

**Minutes of a virtual meeting of Luppitt Parish Council held on Tuesday, 2 March 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, Brian Pulman, Christine Ryder, Andrew Tucker, Michele Turner, David Key (EDDC), Rosalind Buxton (Parish Clerk) and one member of the public
Apologies: Cllr Colin Brown (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, 2 February 2021, were unanimously agreed and signed* as a correct record of that meeting with the addition of the words 'and Nigel Hurst' in item 2.5 (Interim Devon Carbon Plan), amended Minute to read '**Cllr Turner and Nigel Hurst 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.**' (proposed by Cllr Turner, seconded by Cllr Hooper).

1.3 Minutes of Planning Committee meeting held on Tuesday, 9 February 2021

The Minutes of the Planning Committee were unanimously agreed and signed* as a correct record of that meeting (proposed by Cllr Hooper, seconded by Cllr Pulman).

1.4 Declaration of Interest

There were no declarations.

2.0 PLANNING

2.1 Applications (for comment, support or objection)

2.1.1 21/0183/FUL – Mohuns Ottery, Luppitt, EX14 4TS – proposed single storey extension

This planning application was discussed at the Planning Committee meeting on 9 February. Whilst the Parish Council has no objection to the single storey extension, it was concerned that the design materially altered the symmetry of the existing property. The clerk passed on these comments to EDDC Planning.

2.1.2 21/0372/FUL – Barn at Otter View Farm, Shaugh, Honiton, EX14 4TP – proposed conversion of agricultural building to form residential dwelling and associated works

Cllrs Thorne, Tucker and the clerk had visited the site and met the applicant. It was agreed that the proposed plans were in keeping with the existing building. The Parish Council supports this planning application (proposed by Cllr Tucker, seconded by Cllr Hooper with all in favour).

2.1.3 21/0327/LBC – Woodhayes Cottage, Luppitt, Honiton, EX14 4TP – block up external door leading into toilet on lean-to on rear elevation and create one new internal door opening leading into toilet

The Parish Council has no objection to these alterations (proposed by Cllr Turner, seconded by Cllr Tucker with all in favour).

2.2 Decisions

None.

2.3 Neighbourhood Plan

The final draft of the Neighbourhood Plan was approved at the Planning Committee meeting held on 9 February 2021. The wording for the definition of Luppitt village has been changed slightly to make it clearer.

2.3.1 Update on Neighbourhood Plan Communications Programme

Cllr Ryder advised that they are on target to forward the 20-page summary document and 4-page leaflet to the printer by 18 March. Cllr Turner said that the full document will be uploaded to the Neighbourhood Plan website. The Plan will be broken down into easily accessible sections accompanied by audio explanations.

2.4 EDDC Local Plan and Survey

It was agreed that Cllr Turner would liaise with the clerk to formulate the Parish Council's responses to the questionnaire. The clerk will then forward the comments to the rest of the Parish Council for agreement before submission by 15 March.

2.5 Interim Devon Carbon Plan

Cllr Turner continues to liaise with Nigel Hurst. Cllr Turner reported that Nigel has received acknowledgement of his feedback on the carbon plan. They are both following up on the carbon footprint tool and Nigel is keen to establish the number of livestock in the parish as he believes that old and out-of-date figures are being used which may well overstate the carbon footprint figure for Luppitt. Cllr Turner advised that the group at Exeter University working on the carbon footprint tool are looking for donations in the future towards their work. The Parish Council will consider this when more information is available. Nigel had raised the topic of smart meters. Smart meters help the Grid to manage electricity usage. Cllr Turner offered to liaise with Nigel to put together a brief on the benefits of smart meters. This might eventually form part of the Green Code for Luppitt.

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	Cllr Key had no progress to report. He will follow up.
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. Clerk to report again.
Severe road deterioration between Higher Wick Farmhouse and Orchard View	W211387616	NHO and Gigaclear met on site and agreed a way forward to solve the problem of water on the road. Cllr Hooper believes the work has been carried out.
Ford Bridge to Shaugh – on the left-hand side of the second bend coming from Ford Bridge, one side of the road has sunk		Clerk to report
Mattress has been dumped between Riggles Cross and Jack's House		Cllr Key will report
Damage to road at junction at Ringborough Cross		Clerk will report

3.1.1 Temporary Road Restrictions

- From 22 April 2021 – road from Beacon Cross to Ford Bridge – locate and clear blockage
- From 20 May 2021 – road past Millrise – replacement of poles
- From 27 May 2021 – road past Fairview Farm and Honeywells to the Old School House - pole replacement

3.2 Parish Maintenance

Cllr Pulman said he had noticed that some dirt had been dumped on Hartridge. Some contracting work has been carried out on the road by Maple Cross Hill and in other areas of Luppitt on behalf of Skansa. Cllr Tucker said that contractors have to dispose of waste, etc, in the parish wherever they are working.

3.2.1 Grant for Lengthsman's Work

The clerk reported that a grant of £896 had been approved by the Highway Maintenance Community Enhancement Fund. This represented 25% of the amount claimed. Cllr Tucker advised that the amount of £2,700 which had been earmarked in the budget towards the cost of ditch and drain clearance has not yet been spent and that Parish Councillors should advise him of any additional work that needs to be carried out in the parish. Cllr Pulman said that Shelf Lane needs to be cleared and he will pass on to Cllr Tucker details of other areas that need attention.

3.2.2 Uxford Bridge

Cllr Tucker reported that 4 or 5 culverts are blocked between Uxford Bridge and the main road. It was agreed that the clerk should contact the NHO (Phil Morgan) and the Chairman of Combe Raleigh Parish Meeting to suggest working together to solve the problem as the road is used frequently by Luppitt residents.

3.2.3 The Mill

Cllr Tucker has completed the work apart from one tree trunk which needs to be lifted out.

4.0 FOOTPATHS AND BRIDLEWAYS

4.1 Footpath Wardens' Reports

Poor signage in places on footpath 14.

4.2 Work on Footpath 14

Nothing can happen whilst Covid restrictions are still in place. Once they are eased, the clerk will arrange for Cllr Tucker to meet the Chairman of the Trustees and Ros Davies of Devon County Council on site to discuss and agree a solution to the boggy area.

5.0 ENVIRONMENT/COMMUNITY FACILITIES

5.1 Millrise

Cllr Key had nothing further to report at the moment.

5.2 Play Area Inspection

The clerk was authorised to contact ROSPA to arrange an inspection of the play area.

5.3 Blackdown Hills Parish Network Newsletter

The contents were noted.

5.4 Annual Parish Meeting

Due to Covid restrictions, DALC has advised that there is currently no requirement to hold an Annual Parish Meeting. Attendance in recent years has been very disappointing despite the Parish Council arranging speakers to attend and it was felt that this would not improve if the meeting had to be held remotely. It was agreed not to hold an Annual Parish Meeting this year (proposed by Cllr Tucker, seconded by Cllr Ryder with all in favour).

6.0 FINANCE AND ADMINISTRATION

The clerk updated the figures as follows:

			£
6.1	Receipts	None	
	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	A R Tucker Ltd	1,060.80
		A R Tucker Ltd (P3 fund)	136.80
		A R Tucker Ltd (part funded)	2,052.00
		Information Commissioner (GDPR)	40.00

6.3 Quarterly check – internal financial control

Cllr Ryder has checked the cash book and reconciliation for the quarters ended September and December 2020 and confirmed that all is correct.

6.4 Internal Audit Arrangements

The clerk was pleased to report that Gavin Brake has agreed to act as internal auditor for a further year.

6.5 Casual Vacancy

Martin Summers had attended the meeting as a member of the public to see what was involved in becoming a Parish Councillor. He was happy to put himself forward as a candidate and it was agreed unanimously to co-opt Martin onto the Parish Council (proposed by Cllr Pulman, seconded by Cllr Tucker). Cllr Thorne welcomed Martin to the Parish Council and said he felt that Martin's wide experience would certainly be beneficial to the Parish Council.

6.6 Correspondence

The clerk has been forwarded details of a person who has set up her own print and design business. The clerk will keep the details for future reference.

7.0 CHAIRMAN'S DISCRETION

7.1 Community Asset Transfer

Cllr Key had no further information to pass on. The clerk will forward the email received from EDDC.

8.0 QUESTIONS FROM THE PUBLIC

There were no questions and the meeting ended at 9.30 pm.

Date for next meeting to be held at 8 pm:

Wednesday, 7 April 2021 – PLEASE NOTE CHANGE OF DATE

***Minutes will be signed when Parish Council meetings resume.**