

Lapford Parish Council

Lapford Parish Annual Council Meeting 13th May 2025

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

There was the Annual Meeting of Lapford Parish Council on Tuesday 13th May 2025 at 7.30pm held in the Orchard Centre, Lapford

Members Present: Cllrs Julie Down; Sue Briant-Evans; Bill Graham; Steve Fletcher; Roy Andrews; Peter Heal, Alec Shapland.

Also Present: District Cllr. Steve Keable.

In attendance: Rob Martin (Clerk).

Others: Three members of the public.

MINUTES

2526-001 ELECTION OF CHAIRMAN

On a proposal by Cllr. Heal, seconded by Cllr. Graham it was **Resolved** that Cllr. Down would be Chairman for the coming year.

2526-002 ELECTION OF VICE-CHAIRMAN

On a proposal by Cllr. Heal, seconded by Cllr. Graham it was **Resolved** that Cllr. Briant-Evans would be Vice-Chairman for the coming year.

2526-003 APOLOGIES

There were no apologies for absence.

2526-004 DECLARATIONS OF INTEREST (PECUNIARY AND NON-PECUNIARY)

There were no declarations made.

2526-005 COOPTON OF COUNCILLOR

The parish council had three councillor vacancies to fill, and the clerk had received one enquiry since the last meeting to whom he would send an application form.

The Chairman adjourned the meeting to allow public participation

2526-006 PUBLIC PARTICIPATION SESSION

There would be a need for the new play area grass to be cut, as it was quite long now and it was agreed that the clerk and Cllr. Andrews be delegated to arrange this with T&G Garden Maintenance when the Heras fencing had been removed. The cost would be between £50 and £80.

2526-007 COUNTY AND DISTRICT COUNCILLORS' REPORTS

To receive a verbal report for information.
Devon County Council & Mid Devon District Council

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Councillor Steve Keable circulated a report covering both District and County Council activities, as follows:-

Following the **May 1st Devon County Council** election this is the first of my joint Councillors report that will cover both the County Council and Mid Devon District Council. While I look forward to working with 29 different parish communities in my Creedy County Division, it does mean that with so many parish council meetings happening most months, it will be physically impossible for me to attend all meeting. I shall endeavour to keep your parish council informed through regular written reports.

It is an honour to be elected and it is my intention to serve everyone in our community and I shall keep to my election priorities of 'people, planet and prosperity'.

1. Devon County Council - there will be a new Liberal Democrat led administration formed at the first Council meeting on 22nd May, where Cllr Julian Brazil (Kingsbridge) will become Leader of the Council and Cllr Paul Arnott (Seaton & Colyton) as Deputy Leader. There will be a Cabinet of 9 Councillors formed around the same themes as the previous Council. County Committee positions will be determined on 22nd as the political groups become organised. More information: <https://www.devon.gov.uk/democracy/councillors-info/> The political composition of the Council is as follows:

1. Liberal Democrat: 27
2. Reform UK: 18
3. Conservative: 7
4. Green: 6
5. Independent: 2

2. Potholes - the most talked about issue and this will receive a great deal of attention.

Q: Why does it cost 3x as much to fill a pothole in Devon than it does in Somerset.

3. Children's services - after months of delay OFSTED publish their long awaited judgment on Children's Services in Devon <https://files.ofsted.gov.uk/v1/file/50276862>. The 5-point grading of 4 x inadequate and 1 x requires improvement is not good! "Children's experiences in Devon remain poor. For too many children, serious weaknesses remain, leaving children at risk of harm".

4. Mid Devon District Council - Full Council met for the new Municipal Year on 7th May. Details of Councillors, Democracy and Meetings are available <https://www.middevon.gov.uk/your-council/councillors-democracy/>

5. Mid Devon District Council has achieved its highest-ever ranking for waste and recycling performance, thanks to the continued efforts of residents to reduce waste and recycle more.

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For the year 2023/24, the district council recorded a recycling rate of 57.9%, placing it 11 out of 197 local authorities. Mid Devon also achieved a non-recyclable waste figure of 307.8kg per household, ranking ninth and placing the district within the top 5% of local authorities nationwide. <https://www.middevon.gov.uk/mid-devon-achieves-best-ever-waste-and-recycling-results/>

6. Mid Devon District Council's 2025 Green Enterprise Grant is now available to small and medium businesses in the district. The Green Enterprise Grant scheme offers capital grants from £500 to £5,000, covering up to 50% of eligible project costs. Funded by Mid Devon District Council, it is open to small and medium sized local businesses who want to reduce their carbon footprint by investing in energy efficiency and renewable energy, or by efficient use of resources or materials. <https://www.middevon.gov.uk/grants-now-available-to-help-mid-devon-businesses-go-green/>

7. Mid Devon District Council has received a judgement from the Regulator for Social Housing, following its housing rent calculation error. The Council made a self-referral to the regulator in September 2024, following the discovery of a historic error in the way it applied formula rent to the majority of our tenants. <https://www.middevon.gov.uk/housing-rent-error-regulator-s-judgement/>

8. Active Mid Devon - Mid Devon's new look leisure service, introduces fee reductions to unpaid carers who use its facilities and classes with a 25% discount on Membership or a 20% discount on casual sessions, for adult carers while those carers who are under 18 years will have free access to Mid Devon's leisure centres.

9. Devolution & Local Government Reorganisation – 28th November is the deadline for submissions to Government. The District Council are pooling resources to work through joint consultants on 1:4:5. DCC has put forward 5 options: these will be considered by the new Council.

State of the District Debate – this annual event has been deferred due to the County Council Elections and is being scheduled for 25th June – where Local Government Reorganisation in Devon will be theme.

Cllr. Keable explained that, now he was also a county councillor as well as District he would look to produce two reports a month for both councils to enable parish councillors to be kept up to date on both fronts. He would also not be able to attend as many parish council meetings as in the past, due to his increased workload.

He outlined the political position of county councillors, with the Liberal Democrats forming an administration with the support of Independent and Green Party councillors.

The Chairman reconvened the meeting in line with Standing Orders

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2526-008 CLERK'S REPORT & ACTION LIST

The clerk had circulated a report, as follows:-

1. Toddlers Play Area

The contractors have turned up on site and the work is started.

2. Play Area Sign

A sign is being produced for the Toddlers Play Area, at a cost of £85 plus VAT

3. Post Installation Inspection

After consulting with the chairman, a post-installation inspection has been ordered at a cost of £412 plus VAT. The aim of this is to time the inspection at the end of construction but before the Heras Fencing is removed so that if any faults are identified the contractor can be told before he moves away from site. The expected end-date for completion is 16th May 2025.

4. Orchard Centre Electricity

A new contractor has been organised which is not Tomato Energy as reported at the last meeting but is Valda Energy. The reason for the change was that in order to ensure the continued existence of smaller companies their growth should be limited so it put a stop to new business for Tomato. The savings on the new tariff, for a period of three years, were virtually the same for Valda as Tomato.

5. Orchard Centre Electricity (Part 2)

The outstanding invoices from EDF are still being chased.

6. Section 106 Finance for Play Equipment

The agreement was signed for the release of the money and the sum of £19,594.69 is now in the bank.

7. Play Area Lease

This will be pursued further.

The discussion on the Action List concluded that most of the matters were on the agenda and those that weren't were in abeyance still. The clerk would ensure that he answered yes to the offer of councillor training offered by MDDC on various planning strategy matters, to be provided by Teams.

The weeds growing alongside footways in the village were discussed. The courses of action to be undertaken would be for the clerk to contact other clerks to see how this done elsewhere and the chairman would look into the Turning Tides project based at Crediton Station to see if it can help.

It was agreed that the reports sent by various local groups for the Annual Parish Electors' Meeting should be published as part of the Lookout. The clerk would attempt to get the set he was pulling together for the Parish Meeting minutes, excluding that for the Neighbourhood Plan, to the editorial team in time for them to be published in the June 2025 edition.

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2526-009 MINUTES

On a proposal by Cllr. Graham, seconded by Cllr. Briant-Evans, it was **Resolved** to approve, as a correct record, the minutes of the Parish Council meeting held on 15th April 2025.

2526-010 SIGNATORIES

On a proposal by Cllr. Graham, seconded by Cllr. Heal, it was **Resolved** to continue with the current signatories who are Cllrs. Briant-Evans; Julie Down and Bill Graham.

2526-011 STANDING ORDERS

On a proposal by Cllr. Graham, seconded by Cllr. Heal, it was **Resolved** to adopt the Revised Standing Orders, previously circulated.

2526-012 FINANCIAL REGULATIONS

On a proposal by Cllr. Graham, seconded by Cllr. Heal, it was **Resolved** to adopt the Revised Financial Regulations, previously circulated.

2526-013 STATEMENT OF INTERNAL CONTROL

On a proposal by Cllr. Graham, seconded by Cllr. Heal, it was **Resolved** to adopt the attached Statement of Internal Control for the 2024/2025 Financial Year.

2526-014 RECEIPT OF AGENDAS AND MINUTES ONLINE

On a proposal by Cllr. Graham, seconded by Cllr. Heal, it was **Resolved** to continue to accept the receipt of agendas and minutes online.

2526-015 REPRESENTATIVES ON OUTSIDE BODIES & WORKING PARTIES

On a proposal by Cllr. Graham, seconded by Cllr. Heal, it was **Resolved** to continue with the previous list of councillors to represent the parish council on the outside bodies, as follows:-

Outside Bodies

Heart of Lapford Development Company (HOLD) – Cllr. Briant-Evans

Lapford Village Hall Management Committee (VHMC) – Cllr. Andrews

Lapford Youth and Playing Field Trust (LYPFT) – Cllr. Andrews

Lead Councillors

Public Rights of Way (PROW) – Cllr. Shapland

Highways - Cllr. Graham would retain the lead role in pursuing highways matters.

Parish Council Working Party

Lapford Emergency Action Plan Committee (LEAP) - Cllrs. Briant-Evans, Graham, Fletcher alongside Steve Keable

2526-016 BUSINESS RISK ASSESSMENT

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On a proposal by Cllr. Graham, seconded by Cllr. Heal, it was **Resolved** to adopt the attached Business Risk Assessment for the coming year.

2526-017 ASSET REGISTER & INSURANCE

The clerk had circulated an Asset Register based on current holdings of assets, which identified the current level of insurance cover. There would be a need, however, for the capital value of the play equipment being installed currently to be added to that. The insurance documentation had not yet been received with the premium due from 6th June 2025.

The clerk would ensure that the Asset Register would be updated to include the new equipment, and that the policy would cover it from day 1. The Policy was subject to a Long-Term Agreement on prices, so there would be no opportunity for comparing prices with other companies.

On a proposal by Cllr. Graham, seconded by Cllr. Heal, it was **Resolved** that the clerk add the equipment to the policy and make payment of the appropriate premium which would have to be done before the next meeting.

The action taken and revised Asset Register would be subject to a report from the clerk.

2526-018 INTERNAL AUDIT REPORT

The Internal Audit Report had been received from Mulberry LAS Ltd and circulated to councillors. There were no matters of concern highlighted by the auditor.

On a proposal by Cllr. Graham, seconded by Cllr. Heal, it was **Resolved** to accept the 2024/2025 Internal Auditors report.

The clerk informed the council that the 2025/2026 Regulations had indicated that such audits should be done in two parts with an Interim Audit in the autumn followed by a much smaller audit at the year-end. A provisional appointment had been booked for the interim audit on 22nd September 2025.

2526-019 2024/2025 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR)

On a proposal by Cllr. Graham, seconded by Cllr. Heal, it was **Resolved** to:

- a) Approve The Annual Governance Statement 2024/2025, section 1 of the AGAR
- b) Approve The Accounting Statements 2024/2025, section 2 of the AGAR
- c) To publish the 'Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return' on 14th May 2025 with the dates for access being 2nd June to 11th July 2025.

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2526-020 RECURRING PAYMENTS

On a proposal by Cllr. Briant-Evans, seconded by Cllr. Fletcher, it was **Resolved** to authorise the following recurring payments for the year ending 31st March 2026.

Payment to	Services	Amount £	Frequency
2025/2026			
Information Commissioners Office	Annual Fee	47.00	Annually
1&1 IONOS	Village Website	21.88	Monthly
BT Group	Orchard Centre Broadband	55.70	Monthly
Valda Energy	Electricity	Variable	Monthly
Everflow	Water/Sewage	Variable	Monthly
Public Works Loan Board (PWLb)	Loan Repayment	2,249.63	Twice-Yearly
Lloyds Bank	Service Charge	4.25	Monthly
Adobe Professional	Subscription	19.99	Monthly
Dropbox	Annual Charge	95.88	Annually

2526-021 MEETINGS DATES 2024/2025

On a proposal by Cllr. Down, seconded by Cllr. Briant-Evans, it was **Resolved** to accept the following schedule of full council meetings dates:

- 10th June 2025
- 8th July 2025
- 12th August 2025
- 9th September 2025
- 14th October 2025
- 11th November 2025
- 9th December 2025
- 13th January 2026
- 10th February 2026
- 10th March 2026
- 12th May 2026 (AGM & APM)

2526-022 FEEDBACK FROM REPRESENTATIVES

Cllr. Briant-Evans reported that there had been no recent HOLD meetings to report on.

2526-023 COMMITTEE REPORTS

a) Celebrations Committee

The Celebrations Committee had made a net surplus of £406.05 over the VE Day event. Cllr. Fletcher handed this sum in cash to the Clerk/RFO for banking. This sum

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would be reserved for the funding of future events.

The minutes of the meeting on 22nd April 2025 were noted as was the notification that the next meeting on 14th May 2025, following which the committee would probably stand down until required for a future event.

b) Lapford Emergency Action Plan (LEAP) Committee.

The next LEAP meeting was scheduled for the following week.

2526-024 CHURCH GREEN TRUST FEEDBACK

The minutes of the Church Green Trustee meeting held on 6 May 2025 were received and updates were reported by Cllr. Graham that the Bat Survey had been ordered and Cllr. Andrews reported that the gate had been fixed.

2526-025 LAPFORD NEIGHBOURHOOD PLAN

Following the presentation by DCT at the Annual Parish Meeting the previous Saturday (10th May 2025) the feeling was that the Steering Group would have to absorb the implications of the consultation survey before drawing conclusions.

Cllr. Briant-Evans requested that the clerk draw up a rough guidance note of what will need to be done and paid for, and where potential sources of finance would come from.

2526-026 ORCHARD CENTRE TOILET REFURBISHMENT

Cllr. Briant-Evans was concerned about the state of the public toilets, which were not a good advertisement for the parish council. In addition, the parish archive cupboard was jammed, made worse by having to share the space with the Post Office equipment.

To consider a proposal by Cllr. Briant-Evans to draw up plans to refurbish the public toilet and to reconfigure that end of the Orchard Centre in order to make more use of the space available.

She was looking for councillors to consider what could be done to improve both aspects of the Orchard Centre with someone writing a report for consideration at a future meeting.

It was important for the potential lease with MDDC to be sorted for the piece of land adjacent to the building.

2526-027 PLANNING MATTERS

a) APPLICATIONS NOTIFIED

The following Planning Application was considered

Reference	Location	Proposal
25/00440/FULL	Two Hoots Lapford Crediton Devon	Variation of conditions 2 and 4 of planning approval 22/01775/FULL to allow substitute plans to reduce the number of velux windows to 2, change

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		size of the solar hot water panels and change size of window in south elevation Decision: Neutral
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b) APPLICATIONS AFTER THE AGENDA WAS ISSUED

No applications notified after the agenda had been set.

c) MID DEVON DISTRICT COUNCIL DECISIONS

The following planning application determinations since the last meeting which affect Lapford Parish were **noted**.

Reference	Location	Proposal	MDDC Decision
25/00170/FULL	West Ridge Veterinary Practice The Surgery Popes Lane Lapford	Demolition of former veterinary surgery and erection of a self-build dwelling with associated garage and parking	Full Permission Granted

d) PLANNING ENFORCEMENT

On a proposal by Cllr. Briant-Evans it was **Resolved** to contact planning enforcement at MDDC for the following:

- **Eastmere Farm Building** – this is not in line with the planning permission granted, reference 23/00610/FULL.
- **Prospect Cottage** – this continues to look derelict and is falling apart.

e) CONSERVATION AREA REVIEW & MANAGEMENT PLAN

Cllr. Briant-Evans explained that this was a request from the Neighbourhood Plan Steering Group, suggesting that the MDDC Conservation Officer come out to the village to talk about where the Conservation Boundary is and how it is to be managed, as there is no Management Plan at the moment. The clerk would arrange a meeting with the Conservation Officer and get some professional advice.

District Cllr. Keable explained that he was in discussion with officers about some of the principles involved with Conservation Areas, one example of which would be allowing buildings in the CA, such as Victory Hall, to install solar panels.

2526-028 REVIEW OF PARISH COUNCIL PAPERS

Following work carried out by Cllrs. Down and Briant-Evans, a list of the retained paperwork had been produced. Cllr. Briant-Evans explained that this had been sorted into two bundles, the first of which would be best held in the Village Archive as it contained historic information, whilst the second bundle might help the clerk fill in any parish council record gaps he had.

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2526-030 RECEIPTS & PAYMENTS SCHEDULE

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

PAYMENTS

Payment to	Services	Month/Ref	Amount £	Payment No.
2025/2026				
S Hemsworth	Salary	May 2025	65.82	2526-03
RJ Martin	Salary	May 2025	550.50	2526-03
HMRC	Tax Deductions	May 2025	154.00	2526-03
HMRC	National Insurance	May 2025	40.66	2526-03
Everflow	Orchard Centre Sewage & Water	May 2025	0.00	DD
BT Group Ltd	Orchard Centre Broadband	May 2025	55.70	DD
IONOS	Village Website Hosting	May 2025	21.88	DD
Adobe	Acrobat Professional	May 2025	19.99	DD
Lloyds Bank	Service Charge	May 2025	4.25	DD
Mulberry LAS Ltd	Internal Audit	2024/2025	175.50	2526-04
Ken White Signs	Play Area Ownership Sign	Play Area	102.00	2526-05
Playsafety t/a ROSPA	Post Installation Inspection	Play Area	494.40	2526-05
Kompan	Play Area Installation	Play Area	31,734.86	2526-05
DCT	Payment of Balance	NP Contract	3,306.00	2526-05

RECEIPTS

Receipt from	Services	Amount £	Method
2025/2026			
HMRC	VAT Refund	2,222.30	BC
MDDC	Section 106 Funding	19,594.69	BC

2526-032 2025/2026 BANK RECONCILIATION AND BUDGET MONITOR

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

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output from Scribe Accounts for the bank reconciliation and expenditure to date for the month ended 30th April 2025 were approved.

2526-033 MATTERS RAISED BY THE CHAIR

The chairman had been asked to raise the subject of the opening hours of the Post Office particularly over bank holidays as it was currently only available on Mondays and Fridays. There were concerns that having additional attendances each week would affect the use of the Orchard Centre, the exceptions being Tuesday afternoons or anytime on Wednesdays. The chairman would contact the Post Office providers to ask the question at least for weeks including a bank holiday.

The chairman suggested that another village tidy-up day be organized, and it was concluded that 20th September 2025 be set aside for this.

She also raised the question of parish council representation at the village market and whether this should continue. The future of the market was questioned, and the subject would be placed on the next agenda.

2526-034 COUNCILLORS' REPORTS AND FUTURE AGENDA ITEMS

Cllr. Graham stated that the Twinning Association membership agreed that moving the French post Box to the Orchard Centre vicinity was a good idea and its removal and relocation would be actioned.

Cllr. Fletcher questioned the current position on electric vehicle charging points in the Orchard Centre car park. Cllr Graham outlined his understanding of the process and pointed out that if it is decided to install one in Lapford, the parish council would only benefit if the outlet was attached to the building rather than free-standing in the car park. This was because the income goes to the landowner not the lessee.

Cllr. Fletcher also asked what had happened to the revenue from the attachment of the mast to the Orchard Centre, which should be coming to the parish council. The clerk would investigate this and report back.

Cllr. Graham asked whether the concerns expressed by Alex from the Mill had been received and the clerk confirmed he would submit a parish council view but would need to clarify certain matters first. The main problem was that the village's South West Water infrastructure was seriously compromised and any significant rainfall results in sewage flooding into the river.

2526-035 DATE OF NEXT MEETING

The next scheduled meeting of Lapford Parish Council is Tuesday 10th June 2025.

2526-036 CLOSE OF THE MEETING

The meeting was closed at 9.25pm

Action List
13th May 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 2425 043	Cleaning of signs to be arranged.	Cllrs Heal & Down	Deferred until Spring
2324 242	Neighbourhood Plan.	Parish Council	Survey completed and DCT are collating the answers for presentation at the Annual Parish Meeting on 10 th May 2025 @ 10am
2324 235 6 2425 046	Telephone Box – Make safe for use as book swap area.	Cllrs. Wilkie, Heal	PROGRESS NOT KNOWN
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 2425 047	Openreach Fibre Connection	Clerk	Completed
2324 235 3	PC Historic Records	Clerk Cllrs Briant-Evans and Down	Completed
2425 005	Co-option of new councillors	Council	Now three vacancies Send application form for person expressing interest
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 Chairman, Cllr. Keable, Cllr. Andrews and others	Toddlers' Completed
2324 309	Orchard Centre work to be done		

Action List
13th May 2025 Meeting

Latest Minute ref	Issue/Action	Responsibility	Update
	a) <u>Painting of toilet door</u> b) <u>Toilet handrail to be refurbished</u> c) <u>Cleanup of the outside of the Orchard centre and complete the exterior painting</u> d) <u>Entrance into the Orchard Centre by the door can be slippery.</u> e) <u>Hole in archive cupboard as a result of the fuse board being moved</u> f) <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>Further Training to organize Look at where it is available.</i>
2425 039	Footpaths	Chair & Clerk Cllr. Shapland	<i>Grant Claim made Get Work ordered and done.</i>
2425 040	Highways 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>
	Orchard Centre Telephone – purchase digital telephone	Clerk	<i>Not yet bought but will be soon</i>
	Internal Audit & AGAR – prepare and adjust, if necessary, when internal audit report is received	Clerk	<i>Completed</i>
	Orchard Centre Energy – edf – obtain and pay outstanding invoices for 2024/25.	Clerk	<i>EDF contacted on the lack of invoices, but no response to date.</i>

Action List
13th May 2025 Meeting

Latest Minute ref	Issue/Action	Responsibility	Update
			<i>This might resolve itself when they are sent the changeover meter readings by Valda</i>
	Toddlers Play Area – Sign, Post Installation Inspection	Clerk	<i>Completed</i>
	Play Area Lease – get lease agreed	Clerk	<i>Awaiting response from both solicitors.</i>
	Youth Fitness Equipment – liaise with LYPFT to get Section 106 grant application done	Clerk	<i>Not yet done, but now bank holidays are out of the way (3 since the last meeting) progress will be made.</i>
	Asset Register – Road Warden Equipment, New play area	Clerk	<i>Now corrected for RW Equipment, and play equipment will be added before insurance policy due</i>
	Annual Parish Meeting – get agenda and financial reports done	Clerk	<i>Completed</i>
	Planning – Responses	Clerk	<i>Completed</i>
	Finance – set up new year in Scribe ready for April 2025 update	Clerk	<i>Completed</i>
	Weed Clearance – look up contractors to carry out organized clearance	Clerk	<i>Not done yet</i>
	Councillor training – get MDCC to agree Teams/Zoom training set up	Clerk	<i>Completed</i>

LAPFORD PARISH COUNCIL

Parish Council Meeting 10th June 2025

Clerk's Report**Report from the Parish Clerk****1. Toddlers Play Area**

The site is now complete and being used. Other related matters are on this agenda.

2. Play Area Sign

The ownership sign is now in place on the field fence. Is another one necessary for the approach from the other end?

3. Post Installation Inspection

The post-inspection inspection revealed an issue with the surfacing for the roundabout which was deemed to be not level enough. This was rectified before the Heras fencing was removed

4. Play Area Lease

This has been chased hard with the result that Steve Densham is ensuring it will be ready very shortly.

5. Action List

The Action List is being re-ordered to make a bit more sense with the main highways items grouped together, for instance.

Rob Martin

04 June 2025

Action List
10th June 2025 Meeting

Latest Minute ref		Issue/Action	Responsibility	Update
2324	235	Ownership of the adjacent land to be determined.	Clerk	Email sent to Steve Densham requesting urgent attention to the land ownership issue and potential lease.
		Submission to Highways (Steve Tucker) & County Councillor (Steve Keable) • Ash Dieback – safety of highway due to falling branches and/or trees. • Road Warden Training. • Gap in hedge caused by pole installation • Fencing next to bridge •		Revised and updated list of urgent highways matters for which answers have not been given. Reference: LEAP
2324	235	Cleaning of signs to be arranged.	Cllrs Heal & Down	Deferred until Spring
2425	043			
2324	242	Neighbourhood Plan.	Parish Council	Progress report from LNPSG being discussed by the group and on agenda each time.
				Guidance Note on Costs and Funding sources to be prepared.
				Meeting with Conservation Officer requested.
2324	235 6	Telephone Box – Make safe for use as book swap area.	Cllrs. Andrew, Heal	Is there any progress on this?
2425	046			
2324	137 3	Clerk's Hours Worked – to solve the disparity between the hours paid for,	Clerk	With the chairman.

Action List
10th June 2025 Meeting

Latest Minute ref	Issue/Action	Responsibility	Update
	35 hours per month, and the hours worked.		
2425 005	Co-option of new councillors	Council	Now three vacancies <i>Application received from one candidate – told him an interview will take place before council considers.</i>
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	Toddlers' Completed. Outstanding matters on this agenda. Youth on this agenda – section 106 claim completed.
2324 309	Orchard Centre work to be done a) Painting of toilet door b) Toilet handrail to be refurbished c) Cleanup of the outside of the Orchard centre and complete the exterior painting d) Entrance into the Orchard Centre by the door can be slippery. e) Hole in archive cupboard as a result of the fuse board being moved f) Repainting of interior and fitting of new notice boards		All tasks are pending for the time being
2425 039	Footpaths Overgrown Footpaths Replacement Signs	Chair & Clerk Cllr. Shapland	An update is needed on what work has been ordered to date.
2425 175	Select List of Contractors – to draw up a list of people that can be	Clerk	List to be drawn up from the

Action List
10th June 2025 Meeting

Latest Minute ref	Issue/Action	Responsibility	Update
	contacted first when work needs to be done.		Lookout and other local sources with request for hourly rates being made.
	Orchard Centre Telephone – purchase digital telephone	Clerk	Bought and to be installed
	Orchard Centre Energy – edf – obtain and pay outstanding invoices for 2024/25.	Clerk	EDF invoice still awaited.
	Play Area Lease – get lease agreed	Clerk	Steve Densham says it is all agreed. He will chase MDDC solicitors.
	Youth Fitness Equipment – liaise with LYPFT to get Section 106 grant application done	Clerk	Section 106 claim on this agenda alongside other matters to be agreed.
	Asset Register – Road Warden Equipment, New play area	Clerk	Asset Register on this agenda.
	Weed Clearance – look up contractors to carry out organized clearance	Clerk	Not done yet
	Councillor training – get MDDC to agree Teams/Zoom training set up	Clerk	Date set for 23 rd July 2025 at 5.30pm. List of anyone turning up to MDDC offices needed.
	Mast on Orchard Centre – where is the revenue going?	Clerk	No agreement or information on my files
	Letter to South West Water on Mill sewage issue	Clerk	Draft being prepared

Action List
10th June 2025 Meeting

Latest Minute ref		Issue/Action	Responsibility	Update
		Planning Enforcement to be contacted on: Eastmere Farm Prospect Cottage	Clerk	PE Notification sent SK is chasing this

Rob Martin
6 May 2025

2526 - 047 b)

Trevor Hill
T & G Garden Maintenance
2 Orchard Way
Lapford, Crediton
Devon EX17 6PR
Tel: 01363 83178
Mob: 07807 019890

24 May 2025

To: Lapford Parish Council

QUOTATION FOR CUTTING GRASS AT LAPFORD PLAYING FIELD TODDLER AREA FROM 1.6.25—31.5.26

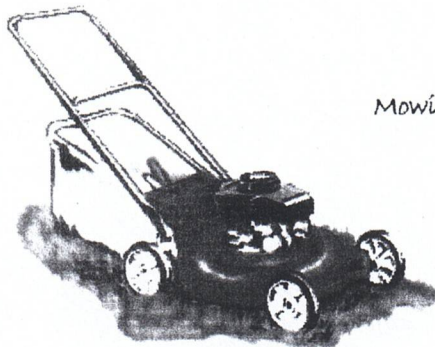
This is roughly based on the yearly tender we currently use for Lower Town Place...

April, May, June, July, Aug, Sept... 6 x 2 cuts/month = 12 cuts @ £45 = £540
Oct, Nov, Dec, Jan, Feb, March..... 6 x 1 cut/month = 6 cuts @ £45 = £270

TOTAL PRICE: 18 CUTS @ £15 = £810

Grass clippings will not be taken away—it will be mulched as it is being cut.
Public Liability Insurance of £2m - Policy available on request.

TREVOR & GRACE HILL
T&G Garden Maintenance



Mowing, Strimming, Maintenance



DEVELOPER CONTRIBUTIONS (S106)

APPLICATION FORM FOR FUNDING

PART ONE: PROJECT DETAILS

PROJECT TITLE *Insert your project title here*

Lapford Youth Fitness Equipment

PROJECT LOCATION *Please provide an address or locality for the project*

*Lapford Playing Field
Church Close,
Lapford*

PROJECT DETAILS *Please provide a detailed description of the project*

The project is to install an Outdoor Gym package and a Timber Seesaw supplied and fitted by Sovereign Playgrounds.

The Gym Equipment will consist of six items, as follows:-

Double Health Walker

Double Squat Push

Double Slalom Skier

Sky Stepper

Bicycle

Combination Chest Press and Pull Down

PROJECT COSTS *What is the anticipated overall cost of your project?*

£12,580.43

**PROJECT
ELIGIBILITY**

Please provide full details of what the s106 funding will be spent on

The proposal is that the installation of the Outdoor Gym Package (£8,506) will be funded by a combination of Section 106 funding and the Lapford Youth and Playing Field Trust (LYPFT) whilst the Seesaw (£4,074) would be funded by Lapford Parish Council.

**NEED AND
JUSTIFICATION**

Please provide the detailed rationale behind your application
(please explain why you believe the project is eligible for s106 funding)

There is a total of £7,147 held by MDDC for projects in Lapford, as follows:

Fund	£
Provision of Teen Facilities in Lapford	7,147.00

Lapford Parish Council is working with the Lapford Youth and Playing Field Trust (LYPFT) on the provision of Teen/Adult equipment in the part of the playing field held for the community by the Trust, which is an unregistered charity, for which the Teen Facilities sum of £7,147 is being sought.

**POLICY/
REGULATORY
OBJECTIVES**

Describe what steps have been taken to meet policy or regulatory objectives
(E.g. Is your project carbon-neutral, sustainable, health & safety compliant?)

There is little that can be done to make the project more sustainable, but the equipment will make be completely health & safety compliant meeting all applicable British Standards. This will be ensured by getting a Post-Installation Inspection carried out before the public are allowed to use it. The aim is to provide suitable play equipment for young people and their families in the centre of the village, walkable from the whole village.

PROJECT SUPPORT

PLEASE ATTACH WRITTEN EVIDENCE (EMAILS OR COPIES OF MINUTES ARE ACCEPTABLE) OF SUPPORT FOR YOUR PROJECT FROM:

- Town or Parish Council -
Lapford Parish Council Minute No.2425-298 of its meeting on 15th April 2025 shows its support (Minutes attached)
- District Councillor(s)
District Cllr. Steve Keable supporting email is attached
- Other local organisations
LYPFT minutes are attached showing agreement to go ahead with the project.
- Public polls or survey results
The attached note from the LYPFT explaining the process of consultation with the teenagers of the village is attached.

PLANNING PERMISSION

*Do you require planning (or any other) permission for your project?
(If you have planning permission please provide the reference)*

No permission is required.

PROJECT START

What is the intended start date for your project?

July 2025

Please note that retrospective funding is not normally permitted - please contact us before applying

PART TWO: FUNDING DETAILS

FUNDING REQUIRED

£7,147.00

FUNDING SOURCE

*£1,000.00 to £1,500 is to be funded by LYPFT
£7,147 to be funded from Section 106
£3,933 to £4,433 is to be funded from within the parish council's resources
by using some of its reserves.*

OTHER FUNDING

Do you have any match-funding or other funding secured for the project?

LYPFT has many fund-raising events in order to maintain and manage the playing field and its current equipment. It has indicated that there is at least £1,000 in its reserves to go towards this project.

Lapford Parish Council will fund the balance of the cost from its reserves.

MAINTENANCE COSTS

Please describe how you will finance any maintenance needs of the project

The maintenance costs will be covered from within the LYPFT's fund-raised resources, as will the annual ROSPA Risk Assessment.

QUOTATIONS

PLEASE ATTACH THREE QUOTES WHEN SUBMITTING YOUR APPLICATION

FIRST QUOTE

Wicksteed

Cobra Seesaw	3,388.60
Rolling Barrel	1,239.60
Horizontal Monkey Bars	3,066.15
Switchback Run	1,320.60
Icon Crossing	2,003.60
Circular Net Climber	5,588.20
Sub-Total	16,606.75
Less: Discount	(4,982.03)
Plus: Carriage	740.36
Plus: Fencing, Storage etc	1,335.60
Final Quotation	13,700.68

SECOND QUOTE

Kompan

Balance Beam	3,778.08
Wide Overhead Ladder	4,308.38
Vertical Net and Wall Unit	4,562.21
Signs	521.95
Sub-Total	13,170.62
Surfacing	4,293.42
Overall Sub-Total	17,464.04
Less: Discount	(1,665.00)
Plus: Carriage	1,089.41
Plus: Fencing, Storage etc	3,298.76
Final Quotation	20,187.21

THIRD QUOTE

Sovereign

Connect Trail 2	5,642.48
Rope Wall Climber	1,593.66

Timber Seesaw	2,960.48
Surfacing	922.41
Sub-Total	11,119.03
Plus: Fencing, Storage etc	2,060.78
Final Quotation	13,179.81

PREFERRED QUOTE**Sovereign**

Timber Seesaw	3,347.93
Outdoor Gym	7,320.00
Sub-Total	10,667.93
Plus: Fencing, Storage etc	1,912.50
Final Quotation	12,580.43

**PREFERRED
PROVIDER****Sovereign**

Please note that s106 funding cannot be used to pay the VAT element of any quote

VALUE FOR MONEY

Explain how your preferred supplier demonstrates best value for money

LYPFT and Lapford Parish Council are jointly working on this project and this venture should be seen with the two organisations acting as one. The three quotations were provided by the suppliers, with all being given the same brief, which was to suggest equipment suitable for teenage children. The decision to contract with Sovereign was taken not just on price but also on the basis that their equipment was liked by more children in the consultation, a summary of which is attached, and that their representatives have been good to work with offering more than the basic help with the project.

In the consultation it became clear that the youngsters would like to see some fitness equipment supplied to provide a different sort of experience alongside what is already there.

On the basis of this, having already chosen Sovereign as the preferred contractor, a set of fitness equipment was decided upon with the possibility of providing the Timber Seesaw if the funds could be stretched that far. As it happened, the money available to the LYPFT in terms of its own funds and the possible Section 106 amount would just about fund the fitness

equipment, so the parish council stepped in and agreed to fully fund the seesaw.

FUNDING RELEASE If successful please indicate when you would prefer to receive the funds

As soon as possible. The receipt of the funds will spark an immediate order for the work to be undertaken.

**FUNDING
AGREEMENT**

IMPORTANT INFORMATION:

If you are applying for more than £10,000.00, and your application is successful, you will be required to enter into a formal funding agreement with Mid Devon District Council regulating the use of the money

PART THREE: APPLICANT DETAILS

APPLICANT What is the name of your organisation?

LAPFORD PARISH COUNCIL

CONTACT DETAILS Please provide details of the main contact for your project:

- Robert Martin
- Clerk to Lapford Parish Council, 14 Station Road, Yeoford, EX17 5HU
- 07768829511
- clerk@lapfordparishcouncil.org.uk
- Parish Clerk

ORGANISATION DETAILS

To qualify for funding your organisation must be a Town or Parish Council or other local community based organisation operating on a not-for-profit basis

What is the nature of your business?

Parish Council

If your organisation is NOT a Parish Council, please provide a brief description about what you do, your aims and objectives, management arrangements and past achievements

LAND OWNERSHIP

Do you own or lease the land where your project will take place?

The land was gifted to the Community of Lapford under a previous Section 106 agreement and is held in trust by a third-party appointee, previously NatWest Bank, but recently passed to a third party. This organisation is the Custodian Trustee and the LYPFT membership act as the Management Trustees.

If you lease the land, how many years remain on the lease?

Not applicable.

IF YOU ARE NOT THE LANDOWNER PLEASE PROVIDE THE FULL TITLE REGISTER FOR THE LAND (FROM THE LAND REGISTRY) TOGETHER WITH THE EXPRESS WRITTEN PERMISSION OF THE LANDOWNER STATING THEIR SUPPORT FOR THE PROJECT AND THEIR CONFIRMATION THAT THE LAND CAN AND WILL BE USED FOR THE PURPOSE OF THE PROJECT IN PERPETUITY OR, AS A MINIMUM, FOR THE ENTIRE LIFESPAN OF THE PROJECT

PAYMENT DETAILS

This is the business account that your funding will be paid into:

- *Account Holder Name: Lapford Parish Council*
- *Account Sort-Code: 30-99-50*

- Bank Account Number: **78183268**

Please also provide the name, current full address and email address for remittance (if different to the contact details provided above):

As above

AUTHORISED
SIGNATURE

- Signed
- Dated

Authorised to apply for s106 funding on behalf of:

Lapford Parish Council

PART FOUR: SUPPORTING INFORMATION AND DOCUMENTATION

CHECKLIST

Essential checks before submitting your form:

- Have you checked your project is eligible for s106 funding?
- Have you checked that there is funding available for your project?
- Have you attached evidence of the need for the project?
(eg consultation responses or public polls)
- Have you attached relevant Parish Council minutes?
- Have you attached evidence of support from the District Councillor(s)?
- Have you attached a copy of your planning permission if required?
- Have you attached 3 quotes?
- Have you attached a copy of the Title Register if required?
- Have you attached the written consent of the landowner if required?

PLEASE NOTE THAT EACH SECTION SHOULD BE COMPLETED IN FULL AND ALL
SUPPORTING INFORMATION AND/OR DOCUMENTATION MUST BE ATTACHED
WHEN YOUR APPLICATION IS SUBMITTED.

**WE WILL NOT BE ABLE TO VALIDATE YOUR APPLICATION IF THERE IS ANY
INFORMATION OUTSTANDING**

Our aim is to assess your application and notify you of the decision as quickly as possible but the process can take several weeks. We would respectfully ask that you wait 28 days from submitting your application before contacting us for an update.

LAPFORD PARISH COUNCIL
ASSET REGISTER 01 JUNE 2025

Item	Date Acquired	Method of valuation	Purchase Price	Location	2025/26 Insurance Cover
BUILDINGS & LAND					
Orchard Centre & Public Convenience	2004	Acquisition Cost	£500.00	Orchard Way, EX17 6PZ	£97,932
Orchard Centre Car Park	27/06/2017	Lease	£1.00	Orchard Way, EX17 6PZ	£0
STREET FURNITURE					
Wooden bench	28/03/2019	Acquisition Cost	£775.00	Eastington Lane, EX17 6QB	£800.00
Wooden bench		Acquisition Cost	£800.00	Opposite Heathfield, EX17 6PX	£800.00
Wooden bench	15/02/2018	Acquisition Cost	£800.00	Victory Hall	£800.00
Wooden bench	15/07/1905	Acquisition Cost	£800.00	Behind Orchard Centre EX17 6PZ	
Metal seat		Acquisition Cost	£800.00	Mill Hill, EX17 6PU	£800.00
Metal seat		Acquisition Cost	£800.00	Chawleigh Road, EX17 6QH	£800.00
Bus shelter		Acquisition Cost	£5,000.00	Orchard Way, EX17 6PZ	£5,000.00
Bus shelter		Acquisition Cost	£5,000.00	Yeo Vale Industrial Estate, EX17 6QT	£5,000.00
Bus shelter	Nov-24	Acquisition Cost	£4,270.00	Highfield Road Entrance EX17 6Q?	£5,000.00
Telephone Kiosk	2017	Acquisition Cost	£1.00	Eastington Lane, EX17 6PZ	£500.00
Noticeboard		Acquisition Cost	£400.00	Village Hall Wall	£400.00
Noticeboard	2022	Acquisition Cost	£1,000.00	Village Hall	£1,000.00
Noticeboard		Acquisition Cost	£400.00	Orchard Centre EX17 6PZ	£400.00
7 x Finger Posts		Acquisition Cost	£1,500.00	Various	£1,500.00
Car Park Signs	2022	Acquisition Cost	£144.00		£0.00
PLAY EQUIPMENT					
Toddlers' Play Equipment	17/05/2025	Acquisition Cost	£26,445.72		£26,500.00
Car Park Signs	2022	Acquisition Cost	£144.00		£0.00
OFFICE EQUIPMENT					
Orchard Centre Contents					
Filing cabinet – 4 drawer metal		Acquisition Cost	£300.00	Orchard Centre, EX17 6PZ	£300.00
20 Chairs		Acquisition Cost	£800.00	Orchard Centre, EX17 6PZ	£800.00

APPLICATION FOR A LAPFORD PARISH COUNCIL GRANT

Please ensure you read the **Applications Policy** before completing this form.

In order to be eligible for a Parish Council Grant you or your organisation must:

- Complete **ALL** sections.
- Make sure the Declaration is signed correctly in **Section D**.
- Confirm your understanding of our Data Protection statement in **Section E**.

SECTION A: ORGANISATION DETAILS

NAME OF ORGANISATION/GROUP

LAPFORD YOUTH PLAYING FIELD TRUST

DETAILS OF APPLICANT

To whom all correspondence should be sent

Name: MALCOLM HAYES

Position within the organisation:

TREASURER

Address: BELLA VISTA
LAPFORD

Postcode: EX17 6QE

Telephone Number: 01707 711774

Email: malcolm.hayes@outlook.com

Website: N/A

WHAT TYPE OF ORGANISATION ARE YOU?

Tick relevant box

A Charity providing services available to residents of Lapford	
An existing local group or organisation providing services available to residents of Lapford	
A new group or organisation, wishing to provide services for the residents of Lapford	

BRIEFLY DESCRIBE THE MAIN PURPOSE OF YOUR ORGANISATION/GROUP

MANAGING + MAINTAINING THE VILLAGE PLAYING
FIELD AND EQUIPMENT

WHEN WAS YOUR ORGANISATION / GROUP FORMED?

1958

HOW MANY MEMBERS DOES YOUR ORGANISATION HAVE?

This should include people who are involved in the activity

Adults	8 COMMITTEE MEMBERS
Junior (under 16)	

WHAT % OF YOUR MEMBERS LIVE IN LAPFORD?

100%

IS YOUR ORGANISATION A REGISTERED CHARITY?

Tick relevant box

Yes		If yes, please provide the registered charity number below
No	✓	

Charity Number:

PROJECTED INCOME

Tick relevant box

Please provide a summary of your most recent accounts and whether the figures below are:

A projection because the organisation has been running for less than 15 months ☐Information from the organisation's latest accounts ☒

Account Year Ending	
Total Income for the year	£ 612
Total expenditure for the year	£ 158
Surplus or deficit	£ 454
Total savings or bank reserves at year end	£ 2653.84

SECTION B: DESCRIPTION OF ACTIVITY/PROJECT TO BE FUNDED

1. Please give a description of the purpose for which you are seeking a grant

REIMBURSEMENT OF PUBLIC LIABILITY INSURANCE

2. How will/does your project or activity benefit the residents of Lapford?

IT PROVIDES A SAFE ENVIRONMENT FOR PLAY/LEISURE
ACTIVITIES FOR LAPFORD RESIDENTS

3. Who will benefit from this activity? How many people and how often?

THE WHOLE OF LAPFORD AND ANYONE VISITING THE VILLAGE

4. How will you know that your activity was successful? How will you record its success?

5. If this application is to undertake a new project, how do you know there is a need for this activity? Please include any appropriate evidence.

N/A

SECTION C: AMOUNT OF GRANT REQUESTED

1. What is the amount of the Grant you are seeking from Lapford Parish Council?

£336.27

2. Please indicate in which category you feel your request for funding falls into:

Start-up grant (for new groups, can include running costs and equipment)	
Revenue (running costs)	✓
One off cost (e.g. purchase of equipment)	
Capital costs (e.g. costs associated with building projects or alterations to premises)	

3. What is the total cost of the project or activity?

--

4. If the total cost of the activity for which you require a grant is more than the amount requested, do you have the remaining balance available?

Tick relevant box

Yes	☒
No	☐

Have you applied for financial assistance elsewhere?

Tick relevant box

Yes	☐
No	☒

If YES: Please indicate details of organisations/individuals approached and amounts requested and whether the contribution is secured or still pending consideration.

N/A

5. Please give details of your own fund-raising efforts:

IN 2024 WE RAISED £601 FROM CARBOOTS, MARKETS

6. If applying for running costs, please provide information on your endeavours to secure alternative sources of funding.

WE HAVE MORE FUNDRAISING EVENTS PLANNED FOR 2025.

SECTION D: BANK DETAILS

Please provide your organisation's bank details below:

Bank/Building Society Name: NATWEST
 Account name: LAPFORD PLAYING FIELD TRUST
 Sort code: 52-30-06
 Account number: 04560663

A Cheque can be arranged if required, please advise who it should be made payable to.

The cheque should be made out to: LAPFORD PLAYING FIELD TRUST

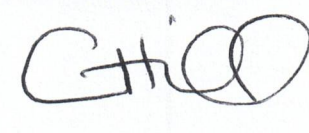
IF YOUR APPLICATION IS SUCCESSFUL, THIS PAGE WILL BE DESTROYED AND NO RECORDS KEPT ONCE PAYMENT HAS BEEN MADE. UNSUCCESSFUL APPLICATIONS WILL BE DESTROYED IMMEDIATELY.

SECTION E: DECLARATION**Declaration**

Please ensure that this form is signed by a minimum of two appropriate members of your group.

In signing this declaration, we agree that:

1. The information provided in this application is correct.
2. We have read, understand and accept the Terms & Conditions of Funding by Lapford Parish Council
3. We will complete and return a Project Completion Report (PCR) within six months of receiving funding.
4. We have adequate and appropriate cover for our activities

Chairman (signature)	Treasurer (signature)	Secretary (signature)
		
Date:	Date: 13/5/25	Date: 13/5/25
Please print full name	Please print full name MALCOLM HAYES	Please print full name GRACE HILL

**SUBMIT YOUR COMPLETED APPLICATION AND
SUPPORTING DOCUMENTS TO:**

Email: clerk@lapfordparishcouncil.org.uk

Post:

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

Tele: 077688 29511

SECTION F: DATA PROTECTION

As Lapford Parish Council is a public body, we must comply with the Data Protection Act 1998. We are committed to protecting your privacy and will ensure any personal information is handled properly under the Data Protection Act.

We will use the information you give us on the application and supporting documents for:

- Grant application
- Monitoring grants
- Evaluating the way our funding programmes work and the effect they have
- Reporting statistics to Government

We may also give copies of this information to individuals and organisations such as:

Accountants, auditors and external evaluators.

Other organisations or groups involved in delivering the project.

Please tick the box the box to confirm your understanding of Data Protection

☐

Lapford Parish Council

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

Date: 4/6/25

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

Date: _____

Bank Reconciliation at 31/05/2025			
	Cash in Hand 01/04/2025		29,385.32
	ADD		
	Receipts 01/04/2025 - 31/05/2025		36,723.04
			66,108.36
	SUBTRACT		
	Payments 01/04/2025 - 31/05/2025		5,158.55
A	Cash in Hand 31/05/2025		60,949.81
	(per Cash Book)		
	Cash in hand per Bank Statements		
	Petty Cash	31/05/2025	0.00
	Natwest Current Account	31/05/2025	0.00
	NS&I	31/05/2025	0.00
	Lloyds Treasurers	31/05/2025	60,949.81
			60,949.81
	Less unrepresented payments		
			60,949.81
	Plus unrepresented receipts		
B	Adjusted Bank Balance		60,949.81
A = B Checks out OK			

LLOYDS BANK



03 June 2025

Page 1 of 2

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

Your Account

Sort Code 30-99-50
Account Number 78183268

COMMUNITY ACCOUNT

01 May 2025 to 31 May 2025

Money In	£406.05	Balance on 01 May 2025	£61,846.71
Money Out	£1,302.95	Balance on 31 May 2025	£60,949.81

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
08 May 25	IONOS CLOUD LTD. V73144437-66243806	DD		30.74	61,815.97
16 May 25	P.O. C O CHUDLEIGH	DEP	406.05		62,222.02
19 May 25	SERVICE CHARGES REF : 454097151	PAY		4.25	62,217.77
20 May 25	RJ MARTIN	BP		550.50	61,667.27
20 May 25	HMRC - ACCOUNTS OF	BP		194.66	61,472.61
20 May 25	SUSAN A HEMSWORTH	BP		65.82	61,406.79
20 May 25	BT GROUP PLC GP01335424- 000001	DD		92.72	61,314.07
20 May 25	ADOBE *ADOBE CD 1417	DEB		19.97	61,294.10
27 May 25	BT GROUP PLC GP00449335- 000079	DD		59.28	61,234.82
27 May 25	JULIE DOWN 500000001566297235	FPO		12.00	61,222.82
27 May 25	LAPFORD PROJECT 20 300000001569712629	FPO		40.00	61,182.82
27 May 25	MULBERRY LOCAL AUT 300000001569713209 INV-1130	FPO		175.50	61,007.32
28 May 25 (Continued on next page)	AMAZON* UX44444E5 CD 1417	DEB		57.51	60,949.81

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

4 June 2025 (2025-2026)

Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	29,000.00	14,500.00	-14,500.00				-14,500.00 (-50%)
2	Grants - General							(N/A)
9	Interest Received	50.00		-50.00				-50.00 (-100%)
21	Clerk's Salary				8,650.00	1,376.20	7,273.80	7,273.80 (84%)
22	National Insurance					81.32	-81.32	-81.32 (N/A)
23	Clerk's Expenses				200.00	47.92	152.08	152.08 (76%)
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	146.25	103.75	103.75 (41%)
33	Information Commissioner's Office				35.00		35.00	35.00 (100%)
34	Legal Fees				500.00		500.00	500.00 (100%)
35	Land Registry							(N/A)
36	Insurance Premium				600.00		600.00	600.00 (100%)
37	Elections							(N/A)
38	Information Technology and PC's				500.00	16.64	483.36	483.36 (96%)
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		100.00	100.00 (100%)
43	Devon Association of Local Councils				270.00	383.00	-113.00	-113.00 (-41%)
44	Society of Local Council Clerks				70.00	81.00	-11.00	-11.00 (-15%)
161	PWLB Loan Repayments				4,500.00	2,249.63	2,250.37	2,250.37 (50%)
201	VAT Refund							(N/A)
202	Insurance Claim							(N/A)
203	IT Equipment							(N/A)
206	Printing					40.00	-40.00	-40.00 (N/A)
211	Bank Charges					8.50	-8.50	-8.50 (N/A)
SUB TOTAL		29,050.00	14,500.00	-14,550.00	16,995.00	4,430.46	12,564.54	-1,985.46 (-4%)

Neighbourhood Plan

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4	Grants - Neighbourhood Plan	4,490.00		-4,490.00				-4,490.00 (-100%)
45	Devon Communities Together				4,490.00		4,490.00	4,490.00 (100%)
207	Refreshments							(N/A)
208	Venue Hire							(N/A)
212	Consultations							(N/A)
SUB TOTAL		4,490.00		-4,490.00	4,490.00		4,490.00	(0%)

Orchard Centre

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
60	Salary - Orchard Centre Cleaner				980.00	164.44	815.56	815.56 (83%)

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

4 June 2025 (2025-2026)

61 Cleaning Consumables	60.00	18.49	41.51	41.51 (69%)
62 Electricity	1,000.00		1,000.00	1,000.00 (100%)
63 Water & Sewage	300.00	72.81	227.19	227.19 (75%)
64 Orchard Centre Maintenance & I	200.00		200.00	200.00 (100%)
65 Orchard Centre Telephone & Brc	500.00	176.07	323.93	323.93 (64%)
SUB TOTAL	3,040.00	431.81	2,608.19	2,608.19 (85%)

Village Maintenance

Code Title	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
3 Grants - PROW							(N/A)
5 Section 106 Income	19,595.00	19,594.69	-0.31				-0.31 (0%)
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				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							(N/A)
108 Noticeboards					74.00	-74.00	-74.00 (N/A)
109 Winter Maintenance							(N/A)
110 Benches				500.00		500.00	500.00 (100%)
111 Footpath Lighting				85.00		85.00	85.00 (100%)
121 PROW Maintenance							(N/A)
205 Road Warden Equipment							(N/A)
209 Bus Shelter							(N/A)
SUB TOTAL	19,595.00	19,594.69	-0.31	2,950.00	74.00	2,876.00	2,875.69 (12%)

Village Services

Code Title	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
6 Events Income		406.05	406.05				406.05 (N/A)
8 Donations							(N/A)
81 Defibrillator Installation							(N/A)
82 Defibrillator Maintenance				200.00		200.00	200.00 (100%)
91 Community Website				250.00	51.24	198.76	198.76 (79%)
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	1,500.00 (100%)
142 Grant to Lapford Youth & Playing				300.00		300.00	300.00 (100%)
143 Grant to Local Organisations				1,000.00		1,000.00	1,000.00 (100%)
144 Armistice Wreath				50.00		50.00	50.00 (100%)
145 Events Expenditure							(N/A)
146 Community Broadband Access					16.64	-16.64	-16.64 (N/A)
200 Capital Expenditure				26,445.00		26,445.00	26,445.00 (100%)
204 Defibrillator Grant							(N/A)

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

4 June 2025 (2025-2026)

210 Christmas Decorations							(N/A)
SUB TOTAL		406.05	406.05	29,945.00	67.88	29,877.12	30,283.17 (101%)
Summary							
NET TOTAL	53,135.00	34,500.74	-18,634.26	57,420.00	5,004.15	52,415.85	33,781.59 (30%)
V.A.T.		2,222.30			154.40		
GROSS TOTAL		36,723.04			5,158.55		

LAPFORD PARISH COUNCIL**LAPFORD PARISH COUNCIL INTERNAL AUDIT****REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT – REPORT BY THE CLERK**

Louise Shaw, of Mulberry Local Authority Services Ltd, has acted as the Lapford Parish Council Internal Auditor (IA) for 2024/2025	
Her work as IA has been done on a paid basis, She has indicated that she is prepared to continue to act as the Council's IA for 2025/2026	
Independence	
Louise Shaw has had no involvement in the Council's financial controls, procedures or decision making. She is not related to, nor associated with, any member of the Council or the Clerk. The internal auditor has direct access to the Council should she think this is necessary.	Confirmed
Competence	
Louise Shaw Is Qualified and operates as an employee of Mulberry LAS. Mulberry Las has extensive experience of carrying out audit work for parish councils and other voluntary organisations as part of its extensive portfolio.	Confirmed
Her past and current employment suggests that there is no more capable or competent person to carry out this task.	Confirmed
There is no evidence/reason to believe that the internal audit was not carried out competently, ethically and with integrity and objectivity.	Confirmed
Frequency of Internal Audit	
An internal audit, undertaken once a year	Yes
Scope of Work	
The scope of the internal audit work carried out by Louise Shaw follows the suggested approach to internal audit provided by Appendix 9 of the "Governance and Accountability for Local Councils – a Practitioner's Guide"	Yes
Audit Report	
Louise Shaw has prepared a report in her own name and addressed to the council following the completion of the internal audit. It was presented in full to the Council at the meeting following its issue. There are no actions taken on the basis of the report and this has been minuted.	Confirmed
Recommendation	
That Lapford Parish Council considers for itself whether the system of internal audit is sufficiently effective, using this report as prepared by the Clerk as a starting point for those considerations.	Confirmed
Prepared by Robert Martin, Clerk to Lapford Parish Council	
Date: 14th May 2025	
Review of Effectiveness of Lapford Parish Council Internal Audit	
Reviewed and adopted by Lapford Parish Council: Minute No.	
Date:	

LAPFORD PARISH COUNCIL**NOTES FOR GUIDANCE**

For internal audit to be considered effective, the following criteria must be satisfied:

- that the internal auditor is independent of the other financial controls and procedures of the council which are subject of review;
- that they are competent to carry out the role in a way that will meet the business needs of the council;
- that consideration is made to how many times in a year the systems and records should be subject to internal audit;
- that the scope of internal audit is sufficient;
- that any internal audit report is considered in full by a meeting of the parish council; and
- that appropriate action is taken on any recommendations contained in the internal audit report.
- The council must also satisfy itself that the quality of delivery of the internal audit service provides reliable assurance about the council's internal controls and its management of risk.

Characteristics of 'effectiveness'

- i) Evidence of Achievement Areas for development
 - Scope of internal audit Terms of Reference were approved beforehand
 - Scope of audit work takes into account risk management processes and wider internal control
- ii) Risk Assessment defines audit responsibilities in relation to fraud
- iii) Independence Internal Auditor has direct access to all records.
- iv) Reports are made in own name to the Council.
- v) Auditor does not have any other role within the Council

Competence

- vi) No evidence that internal audit work has not been carried out ethically, with integrity and objectivity.

Relationships

- vii) Responsible Officer consulted on the internal audit and on the scope of each audit. (Evidence is on audit files).
- viii) Responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters.
- ix) The responsibilities of council members are understood; training of members is carried out as necessary.

Audit Planning and reporting

- x) The Audit takes account of corporate risk.
- xi) The details of the internal audit will be approved by the council as report received.
- xii) Internal Audit has reported in accordance with the objectives and responsibilities of the Council
- xiii) Internal audit work is planned

LAPFORD PARISH COUNCIL

- xiv) Planned Internal audit work is based on risk assessment and designed to meet the Councils needs
- xv) Understanding the whole Organisation its needs and objectives
- xvi) The annual audit demonstrates how audit work will provide assurance in relation to the Councils responsibilities
- xvii) Be seen as a catalyst for change
- xviii) Supportive role of audit for developments such as risk management and ethics.
- xix) Add value and assist the organisation in achieving its objectives
- xx) Demonstrated through positive management responses to recommendations and follow up action where called for.
- xxi) Be forward looking When identifying risks and in formulating the annual audit, changes on national agenda are considered.
- xxii) Internal audit maintains awareness of new developments
- xxiii) in the services and risk management Be challenging Internal audit focuses on risks and encourages the council to develop their own responses to risks, rather than relying solely on audit recommendations. The aim of this is to encourage greater ownership of the control environment.
- xxiv) Ensure the right resources are available
- xxv) Adequate resource is made available for internal audit to complete its work.
- xxvi) Internal auditor understands the body and the legal and corporate framework in which it operates.
- xxvii) Review of effectiveness of internal audit must be reviewed and adopted by council annually during the financial year and before 31 March