

LAPFORD PARISH COUNCIL

Minutes of the Council Meeting held on Tuesday 22 September 2020 at 7:30 pm by Zoom

PRESENT

Cllr I Hemsworth (Chair), Cllr S Briant-Evans, Cllr J Down, Cllr A Shapland

IN ATTENDANCE

Parish Clerk: Dr J Cross

Cllr C Eginton (Mid Devon District Council)

Cllr M Squires (Devon County Council)

Members of the public: 3

1. APOLOGIES FOR ABSENCE

20.179 Apologies were received from Cllr Davenport, Cllr Egan and Cllr Heal due to ill health and from Cllr Hassett due to another commitment.

2. DECLARATION OF INTEREST

20.180 Register of Interests

There were no updates to the Register of Interests.

20.181 Personal interests

The following personal interests in items on the agenda were declared:

- Item 18 (minute 20.210): Cllr Briant-Evans declared a personal interest on any discussions relating to the Heart of Lapford Development project as she is a member of the Board of Directors as an individual.
- Item 18 (minute 20.210): Cllr Hemsworth declared a personal interest on any discussions relating to the Heart of Lapford Development project as he is a member of the Board of Directors as a representative of Lapford Parish Council.

20.182 Disclosable pecuniary interests

No disclosable pecuniary interests in items on the agenda were declared.

20.183 Dispensations

No requests were received for dispensations from councillors on matters in which they have a Disclosable Pecuniary Interest.

3. PUBLIC PARTICIPATION SESSION

20.184 The Chair invited representations from the members of the public. No representations were made.

Standing Orders were suspended

4. COUNTY AND DISTRICT COUNCILLORS' REPORTS

20.185 Devon County Council

Cllr Squires reported that the County Council meetings continue to be held remotely. She has not been out around the area with the Highways Teams since lockdown. She advised that people should continue to report highways issues inline and to copy her in to emails when required.

20.186 Mid Devon District Council

Cllr Eginton reported that small electrical items such as hair dryers can now go in the recycling box. The Leader of the District Council had replaced four Labour councillors with four Conservative councillors.

5. LOCAL ORGANISATIONS' REPORTS

20.187 **Lapford Church Green Trustees**

Cllr Briant-Evans reported it had been agreed to put an access point between the Lower Town Place site and the Church Green provided it was gated. The Mid Devon District Council Conservation Officer would be informed of the proposal, as well as the public. Two of the oak posts need to be replaced and quotes were being sought to repair the Devon Bank. The Heart of Lapford Development group have offered 10 tons of stone and members of the public have offered their time to help the rebuilding of the bank. Other members of the public have offered their help to discuss ways of generating funding to support the works. The Annual Reports have been uploaded to the Charity Commission's website.

20.188 **Heart for Lapford Strategy Group**

Cllr Hassett had previously reported that there had been no meeting since the last Council meeting

20.189 **Heart of Lapford Development Board**

Cllr Hemsworth reported that there was no update.

20.190 **Wallingbrook Patient Participation Group**

Mr Graham advised that this year's flu vaccination clinics have been successful. Patients are receiving hospital appointments for ongoing treatments.

The meeting reconvened under Standing Orders

6. CONFIRMATION OF THE MINUTES

20.191 **Meeting held on 25 August 2020**

The draft minutes of the Council meeting held on 25 August 2020 were considered and were approved as a correct record, subject to the amendment, proposed by Cllr Down, seconded by Cllr Briant-Evans and carried unanimously.

The action grid was reviewed in detail and noted.

7. COUNCIL ADVISORY GROUPS

20.192 **Lapford Emergency Action Plan Committee**

Cllr Briant-Evans reported that she had contacted The Ark and the Village Hall as grant funding may be available to support Covid-19 related signage. The grit bins are being checked to assess if more grit is needed. The Lapford Emergency Response Team will continue to provide support to the community.

Cllr Briant-Evans will be participating in a Zoom meeting arranged by Devon Communities Together on the Devon Covid-19 Management Plan.

20.193 **Regeneration Committee**

Cllr Hemsworth reported that the work continues to improve the local rail service. There is ongoing discussion about the gate leading to the station so that access to the station can be improved.

8. PLANNING MATTERS

20.194 **Planning Applications List**

No planning applications were received.

20.195 **Planning applications received after publication of the agenda**

No planning applications were received.

20.196 **Mid Devon District Council planning decisions**

The following planning decision notice was received.

20/00802 HOUSE	Conversion of store to study, erection of single storey rear extension, installation of replacement windows and repositioning of oil tank and new external boiler The Old Forge Lapford Crediton Devon EX17 6P	Permitted with conditions
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20.197 **Application for possible garden room**

It was noted that a large shed/summer house was being erected in Prospect Way and that no planning application seems to have been submitted.

9. FINANCIAL MATTERS

20.198 **Receipts and account balances**

The list of receipts and account balances was tabled at the meeting. No receipts had been received between 25 August – 1 September 2020. The following balances were noted:

- Current Account: £3,294.58 (as at 01/09/2020)
- Savings Account: £95,866.39 (as at 01/03/2020)
- Loan Stock: £983.98 (as at 06/12/17)

20.199 **Payments**

The list of payments was tabled at the meeting. It was resolved to approve the payments of £198.00 for the Church Clock repairs (see Appendix 1), proposed by Cllr Briant-Evans seconded by Cllr Hemsworth and carried unanimously.

20.200 **Poppy wreath**

It was resolved to donate £30 towards a wreath for Remembrance Sunday, proposed by Cllr Down, seconded by Cllr Briant-Evans and carried unanimously.

20.201 **BT Broadband contract**

It was resolved in principle to take on another 24-month fixed contract with BT, proposed by Cllr Hemsworth, seconded by Cllr Briant-Evans and carried unanimously.

10. COUNCILLOR VACANCY

20.202 The Chair reported that the electors had requested a by-election to fill the two vacancies. The by-election will not take place until May 2021, due to the coronavirus pandemic. In the meantime, the Council may not co-opt individuals onto the Council.

11. ANNUAL ACCOUNTS 2019/20

20.203 This item was deferred.

12. ANNUAL GOVERNANCE ACCOUNTABILITY RETURN 2019/20

20.204 This item was deferred.

13. COMMUNITY VENUES AND TRACK AND TRACE

20.205 The Clerk advised that from 24 September, an NHS QR code poster will need to be displayed in the Orchard Centre so that visitors and users of the building can scan their mobile phone to check in as part of the track and trace process. In addition, a system for recording the contact details visitors and users will be implemented (**Action Clerk**).

14. PROVISION OF ADDITIONAL BURIAL SPACE

20.206 It was agreed to support the clearance of the South West corner of the St Thomas' churchyard to potentially create an additional 15 – 20 burial spaces. This option has been supported by the Archdeacon of Exeter and most of the work would be undertaken by volunteers.

It was agreed to submit an application of £500 for a Locality Grant via Cllr Squires to support this work (**Action Clerk**). It was agreed to also submit an application of £500 for a Locality Grant in February 2021 to support the repairs to the Church Clock if there is available funding (**Action Clerk**).

15. WEBSITE ACCESSIBILITY

20.207 A verbal update report was provided and it was agreed to consider moving the Council website that is currently hosted on the BT Community website to the Lapford village website.

16. CORRESPONDENCE AND NOTICES RECEIVED

20.208 The list of correspondence and notices was noted. It was agreed that in principle the Council would be interested if Mid Devon District Council was to replace the waste bins with dual bins for both waste and recycling. It was also agreed that it would be useful for additional bins to be located around the village (**Action Clerk**).

17. MATTERS RAISED BY THE CHAIR

20.209 Clerk vacancy

An advertisement has been placed in the local magazine.

18. COUNCILLORS' REPORTS AND ITEMS FOR FUTURE AGENDA ITEMS

20.210 Lower Town Place

It was noted that the agreement with the Heart of Lapford Development Board of Directors would be edited and circulated to the Board of Directors.

19. DATE OF NEXT MEETING

20.211 The date of the next meeting was confirmed as Tuesday 20 October 2020 at 7:30 pm via Zoom. The deadline for agenda items is midday on Friday 8 October 2020.

20. EXCLUSION OF PRESS AND PUBLIC

20.212 There was no Part Two meeting.

21. CLOSE OF MEETING

20.213 The meeting closed at 8:55 pm.

Chair:

Date:

APPENDIX 1 – PAYMENTS LIST UPDATED

Issued Minute	Cheque	Payee	Description	Net (£)	VAT (£)	Total (£)	Note
Current Account – Payments made between 25/08/20– 21/09/20 authorised by Clerk and Chairman							
			TBC				
Current Account – Payments for approval at council meeting							
22/09/20 20.199	TBC	Cumbria Clock Company Ltd	Maintenance of Church Clock	198.00	0.00	198.00	
22/09/20 20.200	TBC	Royal British Legion	Donation for poppy wreath	30.00	0.00	30.00	
						228.00	
						228.00	

Notes – None

ACTION GRID
Updated 13 October 2020

Minute	Action	Lead	Due Date	Status
09/12/17	<p>Put up posters from the British Heart Foundation to publicise the defibrillator</p> <p><i>Minute 18.009:</i> The posters have been received and they need to be laminated. A finger sign on the post by the Orchard Centre may be useful.</p> <p><i>Minute 18.040:</i> Cllr Phillips will laminate the posters for distribution.</p> <p><i>Minute 18.174:</i> An application has been made for signage to the British Heart Foundation.</p> <p><i>Minute 18.216:</i> Two posters received but a poster from South West Ambulance Trust is being sourced.</p> <p><i>Minute 18.317:</i> British Heart Foundation signs are to be received.</p> <p><i>Minute 18.360:</i> The signs have been received and need to be laminated.</p> <p><i>Minute 18.448:</i> The received signs are not appropriate so further signage has been ordered.</p> <p><i>Minute 19.128:</i> Costs for new posters will be provided for approval.</p> <p><i>Minute 19.215:</i> Signs ordered.</p> <p><i>Minute 19.256:</i> Signs received but they are not suitable.</p> <p><i>Minute 19.350:</i> A possible source of outside signs has been identified.</p> <p><i>Minute 19.434:</i> An article on the defibrillator will be published in the local magazine.</p>	Cllr Hemsworth	02/01/18	Ongoing
18.028	<p>Contact Steve Tucker, Highways Team, and ask for a formal risk assessment of the hedge on the left-hand side of the road up towards the village by the river bridge near Lapford Cross</p> <p><i>Minute 18.091:</i> Email asking for risk assessment sent. A risk assessment had been completed as part of the school travel plan and it was shown to be of acceptable risk. A copy of the school travel plan will be provided for information as the risk assessment may need to be reviewed and updated.</p> <p><i>Minute 18.130:</i> No copy of travel plan available. Clerk to repeat request for a new risk assessment.</p> <p><i>Minute 18.174:</i> Request for information about a risk assessment sought by Cllr Squires from Highways Superintendent.</p> <p><i>Minute 18.126:</i> Highways Superintendent has advised that a risk assessment has been completed. Cllr Squires will follow-up.</p> <p><i>Minute 18.263:</i> Following a site meeting, the Highways Superintendent agreed to put forward a proposal for the installation of 15m of timber fencing. The funding needs to be approved by Devon County Council.</p> <p><i>Minute 18.317:</i> Clerk to follow-up.</p> <p><i>Minute 18.360:</i> Cllr Graham has followed this up with the Highways Team and was waiting for a response</p>	Cllr Hemsworth	06/02/18	Ongoing

Minute	Action	Lead	Due Date	Status
	<p><i>Minute 18.448:</i> Following a site visit with a member of the Highways Team and Cllr Squires, the work has been agreed with a contractor and it is due to be completed in the new year.</p> <p><i>Minute 19.0042:</i> It was understood that the works would be carried out in the current financial year 2018/19.</p> <p><i>Minute 19.083:</i> No work has been completed to date.</p> <p><i>Minute 19.128:</i> Cllr Squires will follow this up with the Highways team and will also raise the ongoing concerns with the large pothole on the road to Chawleigh before Handsford Farm.</p> <p><i>Minute 19.167:</i> Due to the large pothole, some buses have been diverted.</p> <p><i>Minute 19.256:</i> The large pothole has been repaired.</p> <p><i>Minute 19.299:</i> A reminder email will be sent to Steve Tucker and copied to Cllr Squires.</p> <p><i>Minute 19.350:</i> It was agreed that a formal letter will be written to Meg Booth to ask for progress to be made with regard to the road hedge.</p> <p><i>Minute 19.434:</i> It was agreed to write to Meg Booth, Devon County Council, to raise a number of long-standing highways issues including: the drains on Mill Hill, the fencing along the hedge at the railway bridge, the site visit by S Tucker to agree the proposed location of four grit bins, the roads not being repaired and the potholes.</p>			
18.458	<p>Ask for ideas for the future use of the telephone kiosk via a notice in the local magazine</p> <p><i>Minute 19.007:</i> A notice was published in local magazine asking for ideas. One suggestion was to use the kiosk as a drop-off point for parcels like an Amazon Locker, but this would need a lock. The Spar shop is a drop-off site for a number of deliveries.</p> <p><i>Minute 19.042:</i> This action will be parked until March 2020.</p> <p><i>Minute 20.087:</i> Place a notice in the local magazine to ask if people had any ideas on how to make use of the telephone kiosk.</p> <p><i>Minute 20.156:</i> Potential uses for the kiosk include a book swap particularly children's books and a DVD swap. These could simply be exchanges or there could be a donation box. Cllr Hemsworth to take forward, Cllr Heal to look at shelving for the kiosk.</p>	Cllr Hemsworth Cllr Heal	07/04/20	
19.047	<p>Seek information on the status of the Loan Stock</p> <p><i>Minute 19.083:</i> Some information provided by an ex-councillor, which will be followed up.</p> <p><i>Minute 19.256:</i> Some stock had been redeemed in April 2015 but it is unclear whether other stock is available. For security reasons, no further information can be provided until the Clerk has written to provide with previous contact information and to update the current information.</p>	Clerk	02/04/19	Ongoing
19.095	<p>Seek a quote for the cost of producing the signs for the car park</p> <p><i>Minute 19.128:</i> A quote to replace the sign for "No ball games" is to also be sought.</p>	Clerk	02/05/19	

Minute	Action	Lead	Due Date	Status
19.172	<p>Chase the Highways Team for information about grit bins</p> <p><i>Minute 19.215:</i> Chaser email sent. It was reported that the Lapford Snow Warden had written to Phil Norrey, Devon County Council, complaining that Steve Tucker, the local Highways Officer, had consistently failed to reply to emails/phone calls re. arranging snow warden training.</p> <p><i>Minute 19.256:</i> A reply had been received from Devon County Council following a formal complaint. Snow warden training has been arranged in September and support will be provided.</p> <p><i>Minute 19.299:</i> Reminder email sent, still no response about the grit bins.</p> <p><i>Minute 19.350:</i> Reminder email sent, copied to Cllr Squires. Also spoke to in person to S Tucker and raised the matter. It was agreed that a formal letter will be written to Meg Booth to ask for progress to be made with regard to a response about the grit bins.</p> <p><i>Minute 19.395:</i> There was a possible source of grant funding for grit bins from the Highways Enhancement Fund.</p> <p><i>Minute 20.191:</i> It was agreed to write again.</p>	Clerk	04/06/19	Ongoing
19.248	<p>Repair the bench in front of the development at The Old Den</p> <p><i>Minute 19.299:</i> Action ongoing.</p> <p><i>Minute 20.158:</i> This is being followed-up by the Regeneration Committee.</p> <p><i>Minute 20.191:</i> The action has been completed</p>	Cllr Hemsworth Cllr Shapland	03/09/19	Closed
19.274	<p>Arrange for weeds to be sprayed in Orchard Way car parks</p> <p><i>Minute 19.350:</i> The local individual will not be able to spray the weeds due to insurance concerns. Some of the weeds had been cleared during the Litter Pick. It was agreed to see if the work can be carried out with a team from Mid Devon District Council.</p> <p><i>Minute 19.395:</i> It was agreed to arrange a session with councillors on a Saturday to clear the weeds.</p> <p><i>Minute 19.434:</i> Dates could not be arranged before Christmas. February dates will be provided and it was agreed to contact Amber to see if they would like to be involved.</p> <p><i>Minute 20.156:</i> Mid Devon District Council no longer provides a weed spraying service. Some weed spraying will be undertaken on the road by the Lower Town Place site and it may be possible to include the car park.</p> <p><i>Minute 20.191:</i> It was agreed to try to include the weed spraying as part of the next litter pick.</p>	Cllr Hemsworth	03/09/19	Ongoing
19.275	<p>Provide details of local walks and pass any information to the Clerk for the Mid Devon Tourist website</p> <p><i>Minute 19.350:</i> Information on local walks have already been published and it was agreed to try to locate the information and update it.</p> <p><i>Minute 20.156:</i> The Parish Paths Partnership co-ordinator will be asked if she could undertake this work</p>	Cllr Hemsworth P3 co-ordinator	03/09/19	

Minute	Action	Lead	Due Date	Status
	<i>Minute 20.191:</i> The P3 Co-ordinator was following up some issue relating to the local footpaths with Devon County Council.			
19.320	Continue the development of a grant agreement between the Council and the Heart of Lapford Development Board of Directors <i>Minute 19.350:</i> Grant agreement being drafted. <i>Minute 19.395:</i> Advice received <i>Minute 19.434:</i> First draft under discussion. <i>Minute 20.034:</i> Cllr Hemsworth, Cllr Briant-Evans and Clerk met with solicitors to review the draft grant agreement. The current agreement needs to be strengthened and revised. <i>Minute 20.177:</i> Draft agreement reviewed and agreed. To be circulated to the Heart of Lapford Development Board.	Cllr Hemsworth Cllr B-Evans Clerk	03/12/19	Ongoing
19.412	Confirm who would be responsible for the trees on the boundary of the Playing Field and Orchard Way <i>Minute 19.434:</i> The trees are not in the gardens of the properties on Orchard Way or in the Playing Field. The trees are probably the responsibility of the developers of the Orchard Way development.	Cllr Hemsworth	03/12/19	
19.451	Consider what action needs to be taken to ensure compliance with the web accessibility standards by 23 September 2020 <i>Minute 20.207:</i> Update report provided.	Clerk	07/07/20	
20.025	Resend the letter to the Highways Team about the proposal to extend the winter gritting routes for better coverage. <i>Minute 20.074:</i> Letter re-sent. Response received from Mel Stride saying if no response received within a week he will follow it up with Devon County Council. Response received from Highways Team and no changes to the existing gritting route will be made as this currently complies with County Council policy. It was agreed to propose to the Highways Team that the gritting should be extended at least to the Primary School as it is the site for the landing of the Air Ambulance helicopter.	Clerk	03/03/20	Ongoing
20.044	Request posters about dog fouling from Mid Devon District Council	Clerk	03/03/20	
20.083	Seek costs of Twenty's Plenty signs	Clerk	07/04/20	
20.169	Check Orchard Way car park lease to ensure changes to the fence with Lower Town Place can be made <i>Minute 20.191:</i> Property Manager at Mid Devon District Council contacted for advice.	Clerk	08/09/20	Ongoing
20.205	Implement a system for recording users and visitors to the Orchard Centre as part of the NHS Test and Trace process	Clerk	20/10/20	Ongoing

Minute	Action	Lead	Due Date	Status
	<i>Update: System for logging users and visitors to the Orchard Centre in place. Draft Privacy Notice to be presented to next Council meeting for approval.</i>			
20.206	Submit an application of £500 for a Locality Grant via Cllr Squires to support the clearance of the St Thomas' churchyard to create additional burial spaces	Clerk	20/10/20	
20.206	Submit an application of £500 for a Locality Grant in February 2021 to support the repairs to the Church Clock if there is available funding	Clerk	February 2021	
20.208	State an interest for Mid Devon District Council to replace the waste bins with dual bins for both waste and recycling and ask about additional bins <i>Update: Action completed.</i>	Clerk	20/10/20	Closed
18.351	Follow-up the possible Edgerley Cross site as a burial ground site with Mid Devon District Council <i>Minute 18.448:</i> A response has not yet been received from the Planning Team following a set of test digs. The Highways Team have advised that hard standing will be required at the entrance into the burial ground to avoid mud being transferred onto the road. <i>Minute 19.042:</i> This action will be parked until March 2020. <i>Minute 20.086:</i> Consider ways of asking the parishioners whether they wanted a new burial ground in Lapford parish as there would be a significant cost implication. <i>Minute 20.156:</i> A recent visit from the Archdeacon of Exeter identified an area of the St Thomas' churchyard that potentially could be cleared for an additional 15 – 20 burial plots. It was agreed to park the identification of a new burial ground for 12 months.			PARKED until August 2021