

**There was a meeting of Lapford Parish Council on Tuesday 13th January
2026 at 7.30pm held in the Orchard Centre, Lapford**

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

Also Present: County & District Cllr. Steve Keable (from 8.00pm)

In attendance: Rob Martin (Clerk).

Others: Three members of the public.

MINUTES

2526-225 NEIGHBOURHOOD PLAN PRESENTATION

Steve Jones and Peter Totterdill introduced themselves and explained why they had taken on the task of guiding the Neighbourhood Plan Steering Group in its work on the future of Lapford.

Steve Jones outlined the current position stating that the group had started with 14 volunteers in early 2025, now reduced to 9 and they were making progress and had a very early draft plan still with a large amount of work to be done on it. The future work would concentrate on developing the policies and consulting with the local community following which there would be consultation with Mid Devon District Council on what could be included and what could not.

The latest government guidance stated that housing should be concentrated close on places close to railway stations and with good connectivity. As a result MDDC had produced a 'connectivity' map with Lapford clearly shown as such an area conflicting with the results of the recent Lapford NP survey which clearly showed the local preference to be focussed on providing affordable housing for those with a local connection within the boundary of the village. The aim must be to ensure that if major development has to come to Lapford, the plan looks to leverage as much in the way of local infrastructure improvements as is possible.

Peter Totterdill then made a presentation on the work of the Steering Group to date and for the future, a transcript of which is shown at Appendix B below. He also explained that they had been lucky to obtain the services of Balsam Gharib who had completed her master's degree at Exeter University in Social Data analysis who produced a valuable report enabling a close analysis of how Lapford was made up. This would be an important part of the evidence base for the finished plan.

2526-226 APOLOGIES

Apologies had been received from Cllr. Down who was absent for personal reasons. This was accepted by the parish council.

In the absence of Cllr. Down, the Vice-Chairman Cllr. Briant-Evans chaired this meeting.

2526-227 DECLARATIONS OF INTEREST (PECUNIARY AND NON-PECUNIARY)

No declarations of interest on items on the agenda were made.

2526-228 COUNCILLOR COOPTION

This item had been included to decide on what could be done to further encourage

people to become councillors in order to fill the three vacancies.
Cllr. Briant-Evans suggested that an honest statement be published in the Lookout explaining the need for more councillors to join the council to continue its good work. She undertook to draft a statement along these lines.

The Chairman to adjourn the meeting to allow public participation

2526-229 PUBLIC PARTICIPATION SESSION & UPDATES FROM LOCAL ORGANISATIONS

A question was raised about the car park on the other side of Orchard Way and it was confirmed that this was leased by the parish council from MDDC.

The owner of the Mill asked about parish council correspondence with South West Water (SWW) about sewage discharges. It was confirmed that answers from SWW were still awaited.

2526-230 COUNTY AND DISTRICT COUNCILLORS' REPORTS

To receive a verbal report for information.

a) Devon County Council

b) Mid Devon District Council

A joint report from Cllr. Keable had been circulated and he hoped to attend this meeting following having to attend to District Council business first.

The Chairman to reconvene the meeting

2526-231 MINUTES

Cllr. Heal wished to correct minute 2526-214 to say that the padlock would be fitted to the toilet roll holder not the door.

On a proposal by Cllr. Heal, seconded by Cllr. Fletcher, it was **Resolved** to adopt the adjusted minutes of the Parish Council meeting held on 16th December 2025.

2526-232 ACTION LIST, CLERK'S REPORT & CORRESPONDENCE

The clerk reported on the following matters: -

Land adjacent to the Orchard Centre

Correspondence with Steve Densham at MDDC had revealed that in the acquisition of the Orchard Centre Building and the Lease on the car park had resulted in part of the current building which was extended to put the disabled access in being on land still 'owned' by MDDC. Steve had agreed that whatever happens about the triangle of land now needed this would all be rationalised.

Toddlers Play Area

- **Lease** – The necessary declaration had now been signed and witnessed by an independent solicitor so all that remained was the signature of the Chairman and Vice-Chairman witnessed by the Clerk and then this could be sent back and the lease enacted.
- **Repair** – The equipment identified as needing attention would be corrected under warranty once someone from Lapford could take a video of it being moved and sent back to Kompan. Cllr. Andrews would undertake
- **Inspection Regime** – MDDC had clarified what was being offered which was thought to be unnecessary. The LYPFT equipment was inspected regularly by Malcolm Hayes and the parish council was offered an extension to this for the new equipment. A record of these inspections would be made. Additionally, a joint ROSPA inspection and risk assessment would be undertaken once a year for both, which would be wholly funded by the parish council as a payback for the inspection work carried out

LAPFORD PARISH COUNCIL

on its behalf.

Tourism Signs

Having investigated this Cllr. Graham reported that it is unusual for parish councils to have these installed as it is generally paid for by one or more local businesses. This might be something to be considered at a later stage of the Neighbourhood Plan development.

Tarka Line

Cllr. Keable had circulated councillors with a reminder that there would be a conference hosted by the NRLDA at the Fox & Hounds at Eggesford on 6th March 2026 to which they parish council had been invited.

South West Water Antenna

The clerk had obtained from Stacey Lumsdon a copy of the contract for the installation of this on the Orchard Centre and would endeavour to get to the bottom of why no rent had yet been received.

2526-233 FEEDBACK FROM REPRESENTATIVES

There was no feedback from other village organisations.

2526-234 COMMITTEE REPORTS**a) Celebrations Committee**

No committee meetings have occurred since the last Parish Council.

b) Lapford Emergency Action Plan (LEAP) Committee.

The draft minutes of the LEAP meeting on 12 January 2026 had been circulated to councillors. The chairman had raised some issues from this meeting with Cllr. Keable who would be seeing Steve Tucker on 14th January 2026 and would ask the questions. The question of the temporary barriers by the drop down to the river at the entrance to the village should be taken up with Network Rail with a view to the installation of a permanent fence. The other matter concerned gritting for which it had been suggested that two grit spreaders should be purchased. On a proposal by Cllr. Graham, seconded by Cllr. Briant-Evans, it was **Resolved** that one spreader be purchased at a cost of £45.95 (including VAT), to be funded from the earmarked LEAP funding.

2526-235 CHURCH GREEN TRUST FEEDBACK

There had been no recent Trustees meeting.

2526-236 FOOTPATH REPAIRS

Cllr. Shapland reported that there was no outstanding work to be done on village Public Rights of Way.

2526-237 ASSERTION 10 DIGITAL COMPLIANCE & WEBSITE ACCESSIBILITY

On a proposal by Cllr. Briant-Evans, seconded by Cllr. Graham, it was **Resolved** that mark@parishwebandhost.co.uk be employed to ensure that the parish council website is updated to ensure compliance with the requirements.

2526-238 TOURISM SIGNS

Dealt with under item 2526-232 above.

2526-239 PLANNING TRAINING

On a proposal by Cllr. Briant-Evans it was **Resolved** to contract Angharad Williams to provide a training session on the changes being made to the planning system in accordance with her email. This would be provided for both councillors and Steering Group members.

LAPFORD PARISH COUNCIL**2526-240 LAPFORD NEIGHBOURHOOD PLAN**

This was dealt with following the Steering Group presentation above.

2526-241 PLANNING MATTERS**a) APPLICATIONS NOTIFIED**

To consider the following Planning Applications and to agree comments:

Reference	Location	Proposal
None		

b) APPLICATIONS AFTER THE AGENDA WAS ISSUED

No applications had been notified after the agenda had been set.

c) MDDC DECISIONS

Reference	Location	Proposal	MDDC Decision
25/01581/FULL	Land at NGR 272926 108846 Rensey Lane Lapford Devon	Erection of roof to provide cover to slurry store	Full Planning Permission Granted

2526-242 BANK RECONCILIATION AND RECEIPTS AND PAYMENTS COMPARED WITH BUDGET

It was **Resolved** to note the presented bank reconciliation and budget comparison documents for the period ended 31st December 2025.

2526-243 RECEIPTS & PAYMENTS SCHEDULE

On a proposal by Cllr. Graham, seconded by Cllr. Andrews, 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	Jan 26	65.82	2526-30
RJ Martin	Salary	Jan 26	550.50	2526-30
HMRC	Tax Deductions	Jan 26	154.00	2526-30
HMRC	National Insurance	Jan 26	40.66	2526-30
Everflow	OC Sewage & Water	Oct/Nov 2025	0.00	DD
BT Group Ltd	OC Broadband	Dec 25	55.63	DD
IONOS	Village Website Hosting	Dec 25	44.59	DD
Adobe	Acrobat Professional	Dec 25	19.97	DD
Lloyds Bank	Service Charge	Dec 25	4.25	DD
Valda Energy	Orchard Centre Electricity	Nov 2025	57.61	DD
Bill Graham	Gritter	Amazon	45.95	2526-31

RECEIPTS

Receipt from	Services	Amount £	Method
2025/2026			
None			

2526-244 MATTERS RAISED BY THE CHAIR

Cllr. Down had asked Cllr. Briant-Evans to raise the subject of setting a date for the next litter-pick day. It was **Agreed** that the date be set as 28th March 2026.

2526-245 COUNCILLORS' REPORTS AND FUTURE AGENDA ITEMS (FOR INFORMATION ONLY)

Cllr. Graham raised the matter that anyone holding a public event needs to obtain a Temporary Event Notice from MDDC first.

Cllr. Briant-Evans reported that she had attended the school renaming event which had been a most enjoyable, happy and well-attended day.

Cllr. Fletcher brought up the matter of buses not coming into the village when road closures were in force. The clerk would write to the bus company and ask whether buses could come into the village and turn instead of continuing along the main road.

2526-246 DATE OF NEXT MEETING

The next Parish Council meeting is scheduled for Tuesday 10th February 2026 at 7.30pm in the Orchard Centre.

2526-247 CLOSE OF MEETING

The meeting closed at 9pm.

Action List
10th February 2025 Meeting

Ref	Issue/Action	Responsibility	Update
	Orchard Centre Adjacent Land	Clerk/MDDC	MDDC <i>Parish Council response sent on land to be included, awaiting response.</i>
	Toddlers Play Area Lease	Clerk/MDDC	<i>Lease signed and sent back, now awaiting completion.</i>
	Planning Enforcement Issues MDDC was currently overwhelmed by enforcement cases with just one officer to do them. The concentration was on those matters that were dangerous, which none of those in Lapford were.	Clerk/MDDC	<i>MDDC have conducted site visits and conclusions are awaited.</i>
	Ash Dieback To encourage DCC to consider notifying residents of the danger to the highway	Clerk/DCC	DCC <i>Highways List with SK</i>
	Highways	Clerk/DCC	DCC <i>Highways List with SK</i>
	Neighbourhood Plan	Parish Council	<i>Steering Group presentation had taken place.</i>
	Telephone Box Make safe for use as book swap area.	Cllrs. Heal, Andrews	<i>This had been washed clean and repaired ready to be rubbed down before being painted</i>
	Co-option of new councillors	Council	<i>There are still three vacancies</i>
	Youth Play Equipment Additional requests	Clerk	<i>Sue B-E to write an article for the Lookout</i>
	Orchard Centre a) Painting of toilet door b) Toilet handrail to be refurbished c) Cleanup of the outside of the Orchard centre and complete the exterior	Councillors	<i>Liaise with LYPFT on whether and how the request could be fulfilled.</i> <i>All tasks are pending for the time being</i>

Action List
10th February 2025 Meeting

Ref	Issue/Action	Responsibility	Update
	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		
	Road Wardens	Clerk & Cllr. Heal	<i>Further Training to be arranged</i>
	Footpaths Overgrown Footpaths	Chair & Clerk Cllr. Shapland	<i>Some work done & Cllr. Shapland to be liaised with</i>
	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>
	Concrete Bin Disposal To remove the unsightly concrete bin next to the A377	Cllr. Heal	<i>Cllr. Heal would be looking at this.</i>
	Village Maintenance Cleaning of signs To be arranged.	Cllrs Heal & Down	<i>Deferred until Spring</i>
	Village Maintenance Weed Clearance	Cllr. Graham	<i>Cllr. Graham undertook to look at potential contractors to use acceptable sprays</i>
	SWW and sewage issues	Clerk	<i>Response from SWW received and circulated. Item on this agenda.</i>
	Orchard Centre Telephone	Clerk	<i>The telephone had been purchased and was installed but was still not working. The clerk would contact BT once again to sort this out</i>
	Tarka Line To confirm that Steve Munday continues to be the parish council representative on the two organisations	Clerk	<i>Clerk has written, no response to date</i>
	Local Government Reorganisation	Clerk	<i>To be actioned</i>

Action List
10th February 2025 Meeting

Ref	Issue/Action	Responsibility	Update
	To consider the potential effect on the parish of the implementation of the proposals to introduce a Unitary Authority to replace DCC and MDDC		
	Play Area Inspections To sort out what regime of inspections is necessary both for the annual ROSPA Risk Assessment and week to week visual checks.	Clerk/LYPFT	<i>MDDC informed that PC & LYPFT will arrange all inspections.</i>
	Dangerous Tree The tree identified is considered to be a danger to motorists as it is hanging over the highway and only secured by webbing.	Clerk	<i>DCC Highways SK informed PC that this would be done by MDDC</i>
	South West Water Antenna The antenna has been installed on the Orchard Centre since May 2024 but no income has been received for it	Clerk	<i>Netmore contacted and payments for July 2024 and July 2025 made. July 2026 will be made on time.</i>
	Assertion 10 Compliance To ensure the necessary adjustments are made to comply with the security and accessibility requirements.		<i>Order placed for this to be completed</i>
	Planning Training Training offered at Lapford for latest planning legislation and proposals		<i>Request for dates made to Angharad</i>
	Bus Diversions Recent diversions have resulted in buses not coming through the village but staying on A377, causing problems for local residents.		<i>Email sent to Devon Transport team</i>
	Temporary Fencing at Village Entrance The temporary barriers next to the bridge need to be replaced by a permanent fence. The landowners need to be identified and a request made for this to happen.		<i>Bill Graham located a map that shows the land is not network Rail's. Further investigation to reveal landowner necessary.</i>

Lapford Parish Council

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

Date: 4/2/26

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

Date: _____

Bank Reconciliation at 31/01/2026			
	Cash in Hand 01/04/2025		29,385.32
	ADD		
	Receipts 01/04/2025 - 31/01/2026		58,359.01
			87,744.33
	SUBTRACT		
	Payments 01/04/2025 - 31/01/2026		60,415.67
A	Cash in Hand 31/01/2026		27,328.66
	(per Cash Book)		
	Cash in hand per Bank Statements		
	Petty Cash	31/01/2026	0.00
	Natwest Current Account	31/01/2026	0.00
	NS&I	31/01/2026	0.00
	Lloyds Treasurers	31/01/2026	27,328.66
			27,328.66
	Less unrepresented payments		
			27,328.66
	Plus unrepresented receipts		
B	Adjusted Bank Balance		27,328.66
A = B Checks out OK			

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

Your Account

Sort Code 30-99-50
Account Number 78183268

COMMUNITY ACCOUNT

01 January 2026 to 31 January 2026

Money In	£860.00	Balance on 01 January 2026	£28,550.44
Money Out	£2,081.78	Balance on 31 January 2026	£27,328.66

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
07 Jan 26	IONOS CLOUD LTD. V73144437-67266821	DD		32.59	28,517.85
07 Jan 26	JOHN COCKRAM CHRIS 200000001691043207 INV 2509	FPO		80.00	28,437.85
07 Jan 26	RJ MARTIN 400000001699882258	FPO		95.88	28,341.97
07 Jan 26	S LEACH 300000001698419924 0128 090133 10 07JAN26	FPO		310.00	28,031.97
07 Jan 26	STARBOARD SYSTEMS 400000001699884412 INV 13760	FPO		489.60	27,542.37
07 Jan 26	ROY ANDREWS 500000001695023076 XMAS	FPO		59.97	27,482.40
13 Jan 26	DEVON CC 2601092-30	BGC	160.00		27,642.40
19 Jan 26	VALDA ENERGY LIMIT VALDAENERGY	DD		89.44	27,552.96
19 Jan 26	SERVICE CHARGES REF : 473558815	PAY		4.25	27,548.71
20 Jan 26	HMRC - ACCOUNTS OF	BP		202.97	27,345.74
20 Jan 26	SUSAN A HEMSWORTH	BP		67.83	27,277.91
20 Jan 26	RJ MARTIN	BP		568.15	26,709.76
20 Jan 26	BT GROUP PLC GP01335424- 000009	DD		55.63	26,654.13
20 Jan 26	ADOBE *ADOBE CD 1417	DEB		19.97	26,634.16
23 Jan 26	ROYAL MAIL GROUP L CD 1417	DEB		5.50	26,628.66
23 Jan 26 (Continued on next page)	NETMORE IOT SOLUTI 17138 REV691985112952130 040075	FPI	700.00		27,328.66

Transaction types

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

2526-265
4 February 2026 (2025-2026)

Lapford Parish Council

Net Position by Cost Centre and Code - All Cost Centres and Codes

Cost Centre Name

Administration

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
1	Precept		29,000.00	29,000.00			
2	Grants - General						
9	Interest Received						
21	Clerk's Salary						
22	National Insurance				8,522.00	7,101.50	1,420.50
23	Clerk's Expenses				528.00	439.69	88.31
24	Councillor Expenses				200.00	94.22	105.78
25	Councillor Allowances				100.00		100.00
26	Training & Development				200.00		200.00
31	External Audit				400.00		400.00
32	Internal Audit				210.00	210.00	
33	Information Commissioner				146.00	146.25	-0.25
34	Legal Fees				52.00	52.00	
35	Land Registry				500.00		500.00
36	Insurance Premium						
37	Elections				706.00	706.47	-0.47
38	Information Technology ar						
39	Office Consumables				1,050.00	961.51	88.49
40	Refreshments				300.00	40.00	260.00
41	Postage				60.00		60.00
42	Venue Hire				50.00	5.50	44.50
43	Devon Association of Loca				100.00		100.00
44	Society of Local Council C				383.00	383.00	
161	PWLB Loan Repayments				81.00	81.00	
201	VAT Refund				4,500.00	4,499.26	0.74
202	Insurance Claim						
203	IT Equipment						
206	Printing						
211	Bank Charges						
215	NDLRPG				54.00	45.96	8.04
217	Rental Income				15.00	15.00	
				700.00			
			29,000.00	£29,700.00	18,157.00	£14,781.36	4,075.64

Neighbourhood Plan

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
4	Grants - Neighbourhood P						
45	Devon Communities Toget						
207	Refreshments				2,875.00	2,874.55	0.45
208	Venue Hire						
212	Consultations						
214	Data Collection						
					2,000.00	1,221.00	779.00
					4,875.00	£4,095.55	779.45

Orchard Centre

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
60	Salary - Orchard Centre C						
61	Cleaning Consumables				1,018.00	848.30	169.70
62	Electricity				50.00	18.49	31.51
63	Water & Sewage				550.00	516.89	33.11
64	Orchard Centre Maintenar				100.00	72.81	27.19
65	Orchard Centre Telephone				200.00	114.77	85.23
			30.00	30.48	734.00	641.56	92.92
			30.00	£30.48	2,652.00	£2,212.82	439.66

Village Maintenance

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
3	Grants - PROW						
5	Section 106 Income			160.00			160.00
7	Community Infrastructure		19,595.00	19,594.69			-0.31
50	Car Park Maintenance & li						
71	Telephone Kiosk Maintene				300.00		300.00
101	Village Clock				100.00	19.98	80.02
102	Air Ambulance Lighting				195.00	195.00	
					130.00		130.00

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

2526-265

4 February 2026 (2025-2026)

Lapford Parish Council
Net Position by Cost Centre and Code - All Cost Centres and Codes

<u>Cost Centre Name</u>					
103 Grass Cutting			450.00	446.00	4.00
104 Verge Cutting					
105 Landscaping			100.00		100.00
106 Village Maintenance			1,000.00		1,000.00
107 Sign Maintenance					
108 Noticeboards			74.00	74.00	
109 Winter Maintenance			310.00	309.98	0.02
110 Benches			500.00		500.00
111 Footpath Lighting			85.00	85.00	
121 PROW Maintenance				310.00	-310.00
205 Road Warden Equipment					
209 Bus Shelter					
213 Play Area Maintenance			963.00	738.97	224.03
	19,595.00	£19,754.69	4,207.00	£2,178.93	2,187.76

<u>Village Services</u>		<u>Bal. B/Fwd.</u>		<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>	
<u>Code</u>	<u>Title</u>			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
6	Events Income			426.00	426.05				0.05
8	Donations								
81	Defibrillator Installation								
82	Defibrillator Maintenance								
91	Community Website					200.00	120.16		79.84
131	Emergency Planning Equi					320.00	314.15		5.85
132	Emergency Planning Main					100.00			100.00
141	Grant to Lapford Church C					100.00			100.00
142	Grant to Lapford Youth & F					2,000.00	2,000.00		
143	Grant to Local Organisatio					336.00	336.27		-0.27
144	Armistice Wreath					1,000.00	400.00		600.00
145	Events Expenditure					50.00	50.00		
146	Community Broadband Ac								
200	Capital Expenditure								
204	Defibrillator Grant					26,866.00	26,865.72		0.28
210	Christmas Decorations								
216	Remembrance Wreath					240.00	369.97		-129.97
				426.00	£426.05	31,212.00	£30,456.27		755.78
NET TOTAL				49,051.00	£49,911.22	61,103.00	£53,724.93		8,238.29

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