460/FULL | Watersmeet Cottage<br>Lapford<br>Crediton                          | Erection of a dwelling and associated works              | Full Permission Granted |

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|--|-------|--|--|
|  | Devon |  |  |
|--|-------|--|--|

### 2324-285 BANK RECONCILIATION & BUDGET MONITOR STATEMENT

It was **Resolved** to receive and note the Bank Reconciliation and Receipts and Payments statement, as at 29<sup>th</sup> February 2024.

### 2324-286 RECEIPTS & PAYMENTS SCHEDULE

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

#### PAYMENTS

| Payment to                          | Services                       | Amount<br>£ | Payment<br>No. |
|-------------------------------------|--------------------------------|-------------|----------------|
| <b>2023/2024</b>                    |                                |             |                |
| S Hemsworth                         | Salary March 2024              | 57.30       | SO             |
| RJ Martin                           | Salary March 2024              | 533.53      | 2324-27        |
| HMRC                                | Tax Deductions                 | 149.00      | 2324-27        |
| EDF Energy                          | Orchard Centre Electricity     | 72.02       | DD             |
| Everflow                            | Orchard Centre Sewage & Water  | 20.77       | DD             |
| BT Group Ltd                        | Orchard Centre Broadband       | 51.62       | DD             |
| IONOS                               | Village Website Hosting        | 21.88       | DD             |
| Ken White Signs                     | Replacement Village Road Signs | 1,257.60    | 2425-01        |
| Lapford Youth & Playing Field Trust | Grant for Insurance Premium    | 333.72      | 2324-29        |

#### RECEIPTS

| Receipt from     | Services | Amount<br>£ | Method |
|------------------|----------|-------------|--------|
| <b>2023/2024</b> |          |             |        |
| None             |          |             |        |

### 2324-287 MATTERS RAISED BY THE CHAIR

Cllr. Briant-Evans asked whether councillors wished to respond to the Devon/Torbay devolution proposal consultation. Councillors did not believe it would affect Lapford materially, so no response was necessary.

### 2324-288 COUNCILLORS' REPORTS AND FUTURE AGENDA ITEMS (FOR INFORMATION ONLY)

Cllr. Fletcher wanted to have further discussions on what is to be done to the Orchard Centre and this would be on the next agenda.

Cllr. Andrews asked about the village sign which was in need of refurbishment, and he

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would carry out the refurbishment and then install it.

He had also heard from the victory hall committee who want members of village to come on the management committee.

Cllr. Down questioned when the potential co-option for the Cllr. Burrows vacancy could take place. It was agreed that an advertisement for potential co-option could be placed in the Lapford Lookout straight away, making the assumption that no by-election will be called. She also asked whether the washing of signs and bus shelters could be placed on the next agenda.

Cllr. Wilkie wished to put another coat of paint on the outside of the Orchard Centre, with the paint being supplied by Cllr. Heal. He also said that once the electricity had been disconnected, they should get on with the telephone box refurbishment.

Cllr. Heal offered to supply some black paint for the lettering on the village sign. He still had a Crab Apple tree supplied by the Wildlife Trust last year in a pot in his garden. It was agreed that the tree should be planted on the edge of the playing field which they would endeavour to do on 2<sup>nd</sup> May 2024.

#### 2324-289 DATE OF NEXT MEETING

To note the date of the next Parish Council meeting is scheduled for Tuesday 16<sup>th</sup> April 2024 at 7.30pm in the Orchard Centre.

#### 2324-290 EXCLUSION OF PRESS AND PUBLIC

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

#### 2324-291 CLERK'S WORKING TIME

The clerk had circulated a report on the time taken to achieve the Lapford Parish Council workload over twelve months to 31<sup>st</sup> January 2024. This had shown that he was still working many more hours than he was paid for to maintain the activities being undertaken by the council. This would be exacerbated once the Neighbourhood Plan activities step up so it was now prudent adjust matters to bring the two measurements closer together.

It was **Agreed** that councillors would take the report away and consider how the following steps could improve the situation:

- a) **Increasing the number of hours paid for.**
- b) **The clerk carrying the work out more efficiently.**
- c) **Councillors taking on some tasks currently done by the clerk.**
- d) **Some tasks just not being done.**
- e) **The parish council lowering expectations.**
- f) **Any other solutions thought to be appropriate.**

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The matter would be considered again at the next meeting after more detailed discussions with the clerk.

**2324-292**

#### **CLOSE OF MEETING**

The meeting closed at 9.50pm

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

| Latest Minute ref | Issue/Action                                                                                                                     | Responsibility               | Update                                                                                                             |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------|------------------------------|--------------------------------------------------------------------------------------------------------------------|
| 2324              | 235 Hedge by the burnt down Yeo Vale Cottage very overgrown, impacting on the highway. Owner to be contacted re trimming it back | Clerk                        | Highways Notified, Steven Tucker to have a look, no response yet. Cllr. Lumsdon to take some action.               |
| 2324              | 235 106 funding for the Football Club                                                                                            | Clerk                        | Contact to be made again. Steve Densham has indicated that this is unlikely to meet Section 106 criteria.          |
| 2324              | 235 Ownership of the adjacent land to be determined.                                                                             | Clerk                        | Clerk to meet Steve Densham                                                                                        |
| 2324              | 069 Ash Dieback. Ownership of affected trees to be researched and addresses passed to the Clerk.                                 | Cllr Burrows                 | Highways Notified, Steven Tucker to have a look, no response yet.                                                  |
| 2324              | 235 Signposts, prices to be obtained for replacement arms. Request that the Playing Field be added to the central village one.   | Clerk                        | Contact made with Ken White Signs to discuss options. This will now be for identical signs complete with brackets. |
|                   | Cleaning of signs to be arranged.                                                                                                | Cllrs Lumsdon & Briant-Evans | Postponed until Spring 24                                                                                          |
| 2324              | 242 Neighbourhood Plan. When appropriate a public meeting to be called re progressing this.                                      | Parish Council               | PowerPoint for councillors drafted. Housing Needs Survey underway.                                                 |
| 2324              | 099 Scribe Accountancy system                                                                                                    | Clerk                        | Installed but not yet live                                                                                         |
| 2324              | 235 6 Telephone Box – Make safe for use as book swap area.                                                                       | Clerk & Cllr. Wilkie         | BT have arranged for disconnection on 2 <sup>nd</sup> May 2024. Cllr. Andrews will attend to open up.              |
| 2324              | 117 Community Broadband                                                                                                          | Clerk                        | Contact Church/Congregational Church about what access they want.                                                  |

2324-248

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

| Latest Minute ref | Issue/Action                                                                                                                                                                                                                        | Responsibility     | Update                                                                                                                                                                                                                            |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2324 248          | Logo Competition                                                                                                                                                                                                                    | Cllr. Briant-Evans | <i>To be subject of workshops. Workshops abandoned as no support.</i>                                                                                                                                                             |
| 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>Report written and with the chair/vice-chair for their thoughts.</i>                                                                                                                                                           |
| 2324 238 b        | 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> <li>Citizen's Advice</li> </ul> | Clerk              | <i>Highways Notified, Steven Tucker to have a look, no response yet. Clerk to write once more to highlight lack of action</i>                                                                                                     |
| 2324 152          |                                                                                                                                                                                                                                     | Clerk              | <i>Openreach fibre project submitted</i>                                                                                                                                                                                          |
| 2324 216          | Defibrillator<br>Additional Defibrillator to be placed on Spar wall                                                                                                                                                                 | Clerk              | <i>To email Citizens' Advice to ask them to a meeting before applying for a grant. No response received.</i>                                                                                                                      |
| 2324 235 5        | Prospect Cottage Site Clearance                                                                                                                                                                                                     | Clerk              | <i>BHF offer of free Defibrillator applied for, no answer yet.</i><br><i>Conversation with Spar manager still to be had.</i>                                                                                                      |
| 2324 231          | Openreach Fibre Connection                                                                                                                                                                                                          | Clerk              | <i>Environmental Health and Planning Enforcement contacted.</i><br><i>EH responded saying they are looking into it. PE acknowledgement but no contact yet.</i><br><i>To ensure that website is updated with current situation</i> |

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

| Latest Minute ref | Issue/Action                                                                                                                                            | Responsibility                                         | Update                                                                                                                                                                                       |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2324              | 235 3 PC Historic Records                                                                                                                               | Clerk<br>Cllrs Briant-Evans and Down                   | To look through records obtained and decide what needs to be stored and where.                                                                                                               |
| 2324              | 235 Picture of King Charles                                                                                                                             | Clerk                                                  | To order one for display in the Orchard Centre                                                                                                                                               |
| 2324              | 237 Co-option of new councillor                                                                                                                         | Council                                                | To set up Extraordinary Meeting on 28 <sup>th</sup> February to appoint. Meeting held & appointment made.                                                                                    |
| 2324              | 243 Litter-Picking Day                                                                                                                                  | Cllr. Briant-Evans and others                          | Arrange with others for equipment and food to be available on the day<br>Arrangements in place.<br>Advertise date                                                                            |
| 2324              | 244 Big Help-Out Day – 8 <sup>th</sup> June 2024                                                                                                        | All                                                    | Publicise Date and put on future agendas                                                                                                                                                     |
| 2324              | 246 Bus Shelter Provision                                                                                                                               | Clerk                                                  | To investigate the cost and feasibility of installing a bus shelter at top of village.                                                                                                       |
| 2324              | 247 Library Facilities – liaison with The Ark and Lapford School to put proposal together about expanding village library facilities                    | Cllr. Briant-Evans                                     | Cllr. Briant-Evans would continue with project and come back with proposal. ARK is working new expanded proposals. DCC grant applications now closed.                                        |
| 2324              | 250 Lapford Play Facilities - To put together a plan of what is to be done with both the Playing Field, liaising on this with LYPFT, and play equipment | Clerk, District Cllr. Keable, Cllr. Andrews and others | To oversee the removal of the current toddler play area. To arrange the transfer of this land.<br>Equipment removed by MDDC<br>To work with the replacement of all equipment with the LYPFT. |

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**T & G GARDEN MAINTENANCE**

**2 Orchard Way**

**Lapford**

**CREDITON EX17 6PR**

**LAPFORD PARISH COUNCIL**

**27 February 2024**

**TENDER FOR GRASS CUTTING CONTRACT 2024-2025**

**Parish Council Property:**

Cutting grass around Lapford Victory Hall

**TENDER: £180 for 10 cuts**

Strimming around the Lapford Sign and Flower Box, towards and including the grass around the Dog Poo Bin at the top of the Village

**TENDER: £140 for 8 cuts**

Strimming around the Village Seats at the top of the Village, Eastington Lane and opposite Highfield

**TENDER: £110 for 8 cuts**

**Church Green Trustees:**

Cutting grass on Lapford Village Green and around the Melissa Lake Memorial Shelter

**TENDER: £315 for 10 cuts**

**GRASS CLIPPINGS WILL BE TAKEN AWAY WHERE APPROPRIATE**

**TOTAL TENDER FOR 2024-25: £745**

Public liability insurance cover is £2million - the policy is available for inspection on request.

## LAPFORD PARISH COUNCIL

## FINAL ACCOUNTS 2023/2024

## RECEIPTS AND PAYMENTS ACCOUNT

31-Mar-24

| 2022/2023<br>Outturn   |                       | 2023/2024<br>To Date |
|------------------------|-----------------------|----------------------|
| £                      |                       | £                    |
| <b>RECEIPTS</b>        |                       |                      |
| 22,216                 | Precept               | 25,000               |
| 2,217                  | Other Receipts        | 1,191                |
| 1,311                  | VAT Receipts          | 2,174                |
| 25,744                 | <b>TOTAL RECEIPTS</b> | <b>28,365</b>        |
| <b>PAYMENTS</b>        |                       |                      |
| 1,556                  | Administration        | 4,427                |
| 7,724                  | Staffing              | 8,173                |
| 263                    | Councillors           | 542                  |
| 280                    | Subscriptions         | 326                  |
| -                      | Car Park              | -                    |
| 5,087                  | Orchard Centre        | 4,345                |
| -                      | Telephone Kiosk       | -                    |
| 50                     | Defibrillator         | 344                  |
| 161                    | Community Website     | 193                  |
| 8,001                  | Maintenance - General | 924                  |
| 595                    | Public Rights of Way  | -                    |
| -                      | Emergency Planning    | 75                   |
| 1,317                  | Grants Made           | 1,634                |
| -                      | COVID Emergency       | -                    |
| 1,568                  | Section 137           | 1,402                |
| 2,668                  | Lower Town Place      | -                    |
| 4,499                  | Loan Repayments       | 4,499                |
| 2,703                  | VAT Expenditure       | 858                  |
| 36,472                 | <b>TOTAL PAYMENTS</b> | <b>27,742</b>        |
| <b>General Reserve</b> |                       |                      |
| 29,989                 | b/f                   | 23,085               |
| 25,744                 | Receipts              | 28,365               |
| (36,472)               | Payments              | (27,742)             |
| 3,824                  | Transfers             | 2,063                |
| 23,085                 | c/f                   | 25,771               |

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## LAPFORD PARISH COUNCIL

## FINAL ACCOUNTS 2023/2024

## RECEIPTS AND PAYMENTS ACCOUNT

31-Mar-24

| 2022/2023<br>Outturn<br>£ |                           | 2023/2024<br>To Date<br>£ |
|---------------------------|---------------------------|---------------------------|
|                           | <b>RESERVES</b>           |                           |
| 20,919                    | <u>General Reserve</u>    | 25,771                    |
|                           | <u>Earmarked Reserves</u> |                           |
| 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 Fund  | 2,166                     |
| 30,205                    | Total Balance in Hand     | 30,828                    |

## Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

### Lapford Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

|                                                                                                                                                                                                                                                                                                 | Agreed |     | 'Yes' means that this authority:                                                                                                                                                               |                                                                                                                                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                 | Yes    | No* |                                                                                                                                                                                                |                                                                                                                                  |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.                                                                                                                                                  | ✓      |     | <i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>                                                                                               |                                                                                                                                  |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.                                                                                                                                  | ✓      |     | <i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>                                                                     |                                                                                                                                  |
| 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. | ✓      |     | <i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>                                                                                     |                                                                                                                                  |
| 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.                                                                                                                               | ✓      |     | <i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>                                                               |                                                                                                                                  |
| 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.                                                                            | ✓      |     | <i>considered and documented the financial and other risks it faces and dealt with them properly.</i>                                                                                          |                                                                                                                                  |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.                                                                                                                                                          | ✓      |     | <i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i> |                                                                                                                                  |
| 7. We took appropriate action on all matters raised in reports from internal and external audit.                                                                                                                                                                                                | ✓      |     | <i>responded to matters brought to its attention by internal and external audit.</i>                                                                                                           |                                                                                                                                  |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.                                  | ✓      |     | <i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>                                           |                                                                                                                                  |
| 9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.                         | Yes    | No  | N/A                                                                                                                                                                                            | <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i> |
|                                                                                                                                                                                                                                                                                                 |        |     | ✓                                                                                                                                                                                              |                                                                                                                                  |

**\*Please provide explanations to the external auditor on a separate sheet for each ‘No’ response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

[www.lapfordparishcouncil.org.uk](http://www.lapfordparishcouncil.org.uk)

## Section 2 – Accounting Statements 2023/24 for

## Lapford Parish Council

|                                                             | Year ending           |                       | Notes and guidance                                                                                                                                                                                      |
|-------------------------------------------------------------|-----------------------|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                             | 31 March<br>2023<br>£ | 31 March<br>2024<br>£ |                                                                                                                                                                                                         |
| 1. Balances brought forward                                 | 40,933                | 30,205                | Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.                                                              |
| 2. (+) Precept or Rates and Levies                          | 22,216                | 25,000                | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.                                                                                 |
| 3. (+) Total other receipts                                 | 3,528                 | 3,365                 | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.                                                                   |
| 4. (-) Staff costs                                          | 7,598                 | 8,026                 | Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments. |
| 5. (-) Loan interest/capital repayments                     | 4,499                 | 4,499                 | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).                                                                                      |
| 6. (-) All other payments                                   | 24,375                | 15,217                | Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).                                                                     |
| 7. (=) Balances carried forward                             | 30,205                | 30,828                | Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).                                                                                                                       |
| 8. Total value of cash and short term investments           | 30,205                | 30,828                | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>                                              |
| 9. Total fixed assets plus long term investments and assets | 24,012                | 24,012                | The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.                                                                      |
| 10. Total borrowings                                        | 63,777                | 60,000                | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).                                                                                                        |

| For Local Councils Only                                    | Yes                      | No                                  | N/A                                 |                                                                                                               |
|------------------------------------------------------------|--------------------------|-------------------------------------|-------------------------------------|---------------------------------------------------------------------------------------------------------------|
| 11a. Disclosure note re Trust funds (including charitable) | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets. |
| 11b. Disclosure note re Trust funds (including charitable) | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | The figures in the accounting statements above exclude any Trust transactions.                                |

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chair of the meeting where the Accounting Statements were approved

# LAPFORD PARISH COUNCIL

## NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

Local Audit and Accountability Act 2014 Sections 26 and 27  
The Accounts and Audit Regulations 2015 (SI 2015/234)

### NOTICE

1. Date of announcement 14<sup>th</sup> May 2023

2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review. Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2024, these documents will be available on reasonable notice by application to:

Robert Martin,  
Clerk to Lapford Parish Council,  
14 Station Road, Yeoford,  
Crediton, Devon.  
EX17 5HU  
[clerk@lapfordparishcouncil.org.uk](mailto:clerk@lapfordparishcouncil.org.uk)

commencing on **Monday 3 June 2024**

and ending on **Friday 12 July 2024**

3. Local government electors and their representatives also have:

- The opportunity to question the appointed auditor about the accounting records; and
- The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.

The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.

4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:

PKF Littlejohn LLP (Ref: SBA Team)  
15 Westferry Circus  
Canary Wharf  
London E14 4HD  
[sba@pkf-l.com](mailto:sba@pkf-l.com)

5. This announcement is made by: Robert Martin, Clerk and RFO to Lapford Parish Council

# LAPFORD PARISH COUNCIL

## LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

### The basic position

The [Local Audit and Accountability Act 2014](#) (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the [Accounts and Audit Regulations 2015](#) also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

### The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-12 July 2024 for 2023/24 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

### The right to ask the auditor questions about the accounting records

**You should first ask your smaller authority** about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise

## LAPFORD PARISH COUNCIL

of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

### The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

### A final word

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication [Local authority accounts: A guide to your rights](#) are available from the NAO website.

if you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*.

## Explanation of variances

Name of smaller authority: **Lapford Parish Council**  
County area (local councils and DEVON

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- New from 2020/21 onwards: variances of £100,000 or more require explanation regardless of the % variation year on year;

|                                                           | 2022/23<br>£ | 2023/24<br>£ | Variance<br>£ | Variance<br>% | Automatic responses trigger below based on figures input. DO NOT OVERWRITE THESE BOXES | Explanation from smaller authority (must include narrative and supporting figures)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------------------------------------|--------------|--------------|---------------|---------------|----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 Balances Brought Forward                                | 40,933       | 30,205       |               |               | required - Balance brought forward does not agree, query this                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 2 Precept or Rates and Levies                             | 22,216       | 25,000       | 2,784         | 12.53%        |                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 3 Total Other Receipts                                    | 3,328        | 3,365        | -163          | 4.61%         |                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 4 Staff Costs                                             | 7,598        | 8,026        | 427           | 5.62%         |                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 5 Loan Interest/Capital Repayment                         | 4,499        | 4,499        | 0             | 0.00%         |                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 6 All Other Payments                                      | 24,374       | 15,217       | -9,157        | 37.57%        |                                                                                        | The additional costs in 2023/24 compared to 2022/23 are: Contested May 2023 Election £1,735, Orchard Centre Maintenance £1,658, 3 New Salt Bins £376, Additional Grants £317 and ICT Costs for a new laptop £372 and the Scribe Accountancy System £857, which is more than offset by the following reductions: Orchard Centre Electricity Tariff Change -£2,631, 2022 Repairs to the Village Clock -£6,395, 2022 Capital Grant towards Lower Town Place -£2,668, Lower VAT Expense -£1,845, Additional 2023 VAT Receipt -£863, The Other Variations are (net) £129 |
| 7 Balances Carried Forward                                | 30,205       | 30,828       |               |               | VARIANCE EXPLANATION NOT REQUIRED                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 8 Total Cash and Short Term Investments                   | 30,205       | 30,828       |               |               | VARIANCE EXPLANATION NOT REQUIRED                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 9 Total Fixed Assets plus Other Long Term Investments and | 24,012       | 24,012       | 0             | 0.00%         |                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 10 Total Borrowings                                       | 63,777       | 63,777       | 0             | 0.00%         |                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

## LAPFORD PARISH COUNCIL

BANK RECONCILIATION AS AT  
31-Mar-24

|                               |                 | £                  | £                |
|-------------------------------|-----------------|--------------------|------------------|
| <b>Bank Balances 31/03/24</b> |                 |                    |                  |
| NatWest                       |                 | 9,266.61           |                  |
| NS&I                          |                 | 21,561.52          |                  |
| Petty Cash                    |                 | -                  |                  |
|                               |                 |                    | 30,828.13        |
| <b>Uncleared Payments</b>     |                 |                    |                  |
|                               |                 |                    |                  |
| <b>Uncleared Credits</b>      |                 |                    |                  |
|                               |                 |                    |                  |
|                               |                 |                    | -                |
| <b>TOTAL BALANCES</b>         |                 |                    | <u>30,828.13</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>(27,741.78)</u> |                  |
|                               |                 |                    | 623.21           |
| <b>TOTAL BALANCES</b>         |                 |                    | <u>30,828.13</u> |
| Reconciliation                |                 |                    | <u>-</u>         |

2324-314

Account Name  
LAPFORD PARISH COUNCIL

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



NatWest

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

Current Account

| Summary          |                            |
|------------------|----------------------------|
| Statement Date   | 28 MAR 2024                |
| Period Covered   | 02 MAR 2024 to 28 MAR 2024 |
| Previous Balance | £10,708.53                 |
| Paid In          | £0.00                      |
| Withdrawn        | £1,441.92                  |
| New Balance      | £9,266.61                  |
| BIC              | NWBKGB2L                   |
| IBAN             | GB88NWBK52300604515099     |

Welcome to your NatWest Statement

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

| Date        | Description                                                                                            | Paid In(£) | Withdrawn(£) | Balance(£) |
|-------------|--------------------------------------------------------------------------------------------------------|------------|--------------|------------|
| 02 MAR 2024 | BROUGHT FORWARD                                                                                        |            |              | 10,708.53  |
| 06 MAR      | Standing Order SUSAN HEMSWORTH SALARY FP 06/03/24 30 59023334986801000N                                |            | 57.30        | 10,651.23  |
|             | Direct Debit EDF ENERGY 671171872806                                                                   |            | 113.32       | 10,537.91  |
| 08 MAR      | Direct Debit 1&1 INTERNET LTD. V73144437-67119353                                                      |            | 21.88        | 10,516.03  |
| 14 MAR      | Direct Debit EVERFLOW LIMITED B264080A                                                                 |            | 21.13        | 10,494.90  |
| 20 MAR      | OnLine Transaction HMRC CUMBERNAULD 475PP01227889 VIA ONLINE - PYMTB FP 20/03/24 40 22023351366425000N |            | 149.00       | 10,345.90  |
|             | OnLine Transaction RJ MARTIN SALARY MAR 24 VIA ONLINE - PYMTB FP 20/03/24 40 24023351371326000N        |            | 533.53       | 9,812.37   |
| 22 MAR      | OnLine Transaction JULIE DOWN CONSUMABLES VIA ONLINE - PYMTB FP 22/03/24 10 34160437989430000N         |            | 6.34         | 9,806.03   |
|             | OnLine Transaction R MARTIN INV378 DROPBOX SUBS VIA ONLINE - PYMTB FP 22/03/24 10 41160438712245000N   |            | 67.78        | 9,738.25   |
| 27 MAR      | Direct Debit BT GROUP PLC GP00449335-000065                                                            |            | 51.62        | 9,686.63   |
| 28 MAR      | OnLine Transaction LYPFT GRANT INSURANCE VIA ONLINE - PYMT                                             |            | 333.72       | 9,352.91   |
|             | Direct Debit EDF ENERGY 671171872806                                                                   |            | 86.30        | 9,266.61   |

## LAPFORD PARISH COUNCIL

## RECEIPTS AND PAYMENTS ACCOUNT MONITOR

31-Mar-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>          | 100              |
|                          | <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                               | 8,025.63                  | 99               |
| -                        | NI                             | -                                   | -                         | -                |
| 126                      | Clerk's Expenses               | 150                                 | 147.63                    | 98               |
| -                        | 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                                 | 936.77                    | 102              |
| 40                       | Cleaning Consumables           | 60                                  | 28.81                     | 48               |
| 3,215                    | Electricity                    | 1,020                               | 584.36                    | 57               |
| 271                      | Water                          | 300                                 | 229.63                    | 77               |
| 387                      | Maintenance & Improvements     | 2,100                               | 2,045.50                  | 97               |

## LAPFORD PARISH COUNCIL

## RECEIPTS AND PAYMENTS ACCOUNT MONITOR

31-Mar-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                                 | 519.93                    | 104              |
| -                        | <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                                 | 193.36                    | 121              |
| -                        | <b>Maintenance - General</b>                  | -                                   | -                         | -                |
| 6,590                    | Annual Inspections                            | 195                                 | 195.00                    | 100              |
| -                        | Church Clock                                  | 130                                 | -                         | -                |
| 375                      | DAA Lighting                                  | 320                                 | 320.00                    | 100              |
| 100                      | Grass Cutting                                 | 235                                 | -                         | -                |
| -                        | Verge Cutting                                 | 100                                 | -                         | -                |
| -                        | Landscaping                                   | 3,000                               | -                         | -                |
| 315                      | Village & Sign Maintenance                    | 33                                  | 32.76                     | 99               |
| -                        | Noticeboard                                   | 375                                 | 375.82                    | 100              |
| 621                      | Salt Bins                                     | -                                   | -                         | -                |
| -                        | Outdoor Bench                                 | -                                   | -                         | -                |
| 595                      | <b>Public Rights of Way</b>                   | -                                   | -                         | -                |
| -                        | Maintenance & Improvements                    | -                                   | -                         | -                |
| -                        | <b>Emergency Planning</b>                     | 100                                 | -                         | -                |
| -                        | Equipment                                     | -                                   | -                         | -                |
| -                        | Booklet                                       | 100                                 | 75.00                     | 75               |
| -                        | Maintenance & Improvements                    | -                                   | -                         | -                |
| -                        | Training                                      | -                                   | -                         | -                |
| 1,036                    | <b>Grants Made</b>                            | 1,300                               | 1,300.00                  | 100              |
| 281                      | Lapford Church Green                          | 331                                 | 333.72                    | 101              |
| -                        | LYPFT                                         | -                                   | -                         | -                |
| -                        | <b>COVID Emergency</b>                        | -                                   | -                         | -                |
| -                        | LERT Expenses                                 | -                                   | -                         | -                |
| -                        | Equipment                                     | -                                   | -                         | -                |
| 652                      | <b>Section 137</b>                            | 1,000                               | 879.25                    | 88               |
| 30                       | General Donations                             | 30                                  | 30.00                     | 100              |
| -                        | Armistice Wreath                              | 60                                  | 32.50                     | 54               |
| 75                       | Litter Pick Refreshments                      | 85                                  | 85.00                     | 100              |
| -                        | Footpath Lighting                             | -                                   | -                         | -                |
| -                        | Fireworks Event                               | -                                   | -                         | -                |
| -                        | Armistice Event                               | -                                   | -                         | -                |
| -                        | Calor Gas Fund - Broadband                    | -                                   | -                         | -                |
| 374                      | Jubilee Events Expenditure                    | -                                   | -                         | -                |
| 437                      | Coronation Event Expenditure                  | 375                                 | 375.00                    | 100              |
| 2,668                    | <b>Lower Town Place - Capital Expenditure</b> | -                                   | -                         | -                |
| -                        | Site Costs Funded by Loan                     | -                                   | -                         | -                |

## LAPFORD PARISH COUNCIL

## RECEIPTS AND PAYMENTS ACCOUNT MONITOR

31-Mar-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                               | 857.73                    | 86               |
|                          |                                           |                                     |                           |                  |
| <b>36,472</b>            | <b>TOTAL EXPENDITURE</b>                  | <b>32,800</b>                       | <b>27,741.78</b>          | <b>85</b>        |

10,728.14 **NET EXPENDITURE/(INCOME)** (4,385) (623.21)

## RESERVES

|        |                             |        |
|--------|-----------------------------|--------|
| 20,919 | <b>General Reserve</b>      | 25,771 |
|        | <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  |
|        |                             | 30,828 |