

**Minutes of a virtual meeting of Luppitt Parish Council held on Tuesday, 2 February 2021 at 8 pm
(A virtual meeting was held to comply with Government restrictions on attending meetings that are currently in place in response to the Coronavirus emergency)**

Present: Cllrs John Thorne (Chairman), Beth Hooper, Paul Prettejohn, Brian Pulman, Christine Ryder, Andrew Tucker, Michele Turner, David Key and Colin Brown (EDDC), Rosalind Buxton (Parish Clerk)

Apologies: Cllr Iain Chubb (DCC and EDDC)

1.1 Receive apologies for absence

Apologies were received as above.

1.2 Minutes of previous meeting

The Minutes of the meeting held on Tuesday, 5 January 2021, were unanimously agreed and signed* as a correct record of that meeting (proposed by Cllr Ryder, seconded by Cllr Hooper).

1.3 Declaration of Interest

There were no declarations.

2.0 PLANNING

2.1 Applications (for comment, support or objection)

2.1.1 20/2738/VAR – Dolish Farmhouse, Luppitt, Honiton, EX14 4RT – variation of condition 2 of planning consent 19/2660/FUL

Although the Parish Council had approved the original planning application, it had concerns about some of the variations that had been applied for. The Parish Council believes that it is better to have existing buildings used and functional rather than left to deteriorate but considered that some of the variations would materially change the appearance and character of the original building. The clerk will submit detailed comments to Planning.

2.1.2 20/2546/FUL – Clematis Cottage, Luppitt, Honiton, EX14 4RT – change of use of former garage to allow use as annexe and holiday let (retrospective application)

The Parish Council objects to this planning application on several grounds. The clerk will submit detailed comments to Planning.

2.1.3 21/0183/FUL – Mohuns Ottery, Luppitt, EX14 4TS – proposed single storey extension

This application arrived too late to be included on the Agenda. It was agreed to discuss it at a Planning Committee meeting to be held on Tuesday, 9 February. The second item to be discussed and agreed will be approval of the Neighbourhood Plan.

2.2 Decisions

2.2.1 20/2203/COU – Unit 2, The Dutch Barn, Woodhayes, Luppitt, EX14 4TP – approved

2.2.2 20/2651/FUL – Little Shelvin Farm, Luppitt, EX14 4UF – approved

2.2.3 20/2622/FUL and 20/2623/LBC – Stoneacre Farm, Luppitt, EX14 4SU – approved

2.3 Neighbourhood Plan

There are still a few amendments to be agreed on the Neighbourhood Plan. It was agreed that these would be discussed at a virtual meeting to be held before the Planning Committee meeting on 9 February. The Chairman of the Steering Group has drawn up a checklist for the Parish Council to refer to when discussing future planning applications.

2.3.1 Neighbourhood Plan Communications Programme

Once the Parish Council has approved the Neighbourhood Plan, it will be essential to engage the parishioners in a comprehensive consultation process which is made all the more difficult with the Covid-19 restrictions. Cllrs Ryder, Turner and the Chairman of the Steering Group have produced a wide ranging communications programme which Cllr Ryder presented to the Parish Council. To give parishioners the best opportunity to read and understand the Neighbourhood Plan and to raise questions, the communications programme includes website videos, a summary booklet, articles in the Luppitt Packet and Zoom meetings. Cllr Turner has designed the website and will produce the videos at no cost to the parish. Printing costs will be kept to a minimum. Cllr Thorne thanked all those involved in creating the communications programme.

2.4 EDDC Local Plan and Survey

EDDC is working on a new Local Plan for East Devon which will go out for consultation early 2022. There is an online questionnaire which Cllr Key said is important for Parish Councils to complete as EDDC’s Local Plan has a direct effect on made and emerging Neighbourhood Plans. Cllr Turner undertook to look at the questionnaire and to report back so that the Parish Council can formulate its reply.

2.5 Interim Devon Carbon Plan

Nigel Hurst has submitted comprehensive feedback to the Devon Carbon Zero project. The clerk will forward these comments to Parish Councillors for their information. Cllr Turner had attended a webinar giving presentations on the carbon footprint tool being developed which will allow parishes to establish their own carbon footprint. Cllr Turner and Nigel Hurst had been sent a link to test the tool which is still in the early stages of development. Cllr Turner had sent feedback and expressed the view that if this tool is used in the future then results should be monitored regularly over time to measure the success or failure of any steps taken to reduce the parish’s carbon footprint. Cllr Turner and Nigel Hurst continue to liaise and Cllr Turner will keep the Parish Council informed of developments.

3.0 HIGHWAYS AND TRAFFIC

3.1 Parish Highways programme – update on Items to Report

LOCATION	REFERENCE	COMMENT/PROGRESS
Loose kerbstones	W201329836/7/8/9	Slow progress as EDDC has only just approached someone to price and carry out the repairs.
Several potholes at the lower part of School Lane towards Ringborough Cross	W201329841	Cllr Tucker has carried out some work.
Potholes between Higher Wick and Fortfield houses	W201357931	Assessed 28.10.20.
Ringborough Cross to Coombeshead – potholes and subsidence	W201322761	With contractor for repair. Discussed and reported to Neighbourhood Highways Officer.
Maple Cross to Pound Farm – severe edge of road deterioration both sides	W201329842	Work completed (see item 3.2.2 below).
Uxford Bridge to Stonehayes		Work completed.
Severe road deterioration between Higher Wick Farmhouse and Orchard View	W211387616	Comment from Highways was that no problem could be found. Clerk has written to NHO who is dealing with it. The damage has been caused by poor work originally carried out by Gigaclear.

3.2 Parish Maintenance

Cllr Pulman thanked Cllr Tucker for the work that he has carried out around the parish clearing drains.

3.2.1 Funding application for Lengthsman’s work

The clerk has completed an application form which has been acknowledged.

3.2.2 Locality funding towards Maple Cross work

Funding of £1,500 has been received from Locality and the clerk has written to thank Cllr Chubb. Cllr Tucker has completed the work.

3.2.3 Potholes

Cllrs Thorne and Pulman will wait until the weather improves before making a note of potholes in the parish that do not reach Highways’ criteria for repair.

3.2.4 The Mill

The resident has emailed Cllr Thorne to say that the chute is in place and Cllr Tucker can now complete the work.

3.2.5 Surface Dressing

Surface dressing and associated work will be carried out at some point between 1 March and 31 October at Corner House Cross to Mill Cross, Mattys Cross to Shelves Farm Cross and Luppitt Common to Dolish Farmhouse.

4.0 FOOTPATHS AND BRIDLEWAYS

4.1 Footpath Wardens’ reports

The clerk has actioned all points mentioned in the footpath wardens’ reports last month – nothing further to report. The clerk will submit all P3 forms by 15 February.

4.2 Work on Footpath 14

The clerk has spoken to Ros Davies, Parish Paths Liaison Officer at Devon County Council, about procedures to be followed when considering a possible diversion to avoid the boggy area of this footpath, so making it more pleasant for walkers. No footpaths are being diverted during the pandemic but she had told the clerk to gather information together. Certain criteria for any diversion have to be met including not being more challenging for walkers or much shorter or longer in length, better ground conditions and no loss of views. The landowners are the Commoners and Cllr Tucker indicated that the Commoners would be amenable to finding a solution. Ros Davies is also keen to find a solution to the problem.

Cllr Tucker will submit an invoice for clearing the overhanging trees near Turf House (mentioned in the December Minutes). Costs will be covered by the P3 fund.

5.0 ENVIRONMENT/COMMUNITY FACILITIES

5.1 Annual Police Report

Details of incidents reported between 1 January 2020 and 11 January 2021 – 20 which is an increase of 42.9% year on year

- Anti-social behaviour – 5
- Crime recorded – 5
- Public safety – 10

5.2 Millrise

Cllr Key reported that work has gone ahead on six houses with some being re-roofed. Heating system has not yet been installed. Cllr Key will keep the Parish Council informed.

5.3 Census 2021

Census weekend is 21 March. The clerk has posted details on the Parish Council website.

5.4 Play Area Inspection

The person who has inspected the play area for the last few years has retired. The clerk was asked to research a replacement.

6.0 FINANCE AND ADMINISTRATION

The clerk updated the figures as follows:

6.1	Receipts	Locality grant	£ 1,500.00
	Account balances at last statement	P3 balance	1,558.28
		Neighbourhood Plan grant (balance)	97.25
		Luppitt Parish Council	10,157.44
6.2	Cheque payment for approval and signing	C F Tottle – maintenance Zoom – annual subscription by card (saving 20%)	350.00 103.96

6.3 Quarterly check – internal financial control

The clerk will liaise with Cllr Ryder on the best way to complete the quarterly check in view of Covid-19

restrictions.

6.4 Casual Vacancy

Cllr Thorne will approach a parishioner who may be interested in joining the Parish Council.

6.5 Internal Audit Arrangements

The clerk has written to Gavin Brake to ask if he is willing to carry out the internal audit again.

6.6 Zoom subscription

As authorised previously, the clerk has taken out an annual subscription to Zoom at a saving of 20%.

6.7 Parish Council Meetings

Devon Association of Local Councils (DALC) has advised that the legislation permitting councils to meet remotely will come to an end on 6 May 2021 so, as it currently stands, meetings will have to return to face-to-face meetings. NALC and DALC are both lobbying the Government to extend this deadline. The clerk will carry out a risk assessment in readiness and will follow advice issued by DALC.

6.8 Correspondence

Letters of thanks have been received from Devon Air Ambulance Trust, Devon Freewheelers and TRIP for the S137 donations given by the Parish Council. Volunteer car drivers are needed for TRIP and details of the services provided by TRIP are on the Parish Council website.

7.0 CHAIRMAN'S DISCRETION

The clerk had received details of The NHS, Social Care and Frontline Workers' Day event planned for 5 July 2021. It was agreed it should be forwarded to the Village Hall Entertainments Committee.

8.0 QUESTIONS FROM THE PUBLIC

There were no questions and the meeting ended at 9.50 pm.

Date for next meeting to be held at 8 pm: Tuesday, 2 March 2021

*Minutes will be signed when Parish Council meetings resume.
