

Lapford Parish Council

Lapford Parish Council Meeting 9th July 2024

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

There was a meeting of Lapford Parish Council on Tuesday 9th July 2024 at 7.30pm held in the Orchard Centre, Lapford

Members Present: Cllrs Julie Down; Sue Briant-Evans; Steven Fletcher; Bill Graham; Peter Heal; Roy Andrews.

Also Present: District Cllr. Steve Keable (from 9pm)

In attendance: Rob Martin (Clerk)

Others: Seven members of the public.

MINUTES

2425-063 APOLOGIES

Apologies had been received from Cllrs. Lumsdon, Wilkie and Shapland. The reasons for the absences were accepted by the parish council.

2425-064 DECLARATIONS OF INTEREST (PECUNIARY AND NON-PECUNIARY)

Cllr. Briant-Evans declared a personal interest in the two planning applications on the agenda for Highfield House.

2425-065 COOPTION OF COUNCILLOR

The clerk confirmed that just one application had been received to date. It was confirmed that the advertisement of the co-option of a replacement councillor be readvertised and confirmed closing date as 31st July 2024.

The Chairman to adjourn the meeting to allow public participation

2425-066 PUBLIC PARTICIPATION SESSION & UPDATES FROM LOCAL ORGANISATIONS

The clerk was asked once again by a resident about the damaged driveway and responded by saying that he had once again requested information from the PROW team at DCC but had received no response. He was concerned about the apparent breakdown in communications from DCC on this and other matters such as highways and would look to ramp-up action to try to get answers.

Highway matters other than the work on the bridge such as blocked drains and safety fencing, were brought-up and the chairman confirmed that these were all on the list to be discussed at a meeting with DCC representatives due to take place on 11th July 2024.

The chairman spoke about the recent installation of a big red container placed on Barris Corner which was very dangerous. She would request the contractor involved to move it.

2425-067 COUNTY AND DISTRICT COUNCILLORS' REPORTS

To receive a verbal report for information.

a) Devon County Council

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Devon County Cllr. Squires was not present but would be at the highways meeting mentioned above.

b) Mid Devon District Council

District Cllr. Keable had notified the clerk that a rearranged Cabinet meeting was taking place so he would be late arriving.

Cllr. Keable arrived just before 9pm and he reported that there were changes being introduced at MDDC to move attention closer to communities, working with parish councils more closely.

He also reported that he had reported the problems with the state of Prospect Cottage and Yeo Vale Cottage which had been reported to the officers at MDDC for potential Section 215 notices to be served.

2425-067 MINUTES

Cllr. Heal believed that the wording of his declaration should be changed from 'Personal Interest' should be changed to DPI (Declared Pecuniary Interest), which was done. Following that, on a proposal by Cllr. Braint-Evans, seconded by Cllr. Heal, it was **resolved to adopt** the minutes of the last Parish Council meeting held on 11th June 2024.

2425-068 ACTION LIST, CLERK'S REPORT & CORRESPONDENCE

The clerk had circulated the following report:

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 the clerk had drawn up a separate list person by person which had been circulated to councillors with the agenda. This list had been drawn up based on his understanding of the situation and may well have errors in the allocations. He asked to be advised if this was the case.

He added that a new set of 'Model Financial Regulations' had been circulated and that he was working on these to make them relevant to Lapford Parish Councils. These will be presented at a future council meeting and are significantly different to the ones already adopted as full account has been taken of the change to electronic banking.

The clerk had produced an alternative action list arranged by the people who 'volunteered' to take the action. This list was used for this item and the further action was entered onto

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the accepted Action List format, as below.

2425-069 FEEDBACK FROM REPRESENTATIVES

No meeting had occurred since that of the last parish council.

2425-070 COMMITTEE REPORTS

a) Celebrations Committee

The minutes of the last committee on 25th June had been circulated by Cllr. Briant-Evans and these were received formally.

Cllr. Heal said that the committee was disappointed with the D-Day celebration turnout but was planning for the 80th Anniversary of VE Day next year.

Cllr. Briant-Evans also pointed out that there was a Mid Devon Walking festival between 14th and 29th September 2024. The village would be marking this on Saturday 14th September with a tea in the ARK and a village trail. Revision of the Parish Walks leaflet had highlighted a small problem that needed to be addressed because there appeared to be a footpath diversion which might not be officially recognised where the footpath goes through Cobley Farm. Walkers had been rerouted around the farmyard rather than walking through it. The clerk would write to the owners of the farm to find out whether this is to be a permanent formal diversion which will need an application to be made to DCC PROW team. From the Signs Condition List of outstanding signs work, there were a number of footpath signs that were knocked over which will need to be sorted out by the date of the festival, for Cllr. Shapland to arrange.

b) Lapford Emergency Action Plan (LEAP) Committee.

The circulated Minutes of the LEAP meeting held on 8th July 2024 were received by the parish council. The main points to highlight were those on the list for the Highways meeting, as follows:

- Confirm the date for the bridge works & diversion routes.
- Mill Hill repairs
- Other pothole concerns
- Flooding issues re Mill Hill, the A377 & Edgerley Lane
- Fencing by the river bridge
- Ash die-back – dead trees in Eastington Lane.
- Lack of communication and answering emails, letters & phone calls

The list was agreed by the parish council.

2425-071 CHURCH GREEN TRUST FEEDBACK

There had been no meeting of the Trust since the last parish council one.

2425-072 WASTE BINS PLACEMENT

The chairman had been approached about the position of the waste bins in the village. In conclusion, it was **resolved** that the only one to be changed would be that next to the Melissa Lake shelter which would be placed next to the pavement to be more accessible.

2425-073 HIGHWAYS

Discussed in the action list item. The meeting with County Cllr. Squires and Steve Tucker

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would take place on Thursday 11th July 2024 in the Orchard Centre.

2425-074 ROAD WARDEN

The assumption would be that none of the equipment on the list provided by DCC Highways was currently held and that the clerk would provide costs for each item for the next meeting and apply to Cllr. Squires for a grant to cover it.

Cllr. Briant-Evans reported that PPE was necessary to complete the Road Warden training on 25th July and that Cllr. Wilkie had undertaken to order some boots which was the only remaining item required. The clerk would email Cllrs. Lumsdon and Wilkie to sort out what needs to be done with targets completion dates. A MOP present confirmed that the PPE had been purchased.

2425-075 DEFIBRILLATOR UPDATE

The clerk reported that the original thoughts from Cllr. Lumsdon were to wait for the opening of the next BHF equipment grant round in September 2024, to attempt to acquire one of its packages free of charge. Having made an attempt to obtain one of these in a previous round the feedback received was that it was unsuccessful partly because the area was not as deprived as others and that there was already a defibrillator in Lapford. The clerk had researched whether the parish council could provide the second defibrillator more immediately and with certainty. He suggested that the following might be a way of financing an immediate defibrillator installation:

London Hearts Offer

Beneheart Mindray C1A Defibrillator & External heated unlocked cabinet	£1,095.00	
Post & Packing	£16.00	
TOTAL Cost		£1,111.00

Potential Funding

AED Donate	£400.00	
DCC Community Grant	£400.00	
Parish Council Contribution	£311.00	
TOTAL Funding		£1,111.00

In addition to the above, there will be a need to fund the as yet undetermined installation cost with Goss Brothers requiring this to be carried out by a garage forecourt accredited electrician, the details of which have been received.

The Mindray Defibrillator detailed is installed in ambulances and is fully automatic and uses the same pads for paediatric and adult patients.

On a proposal by Cllr. Heal, seconded by Cllr. Graham, it was **resolved** to install this model as detailed above. The clerk would first apply to AED Donate for its promised £400 grant, would obtain a quotation for the installation, apply for the DCC grant and order the equipment from London Hearts at its discounted price (the full price of the defibrillator and cabinet would be in excess of £1,400). The installation would be as soon as can be arranged.

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2425-076 LAPFORD NEIGHBOURHOOD PLAN

On a proposal by the chairman, seconded by the vice-chairman, it was **resolved** to hold a councillor briefing on 5th August 2024, in the orchard Centre at 7.30pm to be conducted by the clerk and any independent experts he could arrange. The aim would be to hold a public briefing on the Neighbourhood Plan on Friday 4th October 2024 from 2pm to 9pm and on Saturday 5th October 2024 from 9am to 2pm. The clerk would contact Devon Communities Together (DCT) to see what support it could offer for these events.

The clerk also requested that councillors look at the Housing Needs Survey report to identify any inaccuracies, as DCT wanted to finalise it. The clerk had requested that, for the time being, this report not be published to avoid providing evidence for potential developers wanting to build properties on the wrong sites.

2425-077 ORCHARD CENTRE

The Orchard Centre work had been discussed as part of the previous item on the Action List.

2425-078 BUS SHELTER PROPOSAL

Cllr. Heal had identified a 'Scarborough' bus shelter as possibly the cheapest one he could find. This was manufactured by More Than Shelters Ltd. The clerk had identified 8 different potential bus shelter suppliers which had suitable models available and he would endeavour to get a number of these companies to quote on a like for like basis for one to be supplied, delivered and installed and bring this back to the next meeting.

2425-079 LAPFORD PLAYING FIELD & EQUIPMENT

The provision of the equipment and the use of section 106 money for its provision of play equipment had been tied up with the ownership of land, with consequent delays in getting answers from Steve Densham at MDDC.

On a proposal by the chairman, it was **resolved** that the parish council enter into a 25-year lease with MDDC to get to a situation where it could confidently look to replace the toddler play equipment taken away by MDDC. The clerk would arrange to meet Grace Hill and others from the LYPFT to arrange an agreed approach before the next meeting so that the position would become clearer.

LYPFT had prepared an application for the section 106 funding, but this would need to be directed at what the funds were originally collected for. The clerk was also mindful of the parish council's ability to reclaim VAT on matters within its remit, so this needed to be carefully thought through.

2425-080 PLANNING MATTERS

a) APPLICATIONS NOTIFIED

Reference	Location	Proposal
24/00921/LBC	Highfield House Lapford Creden	Listed Building Consent for the erection of replacement conservatory,

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		greenhouse, and handrail and balustrading to front porch Decision: Proposed Cllr. Heal, seconded Cllr. Graham to support this application.
24/00920/HOUSE	Highfield House Lapford Crediton	Erection of replacement conservatory, greenhouse, and handrail and balustrading to front porch Decision: Proposed Cllr. Heal, seconded Cllr. Graham to support this application.

b) APPLICATIONS AFTER THE AGENDA WAS ISSUED

None

c) MDDC DECISIONS

Reference	Location	Proposal	MDDC Decision
24/00617/HOUSE	Town Farm Lapford Crediton Devon	Erection of replacement greenhouse	Full Permission Granted

2425-081 BANK RECONCILIATION & BUDGET MONITOR STATEMENT

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

2425-082 RECEIPTS & PAYMENTS SCHEDULE

On a proposal by Cllr. Graham, seconded by Cllr. Briant-Evans, it was **resolved** that the payments in the following schedule were **approved**.

PAYMENTS

Payment to	Services	Amount £	Payment No.
2024/2025			
S Hemsworth	Salary July 2024	62.49	2425-10
RJ Martin	Salary July 2024	533.53	2425-10
HMRC	Tax Deductions	149.00	2425-10
EDF Energy	Orchard Centre Electricity	38.91	DD
Everflow	Orchard Centre Sewage & Water	10.27	DD
BT Group Ltd	Orchard Centre Broadband	55.70	DD
IONOS	Village Website Hosting	21.88	DD
Julie Down	Public Toilet Consumables	8.19	2425-09
Victory Hall	Venue Hire	17.85	2425-09

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Defibshop	Child Defibrillator Pads	295.20	Card
Steve Fletcher	Laptop Repair	65.00	2425-10

RECEIPTS

Receipt from	Services	Amount £	Method
2024/2025			
None			

2425-083 MATTERS RAISED BY THE CHAIR

The chairman was concerned about the caravan that had been parked in the village car park for some time, recently having been moved from one part to the other. She believed that it was now dangerous with the hitch being outside of the allocated space.

As the car park still belonged to MDDC, the appropriate conditions for car parks would be theirs. This would not allow non-motorised vehicles or caravans to be parked.

Cllr. Keable would enquire at MDDC to see what the situation was.

2425-084 COUNCILLORS' REPORTS AND FUTURE AGENDA ITEMS (FOR INFORMATION ONLY)

Cllr. Fletcher had arranged for the broken laptop to be repaired so it was now spare and he wanted to know what to do with it. The parish council would pick up the £65 parts cost and make it available to the community.

Cllrs Briant-Evans and Graham had discussed whether the parish council might arrange for the Revd Wilson's grave to be tidied up and the monument straightened given everything he did for the village. The clerk confirmed that contrary to what was generally believed parish councils are not banned from financing work on churches or the graveyard. Parliament had made this clear in 2018. A power to do something is still required and since Lapford Parish Council had the General Power of Competence it would be able to do anything it wanted for the churches. Cllr Andrews volunteered to look at whatever work needed to be done and report at a future meeting.

Cllr. Briant-Evans was concerned that the village market was dying a death and wanted to do something to inject some life into it again. Her suggestion was that a cake stall could be reintroduced with local people producing cakes for resale. This to be put on a future agenda.

Cllr. Heal requested that the clerk write to Cloverdown on the Yeo Vale trading estate asking them to cut overhanging trees back so that he could clean the bus shelter.

2425-085 DATE OF NEXT MEETING

The date of the next Parish Council meeting will be on Tuesday 13th August 2024 at 7.30pm in the Orchard Centre.

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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 District Cllr. Keable	Section 215 notice to be applied for
2324	235 Ownership of the adjacent land to be determined.	Clerk	<i>Still awaiting answer from Steve Densham. Clerk to email SD & SK to chase up.</i>
2324	069 Ash Dieback. Ownership of affected trees to be researched and addresses passed to the Clerk.	Cllr Burrows	<i>No response from highways. On the list for the highways meeting on 11th July 2024.</i>
2324 2425	235 043 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 Heal & Down	<i>PH has signs. PH to arrange erection in near future. PH & JD to start washing signs</i>
2324	242 Neighbourhood Plan. When appropriate a public meeting to be called re progressing this.	Parish Council	On agenda item 2425-076. Conclusion: Cllrs. Briefing 5 August 2024 with public presentation 4 & 5 October 2024.
2324 2425	235 6 046 Telephone Box – Make safe for use as book swap area.	Clerk & Cllr. Wilkie	On agenda. Cllrs. Heal and Andrews to have another look and chairman to write a piece for the Lookout on its use.
2324	117 Community Broadband	Clerk	Both churches want connection but need to delay for a time.

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Latest Minute ref	Issue/Action	Responsibility	Update
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>With the chairman.</i>
2324 216 2425 048	Defibrillator Additional Defibrillator to be placed on Spar wall	Cllr. Lumsdon Clerk	<i>On agenda. Conclusion: get on with it.</i>
2324 231 2425 047	Openreach Fibre Connection	Clerk	<i>Project now underway. Clerk to contact Michelle Maidment to get up to date information.</i>
2324 235 3	PC Historic Records	Clerk Cllrs Briant-Evans and Down	<i>For Chair and Vice Chair to action.</i>
2425 005	Co-option of new councillor	Council	<i>Application closing date 31st July for appointment at 13th August meeting</i>
2324 246 312 2425 052	Bus Shelter Provision	Clerk	<i>On agenda. Formal quotations to be sought</i>
2324 247	Library Facilities – liaison with The Ark and Lapford School to put proposal together about expanding village library facilities	Cllr. Briant-Evans	<i>Cllr. Briant-Evans would continue with project</i>
2324 250 2425 053	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	<i>On agenda.</i>
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.	Cllr. Graham	<i>Still to be done</i>

2425-092

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Latest Minute ref	Issue/Action	Responsibility	Update
	<u>Repair of toilet door</u> Toilet door to be repaired and painted action Cllr Heal & Cllr Fletcher <u>Toilet handrail to be refurbished</u> Handrail to be removed and cleaned up / painted before being reinstated. <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.	Cllr. Heal Cllrs. Heal & Fletcher	Door removed to be replaced by internal door and new internal door installed Still to be done Now done Get the paint for the back and just get that done whilst cleaning the rest up. Still to be done Not urgent Still to be done

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Latest Minute ref	Issue/Action	Responsibility	Update
2324 2425	Painting will be undertaken by volunteers from the parish council. 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	Get Community Payback on board soon, and work with Young Farmers.
2425	Bank Accounts - Funds in NS & I - Transfer from Natwest to Lloyds – requires DD information to be changed first. - Lloyds Bank set-up	Clerk	Now active, final transfer to be completed in next month.
2425	Highways – Road Wardens Chapter 8 Training to be set up Equipment to be Supplied Grant to be applied for	Cllr. Lumsdon & Clerk	Training 25th July 2024 List to be drawn up
2425	Church Green Trust Gift Aid Claim Church Green Charity Records Update Church Green Bank Account HMRC Account Gift Aid Claim	Clerk	Now completed In progress
2425	Footpaths Driveway P3 Grant Claim 2024/25 Overgrown Footpath	Chair & Clerk	Awaiting response from PROW team. To make general point about lack of DCC communication
2425	Highways Meeting with Steve Tucker & Margaret Squires		Meeting 11th July 2024

2425-092

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**Action List
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Latest Minute ref	Issue/Action	Responsibility	Update
	Highway Repairs		

LAPFORD PARISH COUNCIL**Annual Parish Council Meeting 13th August 2024****Clerk's Report****Report from the Parish Clerk****1. General**

I have attended two meetings at Lapford since the last Council meeting, the first with the Chairman and the Lapford Youth and Playing Field Trust at the playing field on 26th July 2024, and the second on 5th August 2024 to meet with the Chair and Vice-Chair followed by the Neighbourhood Plan discussion with Devon Communities Together.

2. Bank Account Migration from Natwest to Lloyds

The final balance was transferred out of the Natwest Account of 5th August 2024, and its balance is now zero.

3. Cluster Meetings

As I write this report I have received an email from Steve Huxtable, a Crediton Town Councillor, inviting us to work more closely with the Town on planning and other matters. This is sometimes a two-edged sword but it has its merits when a louder voice is needed.

4. Action List

The action list as presented is as things stand at the date below. I expect to have undertaken further action before the date of the meeting, which will be updated on at that point.

On the outstanding matters on the list my intention will be to

- Write to Steve Densham at MDDC to once more attempt to sort the land ownership matters out.
- Write to Michelle Maidment at BT Openreach to get a further update on the progress of the installation of fibre.
- Pursue the footpath questions and ensure they are more presentable at the time of the Walking Festival.

Rob Martin

07 August 2024

Action List
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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 District Cllr. Keable	Section 215 applied for by SK
2324 235	Ownership of the adjacent land to be determined.	Clerk	Still awaiting answer from Steve Densham. Clerk to email SD & SK to chase up.
2324 069	Ash Dieback. Ownership of affected trees to be researched and addresses passed to the Clerk.	Cllr Burrows	No response from highways. Highways list to be drawn up
2324 235 043	Signposts, prices to be obtained for replacement arms. Request that the Playing Field be added to the central village one.	Clerk	PH has signs. PH to arrange erection in near future.
	Cleaning of signs to be arranged.	Cllrs Heal & Down	PH & JD to start washing signs
2324 242	Neighbourhood Plan. When appropriate a public meeting to be called re progressing this.	Parish Council	Cllrs. Briefed by Devon Communities Together 5 August 2024 – on agenda
2324 235 6 046	Telephone Box – Make safe for use as book swap area.	Clerk & Cllr. Wilkie	On agenda. Cllr. Wilkie would like to rub down and paint.
2324 117	Community Broadband	Clerk	Both churches want connection but need to delay for a time.
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	With the chairman.

Action List
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Latest Minute ref	Issue/Action	Responsibility	Update
2324 2425	Defibrillator Additional Defibrillator to be placed on Spar wall	Cllr. Lumsdon Clerk	Defibrillator ordered, 2 grant claims done.
2324 2425	Openreach Fibre Connection	Clerk	Project now underway. Clerk to contact Michelle Maidment to get up to date information.
2324	PC Historic Records	Clerk Cllrs Briant-Evans and Down	For Chair and Vice Chair to action.
2425	Co-option of new councillor	Council	Just one applicant. On agenda
2324 2425	Bus Shelter Provision	Clerk	On agenda. Formal quotations received and presented.
2324	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
2324 2425	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	On agenda. Meeting with LYPFT agreed way forward.
2324	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	Cllr. Graham Cllr. Heal	Still to be done Now complete

Action List
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Latest Minute ref	Issue/Action	Responsibility	Update
	Toilet door to be repaired and painted action Cllr Heal & Cllr Fletcher <u>Toilet handrail to be refurbished</u> Handrail to be removed and cleaned up / painted before being reinstated. <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. Village Weed Clearance	Cllrs. Heal & Fletcher	<i>Still to be done?</i> <i>Get the paint for the back and just get that done whilst cleaning the rest up.</i> <i>Still to be done</i> <i>Not urgent</i> <i>Still to be done</i>
2324 2425	311 049	Cllrs. Fletcher and Lumsdon	Community Payback forms in. Young Farmers already attended

Action List
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Latest Minute ref	Issue/Action	Responsibility	Update
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	Natwest Account Balance now zero
2425 037	Highways – Road Wardens Chapter 8 Training to be set up Equipment to be Supplied Grant to be applied for	Cllr. Lumsdon & Clerk	Training done List on agenda
2425 038	Church Green Trust Gift Aid Claim Church Green Charity Records Update Church Green Bank Account HMRC Account Gift Aid Claim	Clerk	Now completed In progress – more or less done
2425 039	Footpaths Driveway P3 Grant Claim 2024/25 Overgrown Footpath	Chair & Clerk	Awaiting response from PROW team. Email sent to PROW
2425 040	Highways Meeting with Steve Tucker & Margaret Squires Highway Repairs		List to be drawn up, from LEAP, on agenda.

Lapford Emergency Action Plan Committee

Minutes of a meeting held on Monday 29th July 2024 at 7-30p.m. at the Orchard Centre

Present: Cllrs Ian Wilkie (Chair), Roy Andrews & Sue Briant-Evans

1. **To receive apologies for absence.** Apologies were received from Cllrs Stacey Lumsden, Steve Fletcher & Bill Graham.
2. **To approve the minutes of the meeting of 8th July 2024 as a correct record.** The minutes were approved by the meeting and signed by the Chair.
3. **To consider any matters arising from the minutes and not on the agenda.** There were none.
4. **To receive a report on the meeting with County Councillor Margaret Squires and Highways Officer Steve Tucker and to consider any actions arising from it.** See below:

Point 3. The drain between Kelland Cross and the football field had been cleared by Football Club members but was still not draining properly so jetting probably appropriate. Not clear as to which way the water runs from the drain. The owner of the lower side field to be contacted re this. (*Action S B-E*). The jetting issue to be part of any follow-up correspondence to Steve T & Cllr Squires.

Point 5. The dangerous ash trees on the Kennet House bank had been reported to Highways by Cllr Down, with photographs.

Point 6. A 377 drainage - Steve Tucker to be asked if his research into Police reports had thrown up anything significant.

Point 8. Resolved to ask if a representative from the Crediton Speedwatch Group can attend a meeting to explain what they do & perhaps arrange a session in the village.

Important Action: PC to compile a list of local Highways issues in order of importance to pass on to Steve T & Cllr Squires. The fencing, or lack of it, by the river bridge, recommended to be top of the list. Contact about this with Highways to be tried again, copied to MP Mel Stride. (*Action Cllr Wilkie*)
5. **To consider a response to the correspondence between Andy Chapman (Great Hole) and the Parish Clerk.** The possibility of the Road Warden Team being able to help with this to be explored. (*Action Cllr. Lumsden*)
6. **To receive updates re Snow Warden team recruitment.** So far three helpers have been identified but more volunteers needed. Article to be written for the next LO. (*Action Cllr S B-E*)

7. **To report on progress re the ordering of grit supplies and the filling of the new grit bin in Highfield.** A supply of grit had been ordered & the Rodds briefed to expect it. Note for the future that no grit from the stock is to be issued to anyone apart from Cllr Andrews and John Chappell. The Highfield bin to be filled as soon as stocks arrive and might need to be padlocked to keep children from playing with the contents. Key holders to be publicised to Highfield residents. (*Action Cllr Wilkie*) A notice to be placed in the LO re the appropriate use of grit in bins situated around the parish. (*Action Cllr S B-E*)
8. **To receive news of any matters regarding Road Warden Training inc. Chapter 8 training.** Both candidates had passed the Chapter 8 training. PPE had been purchased – Cllr Wilkie waiting for an invoice regarding this. A team of volunteers required to help with works to be undertaken. This to be added to the LO article. (*Action Cllr S B-E*)
9. **To receive information re the revisions/updates for the Emergency Plan.** No information.
10. **To receive an update progress re the acquisition & placing of a second defibrillator for the lower end of the village.** In hand.
11. **To consider setting up a training exercise involving the ARK team and the Victory Hall.** This to be planned once all Leap members present. Exercise to be planned properly and documented. Volunteers to be recruited. A standing list to be made up of items to be supplied by the SPAR shop in emergency.
12. **To consider any other business.** None.
13. **To set a date for the next meeting.** Arranged for Monday 9th September 2024 at 7-30 p.m. at the Orchard Centre.

Lapford Parish Council

Notes on a meeting held on Thursday 11th July 2024 at 12-40 p.m. at the Orchard Centre.

Present: County Councillor Margaret Squires, District Highways Officer Steve Tucker, Lapford Parish Councillors Julie Down (Chair), Bill Graham & Sue Briant-Evans.

Points discussed:

1. **Lack of response to communications sent to Highways and others:** Steve T has 36 parishes in his patch, the largest in Devon and presently has 400 open enquiries. It is taking 18 months before some issues can be attended to. This is part of the bigger picture of service levels across Devon. Noted that all local issues identified for action are considered on a county level against issues raised by all the other Highways officers and prioritised on a county-wide basis.
2. **Works to the road over the bridges and Mill Hill:** The bridge repair is on schedule for 12th & 13th August, work between 07-30 to 1800 hours each day. The contractor will be Kenford Tarmacadam Ltd (positively rated by Steve T for producing high quality work) and presently working on drainage issues in Mill Hill. Repairs as necessary will be carried out between the A377 & Barris corner with disruption being kept to a minimum. It is unclear how far down Mill Hill the drainage works will go but the issue of water running from the BT manhole towards the bottom of the hill will not be addressed as that is BT's responsibility. Highways cannot tackle issues connected to manholes belonging to other companies. The drains Highways is responsible for in that area are known to be clear and working.

To see an up-to-date list of all planned highways work google Causewayone.network

3. **Regular flooding issues, with particular reference to the road between Kelland Cottages and the football field.** This has been reported but not actioned beyond the clearance work carried out last summer. The drain there has been noted as running slowly but not recommended for jetting. (Steve to recommend that jetting is carried out). If the problem continues then copy any reporting done with the reference number to Margaret S to take further via DCC. This problem is compounded by the appalling state of the other access routes in the area, particularly the lane from Edgerley down towards Nymet Roland, resulting in very restricted access in wet/winter weather. Steve S aware of this and will do his best to address the issues. Noted that gullies on priority gritting routes are cleared annually; those inside 30.mph zones every three years and other minor routes once a year. Bus routes and routes to primary schools are not given priority treatment.
4. **Local bus routes connecting with trains stopping at Eggesford.** Margaret S queried whether she should press for the bus route to Chulmleigh to be varied to

run along the A377 to Eggesford and then up the hill to Chulmleigh rather than running through Lapford village so enabling an easier connection for train passengers. Discussion concluded that this would not be a good idea given the number of passengers using the bus stops in the village, in both directions. Many of these being elderly would be unable to access the bus stop on the A377 rather than those in the village.

5. **Dead/dangerous ash trees.** Those on the boundary of Kennet House LHS bottom of Eastington Lane were pointed out as dangerous. Contrary to belief these had not been reported to Highways, but Julie D undertook to do this with photographs. Pointed out that trees in such situations are the landowner's responsibility. (Highways have responsibility for the structure of the highway down to two spits depth, but not for the adjoining land. Should a road be taken out of commission then ownership of it would be divided equally along its length between the landowners adjacent to it). Two highways' teams deal with vegetation problems, one with overgrown hedges, the other with dangerous trees.
6. **Water running across the A377.** Steve T was able to pinpoint this on his iPad and confirmed that a drainage system is in place. He undertook to check the Police logs re accidents in the area to see if information there might trigger action re the drains, otherwise nothing will be done, there being no budget to maintain the existing gully. He would however endeavour to have it put on the system for action.
7. **Fencing by the river bridge.** The scheme for fencing is on the system for action and has been for years. However, the criteria for action rates the cost of implementing the work against the cost of a life, even if there has been a fatality. The cost of a life reckoned at around one point five million pounds.
8. **Possible 20mph limits in the village.** Any community can apply for this, but any scheme has to be self-enforcing with chicanes etc in place. A better approach might be Community Speed Watch in liaison with the Police. The group in Crediton might be willing to come to the village to conduct a session.

Parish Council Action:

To list all local Highways issues in order of priority/severity and forward to Steve K & Margaret S.

Note that: the issues local to here cannot be prioritised over other county-wide issues. The problems seem to stem from a lack of finance and a county system more suited to urban rather than rural areas. Margaret S has pointed this out at county level on many occasions but there seems to be no appetite for change.

LAPFORD PARISH COUNCIL

Road Warden Equipment Purchase

Below is a draft list of the equipment the parish council has been advised will be necessary to enable the, now trained, Road Wardens to go about their business. The aim was to draw up a list of equipment, priced from online suppliers in order to be able to look at the sort of overall total cost. This will then be presented to Devon County Council in making a claim for grant from which to finance some, or all, of the kit.

The actual purchase of this equipment could be achieved elsewhere, but the schedule below gives an 'order of cost'.

Item	Number	Online Supplier	Price per Unit £	Overall Cost £
24" Bow Saw	1	Screwfix	22.99	22.99
West Country Shovel	2	Amazon	22.56	45.12
Hoe	2	Amazon	26.89	53.78
Loppers	1	Amazon	31.19	31.19
Shears	2	Screwfix	24.99	32.72
Wheelbarrow	2	Screwfix	55.99	111.98
Drainage Rod Sets	Set of 10 x	Safety Supply		
Lockfast	2	Company	65.94	131.88
Broom & Handle	2	Amazon	12.99	25.98
Rake	2	Screwfix	21.98	43.96
Cones 750mm	12	Screwfix	15.99	191.88
Blue Arrows	2	Screwfix	39.99	79.98
Road Works Ahead Sign	4	Cromwell	53.99	215.96
Hand Tampers	2	Screwfix	44.98	89.96
Builders Shovels	2	Screwfix	32.99	65.98
TOTAL COST				1,143.36

The prices quoted above are inclusive of VAT, which can be reclaimed by the parish council. Stripping VAT from the total means that the cost to LPC would be around £950-£1,000 and this will be presented to DCC as the project cost. The question is whether all or some of this is claimed in grant.

Rob Martin

7 August 2024

LAPFORD YOUTH PLAYING FIELD TRUST**OFFICERS' MEETING**

**FRIDAY 26TH JULY 2024, 10am
At the Playing Field**

MINUTES

THOSE PRESENT: Roy Andrews (Chair), Malcolm Hayes (Treasurer), Grace Hill (Secretary)

ALSO PRESENT: Julie Down (Chair, Parish Council), Rob Martin (Clerk, Parish Council)

An extraordinary meeting was held at the Playing Field to discuss the Section 106 Funding Application for play equipment for the Main Field and for the Toddler Area (currently owned by MDDC). Rob started by advising that it makes economical sense if the Parish Council actually submits an application for equipment for both Fields as a group, as he will be able to claim the VAT back, whereas the Playing Field Trust cannot. It looks very likely now that the Parish Council will be leasing the Toddler Area from MDDC – possibly for 25 years, but this still has to be agreed between MDDC and LPC.

We agreed that the picnic tables and benches could be moved to the Toddler Area in due course to create a designated picnic area alongside the play equipment (the picnic area would be fenced off with a decorative low fence). Grace will investigate the cost of recycled plastic options for benches, tables etc., as these will be more durable in the long term than wooden ones.

Rob suggested that if we go down the Sovereign “gym equipment” option for the Main Field, the items would be better positioned alongside the footpath – this will be better in the winter months when it is so wet, which is safer too.

Grace has been asked to obtain 3 quotations for the Main Field equipment, and, at the same time, ask for 3 interim quotes for the Toddler Area (including surfacing) to give the Parish Council a guide on prices.

Although National Lottery Community “match” Funding is a good option to maximise the amount of money to spend on equipment, Rob stated that it is not a compulsory requirement to obtain Section 106 funds.

LAPFORD YOUTH PLAYING FIELD TRUST

OFFICERS' MEETING

FRIDAY 26TH JULY 2024, 10am
At the Playing Field

MINUTES

“Fields In Trust” was mentioned as a very feasible option for being Custodian Trustees of the Field (instead of Ludlow) – this will be researched and discussed at the next Playing Field Committee meeting.

This was a very productive and informative meeting, and we thank Julie and Rob for their time and help in developing our village play areas for future use by the youth of Lapford.

THE MEETING CLOSED AT 11am

SIGNED..... DATED.....

(Chair)

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

LAPFORD PARISH COUNCIL – DV0222

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

30/07/2024

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.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2 We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
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.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
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.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6 We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		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.
7 We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
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.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant
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
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
			✓

*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:

14 May 2024

and recorded as minute reference:

2425-023 a

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

Chair 

Clerk 

www.lapfordparishcouncil.org.uk

Section 2 – Accounting Statements 2023/24 for

Lapford Parish Council

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
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	3,532	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 cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	30,205	30,995	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	30,995	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
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	60,436	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)		✓		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)			✓	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

RJ Motz

Date

15 April 2024

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

14 May 2024

as recorded in minute reference:

2425-023 b

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

[Signature]



Mr Rob Martin
Lapford Parish Council
14 Station Road
Yeoford
Crediton
Devon
EX17 5HU

DDI:
+44 (0)20 7516 2200

Email:
sba@pkf-l.com

Date:
02 August 2024

Our Ref:
DV0222

SAAA Ref:
SB05057

Lapford Parish Council
Completion of the limited assurance review for the year ended 31 March 2024

Dear Mr Martin

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Lapford Parish Council for the year ended 31 March 2024. Please find our external auditor report and certificate (Section 3 of the AGAR Form 3) included for your attention as an attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR, on which our report is based.

The external auditor report and certificate details any matters arising from the review. The smaller authority must consider these matters and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request).
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority's website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the "Notice" must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Fee

We enclose our fee note, on page 4 of this attachment, for the limited assurance review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://www.saaa.co.uk/audit-fees/>. This fee is statutory, must be paid and is due immediately on receipt of invoice, please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we have had to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR by the submission deadline; or
- it was necessary for us to undertake additional work.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD. Please include the reference DV0222 or Lapford Parish Council as a reference when paying by BACS.

Timetable for 2024/25

Next year we plan to set a submission deadline for the return of the completed AGAR Form 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Tuesday 1 July 2025. It is anticipated that the instructions will be sent out during March 2025, subject to arrangements for the 2024/25 AGARs and Certificates of Exemption being finalised by Smaller Authorities' Audit Appointments Limited (SAAA). Our instructions will cover any changes about which smaller authorities need to be aware.

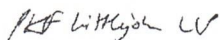
- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. The period must be **exactly** 30 working days, please do not set public rights dates that cover a longer period. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2025, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
 - at the earliest, between Tuesday 3 June and Monday 14 July 2025; and
 - at the latest, between Tuesday 1 July and Monday 11 August 2025.

As in previous years, in order to assist you in this process we plan to include a pro forma template notice with a suggested inspection period on our website. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

Feedback on 2023/24

Please note that if you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: <https://www.pkf-l.com/services/limited-assurance-regime/useful-information-and-links/>

Yours sincerely



PKF Littlejohn LLP

Lapford Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2024

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014
Accounts and Audit Regulations 2015 (SI 2015/234)

1. The audit of accounts for **Lapford Parish Council** for the year ended 31st March 2024 has been completed and the accounts have now been published.
2. The Annual Governance and Accountability Return is available for inspection by any local government elector of the area of **Lapford Parish Council** on application to:

Rob Martin,
Clerk for Lapford Parish Council
14 Station Road,
Yeoford,
Crediton,
Devon EX17 5HU

Telephone: 07768 829511

Email: clerk@lapfordparishcouncil.org.uk

Inspection rights may be exercised from 10am to 4pm on any weekday (excluding bank holidays), by prior arrangement with the Locum Clerk.

3. Copies will be provided to any person on payment of £5 for each hard copy of the Annual Governance and Accountability Return. Copies obtained from the parish council website www.lapfordparishcouncil.org.uk or requested as an email attachment are available free of charge.

Announcement made by: **RJ Martin, Clerk for Lapford Parish Council**

Dated: 7th August 2024

Lapford Parish Council

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

Date: 7/8/24

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

Date: _____

Bank Reconciliation at 31/07/2024		
Cash in Hand 01/04/2024		30,994.95
ADD		
Receipts 01/04/2024 - 31/07/2024		13,834.88
		44,829.83
SUBTRACT		
Payments 01/04/2024 - 31/07/2024		11,309.74
A	Cash in Hand 31/07/2024 (per Cash Book)	33,520.09
Cash in hand per Bank Statements		
Petty Cash	31/07/2024	0.00
Natwest Current Account	31/07/2024	1,705.71
NS&I	31/07/2024	0.00
Lloyds Treasurers	31/07/2024	31,814.38
		33,520.09
Less unrepresented payments		
		33,520.09
Plus unrepresented receipts		
B	Adjusted Bank Balance	33,520.09
A = B Checks out OK		

Lapford Parish Council
14 STATION ROAD
YEOFORD
CREDITON
DEVON
EX17 5HU

Your Account

Sort Code 30-99-50
Account Number 78183268

TREASURERS ACCOUNT

01 July 2024 to 31 July 2024

Money In	£0.00	Balance on 01 July 2024	£32,696.97
Money Out	£882.59	Balance on 31 July 2024	£31,814.38

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
09 Jul 24	1&1 INTERNET LTD. V73144437-66164970	DD		21.88	32,675.09
12 Jul 24	McAfee.com mcafee. CD 1417	DEB		59.99	32,615.10
19 Jul 24	RJ MARTIN	BP		533.53	32,081.57
19 Jul 24	SUSAN A HEMSWORTH	BP		62.49	32,019.08
19 Jul 24	HMRC - ACCOUNTS OF	BP		149.00	31,870.08
29 Jul 24	BT GROUP PLC GP00449335-000069	DD		55.70	

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			

2425-112

**NatWest**

Transactions

Your transactions

Account type: **Business Current**Account number: **04515099**Sort code: **523006**Account name: **SLA LAPFORD P C V**Date: **07 Aug 2024**

Showing: 07 Jun 2024 to 06 Aug 2024, All Transactions

Date	Type	Description	Paid in	Paid out	Balance
05 Aug 2024	DPC	LAPFORD PC , TRANSFER , VIA ONLINE - PYMT , FP 05/08/24 10 , 01125753401313000N		£1,764.71	£0.00
05 Aug 2024	BAC	ROBERT MARTIN , D-DAY CASH , FP 05/08/24 1221 , 00152053632BZXKCYP	£59.00		£1,764.71
01 Jul 2024	D/D	EDF ENERGY , 671171872806		£38.91	
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

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National Westminster Bank plc, registered in England and Wales No. 929027. Registered office: 250 Bishopsgate, London EC2M 4AA. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

Committed Spend

All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

Administration

Code	Title	Receipts			Payments					Net Position
		Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
1	Precept	26,000.00	13,000.00	-13,000.00						-13,000.00 (-50%)
2	Grants - General									(N/A)
9	Interest Received	50.00	79.77	29.77						29.77 (59%)
21	Clerk's Salary				8,400.00	2,668.12		2,668.12	5,731.88	5,731.88 (68%)
22	National Insurance									(N/A)
23	Clerk's Expenses				200.00				200.00	200.00 (100%)
24	Councillor Expenses				100.00				100.00	100.00 (100%)
25	Councillor Allowances				200.00				200.00	200.00 (100%)
26	Training & Development				400.00				400.00	400.00 (100%)
31	External Audit				210.00				210.00	210.00 (100%)
32	Internal Audit				250.00	195.00		195.00	55.00	55.00 (22%)
33	Information Commissior				35.00	35.00		35.00		(0%)
34	Legal Fees					290.00		290.00	-290.00	-290.00 (N/A)
35	Land Registry									(N/A)
36	Insurance Premium				600.00	514.68		514.68	85.32	85.32 (14%)
37	Elections									(N/A)
38	Information Technology				500.00	122.91		122.91	377.09	377.09 (75%)
39	Office Consumables				300.00				300.00	300.00 (100%)
40	Refreshments				60.00				60.00	60.00 (100%)
41	Postage				50.00				50.00	50.00 (100%)
42	Venue Hire				100.00	17.85		17.85	82.15	82.15 (82%)
43	Devon Association of Lc				270.00	373.00		373.00	-103.00	-103.00 (-38%)
44	Society of Local Council				70.00	64.00		64.00	6.00	6.00 (8%)
161	PWLB Loan Repayment				4,510.00	2,249.63		2,249.63	2,250.37	2,250.37 (50%)
201	VAT Refund									(N/A)
202	Insurance Claim		342.95	342.95						342.95 (N/A)
203	IT Equipment					402.46		402.46	-402.46	-402.46 (N/A)
SUB TOTAL		26,050.00	13,422.72	-12,627.28	16,245.00	6,932.65		6,932.65	9,312.35	-3,314.93 (-7%)

Neighbourhood Plan

Code	Title	Receipts			Payments					Net Position
		Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
4	Grants - Neighbourhood									(N/A)
45	Devon Communities To									(N/A)
SUB TOTAL										(N/A)

Committed Spend

All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

Orchard Centre

Code	Title	Receipts			Payments				Net Position	
		Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
60	Salary - Orchard Centre				980.00	311.96		311.96	668.04	668.04 (68%)
61	Cleaning Consumables				60.00	8.19		8.19	51.81	51.81 (86%)
62	Electricity				1,000.00	175.86		175.86	824.14	824.14 (82%)
63	Water & Sewage				300.00	46.88		46.88	253.12	253.12 (84%)
64	Orchard Centre Mainte				200.00	91.97		91.97	108.03	108.03 (54%)
65	Orchard Centre Telepho				500.00	185.68		185.68	314.32	314.32 (62%)
SUB TOTAL					3,040.00	820.54		820.54	2,219.46	2,219.46 (73%)

Village Maintenance

Code	Title	Receipts			Payments				Net Position	
		Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
3	Grants - PROW	1,000.00		-1,000.00						-1,000.00 (-100%)
5	Section 106 Income									(N/A)
7	Community Infrastructur									(N/A)
50	Car Park Maintenance &				300.00				300.00	300.00 (100%)
71	Telephone Kiosk Mainte									(N/A)
101	Village Clock				200.00				200.00	200.00 (100%)
102	Air Ambulance Lighting				130.00				130.00	130.00 (100%)
103	Grass Cutting				400.00				400.00	400.00 (100%)
104	Verge Cutting				235.00				235.00	235.00 (100%)
105	Landscaping				100.00				100.00	100.00 (100%)
106	Village Maintenance				1,000.00				1,000.00	1,000.00 (100%)
107	Sign Maintenance					1,048.00		1,048.00	-1,048.00	-1,048.00 (N/A)
108	Noticeboards									(N/A)
109	Winter Maintenance					129.17		129.17	-129.17	-129.17 (N/A)
110	Benches				500.00				500.00	500.00 (100%)
111	Footpath Lighting				85.00				85.00	85.00 (100%)
121	PROW Maintenance				1,000.00				1,000.00	1,000.00 (100%)
SUB TOTAL		1,000.00		-1,000.00	3,950.00	1,177.17		1,177.17	2,772.83	1,772.83 (35%)

Village Services

Code	Title	Receipts			Payments				Net Position	
		Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
6	Events Income									(N/A)
8	Donations									(N/A)
81	Defibrillator Installation									(N/A)
82	Defibrillator Maintenan				200.00	246.00		246.00	-46.00	-46.00 (-23%)
91	Community Website				160.00				160.00	160.00 (100%)

2425-112

Committed Spend

All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

131	Emergency Planning Eq	100.00			100.00	100.00 (100%)
132	Emergency Planning Ma	100.00			100.00	100.00 (100%)
141	Grant to Lapford Church	1,500.00	1,500.00	1,500.00		(0%)
142	Grant to Lapford Youth c	300.00			300.00	300.00 (100%)
143	Grant to Local Organisa	1,000.00			1,000.00	1,000.00 (100%)
144	Armistice Wreath	30.00			30.00	30.00 (100%)
145	Events Expenditure		35.77	35.77	-35.77	-35.77 (N/A)
146	Community Broadband					(N/A)
200	Capital Expenditure					(N/A)
SUB TOTAL		3,390.00	1,781.77	1,781.77	1,608.23	1,608.23 (47%)

Summary

NET TOTAL	27,050.00	13,422.72	-13,627.28	26,625.00	10,712.13	10,712.13	15,912.87	2,285.59 (4%)
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Lapford Parish Council
Net Position by Cost Centre and Code

Cost Centre Name

Administration		Bal. B/Fwd.	Receipts		Payments		Current Balance Budget
Code	Title		Budget	Actual	Budget	Actual	
1	Precept		26,000.00	13,000.00			-13,000.00
2	Grants - General						
9	Interest Received		50.00	79.77			29.77
21	Clerk's Salary				8,400.00	2,668.12	5,731.88
22	National Insurance						
23	Clerk's Expenses				200.00		200.00
24	Councillor Expenses				100.00		100.00
25	Councillor Allowances				200.00		200.00
26	Training & Development				400.00		400.00
31	External Audit				210.00		210.00
32	Internal Audit				250.00	195.00	55.00
33	Information Commissioner				35.00	35.00	
34	Legal Fees					290.00	-290.00
35	Land Registry						
36	Insurance Premium				600.00	514.68	85.32
37	Elections						
38	Information Technology an				500.00	122.91	377.09
39	Office Consumables				300.00		300.00
40	Refreshments				60.00		60.00
41	Postage				50.00		50.00
42	Venue Hire				100.00	17.85	82.15
43	Devon Association of Loca				270.00	373.00	-103.00
44	Society of Local Council C				70.00	64.00	6.00
161	PWLB Loan Repayments				4,500.00	2,249.63	2,250.37
201	VAT Refund						
202	Insurance Claim			342.95			342.95
203	IT Equipment					402.46	-402.46
			26,050.00	£13,422.72	16,245.00	£6,932.65	-3,314.93

Neighbourhood Plan

Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Current Balance Budget
4	Grants - Neighbourhood P						
45	Devon Communities Togel						

Orchard Centre

Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Current Balance Budget
60	Salary - Orchard Centre C				980.00	311.96	668.04
61	Cleaning Consumables				60.00	8.19	51.81
62	Electricity				1,000.00	175.86	824.14
63	Water & Sewage				300.00	46.88	253.12
64	Orchard Centre Maintenar				200.00	91.97	108.03
65	Orchard Centre Telephone				500.00	185.68	314.32
					3,040.00	£820.54	2,219.46

Village Maintenance

Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Current Balance Budget
3	Grants - PROW		1,000.00				-1,000.00
5	Section 106 Income						
7	Community Infrastructure						
50	Car Park Maintenance & li				300.00		300.00
71	Telephone Kiosk Maintene						
101	Village Clock				200.00		200.00
102	Air Ambulance Lighting				130.00		130.00
103	Grass Cutting				400.00		400.00
104	Verge Cutting				235.00		235.00
105	Landscaping				100.00		100.00
106	Village Maintenance				1,000.00		1,000.00
107	Sign Maintenance					1,048.00	-1,048.00
108	Noticeboards						
109	Winter Maintenance					129.17	-129.17
110	Benches				500.00		500.00

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

2425-112

Lapford Parish Council
Net Position by Cost Centre and Code

7 August 2024 (2024 - 2025)

Cost Centre Name

111 Footpath Lighting	85.00	85.00
121 PROW Maintenance	1,000.00	1,000.00
	1,000.00	3,950.00
		£1,177.17
		1,772.83

Village Services

Code	Title	Bal. B/Fwd.	Budget	Receipts Actual	Budget	Payments Actual	Current Balance Budget
6	Events Income						
8	Donations						
81	Defibrillator Installation						
82	Defibrillator Maintenance				200.00	246.00	-46.00
91	Community Website				160.00		160.00
131	Emergency Planning Equi				100.00		100.00
132	Emergency Planning Main				100.00		100.00
141	Grant to Lapford Church C				1,500.00	1,500.00	
142	Grant to Lapford Youth & F				300.00		300.00
143	Grant to Local Organisatio				1,000.00		1,000.00
144	Armistice Wreath				30.00		30.00
145	Events Expenditure					35.77	-35.77
146	Community Broadband Ac						
200	Capital Expenditure						
					3,390.00	£1,781.77	1,608.23

NET TOTAL	27,050.00	£13,422.72	26,625.00	£10,712.13	2,285.59
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Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

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Lapford Parish Council
Reserves Balance
2024 - 2025

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Community Connection	1,305.00				1,305.00
Public Rights of Way	755.00				755.00
Village Event Reserve	831.49				831.49
Emergency	2,166.00				2,166.00
Total Earmarked	5,057.49				5,057.49
TOTAL RESERVE	5,057.49				5,057.49
GENERAL FUND					28,462.60
TOTAL FUNDS					33,520.09