

**Minutes of a virtual Annual General Meeting of Luppitt Parish Council
held on Tuesday, 4 May 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 (Chair), Michele Turner (Vice-Chair), Beth Hooper, Brian Pulman, Christine Ryder, Martin Summers, Andrew Tucker, David Key and Colin Brown (EDDC), Rosalind Buxton (Parish Clerk) and one member of the public

Apologies: Cllrs Paul Prettejohn and Iain Chubb (DCC and EDDC)

1.1 Appointment of Chair, Vice-Chair, Planning Committee, Parish Maintenance Committee, Tree Warden, Snow Warden and P3 Co-Ordinator

Cllr Key took the chair and invited nominations for Chair. Cllr Pulman proposed Cllr Thorne and this was seconded by Cllr Ryder with all in favour. Cllr Thorne then took the chair and invited nominations for Vice-Chair. Cllr Tucker proposed Cllr Turner and this was seconded by Cllr Ryder with all in favour. It was agreed unanimously that the whole council would be members of the Planning Committee (with a quorum of three) and that the whole council (excluding Cllr Tucker) would be members of the Parish Maintenance Committee (with a quorum of two). It was agreed unanimously that Cllr Pulman would act as co-ordinator of the Parish Maintenance Committee, that Cllr Tucker would continue as Tree Warden and Cllr Pulman would continue as snow warden (proposed by Cllr Turner, seconded by Cllr Hooper). The clerk will continue to act as point of contact with the three footpath wardens for the P3 scheme.

1.2 Receive the Chair's Declaration of Acceptance of Office

The clerk will arrange a face-to-face meeting with Cllr Thorne for him to sign the Declaration of Acceptance of Office of Chair.

After the above protocols had been completed, Cllr Thorne welcomed everyone to the meeting and thanked all the councillors for their hard work, especially during such a difficult year. Cllr Thorne appreciated the Parish Councillors' confidence in re-electing him as Chair and he was happy to continue in this role. Cllr Thorne congratulated Cllr Turner on her appointment as Vice-Chair.

1.3 Receive apologies for absence

Apologies were received as above.

1.4 Minutes of previous meeting

The Minutes of the meeting held on Tuesday, 7 April 2021, were unanimously agreed and signed* as a correct record of that meeting (proposed by Cllr Turner, seconded by Cllr Ryder).

1.5 Declaration of Interest

There were no declarations of interest.

2.0 PLANNING

2.1 Applications (for comment, support or objection)

2.1.1 21/0924/FUL and 21/0925/LBC – Higher Shelvin farm, Luppitt, EX14 4UF – extensions and other alterations to existing garage

The Parish Council has no objection to this planning application.

2.2 Decisions

2.2.1 20/2546/FUL – Clematis Cottage, Luppitt, EX14 4RT

Despite objections being raised by the Parish Council, this planning application has been passed. Cllr Thorne asked Cllr Key why he had changed his mind and supported the application. Cllr Key said that the applicant had agreed to recommendations put forward by the Planning Officer but did not have the details to hand. Cllr Thorne was concerned that the garage would be knocked down and a new building erected but Cllr Key said that this would breach the conditions attached to the planning approval. The property is for sale and retrospective planning approval would add to the value of the property. Roger Hicks had been

invited to the meeting to give his comments. He said that it was a complicated planning application because the applicants had applied for two things at once – for change of use as an annexe and at the same time for use as a holiday home. The garage is detached from the house but the Planning Officer considered it was close enough to the house not to require planning permission. Roger had followed this up with EDDC who, in their minds, have granted planning permission as a holiday let. EDDC are expecting the Parish Council to monitor the situation and advise if the garage is demolished.

Roger advised that the wording of a policy on annexes in the Neighbourhood Plan had been lost during one of the many revisions of the Plan that took place. The inclusion of the omitted policy wording will be considered by the Parish Council, together with other comments that arise from the consultation process.

A resident had spoken to the clerk and Roger Hicks about the planting of 500 trees, mentioned in the March issue of the Luppitt Packet. Angela King at EDDC had confirmed that planning permission is not required as long as the number of trees planted does not create a plantation. However, there is no guidance as to how many trees are needed to make a plantation.

The resident had also mentioned the storage of kegs in a field. This matter had been considered in depth several years before and the Parish Council had approved the car park, turning area and storage. Before the end of the meeting, Cllr Tucker was able to find that this matter was discussed and the decision to support the application was recorded in the Minutes of November 2013. The clerk will speak to the resident.

2.3 Neighbourhood Plan and Communications Programme

Cllr Ryder had prepared a report which had been circulated to Parish Councillors. The number of residents wanting to attend one of the Zoom meetings had been disappointing and so a panel consisting of Roger Hicks, Cllrs Turner, Ryder and the clerk had decided to carry out some telephone research to gauge reaction to the Neighbourhood Plan. The panel had been encouraged by the feedback which, on the whole, was very positive. Comments have been recorded and, where necessary, a written explanation given. Feedback will be uploaded to the Neighbourhood Plan website.

2.4 Interim Devon Carbon Plan

Cllr Turner had provided the link to the website giving carbon footprint information for comparison and also the document that Nigel Hurst had produced. These had been circulated to Parish Councillors. Cllr Turner will keep the Parish Council updated as information is released.

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 has received an email stating that contractors should be carrying out work shortly. Cllr Key has stressed that the situation is dangerous and he will continue to monitor.
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	Some have been repaired.
Ringborough Cross to Coombeshead – 4 or 5 potholes and subsidence both sides of the road	W211416708	Due for assessment 05.05.21.
Ford Bridge to Shaugh – on the left-hand side of the second bend	W211416701	Repair has been undertaken or is due to be undertaken.

LOCATION	REFERENCE	COMMENT/PROGRESS
coming from Ford Bridge, one side of the road has sunk		
Large pothole mid-way on the left-hand side between Overday and Gully Lane	W21416703	Due for assessment 05.05.21.
Barn Cross – 3 potholes, 2 on one side and 1 on the other	W21416702	Potholes do not meet criteria.

3.2 Parish Maintenance

The roads from Mathayes Cross to Beacon and Churchlands to Millrise have been surface dressed.

3.2.1 Road Closure

Road past Littletown Farm will be closed Thursday, 29 July, for replacement of BT poles.

4.0 FOOTPATHS AND BRIDLEWAYS

4.1 Footpath Wardens' Reports

Nothing to report from the footpath wardens.

4.2 Work on Footpath at Hillend

Repairs are needed to the gate by the property. The resident of Hillend can provide 2 posts and a big hunt gate to be used for the repairs. New hangers and a spring will also be needed. Ros Davies had provided details to the resident of a contractor at Farway to carry out the work but the resident had not yet contacted the contractor and it was agreed that Cllr Tucker should carry out the work (proposed by Cllr Pulman, seconded by Cllr Turner).

4.3 Modification Orders for Footpaths Nos 60, 61 and 62

Following the quashing by the High Court of the decision dated 17 April 2020, these orders are to be re-determined.

5.0 ENVIRONMENT/COMMUNITY FACILITIES

5.1 Parish Council Meetings

Parish Councils must return to face-to-face meetings from 7 May 2021. All Parish Councillors indicated that they were agreeable to this. The clerk will liaise with the Village Hall Management Committee for their agreement for the Parish Council to hold their June meeting in the main hall. The clerk will keep Parish Councillors up to date with Covid protocol to be followed for the meeting.

6.0 FINANCE AND ADMINISTRATION

The clerk updated the figures as follows:

6.1	Receipts	Precept	£ 6,000.00
		VAT repayment	1,072.43
	Account balances at last statement	P3 balance	1,448.28
		Luppitt Parish Council	8,869.79
6.2	Cheque payment for approval and signing	NALC seminar attended by Cllr Turner	38.93
		DALC subscription	110.65
		Community First Insurance	198.50

6.3 Annual Audit

The year-end figures were agreed by the Parish Council without any queries. Papers will be sent to the internal auditor shortly so that the Annual Governance and Accountability Return (AGAR) may be presented for approval to the Parish Council at next month's meeting. The year-end bank reconciliation will be signed by Cllrs Thorne and Ryder.

6.4 Approval of Insurance Renewal

The insurance quote was approved. The clerk will review the cover provided.

6.4 VAT Reclaim

The clerk confirmed that a VAT claim for £1,072.43 has been submitted to HMRC.

6.5 Correspondence

An email about Community Risk Management Plan for Devon and Somerset Fire and Rescue Service was noted.

7.0 CHAIRMAN'S DISCRETION

- Cllr Thorne asked Cllr Hooper for information about the shepherd's hut that has appeared at Higher Wick. Cllr Hooper explained that this is ancillary accommodation for her parents. Cllr Hooper confirmed that the shepherd's hut is movable and believed this would be used on a temporary basis and was instead of a log cabin that had been considered originally.
- There was discussion about the future of the Luppitt Packet following the resignation of the two editors. The Parish Council regards the Luppitt Packet as an essential form of communication within the parish and would be happy to offer any assistance if needed to find a replacement or replacements. The clerk will follow up.
- A resident had spoken to Cllr Turner about an increase in lights being left on at night. Cllr Turner will investigate further and report back to the Parish Council.

8.0 QUESTIONS FROM THE PUBLIC

There were no questions and the meeting ended at 9.20 pm.

Dates for next meetings to be held at 8 pm:

Tuesday, 1 June 2021

Tuesday, 6 July 2021

Tuesday, 3 August 2021

Tuesday, 7 September 2021

Tuesday, 5 October 2021

Tuesday, 2 November 2021

Tuesday, 7 December 2021

*Minutes will be signed when Parish Council meetings resume.
