

Lapford Parish Council

Lapford Parish Council Meeting 11th June 2024

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

There was a meeting of Lapford Parish Council on Tuesday 11th June 2024 at 7.30pm held in the Orchard Centre, Lapford

Members Present: Cllrs Julie Down; Sue Briant-Evans; Steven Fletcher; Ian Wilkie; Peter Heal; Stacey Lumsdon.

Also Present: District Cllr. Steve Keable (from 8.05pm)

In attendance: Rob Martin (Clerk)

Others: members of the public.

MINUTES

2425-029 APOLOGIES

Apologies had been received from Cllrs. Shapland (Work); Graham (Holiday); Andrews (Bowling). The apologies were unanimously approved.

County Cllr. Squires had submitted her apologies.

2425-030 DECLARATIONS OF INTEREST (PECUNIARY AND NON-PECUNIARY)

Cllr. Heal wished to declare a personal interest in an item he wished to raise under councillor's reports. A dispensation was granted for him to outline his concerns despite the declared interest.

2425-031 COOPTION OF COUNCILLOR

The single applicant had been interviewed by councillors prior to the meeting and on a proposal by the Chairman, seconded by Cllr. Heal, it was **resolved** that a yes/no vote would be conducted by a paper ballot of councillors.

The result of that ballot was 5 votes no and one vote yes resulting in the vacant position not being filled. The clerk would draw up an advertisement for the vacancy. The unsuccessful candidate was thanked for his interest in becoming a councillor.

The Chairman to adjourn the meeting to allow public participation

2425-032 PUBLIC PARTICIPATION SESSION & UPDATES FROM LOCAL ORGANISATIONS

A request was made that all notices put on the door window of the Orchard Centre should be affixed by Blu-Tac rather than Sellotape.

The footpath problem relating to the damaged drive was raised, and it was agreed that the lack of communication from the PROW team needed to be sorted out and the clerk would attempt to go further up the chain of command to at least get a response to the questions asked.

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2425-033 COUNTY AND DISTRICT COUNCILLORS' REPORTS

To receive a verbal report for information.

a) Devon County Council

There was no report from Cllr. Squires.

b) Mid Devon District Council

There was no report from Cllr. Keable.

2425-034 MINUTES

On a proposal by the chairman, it was **resolved** to adopt the minutes of the Annual Parish Council meeting held on 14th May 2024.

2425-035 ACTION LIST, CLERK'S REPORT & CORRESPONDENCE

The clerk reported as follows:

1. General

Most of the Action List matters that need to be considered at this meeting are on the agenda.

2. Thai Takeaway

A request from a Thai Takeaway provider to use the car park was agreed and the clerk has a copy of the proof of Public Liability cover for this activity.

3. Mid Devon Walk Around – the next date was now set for 1st July 2024 and councillors can accompany MDDC staff and councillor Keable.

Cllr. Wilkie volunteered to join the walk around, which would involve looking at the MDDC housing stock and assets around the village.

4. Purdah

A question was raised about whether there was a need for the parish council to observe the purdah conditions whilst the General Election canvassing was underway. The general advice is that it should not stop the parish council with getting on with its business as long as the discussions and actions were not politicised.

5. Water running in Orchard Centre

The tap left running in the Orchard Centre will have resulted in a higher meter reading than usual, although the effect of this will not have become apparent yet. This is unlikely to have increased the charge by very much.

6. Email from Ian James

Following the letter to Meg Booth, an email has been received from Ian James at Highways explaining why the work has not been done yet. It has apparently been ordered. In addition, Steve Tucker will be in touch to arrange a meeting.

7. FSCS

The clerk received communication from Lloyds Bank indicating that Parish Council accounts were not within the Financial Services Compensation Scheme, designed to cover accounts with balances up to £85,000 in the case of failure of the banks. He wrote back immediately that the law states that parish/town councils with turnovers of greater than 500,000 Euros (around £450,000) were excluded from the scheme, but smaller ones were not. This was confirmed a few days later by the

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parish council's Internal Auditor.

8. EV Charging Points in Community Car Parks

A 'call for sites' had been made to parish councils and others for potential sites on parish or community car parks upon which Electric Vehicle charging points could be installed. Does the parish council want to submit its car park for this?

The clerk was instructed to express an interest although any actual provision would have to be subject to further consideration by the council.

2425-036 FEEDBACK FROM REPRESENTATIVES

There were no meetings of other bodies since the last parish council meeting.

2425-037 COMMITTEE REPORTS

a) Celebrations Committee

The D-Day celebrations went very well, but Cllr. Briant-Evans believed it was a shame a few more people had not turned up. The exhibition was still running in the Ark. There was the walking festival in September 2024 and the VE Day celebrations in summer 2025, so the committee would be occupied at least until then.

b) Lapford Emergency Action Plan (LEAP) Committee.

The main things to pull out of the LEAP minutes were the highway concerns. Cllr. Wilkie had become even more concerned about the lack of progress on repairing roads within Lapford and that they were now in a disgraceful state. The committee had resolved that if the roadworks had not been completed by 30th June 2024 the parish council should 'go public' with the problem, potentially getting the press and television companies along to see the state of the roads. This approach was reinforced, even following the Ian James response above.

There would be Chapter 8 training on 25th July 2024 for the volunteer Road Wardens.

2425-038 CHURCH GREEN TRUST FEEDBACK

The minutes of the last meeting were received with the main matter being the need to fell the dead Chestnut tree.

Cllr. Fletcher asked the clerk why the financial statement for the last meeting had not been received and asked about the progress on the setting up of the new bank account. The clerk apologised regarding the statement the request for which he had overlooked and the bank account set-up was in progress currently.

The clerk explained the process to get the Charity properly set up:

- The first stage had been to update the Charity Commission records, which had now been done.
- The bank account could only be set up with the signatories shown as trustees on the Charity Commission website. This was now being undertaken and would be in place shortly.
- When there was a bank account set up in the name of the Church Green Trust, an

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HMRC account could be applied for.

- The HMRC account would then be used to claim the Gift Aid on donations.

The need for the clerk to be providing bank balance detail for the charity would disappear once the bank account and its signatories were in place as each signatory would be able to access the information directly.

2425-039 FOOTPATHS

- a) The damaged driveway had been dealt with under the public participation item above.
- b) Despite a number of emails being sent to the PROW team at DCC the status of P3 grant claim made by Cllr. Shapland was unclear as no responses had been received. The clerk would take the matter up again with the team leader and involve Cllr. Squires to get the matter resolved.
- c) Overgrown Footpath to Lapford Station – Cllr. Lumsdon had walked this footpath and agreed it was horrendous and she reported that work was being carried out on other footpaths within the parish by a DCC contractor, but this footpath (no.4) was not on the list to be cleared. The chairman undertook to contact the PROW team to get this footpath cleared.

2425-040 HIGHWAYS

As a result of previous discussions at parish council and LEAP meetings, two things had been actioned:

- a) A request for a meeting with Steve Tucker and County Councillor Margaret Squires has been made. No response had been received from either of these two but, in the letter from Ian James below, Steve Tucker is supposed to be arranging such a meeting.
- b) A letter has been sent to Meg Booth and others and a response to the letter had been received from Ian James as follows:

"Further to your email below and letter of 31 May 2024.

As previously confirmed the section of carriageway between the road and river bridges and Mill Hill are currently in our Local Asset Capital Programme (LACP). An order for these works was issued to our framework contractor on the 7th May 2024. Once the works date has been confirmed in the next few weeks we will update you. Going forward, I will ask the Programme Manager to liaise direct with you.

To clarify, as discussed previously, all roads are inspected in line with our Highway Safety Policy [Highway Safety Policy vers 6.1 effective 1st January 2021 - Roads and transport \(devon.gov.uk\)](https://www.devon.gov.uk/highway-safety-policy) and all actionable defects are repaired in accordance with the policy. Where defects fall outside of the policy, we carryout serviceability interventions where resources allow. Dragon Patcher serviceability works were programmed for the end of last year, however, as discussed with yourself, with additional money made available from the Network North Funding, we have escalated this scheme for a more permanent repair, that will give a better overall

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result for the parish.

Planned works of this nature are issued generally to our Term Maintenance Contractor (TMC), Milestone. Unfortunately, in the middle of March this year, we saw a significant increase in the number of potholes across the network and we had to suspend planned works programmed for March, April and May and redirect all resources to address the actionable potholes. Our TMC Contractor returned to planned works on the 20th May this year, however, this means there will be a delay in the delivery of planned works. In order to ensure the works in Lapford were carried out asap, we have reallocated these works to one of our framework contractors.

I apologise the above delays were not communicated directly to you, and appreciate this will have caused frustration for yourself and the Parish Council.

I have made contact with Steve Tucker, who will make contact with yourself by telephone early next week. Steve has also informed me he is going to arrange a meeting with yourself and Cllr Squires to discuss issues in the Parish.

Please let me know if you require any further information, I am happy to have a further telephone conversation with yourself. In the meantime, please also use our report a problem page, to report any defects that comply with our intervention criteria detailed on the page [Report a problem - Roads and transport \(devon.gov.uk\)](http://devon.gov.uk)"

2425-041 ROAD WARDEN

This had been dealt with under item 2425-037, above.

2425-042 BIG HELP-OUT DAY

The chairman expressed disappointment that only 10 non-councillor helpers turned out for the day. Litter-picking had been undertaken in various parts of the village. Cllr. Heal and Fletcher repaired the guttering on the Orchard Centre, took the toilet door down and Cllr. Shapland weeded the car park and its surrounding area. The work was limited by the number of people, but a start had been made.

The volunteering tables had been set up but very few people turned out to attend the event. This was despite the wine and cheese on offer.

2425-043 INSTALLATION OF FINGER SIGNS

Cllr. Heal has the finger posts and he would undertake the installation. The new direction finger for the post next to the Orchard Centre would not be seen because of overhanging trees. The question was whether to relocate the direction finger or to trim the trees back.

On a proposal by Cllr. Briant-Evans, seconded by Cllr. Wilkie, it was **resolved** to trim the

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overhanging tree branches and install the sign on the existing post.

2425-044 ASSET REGISTER UPDATES

The attached Asset Register, drawn up by Cllrs. Briant-Evans and Andrews, gives an up-to-date list of items owned by Lapford Parish Council.

- a) The list was **agreed** and the clerk would revise the official register in line with its contents and ensure that the current insurance cover is adequate.
- b) Cllr. Briant-Evans outlined the items that needed some attention, including the car park the work for which would be expensive. Cllr. Lumsdon questioned whether there was a need to employ someone to undertake the maintenance/repair work but the chairman believed that councillors would get around to cleaning the various items. Cllr. Heal would liaise with the chairman to see what could be done in a couple of hours working together.

2425-045 LAPTOP REPLACEMENT

The clerk had replaced the broken laptop and reclaimed for this from the insurance company with the result that the net cost to Lapford Parish Council was just £60.

The remains of the broken machine were given to Cllr. Fletcher to make what he could of them.

2425-046 TELEPHONE BOX REFURBISHMENT

The power had now been disconnected. Cllr. Wilkie stated that he and Cllr. Andrews were to undertake this work, in order to offer it as a book exchange/library facility. The work would involve stripping the paint off and repainting with paint provided by Cllr. Heal. Cllr. Andrew had the replacement windows and had some replacement metal frames to fit.

2425-047 COMMUNITY BROADBAND

The clerk stated that from the BT website there would currently appear to be an 86% take-up from the public for this project.

Cllr. Heal had been told that the project was in the planning stage at the moment, with the intention of the scheme going ahead.

In addition, Caroline Noon had been in correspondence with Michelle Maidment from BT and the following answer to questions about the extent of the project had been received: *"Yes, it is. As it stands at the moment, ***all areas*** are included in the build plan, our initial estimates from surveys indicate that we should have sufficient funding, but it can't be guaranteed.*

When the team are on the ground and building a particular area, we track the costs incurred such as any digging/new poles required, permits for traffic management/road closures for the teams to build safely and what additional equipment/resources are required, such as hoists or moleploughs and balance this against the funding collected.

If the area is beyond the collective budget raised through vouchers and Openreach contributions, the team will look at alternative options – as an example, if we needed to dig

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*in a road, is there a section of land alongside the road that could be utilised with landowner consent and could someone in the community dig this for us to reduce the cost. Only when all viable options are exhausted and the cost still exceeds the funding collected for that particular area, would we have to consider removing that part of the plan. We would of course inform voucher holders at that point and their vouchers would be cancelled - we wouldn't be able to claim the funding anyway as the network has to be built and a live broadband service provided to the resident before funding is paid. Hope that this helps.
Best wishes
Michelle"*

2425-048 DEFIBRILLATOR UPDATE

Cllr. Lumsdon explained that the National Heart Foundation grant scheme would next be open for applications for free defibrillator packages in September 2024. The clerk explained that the grants were always very over-subscribed and were usually only given to communities with no current facilities so there was a good deal of uncertainty about being successful. The parish council might consider whether it should buy this one through a different scheme which might mean having finance at least part of the cost. In particular, if it was wished to have the same make as the current one, this would limit the options.

The clerk and Cllr. Lumsdon would work together to investigate the options.

On a proposal by Cllr. Briant-Evans, seconded by Cllr. Wilkie it was **resolved** that the clerk would obtain a stock of child pads for the current defibrillator.

2425-049 WEED CLEARANCE IN VILLAGE

Cllr. Lumsdon explained that she had contacted the Community Payback team which had responded positively and the agreement had been circulated to councillors for their observations. In addition, the Young Farmers organisation had indicated a willingness to help with this task. On a proposal by Cllr. Heal, seconded by Cllr. Wilkie, it was **resolved** that Cllr. Lumsdon liaise with clerk and make arrangements to get this in place.

2425-050 LAPFORD NEIGHBOURHOOD PLAN

A meeting of councillors had discussed Neighbourhood Plan matters but had not drawn much in the way of conclusions. A further meeting of councillors was to take place on Wednesday 3rd July 2024 in the Orchard Centre.

2425-051 ORCHARD CENTRE

To hear a progress report from Cllr. Fletcher on the work agreed previously:

- a) Orchard centre sign – Cllr. Graham to report progress
- b) Locks on internal doors – Now installed
- c) Repair of toilet door – Door removed. Cllr. Heal suggested that the cupboard door, an external one, be repurposed and a replacement internal door put on the cupboard instead. This was unanimously **agreed**.
- d) Toilet handrail to be refurbished – this will be done in the future but is not a first

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priority.

- e) Removal of emergency pull cord in the toilet – Cllr. Fletcher will take some scissors to this.
- f) Cleanup of the outside of the Orchard centre and complete the exterior painting – still to be done.
- g) Gutter leaks above entrance Path – this problem had been sorted, but arrangements were needed to clear the guttering more generally.
- h) Entrance into the Orchard Centre by the door can be slippery – still to be done.
- i) Hole in archive cupboard as a result of the fuse board being moved - this will be done in the future but is not a first priority.
- j) Repainting of interior and fitting of new notice boards – this still has to be done.
- k) On a proposal by Cllr. Heal, seconded by Cllr. Fletcher it was **resolved** to fit an outside tap to the building.

2425-052 BUS SHELTER PROPOSAL

Two shelter companies have responded to a request for a quotation, from six sent. The two we have received, for a comparable shelter are **GW Shelters** at **£5,200** and **ACE Shelters** at **£3,895**.

Both prices are before VAT, which we claim back anyway and include installation so these are the total cost. The main difference, reflected in the prices, is that the GW Shelter is made of steel, whilst the ACE one is aluminium.

A wider range of shelters should be considered before making a decision on this. County Cllr. Squires had sent an email showing a scheme funded by the Bus Service Improvement Scheme to install 'living roof' shelters.

Cllr. Heal had identified a company that showed a Scarborough bus shelter priced at £2,750 so alternatives were available. He would send details to the clerk for further investigation.

2425-053 LAPFORD PLAYING FIELD & EQUIPMENT

The clerk had eventually received the price list of equipment identified by the Lapford Youth and Playing Field Trust (LYPFT) to upgrade the current.

It was important to ensure that the replacement equipment was wanted by the users and their parents. It was **resolved** that Cllrs. Wilkie and Lumsdon attend the meetings of the Youth Club on 13th June and 27th June to talk to the children and come to a conclusion about the sort of equipment they wanted to see. The sub-group would then sit around the table to discuss all of the related factors such the location, financing maintenance arrangements etc in the light of the guidance from the youngsters.

2425-054 PLANNING MATTERS

a) APPLICATIONS NOTIFIED

Reference	Location	Proposal
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None		
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b) APPLICATIONS AFTER THE AGENDA WAS ISSUED

Reference	Location	Proposal
24/00815/FULL	Land and Buildings at NGR 274380 110473 Lower Filleigh Farm Lapford	Erection of agricultural building over existing silage clamp Decision: Support

c) MDDC DECISIONS

Reference	Location	Proposal	MDDC Decision
24/00447/FULL	Land at NGR 273214 107130 Bury Barton Farm Lapford Devon	Erection of a roof over existing slurry store (1)	Full Permission Granted
24/00476/FULL	Court Barton Farm Lapford Devon	Erection of roof over existing farmyard manure store	Full Permission Granted
24/00475/FULL	Court Barton Farm Lapford Devon	Erection of roof over existing livestock yard	Full Permission Granted
24/00442/FULL	Land at NGR 273111 107098 Bury Barton Farm Lapford Devon	Erection of a roof over existing manure store (2)	Full Permission Granted

2425-055 BANK RECONCILIATION & BUDGET MONITOR STATEMENT

The Bank Reconciliation and Receipts and Payments statement, as at 31st May 2024 were adopted.

2425-056 RECEIPTS & PAYMENTS SCHEDULE

On a proposal by Wilkie, seconded by Cllr. Briant-Evans it was **resolved** that the payments on the schedule below be approved.

2425-057 PAYMENTS

Payment to	Services	Amount £	Payment No.
2024/2025			
S Hemsworth	Salary June 2024	62.49	2425-08
RJ Martin	Salary June 2024	533.53	2425-08
HMRC	Tax Deductions	149.00	2425-08
EDF Energy	Orchard Centre Electricity	65.53	DD

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Everflow	Orchard Centre Sewage & Water	15.77	DD
BT Group Ltd	Orchard Centre Broadband	55.70	DD
IONOS	Village Website Hosting	21.88	DD
ARGOS	Replacement Laptop	482.95	2425-07
Peter Heal	Orchard Centre Locks	91.97	2425-09
Julie Down	Toilet Rolls	8.19	2425-09
Victory Hall	Room Hire for AGM	17.85	2425-09

RECEIPTS

Receipt from	Services	Amount £	Method
2024/2025			
Zurich Insurance	Laptop Claim Refund	342.95	FPI

2425-058 NATWEST BANK CLOSURE

On a proposal by Cllr. Lumsdon, seconded by Cllr. Briant-Evans, it was **resolved** to transfer the balance from the Parish Council's NatWest bank account to the Lloyds account (currently £25,811.77 which might change for outstanding direct debits).

This will still, for the time being, leave the Church Green Account with NatWest until the process of setting up a Lloyds Account is completed.

2425-059 MATTERS RAISED BY THE CHAIR

The chairman had nothing further to raise.

2425-060 COUNCILLORS' REPORTS AND FUTURE AGENDA ITEMS (FOR INFORMATION ONLY)

Cllr. Heal had a matter to bring up, but would first like to declare a personal interest because the property in question adjoins his land.

He was concerned about Yeo Vale Cottage which he believed had become very messy and potentially dangerous. There were many hazards on the site which a danger to children and with the summer holidays coming along he feared they might access the site for fun. He had also seen rats on the site. He wanted the parish council to support his request for a section 215 notice to be served on the owner to enforce the site clearance and demolition of the building in order to make it safe. District Cllr. Keable would take the matter up and request the section 215 be served accordingly.

Cllr. Fletcher also expressed concern about the condition of the Prospect Cottage site as well. The clerk had written to both Environmental Health and Planning Enforcement about this matter and would follow up with a request for information.

Cllr. Briant-Evans circulated D-Day bookmarks to those present.

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Cllr. Wilkie had been approached by a member of the public about trees that needed reducing in size and he would talk to Ben Wright at MDDC to get this sorted. He had also been approached by a resident about children playing football on the road in a cul-de-sac and suggested that a sign might be erected to discourage this. The parish council believed that any sign would be difficult to arrange through DCC and that it would be unenforceable in any case. The suggestion was that the owner could get a sign made and placed on their gate.

2425-061 DATE OF NEXT MEETING

The next Parish Council meeting is scheduled for Tuesday 9th July 2024 at 7.30pm in the Orchard Centre.

2425-062 CLOSE OF MEETING

The meeting closed at 9.50pm

Action List
11th June 2024 Meeting

Latest Minute ref	Issue/Action	Responsibility	Update
2324	235	Clerk	Section 215 notice to be applied for
2324	235	District Cllr. Keable	
		Clerk	Still awaiting answer from Steve Densham
2324	069	Cllr Burrows	No response from highways
2324	235	Clerk	PH has signs. To be erected once tree cut back.
2425	043	Cllrs Heal & Briant-Evans	PH & JD to start washing signs
2324	242	Parish Council	Further meeting of councillors 3 rd July 2024
2324	235 6	Clerk & Cllr. Wilkie	Cllrs Wilkie and Andrews to start,
2425	046		Cllr. Heal has paint.
2324	117	Clerk	Clerk to write to churches to sort out when they are ready.
2324	137 3	Clerk	What next?
2324	216		
2425	048	Cllr. Lumsdon	Defibrillator suppliers being contacted
2324	231	Clerk	Project now underway.
2425	047		
2324	235 3	Clerk	To look through records obtained and decide what needs to be stored and
		Cllrs Briant-Evans	

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Latest Minute ref	Issue/Action	Responsibility	Update
		and Down	where.
2425 005	Co-option of new councillor	Council	New application advert to be circulated
2324 244	Big Help-Out Day – 8 th June 2024	All	Poorly attended, some work done.
2324 246	Bus Shelter Provision	Clerk	Bus shelter suppliers being contacted for prices.
2425 052			
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. No further progress
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	A sub-group to meet to discuss way forward.
2425 053			
2324 309	Orchard Centre work to be done Orchard centre sign Cllr Graham is to look into an aluminium sign to be fitted between the 2 doors displaying the name Orchard centre. Repair of toilet door Toilet door to be repaired and painted action Cllr Heal & Cllr Fletcher	Cllr. Graham Cllr. Heal	Still to be done Door removed to be replaced by internal door and new internal door installed Still to be done
	Toilet handrail to be refurbished Handrail to be removed and cleaned up / painted before being reinstated.	Cllrs. Heal & Fletcher	

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Latest Minute ref	Issue/Action	Responsibility	Update
	<u>Removal of emergency pull cord in the toilet</u> Due to the emergency pull cord system not working and if fixed would only have a light on the outside and a alarm inside the Orchard Centre it was decided the cord should be removed or cut to avoid anyone thinking help was on the way if it was pulled. <u>Cleanup of the outside of the Orchard centre and complete the exterior painting</u> Action to be taken to wash down the outside of the building to check what painting is required to bring the building up to standard, additional paint will need to be purchased and volunteers to do the painting. <u>Entrance into the Orchard Centre by the door can be slippery.</u> The tiles as you enter the orchard centre can become slippery when wet from people entering, in the past anti slip paint has been applied to this area to minimise the risk of slips and falls. Cllr Heal has offered to get anti slip paint and repaint this area. <u>Hole in archive cupboard as a result of the fuse board being moved</u> The hole is to be reboarded and filled, action Cllr Heal & Fletcher Cllr Fletcher has the materials to do this job. <u>Repainting of interior and fitting of new notice boards</u> The interior walls need a clean up due to marks on the walls from chairs rubbing against them and the notice boards are not looking in good condition. Cllr Fletcher has notice boards that can be used to go over the existing boards and Cllr Heal will look into getting paint. Painting will be undertaken by volunteers from the parish council.		<i>Cllr. Fletcher to take scissors to cord</i> <i>Cllr. Heal to provide paint</i> <i>Still to be done</i> <i>Not urgent</i> <i>Still to be done</i>
2324 2425	Village Weed Clearance The best idea might be to undertake a day's work a month to see what that achieved. One question was whether it would just be roadside or house edge	Cllrs. Fletcher and Lumsdon	Community Payback and Young Farmers to undertake

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Latest Minute ref	Issue/Action	Responsibility	Update
	as well. Cllr. Fletcher would investigate further, once Cllr. Lumsdon had investigated whether there would be Community Workforce available to do such work.		
2425 008	Bank Accounts - Funds in NS & I - Transfer from Natwest to Lloyds – requires DD information to be changed first. - Lloyds Bank set-up	Clerk	<i>Mostly finished</i>
2425 037	Highways – Road Wardens	Cllr. Lumsdon & Clerk	<i>Training 25th July 2024 List to be drawn up</i>
2425 038	Church Green Trust Gift Aid Claim Chapter 8 Training to be set up Equipment to be Supplied Grant to be applied for Church Green Charity Records Update Church Green Bank Account HMRC Account Gift Aid Claim	Clerk	<i>Now completed In progress</i>
2425 039	Footpaths Driveway P3 Grant Claim 2024/25 Overgrown Footpath	Chair & Clerk	<i>Awaiting response from PROW team</i>
2425 040	Highways Meeting with Steve Tucker & Margaret Squires Highway Repairs		<i>No contact from ST but in letter from Ian James Ian James email – deadline of 30 June 2024 otherwise PC goes 'public'</i>

LAPFORD PARISH COUNCIL

Annual Parish Council Meeting 9th July 2024

Clerk's Report

Report from the Parish Clerk

1. General

Most of the Action List matters that need to be considered at this meeting are on the agenda.

2. Bank Account Migration from Natwest to Lloyds

The direct debits have been set up within the Lloyds Account and it will be necessary to wait a month to ensure they are working correctly. In the meantime a balance of £24,000 was moved from Natwest to Lloyds leaving just £1,744.62 in the Natwest account, which will remain to ensure that the direct debits have been actioned by the bank correctly.

3. Action List

In order to clarify the current outstanding tasks and who has volunteered to carry them out, I have drawn up a separate list person by person which has been circulated to councillors with the agenda. This list has been drawn up based on my understanding of the situation and may well have errors in the allocations. Please advise me if this is the case.

Rob Martin

03 July 2024

Action List
9th July 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	The football club proposals will not be eligible for Section 106 Funding
2324	235 Ownership of the adjacent land to be determined.	Clerk	Still awaiting answer from Steve Densham
2324	069 Ash Dieback. Ownership of affected trees to be researched and addresses passed to the Clerk.	Cllr Burrows	No response from highways
2324	235 Signposts, prices to be obtained for replacement arms. Request that the Playing Field be added to the central village one. Cleaning of signs to be arranged.	Clerk Cllrs Lumsdon & Briant-Evans	On agenda for 11 June 2024 Is this to be arranged?
2324	242 Neighbourhood Plan. When appropriate a public meeting to be called re progressing this.	Parish Council	Meetings taken place. What next?
2324	235 6 Telephone Box – Make safe for use as book swap area.	Clerk & Cllr. Wilkie	On agenda for 11 June 2024 On agenda for 11 June 2024
2324	117 Community Broadband	Clerk	Congregational Church confirmed that they would like this.
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	What next?

Action List
9th July 2024 Meeting

Latest Minute ref	Issue/Action		Responsibility	Update
2324	238 b	Lapford Emergency Action Plan (LEAP) Committee • Contact Highways on highlighted points	Clerk	Letter written, no response yet. On agenda for 11 June 2024
2324	216	Defibrillator	Cllr. Lumsdon Clerk	On agenda for 11 June 2024
2324	231	Additional Defibrillator to be placed on Spar wall	Clerk	On agenda for 11 June 2024
2324	235 3	Openreach Fibre Connection	Clerk	On agenda for 11 June 2024
		PC Historic Records	Clerk	On agenda for 11 June 2024
			Cllrs Briant-Evans and Down	To look through records obtained and decide what needs to be stored and where.
2425	005	Co-option of new councillor	Council	On agenda for 11 June 2024
2324	244	Big Help-Out Day – 8 th June 2024	All	On agenda for 11 June 2024
2324	246 312	Bus Shelter Provision	Clerk	On agenda for 11 June 2024
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. Any progress?
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	Notes of meeting with Steve Densham circulated. Feedback on MDDC situation awaited.
2324	309	Orchard Centre work to be done Orchard centre sign Cllr Graham is to look into an aluminium sign to be fitted between the 2 doors displaying the name Orchard centre. Locks on internal doors	Cllr. Graham	On agenda for 11 June 2024

Action List
9th July 2024 Meeting

Latest Minute ref	Issue/Action	Responsibility	Update
	Cllr Heal to purchase and replace locks on the doors to the archive and the storage cupboard where parish records are stored. Repair of toilet door Toilet door to be repaired and painted action Cllr Heal & Cllr Fletcher Toilet handrail to be refurbished Handrail to be removed and cleaned up / painted before being reinstated. Removal of emergency pull cord in the toilet Due to the emergency pull cord system not working and if fixed would only have a light on the outside and a alarm inside the Orchard Centre it was decided the cord should be removed or cut to avoid anyone thinking help was on the way if it was pulled. Cleanup of the outside of the Orchard centre and complete the exterior painting Action to be taken to wash down the outside of the building to check what painting is required to bring the building up to standard, additional paint will need to be purchased and volunteers to do the painting. Gutter leaks above entrance Path The gutter leaks on the corner by the entrance path causing ice on the path in the cold weather. Gutter to be resealed with silicone to stop the leak. Entrance into the Orchard Centre by the door can be slippery. The tiles as you enter the orchard centre can become slippery when wet from people entering, in the past anti slip paint has been applied to this area to minimise the risk of slips and falls. Cllr Heal has offered to get anti slip paint and repaint this area. Hole in archive cupboard as a result of the fuse board being moved The hole is to be reboarded and filled, action Cllr Heal & Fletcher Cllr Fletcher has the materials to do this job.	Cllr. Heal Cllrs. Heal & Fletcher	

Action List
9th July 2024 Meeting

Latest Minute ref	Issue/Action	Responsibility	Update
	Repainting of interior and fitting of new notice boards The interior walls need a clean up due to marks on the walls from chairs rubbing against them and the notice boards are not looking in good condition. Cllr Fletcher has notice boards that can be used to go over the existing boards and Cllr Heal will look into getting paint. Painting will be undertaken by volunteers from the parish council.		
2324	311 Village Weed Clearance The best idea might be to undertake a day's work a month to see what that achieved. One question was whether it would just be roadside or house edge as well. Cllr. Fletcher would investigate further, once Cllr. Lumsdon had investigated whether there would be Community Workforce available to do such work.	Cllrs. Fletcher and Lumsdon	On agenda for 11 June 2024
2425	008 Bank Accounts - Funds in NS & I - Transfer from Natwest to Lloyds – requires DD information to be changed first. - Lloyds Bank set-up	Clerk	NS&I Balance has been transferred to Natwest Account Final account now working, just info for signatories to obtain
2425	014 Parish Council Laptop The damaged laptop could not be economically repaired so claim made on PC insurance policy, with excess of £100. The replacement laptop would be obtained	Clerk	Laptop now replaced and updated. The insurance claim paid £342.95 and the new one cost £402.43 a net cost of £59.48
2425	023 Annual Governance and Accountability Return This had to be passed and signed by Parish Council before being submitted with display of advertisement of Public Rights	Clerk	AGAR Submitted



Lapford Celebrations Committee

Minutes of a Meeting held on Tuesday 25th June 2024 at 7-30p.m. at the Orchard Centre

Present: Cllrs Peter Heal (Chair), Roy Andrews, Steve Fletcher & Sue Briant-Evans.

1. **To receive apologies for absence.** Apologies were received from Caroline Noon.
2. **To approve the minutes of the meeting of 28th May 2024 as a correct record.** The minutes were approved by the meeting & signed by the Chair.
3. **To consider any matters arising from the minutes and not on the agenda.** There were none.
4. **To sign off the Action List.** The Action List was signed off.
5. **To evaluate:**
 - a) **The D-Day events programme.** The events had worked well as planned but had not been so well supported by the public. The ARK had been busy during the evening, fish fingers & chips & the film enjoyed. The exhibition in the ARK was excellent.
 - b) **Certificate of Grateful Recognition.** A copy had already been given to the ARK, and one printed for display in the Orchard Centre. Further copies to be presented to the bellringers, Roland Boatfield, Caroline, John Chappel & Ian Hollingsworth. (*Action Cllr B-E*)
 - c) **The Big Help Out initiative & Volunteering exhibition.** The Big Help Out had been productive but attended by few members of the public. The exhibition had been lovely but not well attended. Another litter pick/tidy-up day to be arranged for October.
 - d) **To consider any issues arising from the above.** Lack of voluntary help is a huge issue, but not just for this village.
6. **To continue planning for the Mid Devon Walking Festival event on 14th September:**
 - a) **What is already in place.** The ARK to serve cream teas. A walking Family Treasure Hunt is being put together by Mary Chappell. The village walks leaflet is under revision. Progress to be checked later in the week. (*Action Cllr B-E*).
 - b) **What more needs to be done e.g. publicity, leaflet printing.** The revised leaflet to be printed and a request made to the Parish Council to cover the cost of this. Copies could be placed in the ARK, the Malt Scoop, the Mill and the Spar shop. An advance notice of the event to be placed in the August Lookout and a bigger spread arranged for the September edition. (*Action Cllr B-E*) May be possible to include the

walks leaflet as a colour middle page pull out. Cost around £45. The Lapford Footpath/rights of way map to be reproduced. Cllr Shapland to be asked to see that all the footpath signs are in good repair, see recently revised signpost list.

7. **Looking even further ahead to the 80th anniversary of VE Day.** A National celebration planned for Thursday 8th May 2025, again National Fish & Chip Day as well. Proposed to arrange a tea party, serve fish fingers & chips from the Hall, light the beacon in line with national guidelines and decorate the centre of the village. An article to be placed in the LO later in the year asking for ideas/ memorabilia from the public.
8. **To consider any other business.**
 - a) **D-Day commemorative bookmarks.** The Archive had been given a copy, and spare copies to be placed in the ARK & Orchard Centre for people to help themselves. The design had been very well received.
 - b) **D-Day event invoices.** Roy to pass them on to Steve who will put a list together for Rob for payment & records.
9. **To set a date for the next meeting.** This was arranged for Tuesday 6th August at 7-30 p.m. at the Orchard Centre.

Lapford Emergency Action Plan Committee

Minutes of a meeting held on Tuesday 4th June 2024 at 7-30p.m. at the Orchard Centre

Present: Cllrs Steve Fletcher, Ian Wilkie (Chair), Stacey Lumsdon & Sue Briant-Evans

1. **To receive apologies for action.** There were no apologies
2. **To approve the minutes of the meeting of 7th May 2024 as a correct record.** The minutes were approved by the meeting & signed by the Chair.
3. **To consider any matters arising from the minutes and not on the agenda.** Point 12 a) A report had been compiled & presented at the Annual Parish Meeting.
4. **To consider outstanding highway matters including any reply to correspondence between the Clerk & Highways.** Despite them having visited the village no communication had been received from either County Cllr Margaret Squires or Highways Officer Steve Tucker. Cllr Wilkie had rung Catherine at Highways and received a reply that the road defects in Lapford did not meet the criteria for repair. *If no satisfactory reply to the Parish Council's letter to Meg Booth, sent with a covering note from the Clerk, has been received by the end of June the committee recommends that the Parish Council take steps to go public over the Highways issues and the non-communication problem. This would mean contacting the local press and Spotlight Southwest as a minimum.*
5. **To receive updates re Snow Warden team recruitment.** No update due to Cllr Andrews not being present.
6. **To report on progress re filling of the new grit bin in Highfield.** Cllr Wilkie had secured the bin to a resident's fence, with permission, as local children were playing with it. Filling it had become an urgent matter. Cllr. Lumsden to contact John Chappell. *(Action Cllr. Lumsden)*
7. **To receive news of any matters regarding Road Warden Training inc. Chapter 8 training.** Cllr Lumsden & John Chappell were booked into Chapter 8 training on 25th July but needed their PPE before attending. Cllr Wilkie to order this through C. Noon once he had been contacted about the sizes required. Other equipment, plus Hi-Viz trousers, to come via Greenhams ordered by Cllr. Lumsden. Grant money to pay for all this to follow. *(Action Cllrs Wilkie & Lumsdon)*
8. **To receive information re the revisions/updates for the Emergency Plan.** Work still to be done on this. Spar shop owner to be contacted to ensure that the shop would supply goods to the Parish Council in an emergency situation. *(Action Cllr. Lumsden)* More detail in the plan

- needed re contacts. Additional Emergency Equipment e.g. power banks to be considered & grant applied for. An emergency exercise to be planned for later in the summer involving the ARK & Victory Hall. Videoing this would be useful.
9. **To receive an update progress re the acquisition & placing of a second defibrillator for the lower end of the village.** Still being worked on but grant applications could not go in until September. Important to acquire a defibrillator of similar specification to the one attached to the Orchard Centre. Decided to recommend keeping a stock of child defib pads. Costs, and shelf-life to be determined.
 10. **To receive a report on the First Aid training session for Parish Councillors.** Very well worth-while. A list of trained people needed for contact in an emergency.
 11. **To consider arrangements for taking part in the parish volunteering event on June 8th.** Hall open from 9-00 a.m. on Saturday to set up. First Aid kit, radios, rescue training kit, sandbags & shovels to be taken down for display plus EP copies. (*Action Cllrs Wilkie, Fletcher & B-E*)
 12. **To consider any other business.** There was none.
 13. **To set a date for the next meeting.** Arranged for Monday 8th July at 7-30 p.m. at the Orchard Centre.

Lapford Parish Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

Bank Reconciliation at 30/06/2024			
	Cash in Hand 01/04/2024		30,994.95
	ADD		
	Receipts 01/04/2024 - 30/06/2024		13,834.88
			44,829.83
	SUBTRACT		
	Payments 01/04/2024 - 30/06/2024		10,388.24
A	Cash in Hand 30/06/2024		34,441.59
	(per Cash Book)		
	Cash in hand per Bank Statements		
	Petty Cash	30/06/2024	0.00
	Natwest Current Account	30/06/2024	1,744.62
	NS&I	30/06/2024	0.00
	Lloyds Treasurers	30/06/2024	32,696.97
			34,441.59
	Less unrepresented payments		
			34,441.59
	Plus unrepresented receipts		
B	Adjusted Bank Balance		34,441.59
A = B Checks out OK			

2 July 2024 (2024 - 2025)

Lapford Parish Council
RECONCILIATION - Natwest Current Account 30-06-2024

From Accounts	£1,744.62
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Payments not cashed	Add
Receipts not entered	Subtract

Statement should be	£1,744.62
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2425-081



Transactions

Your transactions

Account type: **Business Current**

Account number: **04515099**

Sort code: **523006**

Account name: **SLA LAPFORD P C V**

Date: **02 Jul 2024**

Showing: 02 Jun 2024 to 01 Jul 2024, All Transactions

Date	Type	Description	Paid in	Paid out	Balance
01 Jul 2024	D/D	EDF ENERGY , 671171872806		£38.91	£1,705.71
21 Jun 2024	DPC	LAPFORD PC , TRANSFER , VIA ONLINE - PYMT , FP 21/06/24 10 , 30105839746053000N		£24,000.00	£1,744.62
14 Jun 2024	D/D	EVERFLOW LIMITED , B264080A		£10.27	£25,744.62
13 Jun 2024	D/D	ICO , Z2264461		£35.00	£25,754.89
06 Jun 2024	D/D	1&1 INTERNET LTD. , V73144437-64189302		£21.88	£25,789.89

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2425-081

2 July 2024 (2024 - 2025)

Lapford Parish Council
RECONCILIATION - Lloyds Treasurers 30-06-2024

From Accounts	£32,696.97
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Payments not cashed Add	
Receipts not entered Subtract	

Statement should be	£32,696.97
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Lapford Parish Council
14 STATION ROAD
YEOFORD
CREDITON
DEVON
EX17 5HU

Your Account

Sort Code 30-99-50
Account Number 78183268

TREASURERS ACCOUNT

01 June 2024 to 30 June 2024

Money In	£24,000.00	Balance on 01 June 2024	£9,910.90
Money Out	£1,213.93	Balance on 30 June 2024	£32,696.97

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
14 Jun 24	PETER HEAL 200000001364025885 LOCKS	FPO		91.97	9,818.93
14 Jun 24	JULIE DOWN 200000001364025909 TOILET	FPO		8.19	9,810.74
14 Jun 24	VICTORY HALL 500000001368127718 INV 610	FPO		17.85	9,792.89
20 Jun 24	RJ MARTIN	BP		533.53	9,259.36
20 Jun 24	SUSAN A HEMSWORTH	BP		62.49	9,196.87
20 Jun 24	HMRC - ACCOUNTS OF	BP		149.00	9,047.87
21 Jun 24	SLA LAPFORD P C TRANSFER 30105839746053000N 523006	FPI	24,000.00		33,047.87
27 Jun 24	BT GROUP PLC GP00449335-000068	DD		55.70	32,992.17
27 Jun 24	DEFIBSHOP.CO.UK CD 1417	DEB		295.20	32,696.97

Transaction types

BGC Bank Giro Credit	BP Bill Payments	CHG Charge	CHQ Cheque
COR Correction	CPT Cashpoint	DD Direct Debit	DEB Debit Card
DEP Deposit	FEE Fixed Service	FPI Faster Payment In	FPO Faster Payment Out
MPI Mobile Payment In	MPO Mobile Payment Out	PAY Payment	SO Standing Order
TFR Transfer			