

## Lapford Parish Council

---

### Lapford Parish Council Meeting 18<sup>th</sup> February 2025

Email: [clerk@lapfordparishcouncil.org.uk](mailto:clerk@lapfordparishcouncil.org.uk) Phone: 07768 829511 Website: [www.lapfordparishcouncil.org.uk](http://www.lapfordparishcouncil.org.uk)

**There was a meeting of Lapford Parish Council on Tuesday 18<sup>th</sup> February 2025 at 7.30pm held in the Orchard Centre, Lapford**

**Members Present:** Cllrs Sue Briant-Evans; Bill Graham; Steve Fletcher; Ian Wilkie; Roy Andrews; Peter Heal; Alex Shapland.

**Also Present:** No-one

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

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

### MINUTES

#### 2425-239 APOLOGIES

Apologies for absence from Cllr. Down had been received and were accepted. In the absence of the chairman, Cllr. Briant-Evans took the chair for this meeting.

Apologies had also been received from County Cllr. Squires and District Cllr. Keable.

#### 2425-240 DECLARATIONS OF INTEREST (PECUNIARY AND NON-PECUNIARY)

Cllr. Heal declared a personal interest in a planning application under minute 2425-257 below.

*The Chairman adjourned the meeting to allow public participation*

#### 2425-241 PUBLIC PARTICIPATION SESSION & UPDATES FROM LOCAL ORGANISATIONS

Sue Hemsworth, as the cleaner for the Orchard Centre toilets, said that there had been graffiti put all over the wall inside the toilet and other damage which she had left for councillors to inspect.

In answer to a query the clerk confirmed that the grant to Lapford Community Car Aid had not been paid, in accordance with minute number 2425-202.

Further MOP comments were noted regarding payments recorded in past minutes.

#### PLANNING APPEAL

A local resident agreed that the comments laid down in the district councillor's report on the appeal covered most of the points he wished to make but added that the applicant's agent (STAGS) has indicated that there is a dire need for self-build plots in the Mid Devon area, which is not the case with very recent permission granted for 7 plots in Chawleigh alongside 4 available in Chulmleigh. There is therefore no unsatisfied local identified need for further self-build plots in Lapford, with the very real concern that this lack of demand will result in the plots being developed out for market housing as has been experienced in Tiverton recently.

## Lapford Parish Council

### Lapford Parish Council Meeting 18<sup>th</sup> February 2025

Email: [clerk@lapfordparishcouncil.org.uk](mailto:clerk@lapfordparishcouncil.org.uk) Phone: 07768 829511 Website: [www.lapfordparishcouncil.org.uk](http://www.lapfordparishcouncil.org.uk)

The STAGS report was also highlighted where it compared successful appeals in Malmesbury based on the need to house employees, and Droitwich on land adjacent to the M5 neither of which were applicable to these plots in Lapford. Other comments highlighted the dangers of large vehicles exiting the proposed site via a very narrow turning circle resulting in damage to the opposite field bank possibly resulting in the collapse of the field above into the highway.

#### 2425-242 COUNTY AND DISTRICT COUNCILLORS' REPORTS

##### a) Devon County Council

County Cllr. Squires was not present.

##### b) Mid Devon District Council

District Cllr. Keable had circulated a report as follows:

This meeting's agenda items precede my District Councillors' Report:

Given the change of date from 11<sup>th</sup> February I am unable to attend the 18<sup>th</sup> meeting due to a clash with a Mid Devon internal meeting prior to full Council on 19<sup>th</sup> and when the subject of Local Government Reorganisation (Devolution) is on the agenda. A synopsis of this is in my following report.

2425-243 Planning Appeal APP/Y1138/W/24/3356652 – Individuals are able to submit their own comments <https://www.gov.uk/appeal-planning-inspectorate> This does require registration on the Planning Inspectorate website. I shall be submitting my own comment which will be supporting the Mid Devon Decision. In summary for your debate, my points will be:

- Policy DM6, was unsupported, as the applicant did not state that the proposed self- build plots would be affordable or low cost.
- No up-to-date evidence on housing need or a housing survey had been provided.
- On self-build no evidence had been provided on eligibility for shared ownership or equivalent 'help to buy'.
- Type & scale of housing is not appropriate to the proven need of Lapford.
- 4+ bedrooms in Lapford is not a priority.
- Impact upon the countryside would be detrimental and would change the character of the setting.
- Access roads, street lighting etc would have a detrimental impact.
- Development would result in further pressure for the development of the rural fringe of the village and into undeveloped countryside.
- The Local Plan does not earmark this site for development.
- The proposed development would be contrary to policies S9, S14 and DM1 of the Local Plan.
- The provision of self-building plots would not override the planning

## Lapford Parish Council

### Lapford Parish Council Meeting 18<sup>th</sup> February 2025

Email: [clerk@lapfordparishcouncil.org.uk](mailto:clerk@lapfordparishcouncil.org.uk) Phone: 07768 829511 Website: [www.lapfordparishcouncil.org.uk](http://www.lapfordparishcouncil.org.uk)

harm identified above.

- Access to the site from the A377 is through Lapford on 2km of single track road which is mostly without a pavement.

2425-220/3 Road Warden Equipment – Storage Missed from the minutes I was asked to enquire about MDH garages. Request submitted and for contact to be made with the Clerk. Current rental is circa £700p.a.

2425-252 North Devon Line Rail Promotion Group – formerly known as the Tarka Railway Association. This item follows my January report on the potential for rail investment in the North Devon Line. Minute 2425-228

As a Council you will be considering becoming a member of the Group, and that is your debate and decision. I have no comment.

However, I would draw to your attention a second group who in my view are more aligned with the rail industry. The Northern Devon Railway Development Alliance hold their AGM on Friday 7<sup>th</sup> March, in Barnstaple. Steve Munday and I shall be attending. NDRDA would like parish councils on the rail line to affiliate. There is no cost to this and there is no reason why the parish council should not join both organisations.

Attached to my District Councillors report is a relevant page from the NDRDA 2014 Annual Meeting. This is evidence of the support including North Devon Council, Torridge District Council and the Town Councils of Bideford and Barnstaple. Shortly I shall be taking a similar request to Mid Devon District Council. Investment in the North Devon Line is vital to our communities and to the economy and should be a major item of consideration for the Lapford Neighbourhood Plan.

I would hope the no-cost membership of NDRDA, could be considered under this item or at a future meeting, when I can explain in more detail.

2425-253 Community Risk Register – Given there was no response at the January meeting Councillors may wish to consider the merits of my submission as District Councillor.

|        | Name of Risk                                                                                                                                       | Likelihood<br>1-5 | Impact<br>1-5 |
|--------|----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|---------------|
| Risk 1 | Heavy rainfall housing flood risk, Lapford Mill, Lapford Malt Scoop Cottage, Chawleigh New Inn (opposite Butts Close) – affecting individual homes | 4                 | 4             |
| Risk 2 | Compact snow creating deep road ice                                                                                                                | 2                 | 5             |

## Lapford Parish Council

### Lapford Parish Council Meeting 18<sup>th</sup> February 2025

Email: [clerk@lapfordparishcouncil.org.uk](mailto:clerk@lapfordparishcouncil.org.uk) Phone: 07768 829511 Website: [www.lapfordparishcouncil.org.uk](http://www.lapfordparishcouncil.org.uk)

|               |                                                                    |   |   |
|---------------|--------------------------------------------------------------------|---|---|
|               | in prolonged freeze between Lapford, Orchard Way to upper Lapford. |   |   |
| <b>Risk 3</b> | Flooding River Yeo at Lapford                                      | 5 | 2 |

#### 2425-242 District Councillors Report

1. S106 Support for the Nursery Play Equipment at Church Close (2425-220/5)  
I have provided in principle support for the S106 application made to MDDC. Before I can formally sign this off, I need clear identification of items and project cost. I believe there are now two costs: a) Nursery and b) Older Children. This was not clear to me at or since the January meeting. I do not see this as a listed agenda item for this meeting.
2. Eggesford Station Monitoring Group (2425-228)- started by Winkleigh PC to maintain a watchful eye on proposed car parking at the Station this group is becoming more involved in the potential developments and investment on the North Devon Line. Steve Munday and I attended a meeting, 3<sup>rd</sup> February, of the Group with Devon County Transport Team. Sadly, the DCC representative was not aware of the November consultation representations for the improvement and integration of public transport in our locality.
3. Aggressive Dogs & Owners, Eggesford Forest (2425-229) – My January report will appear in the March issue of the Lapford Lookout. Costs for the emptying of ‘dog bins’ is still to be clarified. Four parish councils in Mid Devon have agreed to consider a contribution to costs once these are known.

White Paper and Decentralisation – There has been considerable media coverage since the publication of the “Devolution” White Paper on 16<sup>th</sup> December. This impacts upon us all in three completely different ways.

- a. Combined County Authority, with a strategic overview of historic Devon was formed on 5<sup>th</sup> February and the inaugural meeting will be at Tavistock on the 19<sup>th</sup> March, with 3 representatives from Torbay Council, 3 representatives from Devon County Council, 2 representatives for the 8 District Council and the Police & Crime Commissioner.  
<https://www.devontorbaydeal.org.uk/news/signed-legislation-brings-devon-and-torbay-combined-county-authority-into-being> . This body will have a small budget of devolved funding to perform strategic duties.
- b. Unitary Council(s) - The Secretary of State has announced that Devon will not be in the first round of Councils for the consideration and that the County Council Election on 1<sup>st</sup> May will not be cancelled. There is little doubt there will be local government reorganisation in Devon. We enter a period of uncertainty.

## Lapford Parish Council

### Lapford Parish Council Meeting 18<sup>th</sup> February 2025

Email: [clerk@lapfordparishcouncil.org.uk](mailto:clerk@lapfordparishcouncil.org.uk) Phone: 07768 829511 Website: [www.lapfordparishcouncil.org.uk](http://www.lapfordparishcouncil.org.uk)

The County Council is proposing a Unitary Devon, 7 of the 8 District Councils plus Torbay are likely to propose 2 Unitary Councils in Devon and supporting an expanded Plymouth into part of South Ham and part of West Devon.

- C. Mayoral Strategic Authorities. This is the most significant of the devolutionary Government initiatives and where established will have a considerable budget. These authorities refer to a local government body in the UK where a directly elected mayor has significant power to make decisions on strategic issues like transport, planning, and economic development within their region. Devon & Cornwall is the proposed region.

Unitary authorities will impact upon the tasks of parish councils. A Unitary Council area equivalent to a current County Council Division e.g. 1 County Councillor (Margaret Squires) with 22 active parish councils between Wembworthy & Silverton and 8 District Councillors will be reduced to 2 Unitary Councillors.

*The Chairman reconvened the meeting*

#### 2425-243 PLANNING APPEAL

**Proposal:** Outline for the erection of 3 self-build dwellings with some matters reserved

**Location:** Land at NGR 273411 108426 (Sandhurst) Lapford Devon

**Application No:** 24/01074/OUT

**Appeal Ref No.** APP/Y1138/W/24/3356652

On a proposal by Cllr. Heal, seconded by Cllr. Braint-Evans, it was **Resolved** to confirm the parish council's **Objection** and to add the comments suggested by the district councillor alongside further points made by the public above.

#### 2425-244 MINUTES

On a proposal by Cllr. Andrews, seconded by Cllr. Heal, it was **Resolved** to receive and adopt the attached draft minutes of the last Parish Council meeting held on 14<sup>th</sup> January 2025 and those of the follow-up meeting on 21<sup>st</sup> January 2025.

#### 2425-245 ACTION LIST, CLERK'S REPORT & CORRESPONDENCE

The clerk had circulated a report as follows:

##### 1. Personal

I have been involved in a number of complicated family matters since the last meeting which, to some extent, have now reduced in intensity. I expect normal service to be restored shortly.

##### 2. Bus shelter grant

Duplicate grant payment now refunded

##### 3. Road Warden Equipment – Storage

Item on the agenda relating to permanent storage within a MDDC garage being

## Lapford Parish Council

### Lapford Parish Council Meeting 18<sup>th</sup> February 2025

Email: [clerk@lapfordparishcouncil.org.uk](mailto:clerk@lapfordparishcouncil.org.uk) Phone: 07768 829511 Website: [www.lapfordparishcouncil.org.uk](http://www.lapfordparishcouncil.org.uk)

used. Response awaited from MDDC.

#### 4. Grass Cutting Contract

Date for receipt of bids for this set as 1<sup>st</sup> March 2025. One bid has been received at the time of this report

#### 5. Section 106 Finance for Play Equipment

I was asked by the Section 106 officer to provide further information for the grant claim, which has been forwarded. Confirmation that this is all that is needed has been requested alongside an expected timescale for acceptance by MDDC. *The application had been agreed by the time of this meeting so the finance was expected in the bank as soon as the MDDC processes had been completed.*

#### 6. Play Area Lease

The lease is progressing slowly but there is little difference between what has been proposed and what the parish council needs. Correspondence on the matter is being pursued.

*The solicitor had acknowledged and incorporated the changes suggested and these had been sent to MDDC. Getting this concluded would be pursued as a matter of priority.*

#### 7. Action List

I have updated the Action List to present the current position as I know it. These include:

- **Neighbourhood Plan** – This is on the agenda.
- **BT Broadband for Orchard Centre** – The question of whether the Orchard Centre had been connected yet would be pursued.
- **Historic Records** – sorting these had been started and Cllr. Briant-Evans had retained some documents for further inspection.
- **Orchard Centre Work** – Cllr. Graham suggested that CCTV should be considered again. Cllr. Fletcher suggested that a wildlife remote camera could be used. Further consideration would be taken to the next meeting.
- **Footpaths** – the clerk and Cllr. Shapland need to liaise on the forms for next year and also to look at what the current year's balance could be used for. To be considered at the next meeting.
- **Lapford Toddler Play Facilities** – Once confirmation of the Section 106 grant is confirmed the order will be submitted.
- **Gift Aid for Church Green** – £496.05 has now been received and credited to the Trust account.
- **Select List of Contractors** – still not attempted yet.

#### 2425-246 FEEDBACK FROM REPRESENTATIVES

No meetings of other organisations had been attended by councillors.

#### 2425-247 COMMITTEE REPORTS

##### a) Celebrations Committee

Cllr. Heal reported that a quiz had been held with around £430 being collected

## Lapford Parish Council

---

### Lapford Parish Council Meeting 18<sup>th</sup> February 2025

Email: [clerk@lapfordparishcouncil.org.uk](mailto:clerk@lapfordparishcouncil.org.uk) Phone: 07768 829511 Website: [www.lapfordparishcouncil.org.uk](http://www.lapfordparishcouncil.org.uk)

towards future events.

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

No committee meetings have occurred since the last Parish Council. Cllr. Wilkie was concerned that grit had been delivered to the Highfield grit bin but ha had not been informed of this, as promised. Cllr. Andrews had arranged for the grit bin to be filled and apologised for not informing other councillors.

**2425-248 CHURCH GREEN TRUST FEEDBACK**

The minutes of the Church Green Trustee meeting on 25<sup>th</sup> January 2025 with the main points of note being the tree felling was awaiting a bat survey to be done and the beacon lighting for the VE day celebrations would take place on the Green on 8th May 2025.

**2425-249 GRANT APPLICATIONS**

Following confirmation that Citizens Advice attend the Ark on the last Friday of each month from 10.00am to 2.00pm, on a proposal by Cllr. Heal, seconded by Cllr. Wilkie, it was **Resolved** to make a grant payment to them of £300, using the power given under Section 142 of the Local Government Act 1972.

**2425-250 ORCHARD CENTRE – EXTERNAL POWER SOCKET**

It had been suggested by a resident that the installation of an external power socket would enable visiting food wagons to operate without running their engines the whole time. It was **Agreed** that this would not be appropriate or practical for the parish council to provide.

**2425-251 ROAD WARDENS – USE OF MDDC GARAGE**

The equipment purchased for Road Wardens is currently in temporary storage so the proposal was to rent a garage from MDDC to use for this equipment, ensuring its security and accessibility.

There were potentially some garages available, and the annual rent would be around £700 but they were awaiting refurbishment by MDDC. It was **agreed** that the clerk positively pursue the idea and bring the matter back to council when the availability and rental figures were confirmed.

Cllr. Wilkie had inspected the equipment at its current location and believed this to be adequate and suggested a small payment to the owner to compensate for the use of the building. He had also discussed with Stacey Lumsdon problems she was having in arranging further Road Warden training with her contact at DCC not responding. Cllr. Wilkie would find out who she was talking to and inform the clerk so that he could formally write from the parish council to try to get the training in place.

**2425-252 NORTH DEVON LINE RAIL PROMOTION GROUP (NDLRPG)**

Correspondence had been received from the NDLRPG (formerly the Tarka Rail Association) asking whether the parish council wished to become a member of the group, with an annual contribution of £15. In addition, there was a further group the Northern Devon Railway Development Alliance (NDRDA) as outlined in the District Councillors report above.

## Lapford Parish Council

### Lapford Parish Council Meeting 18<sup>th</sup> February 2025

Email: [clerk@lapfordparishcouncil.org.uk](mailto:clerk@lapfordparishcouncil.org.uk) Phone: 07768 829511 Website: [www.lapfordparishcouncil.org.uk](http://www.lapfordparishcouncil.org.uk)

Steve Munday had been an 'unofficial' parish council representative on the NDRDA reporting back through councillors as and when there was anything significant afoot, the main aim of this being to try to increase the number of stopping trains at Lapford station. Steve was thanked for the work he had done on behalf of the community. He had expressed an interest in becoming a formal representative of the parish council so that he would have more clout when making his points. His belief was that in order to have any influence you have to be involved and the potential changes being put forward would have an effect on services through Lapford and the task was to make those effects positive. He felt that being the formal LPC representative would mean that his voice would possibly be heard more than just attending as a member of the public.

The clerk pointed out that the matter of transport would be important within the Neighbourhood Plan and it would be important to have up to date information to be able to put the pieces together.

On a proposal by Cllr. Briant-Evans, seconded by Cllr. Heal, it was **Resolved** that:

- Steve Munday would act as the parish council representative on all railway matters.
- The parish council would formally join the NDRDA, with Steve Munday, alongside councillors entitled to attend its meetings and receive its reports.
- The parish council would formally join the NDLRPG, with Steve Munday, alongside councillors entitled to attend its meetings and receive its reports.
- Payment of the NDLRPG subscription of £15 be made.

#### 2425-253 COMMUNITY RISK REGISTER

The district councillor had added three Lapford-based additions to the Risk Register and it was **agreed** that the parish council would support those changes. The gritting item should be extended to include the Eastington Lane to the other side of the school. The response should therefore be as follows:

|        | Name of Risk                                                                                                                                           | Likelihood<br>1-5 | Impact<br>1-5 |
|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|---------------|
| Risk 1 | Heavy rainfall housing flood risk, Lapford Mill, Lapford Malt Scoop Cottage, Chawleigh New Inn (opposite Butts Close) – affecting individual homes     | 4                 | 4             |
| Risk 2 | Compact snow creating deep road ice in prolonged freeze between Lapford, Orchard Way to upper Lapford <b>and along Eastington Lane past the school</b> | 2                 | 5             |
| Risk 3 | Flooding River Yeo at Lapford                                                                                                                          | 5                 | 2             |

#### 2425-254 CONVERSION OF LAPFORD SCHOOL TO CHURCH SCHOOL

## Lapford Parish Council

### Lapford Parish Council Meeting 18<sup>th</sup> February 2025

Email: [clerk@lapfordparishcouncil.org.uk](mailto:clerk@lapfordparishcouncil.org.uk) Phone: 07768 829511 Website: [www.lapfordparishcouncil.org.uk](http://www.lapfordparishcouncil.org.uk)

A report from the school had been circulated. Cllr. Graham stated that the consultation had included all of the identified stakeholders and that the matter was now concluded. The chairman had represented Lapford Parish Council with Cllr. Graham present representing the Parish Church. Cllr. Andrews was also present.

The clerk would write to the school to congratulate it on successfully making the change and to ask that the parish council be kept in touch on further developments.

#### 2425-255 VILLAGE MAINTENANCE & WEED CLEARANCE

This matter had been put forward by the absent chairman. To be considered at a future meeting. Cllr. Graham requested that consideration be given to replace the plastic/glass sheets on the bus shelter at the bottom of the village. This matter to be considered at the next meeting.

#### 2425-256 LAPFORD NEIGHBOURHOOD PLAN

- a) The NP Steering Group Minutes of its meeting on 1<sup>st</sup> February 2025 were adopted. The survey forms had gone to press in time to be circulated next month.
- b) Whilst the majority of expenditure for the LNPSG is covered by grant funding, there are incidental costs involved that have to be covered by the parish council. On a proposal by Cllr. Fletcher, seconded by Cllr. Heal it was **Resolved** with one abstention to allocate a budget line for LNP work of a maximum of £2,000 per annum with access delegated to the clerk, in conjunction with the parish council chairman. An example is to purchase some plastic poster holders put forward by Cllr. Graham.
- c) The adjusted Steering Group Terms of Reference were adopted, following the advice to do so in the minutes adopted above.
- d) On a proposal by Cllr. Fletcher, seconded by Cllr. Andrews, it was **Resolved** to provide website for the LNPSG, either on the page set up on the parish council site or setting up a separate site for the Plan, to be decided by the Steering Group. The Parish Council was of the opinion that a separate website would be best, but the Steering Group would need to be considered.

#### 2425-257 PLANNING MATTERS

##### a) APPLICATIONS NOTIFIED

To consider the following Planning Applications and to agree comments:

| Reference     | Location                                                             | Proposal                                                                                                                                                           |
|---------------|----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 25/00038/FULL | Land at NGR 273025<br>108665 & Clevelands<br>Rensley Lane<br>Lapford | Erection of animal shelter and feed store to include installation of solar panels for domestic use<br><br><b>Decision: Support</b>                                 |
| 25/00144/FULL | Yeo Vale Cottage<br>Lapford<br>Crediton                              | Variation of condition 2 of planning permission 22/02342/FULL (Erection of replacement dwelling) to allow substitute plans relating to the change of materials for |

## Lapford Parish Council

### Lapford Parish Council Meeting 18<sup>th</sup> February 2025

Email: [clerk@lapfordparishcouncil.org.uk](mailto:clerk@lapfordparishcouncil.org.uk) Phone: 07768 829511 Website: [www.lapfordparishcouncil.org.uk](http://www.lapfordparishcouncil.org.uk)

|               |                                                                                                                 |                                                                                  |
|---------------|-----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
|               |                                                                                                                 | the windows and doors from timber framed to uPVC<br><br><b>Decision: Support</b> |
| 25/00226/FULL | Land and Buildings at<br>NGR 272970 108850<br>Rafters Rensey Lane<br>Site Vicinity Grid Ref:<br>272988 / 108845 | Erection of cover over existing feed yard<br><br><b>Decision: Support</b>        |

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

No applications were notified after the agenda had been set.

#### c) MDDC DECISIONS

| Reference | Location | Proposal | MDDC Decision |
|-----------|----------|----------|---------------|
| None      |          |          |               |

#### 2425-258 BANK RECONCILIATION & BUDGET MONITOR STATEMENT

The Bank Reconciliation and Receipts and Payments statement, as at 31<sup>st</sup> January 2025 was adopted.

#### 2425-259 RECEIPTS & PAYMENTS SCHEDULE

On a proposal by Cllr. Wilkie, seconded by Cllr. Andrews, it was **Resolved** to make the following payments.

#### PAYMENTS

| Payment to       | Services                      | Month/Ref | Amount<br>£ | Payment<br>No. |
|------------------|-------------------------------|-----------|-------------|----------------|
| <b>2024/2025</b> |                               |           |             |                |
| S Hemsworth      | Salary                        | Feb 2025  | 65.82       | 2425-32        |
| RJ Martin        | Salary                        | Feb 2025  | 550.50      | 2425-32        |
| HMRC             | Tax Deductions                | Feb 2025  | 154.00      | 2425-32        |
| Everflow         | Orchard Centre Sewage & Water | Feb 2025  | 59.20       | DD             |
| BT Group Ltd     | Orchard Centre Broadband      | Feb 2025  | 55.70       | DD             |
| IONOS            | Village Website Hosting       | Feb 2025  | 21.88       | DD             |
| Adobe            | Acrobat Professional          | Feb 2025  | 19.99       | DD             |
| Victory Hall     | Room Hire – Quiz Evening      | 670       | 35.55       | 2425-31        |
| RJ Martin        | Dropbox Reimbursement         | Dec 24    | 95.88       | 2425-33        |
| Citizens Advice  | Grant – Section 142, LGA 1972 |           | 300.00      | 2425-34        |
| NDLRPG           | Subscription                  |           | 15.00       | 2425-34        |

## Lapford Parish Council

### Lapford Parish Council Meeting 18<sup>th</sup> February 2025

Email: [clerk@lapfordparishcouncil.org.uk](mailto:clerk@lapfordparishcouncil.org.uk) Phone: 07768 829511 Website: [www.lapfordparishcouncil.org.uk](http://www.lapfordparishcouncil.org.uk)

#### RECEIPTS

| Receipt from | Services | Amount<br>£ | Method |
|--------------|----------|-------------|--------|
| 2024/2025    |          |             |        |
| None         |          |             |        |

#### 2425-260 MATTERS RAISED BY THE CHAIR

The acting chairman had nothing to raise.

#### 2425-261 COUNCILLORS' REPORTS AND FUTURE AGENDA ITEMS (FOR INFORMATION ONLY)

Cllr. Andrews questioned why there were streetlights that were not on. He was referred to the DCC website reporting system in order to report that matter.

Cllr. Heal was looking to replace the lock on the public toilet and he was awaiting notification from Screwfix of when a suitable one would be available.

Cllr. Graham would notify people of a Zoom meeting to discuss the installation of an electric charge point for EV vehicles with one parish councillor being invited per parish. Cllr. Graham would be Lapford PC's council's representative at that meeting.

Cllr. Fletcher suggested that the second laptop could be used for the Lookout and Leap and this was agreed as sensible option.

#### 2425-262 DATE OF NEXT MEETING

To note the date of the next Parish Council meeting is scheduled for Tuesday 11<sup>th</sup> March 2025 at 7.30pm in the Orchard Centre.

#### 2425-263 CLOSE OF MEETING

The meeting closed at 9.30pm

# LAPFORD PARISH COUNCIL

## Action List 18<sup>th</sup> February 2025 Meeting

| Latest Minute ref      | Issue/Action                                                                                                                                        | Responsibility                                                   | Update                                                                                                         |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| 2324 235               | Ownership of the adjacent land to be determined.                                                                                                    | Clerk                                                            | LEASE TO BE DRAWN UP                                                                                           |
| 2324 069               | Ash Dieback. Ownership of affected trees to be researched and addresses passed to the Clerk.                                                        |                                                                  | ON LIST FOR MS/ST                                                                                              |
| 2324 235<br>2425 043   | Cleaning of signs to be arranged.                                                                                                                   | Cllrs Heal & Down                                                | Deferred until Spring                                                                                          |
| 2324 242               | Neighbourhood Plan.                                                                                                                                 | Parish Council                                                   | Finalisation of survey contents to be conducted it in March 25<br>Setting up of Steering Group                 |
| 2324 235 6<br>2425 046 | Telephone Box – Make safe for use as book swap area.                                                                                                | Cllrs. Wilkie, Heal                                              | PROGRESS NOT KNOWN                                                                                             |
| 2324 117               | Community Broadband                                                                                                                                 | Clerk                                                            | PENDING                                                                                                        |
| 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.                                                                                             |
| 2324 231<br>2425 047   | Openreach Fibre Connection                                                                                                                          | Clerk                                                            | With Openreach                                                                                                 |
| 2324 235 3             | PC Historic Records                                                                                                                                 | Clerk<br>Cllrs Briant-Evans and Down                             | Action under way. Some documents retained for further examination.                                             |
| 2425 005               | Co-option of new councillors                                                                                                                        | Council                                                          | Cllrs. Down and Briant-Evans to work up advertisement                                                          |
| 2324 250<br>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 Chairman, Cllr. Keable, Cllr. Andrews and others | Toddler equipment agreed. Order to be sent once Section 106 received<br><br>Youth equipment, liaise with LYPFT |
| 2324 309               | Orchard Centre work to be done<br><u>Painting of toilet door</u>                                                                                    |                                                                  |                                                                                                                |

## LAPFORD PARISH COUNCIL

### Action List 18<sup>th</sup> February 2025 Meeting

| Latest Minute ref | Issue/Action                                                                                                                                                                                                                                                                                                                                              | Responsibility                  | Update                                                                                                        |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|---------------------------------------------------------------------------------------------------------------|
|                   | <u>Toilet handrail to be refurbished</u><br><u>Cleanup of the outside of the Orchard centre and complete the exterior painting</u><br><u>Entrance into the Orchard Centre by the door can be slippery.</u><br><u>Hole in archive cupboard as a result of the fuse board being moved</u><br><u>Repainting of interior and fitting of new notice boards</u> |                                 | <i>All tasks are pending for the time being</i>                                                               |
| 2425 037          | Highways – Road Wardens                                                                                                                                                                                                                                                                                                                                   | Clerk & Cllr. Heal              | <i>Equipment delivered &amp; in storage<br/>Further Training to organise</i>                                  |
| 2425 039          | Footpaths<br><br>p3 Grant Claim 2025/26<br>Overgrown Footpaths                                                                                                                                                                                                                                                                                            | Chair & Clerk<br>Cllr. Shapland | <i>Cllr. Shapland to be liaised with</i>                                                                      |
| 2425 040          | Highways<br><br>Additional outstanding jobs requiring completion                                                                                                                                                                                                                                                                                          | DCC                             | <i>Additional list sent to Margaret Squires, awaiting response.</i>                                           |
| 2425 175          | Select List of Contractors – to draw up a list of people that can be contacted first when work needs to be done.                                                                                                                                                                                                                                          | Clerk                           | <i>List to be drawn up from the Lookout and other local sources with request for hourly rates being made.</i> |
| 2425 177          | Projector Equipment for Village Hall                                                                                                                                                                                                                                                                                                                      | Cllr. Graham                    | <i>Donation of £2,000 agreed.<br/>Equipment installed and available for public use.</i>                       |

**LAPFORD PARISH COUNCIL**Parish Council Meeting 11<sup>th</sup> March 2025**Clerk's Report****Report from the Parish Clerk****1. Community Website**

Some time ago it was decided to continue paying the monthly fees for the Lapford Community Website on the basis that the L2K group would use it for the archive and other of its activities. Nothing further has been done.

**2. Road Warden Equipment – Storage**

At the time of writing, nothing further has been received from MDDC. A chasing email has been sent.

**3. Section 106 Finance for Play Equipment**

Although now agreed by Cllr. Keable, the Section 106 officer still wanted further information, which has been supplied. The payment date is apparently going to be 2-3 weeks from when it is 'signed off'.

**4. Play Area Refurbishment**

The contract has been officially ordered. Further information is awaited regarding the target date for installation.

**5. Play Area Lease**

Chasing emails have been sent with little progress to date.

**6. Devolution and Local Government Reorganisation**

An email from MDDC has been circulated trying to explain what the current position is. My suggestion is to read it and be aware of the potential implications of its content as we might have a greater role to play once the whole thing is completed.

**7. Groundwork Grant Report**

I have received an email from Groundwork (Locality's Agent) on the subject of making an end-of-grant report for the Neighbourhood Plan Grant we have received as we need to copy invoices them before the end of March 2025, otherwise the 'unspent' amount will have to be paid back. I have liaised DCT and have received a final invoice for the work which will be used for this report. It will only be paid once the DCT contract has been fulfilled.

**8. Dog Fouling**

Email received from Dave Guyan at MDDC on publicity for the subject, alongside a commitment to making more visits to Lapford. The important thing is to report it every time it occurs.

Rob Martin

04 March 2025

**LAPFORD PARISH COUNCIL**

**Action List**  
**18<sup>th</sup> February 2025 Meeting**

| Latest Minute ref   | Issue/Action                                                                                                                                        | Responsibility                                                   | Update                                                                                                   |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| 2324 235            | Ownership of the adjacent land to be determined.                                                                                                    | Clerk                                                            | <b>LEASE TO BE DRAWN UP</b>                                                                              |
| 2324 069            | Ash Dieback. Ownership of affected trees to be researched and addresses passed to the Clerk.                                                        |                                                                  | <b>ON LIST FOR MS/ST</b>                                                                                 |
| 2324 2425 043       | Cleaning of signs to be arranged.                                                                                                                   | Cllrs Heal & Down                                                | <b>Deferred until Spring</b>                                                                             |
| 2324 242            | Neighbourhood Plan.                                                                                                                                 | Parish Council                                                   | <b>Finalisation of survey contents to be able to conduct it in March 26 Setting up of Steering Group</b> |
| 2324 235 6 2425 046 | Telephone Box – Make safe for use as book swap area.                                                                                                | Cllrs. Witkie, Heal                                              | <b>PROGRESS NOT KNOWN</b>                                                                                |
| 2324 117            | Community Broadband                                                                                                                                 | Clerk                                                            | <b>PENDING</b>                                                                                           |
| 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                                                            | <b>With the chairman.</b>                                                                                |
| 2324 231 2425 047   | Openreach Fibre Connection                                                                                                                          | Clerk                                                            | <b>With Openreach</b>                                                                                    |
| 2324 235 3          | PC Historic Records                                                                                                                                 | Clerk<br>Cllrs Briant-Evans and Down                             | <b>For Chair and Vice Chair to action.</b>                                                               |
| 2425 005            | Co-option of new councillors                                                                                                                        | Council                                                          | <b>Cllrs. Down and Briant-Evans to work up advertisement</b>                                             |
| 2324 2425 250 053   | 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 Chairman, Cllr. Keable, Cllr. Andrews and others | <b>Toddler equipment agreed. Order to be sent once Section 106 received</b>                              |
|                     |                                                                                                                                                     |                                                                  | <b>Youth equipment, liaise with LYPFT</b>                                                                |

**Action List**  
**18<sup>th</sup> February 2025 Meeting**

| Latest Minute ref | Issue/Action                                                                                                                                                                                                                                                                                                                                                                                              | Responsibility                  | Update                                                                                                                     |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| 2324              | 309 Orchard Centre work to be done<br>a) Painting of toilet door<br>b) Toilet handrail to be refurbished<br>c) Cleanup of the outside of the Orchard centre and complete the exterior painting<br>d) Entrance into the Orchard Centre by the door can be slippery.<br>e) Hole in archive cupboard as a result of the fuse board being moved<br>f) Repainting of interior and fitting of new notice boards |                                 | <i>All tasks are pending for the time being</i><br><br><i>Additional – potential for external power point to be fitted</i> |
| 2425              | 037 Highways – Road Wardens                                                                                                                                                                                                                                                                                                                                                                               | Clerk & Cllr. Heal              | <i>Equipment delivered &amp; in storage</i><br><b>Further Training to organize Use of MDDC garage for storage</b>          |
| 2425              | 039 Footpaths<br><br>P3 Grant Claim 2025/26<br>Overgrown Footpaths                                                                                                                                                                                                                                                                                                                                        | Chair & Clerk<br>Cllr. Shapland | <b>Cllr. Shapland to be liaised with</b>                                                                                   |
| 2425              | 040 Highways<br><br>Additional outstanding jobs requiring completion                                                                                                                                                                                                                                                                                                                                      | DCC                             | <b>Additional list sent to Margaret Squires, awaiting response.</b>                                                        |
| 2425              | 175 Select List of Contractors – to draw up a list of people that can be contacted first when work needs to be done.                                                                                                                                                                                                                                                                                      | Clerk                           | <b>List to be drawn up from the Lookout and other local sources with request for hourly rates being made.</b>              |
| 2425              | 177 Projector Equipment for Village Hall                                                                                                                                                                                                                                                                                                                                                                  | Cllr. Graham                    | <b>Donation of £2,000 paid</b>                                                                                             |

**T & G GARDEN MAINTENANCE**

**2 Orchard Way**

**Lapford**

**CREDITON EX17 6PR**

**LAPFORD PARISH COUNCIL**

**1 February 2025**

**TENDER FOR GRASS CUTTING CONTRACT 2025-2026**

**Parish Council Property:**

Cutting grass around Lapford Victory Hall

**TENDER: £185 for 10 cuts**

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

**TENDER: £145 for 8 cuts**

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

**TENDER: £115 for 8 cuts**

**Church Green Trustees:**

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

**TENDER: £325 for 10 cuts**

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

**TOTAL TENDER FOR 2025-26: £770**

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

## Lapford Neighbourhood Plan – Steering Group

Notes of meeting dated 22<sup>nd</sup> February 2025, 10.30AM, The Ark (upstairs room)

Present: Jenny Andrews, Belinda Allen, Sue Briant-Evans, Andy Chapman, Julie Down, Bill Graham, Helen Greensmith, Stephen Jones, Anne Millman, Peter Totterdill, District Councillor Steve Keable [part only]

SK introduced himself and some discussion took place. It was noted that there is a particular need for single-occupancy housing, with a need to identify potential sites for building; there is a 'Call for Sites' currently open:

**Mid Devon District Council is launching a new Call for Sites, from 6 February - 14 March 2025.**

Whilst changes are underway with the wider planning system, Mid Devon wishes to refresh its understanding of land availability across the district since the previous call for sites was undertaken in early 2021.

**Read the full press release at:**

[www.middevon.gov.uk/mid-devon-call-for-sites-2025/](https://www.middevon.gov.uk/mid-devon-call-for-sites-2025/)

For those of you who wish to know more about the assessment process called HELAA please follow this link to - [Housing and economic land availability assessment](#)

### **1. To receive apologies for absence**

These were received from David Garton and Ian Wilkie. It was noted that the Parish Clerk (Rob Martin) was unable to attend.

### **2. Conflict of Interest declarations**

There were none.

### **3. To approve the minutes of the meeting of 1<sup>st</sup> February 2025**

These were APPROVED subject to a couple of minor edits being made:

- Page 1 'the Neighbourhood Plan...is aspirational in nature'
- Page 3 'the Parish Council's presentation to the village' this presentation will be made by Devon Communities Together

### **4. Matters arising from the above minutes and not already on the agenda**

None.

### **5. To receive any updates on financial matters**

The Chair reported that he had contacted the Parish Clerk for clarification and was able to update the Group as follows:

- There is a 'pot' of money available for the Neighbourhood Plan, of circa £10,000
- It is unclear whether there may be any further funding for the new financial year
- Circa £5,500 has already been committed (eg to Devon Communities Together for their work on the survey)
- There may also be some funding available from the Parish Council – SB-E reported that an amount has been reserved of up to £2000 as a contingency
- Financial updates should be included in the Scoping Document once further clarity is available

## 6. To receive any updates in survey arrangements

Thanks were expressed to BG and SB-E for their work on this; and to JD for her work on the distribution arrangements.

- a) Approval of final version by the Parish Council
- b) Delivery arrangements – The survey will be distributed with the March Lookout, one hard-copy per household although the hard-copy does state that responses are welcomed from all members of the household
- c) Collection arrangements – Hard-copy completed surveys can be left at the Malt Scoop, the Post Office, and the SPAR

It was agreed that clarity is needed regarding what is done with the data once collected – as the steering committee may have limited advocacy over some matters. It was felt that a 'You Said, We Did' response to the village would be helpful.

## 7. To receive a report on the scoping exercise

Thanks were expressed to PT for his work on this. PT noted that the document remains a 'work in progress' and welcomed comments and suggestions. He clarified that the document represents a broad vision of where we are going and should help to provide structure for meetings (priorities/phases).

Point 3 'Evidence Base' will require external support to be commissioned (for which a clear brief will be needed); potentially a PhD student. **ACTION JA** to investigate the possibility of commissioning a PhD student to summarise the data. It was noted that some datasets require careful handling, for example the Housing Needs Assessment which is a small sample (although the survey received a good level of responses); the census data is not searchable by parish council area. It was further noted that datasets cannot be siloed, for example the housing needs assessment data would need to be considered alongside data on travel and employment.

It was considered how to approach the neighbourhood plan, and it was AGREED that the preferred option would be for small groups to work in parallel; with specific sections managed by those with the requisite skills. If necessary additional membership could be co-opted.

Plan structure – it was AGREED that a section at the beginning of the Neighbourhood Plan document describing the parish as it currently is would be helpful (cf. the Silverton NP). Recommendations could then be listed under each section.

Timeline – Phase 1 (Steering committee orientation, Data collection) will be ended around end of May / early June 2025, with the collection of the survey data and the presentation to the village.

**ACTION ALL** to look at the draft scoping document with a view to considering volunteering for input into individual sections; or approaching others with suitable skill-sets for potential co-option.

It was mentioned that the built conservation area may need to be reviewed, as this has not been undertaken for a long time.

BG suggested obtaining a full map of the parish and offered to investigate this; **ACTION BG**.

**8. To confirm that the Housing Needs survey is now to hand and is a public document**

It was noted that this is now in the public domain.

**9. To consider secretarial arrangements for the group**

It was noted that the Parish Clerk will not be able to take an active part in proceedings for the foreseeable future.

It was suggested that a SharePoint or Google Docs area be set up to allow for document sharing, AC offered to investigate this (**ACTION AC**). It was noted that hard-copy documents (signed minutes, etc) will also need to be stored appropriately, for example in the Orchard Centre; which would enable access for members of the public if required.

**10. To consider website access for the group, either through a page on the existing Parish Council website or a new dedicated one**

It was noted that the scoping document (once finalised) could be made available online.

It was suggested to set up a WhatsApp group; BG offered to facilitate this if all members could share their phone numbers. **ACTION ALL** to provide phone numbers for a WhatsApp group; 07785 398009 (Bill).

**11. Any Other Business**

There was some discussion around the visiting food vans (Orchard Way car park) and their potential options for accessing power (currently via individual/private generators).

**12. Date for next meeting**

Monday 10<sup>th</sup> March, 6.30pm, the Orchard Centre. It was discussed that ideally a Planning Officer would attend, subject to availability; **ACTION CHAIR** to check this with SK.

There being no further business the meeting closed.

# Lapford Parish Council

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

Date: 3/3/25

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

Date: \_\_\_\_\_

| Bank Reconciliation at 28/02/2025 |                                                   |            |                  |
|-----------------------------------|---------------------------------------------------|------------|------------------|
|                                   | Cash in Hand 01/04/2024                           |            | 30,994.95        |
|                                   | <b>ADD</b>                                        |            |                  |
|                                   | Receipts 01/04/2024 - 28/02/2025                  |            | 40,241.00        |
|                                   |                                                   |            | 71,235.95        |
|                                   | <b>SUBTRACT</b>                                   |            |                  |
|                                   | Payments 01/04/2024 - 28/02/2025                  |            | 39,966.18        |
| <b>A</b>                          | <b>Cash in Hand 28/02/2025</b><br>(per Cash Book) |            | <b>31,269.77</b> |
|                                   | Cash in hand per Bank Statements                  |            |                  |
|                                   | Petty Cash                                        | 28/02/2025 | 0.00             |
|                                   | Natwest Current Account                           | 28/02/2025 | 0.00             |
|                                   | NS&I                                              | 28/02/2025 | 0.00             |
|                                   | Lloyds Treasurers                                 | 28/02/2025 | 31,269.77        |
|                                   |                                                   |            | <b>31,269.77</b> |
|                                   | Less unrepresented payments                       |            |                  |
|                                   |                                                   |            | 31,269.77        |
|                                   | Plus unrepresented receipts                       |            |                  |
| <b>B</b>                          | <b>Adjusted Bank Balance</b>                      |            | <b>31,269.77</b> |
| <b>A = B Checks out OK</b>        |                                                   |            |                  |

LLOYDS BANK



03 March 2025

Page 1 of 1

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

## Your Account

Sort Code 30-99-50  
Account Number 78183268

## COMMUNITY ACCOUNT

01 February 2025 to 28 February 2025

|           |           |                             |            |
|-----------|-----------|-----------------------------|------------|
| Money In  | £0.00     | Balance on 01 February 2025 | £36,558.39 |
| Money Out | £5,288.62 | Balance on 28 February 2025 | £31,269.77 |

## Your Transactions

| Date      | Description                                     | Type | Money In (£) | Money Out (£) | Balance (£) |
|-----------|-------------------------------------------------|------|--------------|---------------|-------------|
| 06 Feb 25 | IONOS CLOUD LTD.<br>V73144437-63275553          | DD   |              | 21.88         | 36,536.51   |
| 11 Feb 25 | DEVON COUNTY COUNC<br>600000001506600498 202402 | FPO  | 30           | 2,215.00      | 34,321.51   |
| 11 Feb 25 | LAPFORD COMMUNITY<br>200000001502852986         | FPO  | 30           | 2,000.00      | 32,321.51   |
| 11 Feb 25 | VICTORY HALL<br>200000001502852994 XMAS         | FPO  | 30           | 10.00         | 32,311.51   |
| 11 Feb 25 | LAPFORD FOODBANK &<br>300000001510295780 NP     | FPO  | 30           | 100.00        | 32,211.51   |
| 11 Feb 25 | VICTORY HALL<br>200000001502853323 INV 670      | FPO  | 31           | 36.55         | 32,174.96   |
| 14 Feb 25 | EVERFLOW LIMITED E264080A                       | DD   |              | 59.20         | 32,115.76   |
| 20 Feb 25 | RJ MARTIN                                       | BP   | 32           | 550.50        | 31,565.26   |
| 20 Feb 25 | HMRC - ACCOUNTS OF                              | BP   | 32           | 154.00        | 31,411.26   |
| 20 Feb 25 | SUSAN A HEMSWORTH                               | BP   | 32           | 65.82         | 31,345.44   |
| 20 Feb 25 | ADOBE *ADOBE CD 1417                            | DEB  |              | 19.97         | 31,325.47   |
| 27 Feb 25 | BT GROUP PLC GP00449335-<br>000076              | DD   |              | 55.70         | 31,269.77   |

## Transaction types

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

2425-279

Lapford Parish Council  
Summary of Receipts and Payments  
All Cost Centres and Codes

3 March 2025 (2024 - 2025)

Administration

| Code      | Title                                      | Receipts  |           |          | Payments  |           |          | Net Position         |
|-----------|--------------------------------------------|-----------|-----------|----------|-----------|-----------|----------|----------------------|
|           |                                            | Budgeted  | Actual    | Variance | Budgeted  | Actual    | Variance | +/- Under/over spend |
| 1         | Precept                                    | 26,000.00 | 26,000.00 |          |           |           |          | (0%)                 |
| 2         | Grants - General                           |           |           |          |           |           |          | (N/A)                |
| 9         | Interest Received                          | 80.00     | 79.77     | -0.23    |           |           |          | -0.23 (-0%)          |
| 21        | Clerk's Salary                             |           |           |          | 8,400.00  | 7,569.50  | 830.50   | 830.50 (9%)          |
| 22        | National Insurance                         |           |           |          |           |           |          | (N/A)                |
| 23        | Clerk's Expenses                           |           |           |          | 200.00    | 188.78    | 11.22    | 11.22 (5%)           |
| 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    |          | (0%)                 |
| 32        | Internal Audit                             |           |           |          | 195.00    | 195.00    |          | (0%)                 |
| 33        | Information Commissioner's Office          |           |           |          | 35.00     | 35.00     |          | (0%)                 |
| 34        | Legal Fees                                 |           |           |          | 290.00    | 290.00    |          | (0%)                 |
| 35        | Land Registry                              |           |           |          |           |           |          | (N/A)                |
| 36        | Insurance Premium                          |           |           |          | 515.00    | 514.68    | 0.32     | 0.32 (0%)            |
| 37        | Elections                                  |           |           |          |           |           |          | (N/A)                |
| 38        | Information Technology and PC's            |           |           |          | 500.00    | 827.57    | -327.57  | -327.57 (-65%)       |
| 39        | Office Consumables                         |           |           |          | 300.00    | 163.35    | 136.65   | 136.65 (45%)         |
| 40        | Refreshments                               |           |           |          | 60.00     |           | 60.00    | 60.00 (100%)         |
| 41        | Postage                                    |           |           |          |           |           |          | (N/A)                |
| 42        | Venue Hire                                 |           |           |          | 100.00    | 59.50     | 40.50    | 40.50 (40%)          |
| 43        | Devon Association of Local Councils        |           |           |          | 270.00    | 373.00    | -103.00  | -103.00 (-38%)       |
| 44        | Society of Local Council Clerks & Officers |           |           |          | 70.00     | 64.00     | 6.00     | 6.00 (8%)            |
| 161       | PWLB Loan Repayments                       |           |           |          | 4,500.00  | 4,499.26  | 0.74     | 0.74 (0%)            |
| 201       | VAT Refund                                 |           |           |          |           |           |          | (N/A)                |
| 202       | Insurance Claim                            | 343.00    | 342.95    | -0.05    |           |           |          | -0.05 (-0%)          |
| 203       | IT Equipment                               |           |           |          | 457.00    | 456.63    | 0.37     | 0.37 (0%)            |
| 206       | Printing                                   |           |           |          |           |           |          | (N/A)                |
| SUB TOTAL |                                            | 26,423.00 | 26,422.72 | -0.28    | 16,802.00 | 15,446.27 | 1,355.73 | 1,355.45 (3%)        |

Neighbourhood Plan

| Code      | Title                       | Receipts |          |          | Payments |          |          | Net Position         |
|-----------|-----------------------------|----------|----------|----------|----------|----------|----------|----------------------|
|           |                             | Budgeted | Actual   | Variance | Budgeted | Actual   | Variance | +/- Under/over spend |
| 4         | Grants - Neighbourhood Plan | 5,510.00 | 5,510.00 |          |          |          |          | (0%)                 |
| 45        | Devon Communities Together  |          |          |          | 5,510.00 | 2,755.00 | 2,755.00 | 2,755.00 (50%)       |
| 207       | Refreshments                |          |          |          | 100.00   | 26.06    | 73.94    | 73.94 (73%)          |
| 208       | Venue Hire                  |          |          |          | 200.00   | 147.60   | 52.40    | 52.40 (26%)          |
| SUB TOTAL |                             | 5,510.00 | 5,510.00 |          | 5,810.00 | 2,928.66 | 2,881.34 | 2,881.34 (25%)       |

Orchard Centre

| Code | Title                           | Receipts |        |          | Payments |        |          | Net Position         |
|------|---------------------------------|----------|--------|----------|----------|--------|----------|----------------------|
|      |                                 | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 60   | Salary - Orchard Centre Cleaner |          |        |          | 990.00   | 906.02 | 83.98    | 83.98 (8%)           |
| 61   | Cleaning Consumables            |          |        |          | 60.00    | 14.93  | 45.07    | 45.07 (75%)          |
| 62   | Electricity                     |          |        |          | 1,000.00 | 175.86 | 824.14   | 824.14 (82%)         |

**Lapford Parish Council**  
**Summary of Receipts and Payments**  
All Cost Centres and Codes

3 March 2025 (2024 - 2025)

|                                   |                 |                 |               |                     |
|-----------------------------------|-----------------|-----------------|---------------|---------------------|
| 63 Water & Sewage                 | 300.00          | 598.20          | -298.20       | -298.20 (-99%)      |
| 64 Orchard Centre Maintenance & I | 200.00          | 334.18          | -134.18       | -134.18 (-67%)      |
| 65 Orchard Centre Telephone & Brc | 500.00          | 510.62          | -10.62        | -10.62 (-2%)        |
| <b>SUB TOTAL</b>                  | <b>3,050.00</b> | <b>2,539.81</b> | <b>510.19</b> | <b>510.19 (16%)</b> |

**Village Maintenance**

| Code             | Title                         | Receipts        |                 |                 | Payments        |                  |                  | Net Position         |
|------------------|-------------------------------|-----------------|-----------------|-----------------|-----------------|------------------|------------------|----------------------|
|                  |                               | Budgeted        | Actual          | Variance        | Budgeted        | Actual           | Variance         | +/- Under/over spend |
| 3                | Grants - PROW                 | 1,800.00        | 1,800.00        |                 |                 |                  |                  | (0%)                 |
| 5                | Section 106 Income            |                 |                 |                 |                 |                  |                  | (N/A)                |
| 7                | Community Infrastructure Levy |                 |                 |                 |                 |                  |                  | (N/A)                |
| 50               | Car Park Maintenance & Improv |                 |                 |                 | 300.00          |                  | 300.00           | 300.00 (100%)        |
| 71               | Telephone Kiosk Maintenance & |                 |                 |                 |                 |                  |                  | (N/A)                |
| 101              | Village Clock                 |                 |                 |                 | 195.00          | 195.00           |                  | (0%)                 |
| 102              | Air Ambulance Lighting        |                 |                 |                 |                 |                  |                  | (N/A)                |
| 103              | Grass Cutting                 |                 |                 |                 | 400.00          | 215.00           | 185.00           | 185.00 (46%)         |
| 104              | Verge Cutting                 |                 |                 |                 |                 |                  |                  | (N/A)                |
| 105              | Landscaping                   |                 |                 |                 |                 |                  |                  | (N/A)                |
| 106              | Village Maintenance           |                 |                 |                 |                 |                  |                  | (N/A)                |
| 107              | Sign Maintenance              |                 |                 |                 | 1,050.00        | 1,048.00         | 2.00             | 2.00 (0%)            |
| 108              | Noticeboards                  |                 |                 |                 | 130.00          |                  | 130.00           | 130.00 (100%)        |
| 109              | Winter Maintenance            |                 |                 |                 |                 | 129.17           | -129.17          | -129.17 (N/A)        |
| 110              | Benches                       |                 |                 |                 |                 |                  |                  | (N/A)                |
| 111              | Footpath Lighting             |                 |                 |                 | 85.00           | 85.00            |                  | (0%)                 |
| 121              | PROW Maintenance              |                 |                 |                 | 1,800.00        | 1,277.00         | 523.00           | 523.00 (29%)         |
| 205              | Road Warden Equipment         | 500.00          | 497.50          | -2.50           | 700.00          | 602.62           | 97.38            | 94.88 (7%)           |
| 209              | Bus Shelter                   | 2,215.00        | 4,430.00        | 2,215.00        | 4,430.00        | 6,644.17         | -2,214.17        | 0.83 (0%)            |
| <b>SUB TOTAL</b> |                               | <b>4,515.00</b> | <b>6,727.50</b> | <b>2,212.50</b> | <b>9,090.00</b> | <b>10,195.96</b> | <b>-1,105.96</b> | <b>1,106.54 (8%)</b> |

**Village Services**

| Code | Title                            | Receipts |        |          | Payments |          |           | Net Position         |
|------|----------------------------------|----------|--------|----------|----------|----------|-----------|----------------------|
|      |                                  | Budgeted | Actual | Variance | Budgeted | Actual   | Variance  | +/- Under/over spend |
| 6    | Events Income                    | 59.00    | 59.00  |          |          |          |           | (0%)                 |
| 8    | Donations                        |          |        |          |          |          |           | (N/A)                |
| 81   | Defibrillator Installation       |          |        |          | 1,511.00 | 1,511.00 |           | (0%)                 |
| 82   | Defibrillator Maintenance        |          |        |          | 350.00   | 246.00   | 104.00    | 104.00 (29%)         |
| 91   | Community Website                |          |        |          | 220.00   | 210.53   | 9.47      | 9.47 (4%)            |
| 131  | Emergency Planning Equipment     |          |        |          | 100.00   |          | 100.00    | 100.00 (100%)        |
| 132  | Emergency Planning Maintenance   |          |        |          | 100.00   |          | 100.00    | 100.00 (100%)        |
| 141  | Grant to Lapford Church Green T  |          |        |          | 1,500.00 | 1,500.00 |           | (0%)                 |
| 142  | Grant to Lapford Youth & Playing |          |        |          | 300.00   |          | 300.00    | 300.00 (100%)        |
| 143  | Grant to Local Organisations     |          |        |          | 1,000.00 | 2,000.00 | -1,000.00 | -1,000.00 (-100%)    |
| 144  | Armistice Wreath                 |          |        |          | 50.00    | 50.00    |           | (0%)                 |
| 145  | Events Expenditure               |          |        |          | 83.00    | 419.10   | -336.10   | -336.10 (-404%)      |
| 146  | Community Broadband Access       |          |        |          |          |          |           | (N/A)                |
| 200  | Capital Expenditure              |          |        |          |          |          |           | (N/A)                |
| 204  | Defibrillator Grant              | 400.00   | 400.00 |          |          |          |           | (0%)                 |
| 210  | Christmas Decorations            |          |        |          |          | 77.00    | -77.00    | -77.00 (N/A)         |

Lapford Parish Council  
Summary of Receipts and Payments  
All Cost Centres and Codes

3 March 2025 (2024 - 2025)

|             |           |           |          |           |           |          |                |
|-------------|-----------|-----------|----------|-----------|-----------|----------|----------------|
| SUB TOTAL   | 459.00    | 459.00    |          | 5,214.00  | 6,013.63  | -799.63  | -799.63 (-14%) |
| Summary     |           |           |          |           |           |          |                |
| NET TOTAL   | 36,907.00 | 39,119.22 | 2,212.22 | 39,966.00 | 37,124.33 | 2,841.67 | 5,053.89 (6%)  |
| V.A.T.      |           | 1,121.78  |          |           | 2,841.85  |          |                |
| GROSS TOTAL |           | 40,241.00 |          |           | 39,966.18 |          |                |