

LAPFORD PARISH COUNCIL**There was a meeting of Lapford Parish Council on Tuesday 10th February 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: No other councillors

In attendance: Rob Martin (Clerk).

Others: One member of the public.

MINUTES**2526-248 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.

County/District Cllr. Keable also apologised as he had to attend Thorverton Parish Council's meeting instead.

2526-249 DECLARATIONS OF INTEREST (PECUNIARY AND NON-PECUNIARY)

No declarations of interest were made.

2526-250 COUNCILLOR COOPTION

Cllrs. Briant-Evans and Graham had put together an article for the Lapford Lookout which councillors **agreed** should be forwarded unchanged.

The Chairman adjourned the meeting to allow public participation

2526-251 PUBLIC PARTICIPATION SESSION & UPDATES FROM LOCAL ORGANISATIONS

A question was raised about who on the council would supply the notes of the current meeting for the Lookout. Cllr. Briant-Evans undertook to do this.

2526-252 COUNTY AND DISTRICT COUNCILLORS' REPORTS

To receive a verbal report for information.

a) Devon County Council &**b) Mid Devon District Council**

Cllr. Keable had circulated his joint report to councillors before the meeting. One matter to be decided was who was going to represent the parish council at the NDRDA convention on Friday 6 March 2026 at 11.00am in the Fox and Hounds at Eggesford. Cllr. Graham agreed to attend on behalf of the council.

The Chairman reconvened the meeting

2526-253 MINUTES

Cllr. Briant-Evans proposed to adjust minute 2526-240 to add 'The council voted to allow District Councillor Steve Keable to share the Neighbourhood Plan statistical information with Mid Devon District Council'.

On a proposal by Cllr. Graham, seconded by Cllr. Andrews, it was **Resolved** to adopt the adjusted minutes of the Parish Council meeting held on 13th January 2026.

2526-254 ACTION LIST, CLERK'S REPORT & CORRESPONDENCE

To consider any outstanding matters on the attached Action List and decide how these are to be taken further. To receive the circulated report from the Clerk on action taken and correspondence received since the last meeting.

Action List updates on matters not on this agenda:

- Highways meeting between Steve Keable and Steve Tucker – no report had been received but Cllr. Briant Evans was aware that the drains at the bottom of Mill Hill and Edgerley would be jetted at some point.
- Orchard Centre Land – the clerk had contacted Steve Densham outlining the area that the parish council wished to have added and was awaiting a response.
- Toddler Play Area lease – had been signed by both sides and completion was imminent.
- Planning Enforcement Matters – there was no further update.
- Telephone Box – when the weather improved the painting would be done.
- Additional Youth Play Equipment – the clerk would draw up a list of the requested items and liaise with LYPFT.
- Road Wardens – Stacey Lumsdon had been advised to contact Steve Tucker to arrange some practical training and Cllr. Briant-Evans had asked her to include Steve Keable, herself and the clerk in correspondence on this matter.
- Footpaths – a further £160 P3 grant had been received from DCC which would be ring-fenced for PROW work.
- Select List of Contractors – to be taken off the Action List.
- Concrete Bin Disposal – the weather has stopped this from happening.
- Village Maintenance – Cllr. Graham stated that this was about potentially employment someone on a piecemeal basis to undertake maintenance activities around the village. A name was mentioned by Cllr. Andrews would contact him to see whether he would be interested.
- Orchard Centre Telephone Connection – this was outstanding.
- Play Area Inspection Regime – this would arranged between the parish council and LYPFT not involving MDDC. The ROSPA inspection for the coming March had been ordered.
- Dangerous Tree – this was to be done by MDDC but to date nothing further had been heard.
- Assertion 10 Compliance – this has been ordered.
- Planning Training – Angharad had been contacted for a price which was awaited (post-meeting note: £250). The clerk would clarify whether a Saturday morning would be available to enable Neighbourhood Plan attendees.
- Bus Diversions – a response had been received and circulated regarding the lack of service for Lapford when roadworks diversions were in place caused by the inability to safely turn buses in the village. It was agreed however that in future a taxi replacement service will be provided for Lapford when this occurs.
- Temporary Fencing – Cllr. Graham had circulated plans which appeared to show that the land in question was owned by Cloverdown, the landlord for the industrial site just across the road. The clerk would approach

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Cloverdown.

- Local Government Reorganisation Consultation – this was now open. It was agreed that a response should come from the parish council. The date for a special meeting would be set as 15th April 2025 to discuss this at 7.30pm.
- Defibrillator – the Circuit had questioned whether the garage defibrillator had been inspected, indicating that a report should be made at least once every 90 days. The view was that either Piers Fletcher or Sean Cocker would be the ones to contact to verify an inspection.
- Fire Brigade Community Conversation – will take place online on 6 March 2026 at 12.00 noon.
- Devon Community Resilience Forum – DCRF emails had indicated that there would be grant available for flood damage and prevention and that there was an invitation to complete a survey of recent damage.
- May Fisher – an email on community-led and self-build housing for 'lived-in' which had been sent to the Neighbourhood Plan team and Peter Totterdill had suggested inviting them to a future meeting.

2526-255 FEEDBACK FROM REPRESENTATIVES

Cllr. Briant-Evans reported from the last meeting of HOLD. The legal and charitable position of the Village Hall land owning situation is now settled. The village hall bookings are well down. There are some tidying up jobs to be done on Lower Town Place which could be tackled on the village tidy-up day. The Youth Club Friday group is attracting about 20 young people currently, which is encouraging.

There were some concerns about community groups having to call out a Community Church representative before being able to use the audio-visual equipment in the hall. This would be discussed at the next village hall committee.

The fact that the village hall is struggling to wipe its face financially should be broadcast more widely

2526-256 COMMITTEE REPORTS**a) Celebrations Committee**

No committee meetings have occurred since the last Parish Council.

b) Lapford Emergency Action Plan (LEAP) Committee.

There had been due to be a LEAP meeting the previous evening but too few turned up for it, so it did not take place. The Emergency Planning Officer had indicated that he would come to the village on a Friday morning to give advice, so another LEAP meeting needed to be set up to consider what was necessary. The meeting date was set as 7.30pm on 18 February 2026 in the Orchard Centre.

2526-257 CHURCH GREEN TRUST FEEDBACK

The minutes of some Trust meetings have been publicised on the parish council website. As the meetings were not public this should now be changed and the clerk undertook to take them off. Summaries would be reported through the Parish Council minutes.

2526-258 SOUTH WEST WATER (SWW) RESPONSE

The response from SWW was much as expected with the organisation taking little or no responsibility for the sewage problems experienced with a toothless Environment Agency being stated as the 'watchdog'. The clerk had copied both Alex Gater and the Neighbourhood Plan team into the response for their information.

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The contract correspondence with Netmore had not been completed and bank payment information had not been passed over to enable rent payments to be made. Contact had been made with the company confirming that the start date of the contract was July 2024 so rental of £350 per year for two years had now been made with the next payment of £350 would be made in July 2026.

2526-260 GRASS CUTTING 2026

On a proposal by Cllr. Graham, seconded by Cllr. Fletcher, it was **Resolved** to extend the contracts for grass cutting with T&G Garden Maintenance for a further year with the toddler play area unchanged at £810 and the village, including the Church Green, rising from £770 to £788 (+2.3%).

A full quotation process was due to be carried out for the 2027/2028 year.

2526-261 CHAIRMAN'S ALLOWANCE

Section 15 (5) of the Local Government Act 1972 provides for town and Parish Councils to pay the chairman 'for the purposes of enabling them to meet the expenses of the office such allowance as the Council think reasonable'.

On a proposal by Cllr. Andrews, seconded by Cllr. Heal it was **Resolved** to pay the chairman an allowance of £200 to cover the additional costs of the role.

2526-262 VILLAGE TIDY-UP DAY

A notification had been placed in the Lookout for this to take place from 9.30am on 28th March 2026.

The parish council would pay for free refreshments for people taking part in this activity including tea coffee cake and bacon rolls being which were being made available from the village hall on this date. The parish council had a budget of £60 for this which, on a proposal by Cllr. Briant-Evans, seconded by Cllr. Graham it was **Resolved** it would pay to subsidise the food for the workers.

2526-263 LAPFORD NEIGHBOURHOOD PLAN

Cllrs Briant-Evans and Graham had attended the Steering Group meeting on Saturday 7th February 2026. The main points of that meeting were: -

- Government housing targets would mean that Lapford would need to take around 150 dwellings over the next 20 years, whether or not allocated within the Neighbourhood Plan.
- There would be information sessions on planning and community land trusts over the next few weeks.
- There was work being done on the style of potential development and how it could be fitted into the current infrastructure. Having an 'A' road and a railway line it was considered a prime area for development.
- The next meeting would be on Saturday 14 March 2026.

2526-264 PLANNING MATTERS**a) APPLICATIONS NOTIFIED**

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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

The following was noted.

Reference	Location	Proposal	MDDC Decision
25/01705/CLP	43 Prospect Way Lapford Crediton	Certificate of lawfulness for the proposed erection of single storey rear extension and installation of a dormer window to facilitate loft conversion	Certificate Issued

2526-265 BANK RECONCILIATION AND RECEIPTS AND PAYMENTS COMPARED WITH BUDGET

The bank reconciliation and budget comparison document for the period ended 31st January 2026 was noted.

2526-266 RECEIPTS & PAYMENTS SCHEDULE

On a proposal by Cllr. Heal, 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	Feb 26	65.82	2526-32
RJ Martin	Salary	Feb 26	550.50	2526-32
HMRC	Tax Deductions	Feb 26	154.00	2526-32
HMRC	National Insurance	Feb 26	40.66	2526-32
Everflow	OC Sewage & Water	Oct/Nov 2025	0.00	DD
BT Group Ltd	OC Broadband	Jan 26	55.63	DD
IONOS	Village Website Hosting	Jan 26	32.59	DD
Adobe	Acrobat Professional	Jan 26	19.97	DD
Lloyds Bank	Service Charge	Dec 25	4.25	DD
Valda Energy	Orchard Centre Electricity	Dec 2025	89.44	DD
Royal Mail	Postage – Signed Lease	Online	5.50	Card
Victory Hall	PC Meeting	13 January 26	12.00	2526-33

RECEIPTS

Receipt from	Services	Amount	Method
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		£	
2025/2026			
Netmore	Antenna Rent	700.00	BGC

2526-267 MATTERS RAISED BY THE CHAIR

Cllr. Briant-Evans highlighted the need to look at the MDDC 'Register of Assets' and to correct any errors and report back to the District Council.
She would look at getting the Orchard Centre chairs recovered.

2526-268 COUNCILLORS' REPORTS AND FUTURE AGENDA ITEMS (FOR INFORMATION ONLY)

Cllr. Andrews brought up the state of the throughway at the top of Park Road which had been dug up by a Utility (BT?) but was just compacted earth and, because of all of the recent rain, had become a quagmire. He requested that the parish council contribute to the work he was going to carry out of compacting chippings to make it usable. This would be placed on the next agenda.

Cllr. Heal said that the broken telegraph/power pole on the A377 had been replaced. He also expressed concern about youngsters riding electric scooters dangerously around the village. The clerk would notify this concern to the Neighbourhood Police team and try to get some action taken. The incidences were in several places, mainly between 6 and 8pm most days of the week. An article to be written for the Lapford Lookout.

Cllr. Fletcher reported a streetlight being out.

The clerk would investigate the potential for a Neighbourhood Watch team to be set up.

2526-269 DATE OF NEXT MEETING

To note the date of the next Parish Council meeting is scheduled for Tuesday 10th March 2026 at 7.30pm in the Orchard Centre.

2526-270 CLOSE OF MEETING

The meeting closed at 8.55pm

Action List
10th March 2025 Meeting

Ref	Issue/Action	Responsibility	Update
	Orchard Centre Adjacent Land	Clerk/MDDC	MDDC Reminder sent
	Toddlers Play Area Lease	Clerk/MDDC	Reminder sent
	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	MDDC have conducted site visits and conclusions are awaited.
	Ash Dieback To encourage DCC to consider notifying residents of the danger to the highway	Clerk/DCC	DCC Highways List with SK
	Highways	Clerk/DCC	DCC Highways List with SK
	Neighbourhood Plan	Parish Council	Financial position of NP grants outlined for Steering Group. Workplan and timescales to be supplied
	Telephone Box Make safe for use as book swap area.	Cllrs. Heal, Andrews	Awaiting dry weather
	Co-option of new councillors	Council	There are still three vacancies Lookout article published, response awaited
	Youth Play Equipment Additional requests	Clerk	Liaise with LYPFT on whether and how the request could be fulfilled.
	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	All tasks are pending for the time being

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Action List
10th March 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>Method statements circulated to councillors</i>
	Footpaths Overgrown Footpaths	Chair & Clerk Cllr. Shapland	<i>Some work done & Cllr. Shapland to be liaised with</i>
	Concrete Bin Disposal To remove the unsightly concrete bin next to the A377	Cllr. Heal	<i>Awaiting dry weather</i>
	Village Maintenance Cleaning of signs To be arranged.	Cllrs Heal & Down	<i>Possibly done by maintenance person</i>
	Village Maintenance Weed Clearance	Cllr. Graham	<i>Possibly done by maintenance person</i>
	SWW and sewage issues	Clerk	<i>MP contacted by Alex</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>Follow-up correspondence with Steve, no response to date.</i>
	Local Government Reorganisation To consider the potential effect on the parish of the implementation of the proposals to introduce a Unitary Authority to replace DCC and MDDC	Clerk	<i>Meeting arranged for 15 April 2026</i>
	Dangerous Tree The tree identified is considered to be a danger to motorists as it is hanging	Clerk	<i>MDDC to rectify this</i>

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Action List
10th March 2025 Meeting

Ref	Issue/Action	Responsibility	Update
	over the highway and only secured by webbing.		
	Assertion 10 Compliance To ensure the necessary adjustments are made to comply with the security and accessibility requirements.		<i>Work expected to be complete 27 February 2026</i>
	Planning Training Training offered at Lapford for latest planning legislation and proposals		<i>To be on Saturday 28th March 2026 Awaiting responses from councillor and steering group</i>
	Bus Diversions Recent diversions have resulted in buses not coming through the village but staying on A377, causing problems for local residents.		<i>Devon Transport team suggest not possible to turn buses around, but will supply replacement taxi service in future</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>Cloverdown contacted requesting fencing to be fitted. Response received</i>
	Village Maintenance To appoint someone to undertake general maintenance tasks around the parish either as a contractor or an employee	Cllr. Andrew/Clerk	<i>An individual has been approached by Roy and appears to be keen to do this. From an insurance point of view, it is easier if they were employed.</i>

Road Warden Scheme

Case study

£100,000 funding to roll-out Community Road Warden scheme



Following the successful pilot of minor pothole repairs, the Council has announced that the scheme is being widened. [Read more >](#)

[\(https://www.devon.gov.uk/communities/casestudy/100000-funding-to-roll-out-community-road-warden-scheme-countywide/\)](https://www.devon.gov.uk/communities/casestudy/100000-funding-to-roll-out-community-road-warden-scheme-countywide/)

Overview

What is the Road Warden Scheme?

It is a formal agreement, between Devon County Council and a town or parish council, which enables them to deliver minor works in or around the public highway.

The Road Warden Scheme allows communities to:

- organise minor works either on or off the live carriageway (see types of work below)
- carry out minor works either on the live carriageway or away from the live carriageway.

What are the benefits of the Road Warden Scheme?

- Communities are able to carry out minor works which DCC are no longer able to resource and do not have a legal responsibility to carry out.
- DCC provide third party insurance for the works.
- Free training on DCC arranged courses (see training below).
- Priority status for Highway Maintenance Community Enhancement Fund (<https://www.devon.gov.uk/communities-new/the-highway-community-enhancement-fund-hmcef>) (HMCE) Fund applications.

What type of work can be done by Road Warden volunteers?

- Pothole repairs (when they do not meet our intervention criteria).
- Clearing weeds.
- Cleaning signs.
- Cleaning drainage (gully grating).
- Cutting grass further guidance available on request.
- Repairing finger posts.
- Managing verges for wildlife (<https://www.devon.gov.uk/environment/wildlife/managing-verges-for-wildlife>)

All works must be discussed, in the first instance, with the local highway neighbourhood officer. This list is not exhaustive. Work must be undertaken in line with guidance (method statements) provided by Devon County Council. Please see the 'Details' tab for guidance documents.

Road Wardens would not be responsible for carrying out safety repairs (<https://www.devon.gov.uk/roadsandtransport/maintaining-roads/highways-safety-inspections/>) as this remains the responsibility of the council.

A Road Warden should:

- be nominated as suitable by the town or parish council
- be the communication link between DCC and the parish council
- agree to work within the arrangements set forward by the Road Warden agreement
- co-ordinate any minor works which are undertaken within the parish or town
- ensure that risk assessments (https://devoncc.sharepoint.com/sites/PublicDocs/Corporate/_layouts/15/guestaccess.aspx?docid=05961ddbccb014c66a58e8f7d0bd104d1&authkey=AeWC63BC5xQ5oSmJRRxOWfU) are undertaken and are easily accessible upon DCC request.

A Road Warden volunteer should:

- be nominated as suitable by the town or parish council or similar body
- have received suitable training to carry out minor works
- agree to work within the arrangements set forward by the Road Warden.

What insurance cover does Devon County Council provide?

In the unlikely event of a claim, DCC will cover the public liability aspect of insurance for voluntary work on the public highway or footway, providing it is undertaken in a safe manner according to DCC advice. This, for example, would cover any claims by third party as a result of works, which the county council would defend if works were done in accordance with DCC advice.

DCC will not provide any other form of insurance cover for this activity which must be undertaken at the volunteers own risk. So, for example, any damage to one's own person, property or vehicle would not be covered. If vehicles are to be used (for example farmers) then they must ensure that the vehicle is suitably insured for any activity undertaken – if in doubt, owners should check with the vehicle's insurer.

If a local council decide to employ a contractor to undertake any works for them then the County Council's public liability insurance will not apply – it only applies to volunteers under this scheme.

We advise any parish and town council, who are interested in undertaking any self help work, to discuss their insurance requirements with their current insurance provider.

How to get involved

Town and parish councils: If you're interested in joining the scheme and working with Devon County Council to more effectively manage your local area call **0345 155 1004** or email communityselfhelp@devon.gov.uk (<mailto:communityselfhelp@devon.gov.uk>)

Individual volunteers and community groups: The Road Warden Scheme is organised via the parish or town council. Each parish or town council can have a nominated Road Warden and can be supported by local volunteers. Contact your parish or town council to see if there are any projects arranged and offer your assistance. To get the right contact details for your area please use the postcode checker below. If the parish or town council don't have anything planned, contact Devon County Council on **0345 155 1004** or email hwaymain@devon.gov.uk (<mailto:hwaymain@devon.gov.uk>) and we may have something planned which you can get involved in.

FAQs

- ▶ **What is the difference between a Road Warden and a Road Warden's volunteer?**
- ▶ **What insurance cover does DCC provide?**
- ▶ **What training needs to be done?**
- ▶ **What is Chapter 8 training?**
- ▶ **When can work start?**
- ▶ **Does the Council offer any incentives to become involved in the scheme?**
- ▶ **I am a representative of a parish / town council but struggle with finding volunteers to do community works**
- ▶ **Why should we carry out this work? We pay our council tax which means you should do it**
- ▶ **What are the responsibilities of the town or parish council once signed up to the scheme?**
- ▶ **Can I apply for a Highway Maintenance Community Enhancement fund?**
- ▶ **Are we able to carry out works on any road?**

Details

Devon County Council will provide:

- Training and advice.
- Limited funding for materials or tools.
- Limited supply of agreed materials.
- Third party insurance cover for work carried out as agreed with the highway neighbourhood officer.

Volunteering details

When: Weekday am, weekday pm, weekends

Transport provided: No

Public transport nearby: Dependent on location of work

Disabled access: No

Training provided: Yes

Group activity: Optional

One-off opportunity: Optional

Out-of-pocket expenses paid: No

Funding and resources

Apply for a Highway Maintenance Community Enhancement Fund

(<https://www.devon.gov.uk/communities/highway-maintenance-community-enhancement-fund>)

Highway Maintenance Community Enhancement Fund guidance notes

(https://devoncc.sharepoint.com/sites/PublicDocs/Corporate/_layouts/15/guestaccess.aspx?guestaccesstoken=R2Mb7w4tjj2Xv9tdgp2%2fwb%2bQBLec8b35AbrZu04psRM%3d&docid=027ff609bd5bf41828d504325aab07c7&rev=1)

Safety at street works and road works – A code of practice

(https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/321056/safety-at-streetworks.pdf)

Training guidance

2526-277

- **MS2** Verge trimming and cleaning around gullies
(<https://www.devon.gov.uk/communities/road-warden-scheme/>)
- **MS3** Weed clearance (<https://www.devon.gov.uk/communities/road-warden-scheme-ms3-weed-clearance/>)
- **MS4** Finger post repairs (<https://www.devon.gov.uk/communities/road-warden-scheme-ms4-finger-posts/>)
- **MS5** Small drainage works (<https://www.devon.gov.uk/communities/road-warden-scheme-ms5-drainage/>)
- **MS6** Sign cleaning (<https://www.devon.gov.uk/communities/road-warden-scheme-ms6-sign-cleaning/>)
- **MS7** Grass cutting – currently being updated
- **MS8** Hedge cutting – currently being updated
- **MS9** Filling potholes (<https://www.devon.gov.uk/communities/road-warden-scheme-ms9-potholes/>)
- **MS10** Ploughing and siding out (<https://www.devon.gov.uk/communities/road-warden-scheme-ms10-ploughing-siding-out/>)
- Risk assessment template
(https://devoncc.sharepoint.com/sites/PublicDocs/Corporate/_layouts/15/download.aspx?docid=0ccdf82d3081542f9bc4c42b514fe5835&authkey=AU679ZQ1vRbaUpEzs1pH8C4)
- Example risk assessment
(https://devoncc.sharepoint.com/sites/PublicDocs/Corporate/_layouts/15/guestaccess.aspx?docid=05961ddbccb014c66a58e8f7d0bd104d1&authkey=AeWC63BC5xQ5oSmJRRxOWfU)

clerk@lapfordparishcouncil.org.uk

From: mark@parishwebandhost.co.uk
Sent: 03 March 2026 13:51
To: clerk@lapfordparishcouncil.org.uk
Subject: RE: Important Update – Assertion 10 Digital Compliance & Website Accessibility Requirements
Attachments: LapfordPC-INV1034307.pdf

Hi Rob,

We have now completed the recent compliance update work for Lapford Parish Council's website.

Work completed

- Website changes have been made in line with the requirements of Assertion 10
- Updates have also been completed to support WCAG 2.2 accessibility compliance
- The website's Accessibility Statement has been updated [Accessibility Statement - Lapford Parish Council](#)
- The website's GDPR / Privacy Statement has been updated [Privacy Policy - Lapford Parish Council](#)
- The WAVE accessibility score has improved from 8.0 to 9.7
- Councillors are already using council email accounts and not using private email accounts.

Time spent

- 2 hours

Important note

- There are currently two privacy policies showing on the website
- These should be reviewed to confirm whether both are valid and need to remain in place, or whether one simply needs to be renamed or removed to avoid confusion

Summary

The website has now been updated to improve overall accessibility and compliance, with key policy statements brought up to date and content changes made to better align with current requirements.

Moving forward

To help maintain compliance going forward, please continue to ensure that:

- images are given suitable alt text where needed
- headings are used in the correct order on pages and posts
- link text is clear and descriptive
- uploaded documents are accessible where possible
- new content is checked periodically for accessibility compliance

If you have any questions please don't hesitate to ask!



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Internal Audit Services for Town and Parish Councils

Overview of Services

*Previous - £65 per hour since April 23
usually 2.25 hours Increase charge £148.25
↳ £180*

As part of our comprehensive support for town and parish councils, **Mulberry Local Authority Services (LAS) Ltd** provides a professional **internal audit service**. This is delivered in full compliance with the **Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's Guide**, reflecting current guidelines and accounting standards.

Audit Schedule

We generally carry out **two audits per year** as standard:

- **Interim Audit:** Focuses on **governance and accountability**, including procedural aspects such as Financial Regulations, Standing Orders, risk assessments, internal control systems, and policies.
- **Final Audit:** Concentrates on **financial matters**, including verification of the Annual Governance and Accountability Return (AGAR) and all supporting documentation for submission to external auditors.

This two-stage approach allows councils to **identify and address weaknesses** before the final internal audit report is completed.

Flexible and Responsive Service

We understand that each council has unique needs, so we're happy to offer **customised audit visit schedules** and respond to queries throughout the year. Our flexible service ensures your council receives the support it requires when it's needed most.

Sector Expertise and Independence

Mulberry LAS are founder members of the **Internal Audit Forum**, who work in partnership with the National Association of Local Councils (NALC) to promote continuous internal audit improvement in the local council sector.

One of our directors, Mark Mulberry, is the internal audit representative on the SAPPP, which is responsible for issuing proper practices about governance and accounts of smaller authorities.

Mulberry LAS, previously operating as part of **Mulberry & Co**, has over **20 years of experience** in conducting internal audits for local councils. Our auditors have deep sector knowledge and can rotate between clients to ensure **full independence** throughout your engagement.

In the 2025/26 financial year, we are supporting over **350 councils** with their internal audit requirements, including:

- Small councils exempt from limited assurance reviews
- Larger town and parish councils managing **multi-million-pound budgets** and **complex financial systems**

Audits are conducted **either on-site or remotely**, based on your council's preferences and circumstances.

We publish on our website an **annual internal audit guide**, which enables our councils to prepare for their audits by providing details of the information we review at each visit and reminding them of the publication requirements on the council's website.

Fees and Charges

Our pricing for internal audits for the financial year commencing **1 April 2026** is as follows:

- Precept below £1 million - **£80 per hour + VAT**
- Precept £1 million and above - **£85 per hour + VAT**
- **Travel costs** (for on-site visits) are billed at the standard **HMRC rate of 45p per mile**
- No charges for travel time

Audit duration depends on your council's financial complexity. Once appointed, your assigned auditor will be happy to discuss a **personalised estimate** and timeline.

Engagement Options

We offer **one-year** and **three-year** engagement periods. If you commit to a **three-year term**, we guarantee that your hourly rate will remain **fixed for the full duration** of the agreement.

Added Benefits

As a client of Mulberry LAS, you will gain access to **discounted rates** on our **training programme for officers and councillors**. Details of upcoming courses can be found at:

www.mulberrylas.co.uk/training-programme

Contact Us

If you have any questions or require further information, please don't hesitate to get in touch. We look forward to supporting your council's internal audit needs.

Lapford Parish Council

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

Date: 21/3/26

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

Date: _____

Bank Reconciliation at 28/02/2026			
	Cash in Hand 01/04/2025		29,385.32
	ADD		
	Receipts 01/04/2025 - 28/02/2026		58,359.01
			87,744.33
	SUBTRACT		
	Payments 01/04/2025 - 28/02/2026		61,548.59
A	Cash in Hand 28/02/2026		26,195.74
	(per Cash Book)		
	Cash in hand per Bank Statements		
	Petty Cash	28/02/2026	0.00
	Natwest Current Account	28/02/2026	0.00
	NS&I	28/02/2026	0.00
	Lloyds Treasurers	28/02/2026	26,195.74
			26,195.74
	Less unrepresented payments		
			26,195.74
	Plus unrepresented receipts		
B	Adjusted Bank Balance		26,195.74
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 February 2026 to 28 February 2026

Money In	£0.00	Balance on 01 February 2026	£27,328.66
Money Out	£1,132.92	Balance on 28 February 2026	£26,195.74

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
06 Feb 26	IONOS CLOUD LTD. V73144437-61333012	DD		32.59	27,296.07
06 Feb 26	WILLIAM GRAHAM 200000001707736015 GRITTER	FPO		45.95	27,250.12
16 Feb 26	EVERFLOW LIMITED E264080A	DD		41.26	27,208.86
17 Feb 26	VALDA ENERGY LIMIT VALDAENERGY	DD		82.32	27,126.54
17 Feb 26	SERVICE CHARGES REF : 476022726	PAY		4.25	27,122.29
20 Feb 26	HMRC - ACCOUNTS OF	BP		202.97	26,919.32
20 Feb 26	SUSAN A HEMSWORTH	BP		67.83	26,851.49
20 Feb 26	RJ MARTIN	BP		568.15	26,283.34
20 Feb 26	BT GROUP PLC GP01335424- 000010	DD		55.63	26,227.71
20 Feb 26	ADOBE *ADOBE CD 1417	DEB		19.97	26,207.74
27 Feb 26	VICTORY HALL 400000001727811102 PC	FPO		12.00	26,195.74

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			

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

Cost Centre Name

Administration

Code	Title	Bal. B/Fwd.	Budget	Receipts Actual	Budget	Payments Actual	Current Balance Budget
1	Precept		29,000.00	29,000.00			
2	Grants - General						
9	Interest Received						
21	Clerk's Salary						
22	National Insurance				8,522.00	7,811.65	710.35
23	Clerk's Expenses				528.00	483.66	44.34
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	978.15	71.85
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	12.00	88.00
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				54.00	50.21	3.79
215	NDLRPG				15.00	15.00	
217	Rental Income			700.00			700.00
			29,000.00	£29,700.00	18,157.00	£15,568.37	3,288.63

Neighbourhood Plan

Code	Title	Bal. B/Fwd.	Budget	Receipts Actual	Budget	Payments Actual	Current Balance Budget
4	Grants - Neighbourhood P						
45	Devon Communities Toget				2,875.00	2,874.55	0.45
207	Refreshments						
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

Code	Title	Bal. B/Fwd.	Budget	Receipts Actual	Budget	Payments Actual	Current Balance Budget
60	Salary - Orchard Centre C				1,018.00	933.13	84.87
61	Cleaning Consumables				50.00	18.49	31.51
62	Electricity				550.00	595.29	-45.29
63	Water & Sewage				100.00	110.94	-10.94
64	Orchard Centre Maintenanar				200.00	114.77	85.23
65	Orchard Centre Telephone		30.00	30.48	734.00	687.92	46.56
			30.00	£30.48	2,652.00	£2,460.54	191.94

Village Maintenance

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

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

2526-295

02 March 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					
104 Verge Cutting			450.00	446.00	
105 Landscaping					4.00
106 Village Maintenance			100.00		
107 Sign Maintenance			1,000.00		100.00
108 Noticeboards					1,000.00
109 Winter Maintenance			74.00	74.00	
110 Benches			310.00	348.27	
111 Footpath Lighting			500.00		-38.27
121 PROW Maintenance			85.00	85.00	500.00
205 Road Warden Equipment				310.00	
209 Bus Shelter					-310.00
213 Play Area Maintenance					
			963.00	738.97	
					224.03
	19,595.00	£19,754.69	4,207.00	£2,217.22	2,149.47

<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				
8	Donations								0.05
81	Defibrillator Installation								
82	Defibrillator Maintenance					200.00	120.16		79.84
91	Community Website					320.00	341.31		-21.31
131	Emergency Planning Equi					100.00			100.00
132	Emergency Planning Main					100.00			100.00
141	Grant to Lapford Church C					2,000.00	2,000.00		
142	Grant to Lapford Youth & F					336.00	336.27		-0.27
143	Grant to Local Organisatio					1,000.00	400.00		600.00
144	Armistice Wreath					50.00	50.00		
145	Events Expenditure								
146	Community Broadband Ac								
200	Capital Expenditure					26,866.00	26,865.72		0.28
204	Defibrillator Grant								
210	Christmas Decorations					240.00	369.97		-129.97
216	Remembrance Wreath								
				426.00	£426.05	31,212.00	£30,483.43		728.62
NET TOTAL				49,051.00	£49,911.22	61,103.00	£54,825.11		7,138.11

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