

# Lapford Parish Council

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## Lapford Parish Council Annual Meeting 25<sup>th</sup> May 2021

### To: all Members of Lapford Parish Council

For information: County and District Ward Members, press and public

Issue date: Monday 17<sup>th</sup> May 2021

*The Parish Council is grateful for the attendance and reports presented by both Councillors and external organisations. Due to the large number of issues affecting the Parish, it would be most appreciated if reports could be kept concise and to the point.*

You are hereby summoned to attend the **Lapford Parish Council Annual Meeting on Tuesday 25<sup>th</sup> May 2021 at 7.30pm**, to be held at the Victory Hall, for the purpose of transacting the business on the following agenda.

*Rob Martin*

**Locum Clerk to Lapford Parish Council**

## AGENDA

### **2122-001 ELECTION OF CHAIRMAN**

To consider proposals for, and elect, a Chairman for the coming year. The new Chairman to sign a Declaration of Acceptance of Office form, following which they may take the Chair.

### **2122-002 ELECTION OF VICE-CHAIRMAN**

To consider proposals for, and elect, a Vice-Chairman for the coming year.

### **2122-003 APOLOGIES**

#### **To receive apologies for absence**

Schedule 12 of the Local Government Act 1972 requires a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Clerk, as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are acceptable.

### **2122-004 COUNCILLOR VACANCIES**

To welcome the two new councillors elected Roy Andrews and Stacey Lumsdon and consider the declaration of at least the two further vacancies resulting from the unavailability of Donna Egan and the resignation of Hillary Hassett.

Roy Andrews and Stacey Lumsdon to sign Declarations of Acceptance of Office forms, following which they may take part in the meeting.

### **2122-005 DECLARATIONS OF INTEREST (PECUNIARY AND NON-PECUNIARY)**

#### **To receive declarations of interest in items on the agenda**

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests that are not currently entered in the member's register of interests or if he/she has

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not notified the Monitoring Officer of it.

*Standing Orders will be suspended and the Chairman to declare the meeting closed*

### 2122-006 PUBLIC PARTICIPATION SESSION

Members of the public are invited to make representations. Each member of the public is entitled to speak once only and shall not speak for more than three minutes. The session shall not exceed 20 minutes.

### 2122-007 COUNTY AND DISTRICT COUNCILLORS' REPORTS

To receive a verbal report for information.

- a) Devon County Council
- b) Mid Devon District Council

### 2122-008 LOCAL ORGANISATIONS' REPORTS

- a) Lapford Church Green Trustees
- b) Heart for Lapford Strategy Group
- c) Heart of Lapford Development Board
- d) Wallingbrook Patient Participation Group

*The Chairman to reconvene the meeting in line with Standing Orders*

### 2122-009 MINUTES

To approve, as a correct record, the minutes of the Parish Council meeting held on 27<sup>th</sup> April 2021 and to note the action grid.

### 2122-010 COUNCIL ADVISORY GROUPS

To receive updates of the following advisory group meetings and resolve whether to adopt recommendations therefrom:

- 9.1 Lapford Emergency Action Plan Committee
- 9.2 Regeneration Working Group

### 2122-011 COUNCILLOR REPRESENTATION

- a) Council Committees
- b) External Bodies
- c) Lead Councillor Roles

### 2122-012 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

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To consider responses to applications notified after the agenda had been set.

### c) MID DEVON DISTRICT COUNCIL DECISIONS

To note any planning application determinations since the last meeting which affect Lapford Parish.

#### 2122-013 RECEIPTS & PAYMENTS SCHEDULE

To approve the payment of the invoices on the schedule below for the period since the last meeting, as below:

##### PAYMENTS

Payment to	Services	Amount £	Payment No.
<b>2021/2022</b>			
RJ Martin	Locum Clerk – April 2021	529.50	Online
S Hemsworth	Orchard Centre Cleaning – April 21	52.00	Standing Order
S Hemsworth	Orchard Centre Cleaning – May 21	52.00	Standing Order
1&1 Internet	Website Hosting – May 21	2.40	Direct Debit
PWLB	Loan Repayment	2,249.63	Direct Debit
BT Group	Telephone & Broadband	41.28	Direct Debit
Southern Electric	Electricity	60.36	Direct Debit
<b>RJ Martin</b>	<b>Locum Clerk – May 2021</b>	<b>tba</b>	
<b>Michelmores</b>	<b>Grant Funding Agreement</b>	<b>1140.00</b>	

##### RECEIPTS

Receipt from	Services	Amount £	Method
<b>2021/2022</b>			
HMRC	VAT Refund	1,523.10	BAC

In addition, payments will be made for invoices received since the agenda was set. Payment items in **bold** will be made following the meeting.

#### 2122-014 FINAL ACCOUNTS 2020/2021

To approve and adopt the attached final accounts for 2020/2021.

#### 2122-015 ANNUAL GOVERNANCE ACCOUNTABILITY RETURN (AGAR) 2020/21

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- a) Section 1 – to approve The Annual Governance Statement 2020/2021.
- b) Section 2 – to approve The Accounting Statements 2020/2021.

### **2122-016 FINANCIAL PROCEDURES**

To consider the attached report by the Locum Clerk on the financial procedures in place with his suggestions about how they should be changed to provide appropriate internal control.

### **2122-017 BANK SIGNATORIES**

To consider the bank signatories in place currently and suggest changes to the list for the upcoming period. This is for online access which should include enough internal check mechanisms to ensure good financial control.

### **2122-018 PARISH COUNCIL WEBSITE AND EMAILS**

To consider the action necessary to enable the ongoing website facility and ensure that the email service continues.

### **2122-019 REPLACEMENT OF PARISH CLERK**

To consider action necessary to ensure that a replacement clerk is sought and in place before the Locum Clerk finishes his time with the Council.

### **2122-020 CORRESPONDENCE AND NOTICES RECEIVED**

To note the correspondence received for circulation and to resolve to action any matters arising as appropriate

### **2122-021 MATTERS RAISED BY THE CHAIR**

To note and consider items received after the publication of the agenda and to resolve to action any matters arising as appropriate.

### **2122-022 COUNCILLORS' REPORTS AND FUTURE AGENDA ITEMS**

Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision-making.

### **2122-023 PARISH COUNCIL MEETING PROGRAMME 2021/2022**

The parish council meetings have traditionally been on the first Tuesday of each month. The last few meetings have been later in the month, which has tended to fit the needs at the time. A decision is needed on the target point of each month for meetings, whether there is a need for monthly meetings and whether the use of zoom meetings for management purposes should continue.

### **2122-024 DATE OF NEXT MEETING**

To be decided.

### **2122-025 EXCLUSION OF PRESS AND PUBLIC**

To resolve that under section 1(2) of The Public Bodies (Admissions to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during consideration of items of business if publicity would be prejudicial to the public interest by reason of the confidential nature of the

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business to be transacted as it involves the likely disclosure of personnel, commercially sensitive or legal matters.

**2122-026    CLOSE OF MEETING**