

**Minutes of a meeting of Luppitt Parish Council held in the Village Hall  
on Tuesday, 1 June 2021 at 8 pm**

- Present:** Cllrs John Thorne (Chair), Michele Turner (Vice-Chair), Brian Pulman, Christine Ryder, Martin Summers, David Key
- In attendance:** Rosalind Buxton (Parish Clerk)
- Apologies:** Cllrs Beth Hooper, Paul Prettejohn, Andrew Tucker, Colin Brown (EDDC), Iain Chubb (DCC and EDDC)
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**1.1 Receive apologies for absence**

Apologies were received as above. Cllr Thorne welcomed everyone to the first face-to-face meeting since March 2020. Covid protocol was followed carefully with windows and doors open, hand sanitiser readily available and social distancing observed.

**1.2 Minutes of previous meeting**

The Minutes of the Annual General Meeting held on Tuesday, 4 May 2021, were unanimously agreed and signed as a correct record of that meeting (proposed by Cllr Turner and seconded by Cllr Ryder).

**1.3 Declaration of Interest**

Cllr Summers declared an interest in item 2.1.1 as he is related by marriage to the applicant.

**1.4 Declaration of Acceptance of Office**

Cllr Summers signed his Declaration of Acceptance of Office. Since the last meeting, Cllr Thorne has signed his Declaration of Acceptance of Office of Chair. Both Declarations were signed in the presence of the clerk.

**2.0 PLANNING**

**2.1 Applications (for comment, support or objection)**

**2.1.1 21/1138/FUL – Windsor Farm, Luppitt, EX14 4SY – roofing over manure store**

The Parish Council has no objection to this planning application.

**2.1.2 21/1133/FUL – Woodhayes Farm, Luppitt, EX14 4TP – replacement of existing paddock with farm shed**

Cllrs Thorne, Pulman, Turner and the clerk had visited the site and spoken to the applicant. This planning application raised issues of concern and, after discussion, it was agreed that the Parish Council would object to this application.

**2.1.3 21/1360/FUL – Corner Cottage, Luppitt, EX14 4UE – demolition of single garage; two-storey extension to rear of property and new car port; new windows for the whole property**

The clerk will arrange a site visit.

**2.1.4 Garages at Millrise**

Cllr Key had received a communication from a resident at Millrise about parking. Cllr Key will follow up.

**2.2 Decisions**

**21/0709/FUL – Smithenhayes Farm, Luppitt, Honiton, EX14 4TR – erection of one glamping cabin**

There had been some misunderstanding between Planning East and the Ward Member and, as a result, the applicant had been advised that planning permission had been refused. This decision was then reversed and the application will go before Committee at EDDC on 7 July for a final decision. Unfortunately, this had delayed progress for the applicant. The Parish Council supports this application.

**2.3 Neighbourhood Plan and Communications Programme – update**

Cllr Ryder reported that the consultation process had progressed well. Cllr Turner said that all comments will be uploaded to the Neighbourhood Plan website. The clerk passed on comments made by Angela King, the Neighbourhood Planning officer at EDDC, as follows:

***I would like to take this opportunity to reiterate that the work to promote this locally through a variety of means, including the flyer & Summary document and recordings, and offering zoom***

***meetings and 1:1's is considered exemplary and we would like to share this with others as good practice and congratulate all involved on going to these lengths to engage the local community.***

Cllr Thorne thanked Cllrs Ryder and Turner for their hard work in achieving this result. Thanks were also due to Roger Hicks as Chair of the Steering Group.

**2.3.1 Parish Council meeting to review final comments received**

The clerk will arrange a face-to-face meeting for Parish Councillors and Roger Hicks to agree the final amendments to the Neighbourhood Plan.

**2.3.2 EDDC Local Plan**

The clerk will forward Angela King's and Roger Hicks' reports on an EDDC webinar meeting to Parish Councillors that was held on 25 May.

**2.3.3 Working Group**

The Parish Council now refers to the emerging Neighbourhood Plan when considering planning applications. The feasibility of forming a working group of Parish Councillors who would carry out any site visit, consider compatibility or otherwise with the emerging Neighbourhood Plan and then provide this information to the full Parish Council to reach a decision was discussed. As this would be a working group and not a committee, any discussions necessary after the site visit could be carried out via Zoom. The formation of a working group would not in any way affect the Standing Orders which state that the whole of the Parish Council are members of the Planning Committee with a quorum of 3. Any Parish Councillor could be part of the working group. The working group would not be taking any decisions but simply providing detailed information which would be put forward at a full Parish Council meeting thus enabling Parish Councillors to make an informed decision. It was agreed that this was a sensible way forward (proposed by Cllr Turner, seconded by Cllr Ryder).

**3.0 HIGHWAYS AND TRAFFIC**

**3.1 Parish Highways programme - update on Items to Report as follows:**

Item Reported	Action/Reference	Comments/Progress
Loose kerbstones	W201329836/7/8/9	Cllr Key continues to have email correspondence but work has not yet been carried out.
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	Completed.
Ringborough Cross to Coombeshead – 4 or 5 potholes and subsidence both sides of the road	W211416708	Check whether completed.
Ford Bridge to Shaugh – on the left-hand side of the second bend coming from Ford Bridge, one side of the road has sunk	W211416701	Clerk to report again.
Large pothole mid-way on the left-hand side between Overday and Gully Lane	W21416703	Check whether completed.

**3.2 Parish Maintenance**

Later in the year, Cllrs Thorne and Pulman will make a list of potholes around the parish that do not meet Highways' criteria for repair but which cause problems for residents. Cllr Tucker will be asked to quote for carrying out the work and the clerk will establish what funding or materials may be available under the Road Warden scheme.

**4.0 FOOTPATHS AND BRIDLEWAYS**

Cllr Tucker has carried out work to the gate at the footpath by Hillend. There was nothing to report from the footpath wardens.

**5.0 ENVIRONMENT/COMMUNITY FACILITIES**

**5.1 Play Area**

A resident had approached Cllr Ryder and the clerk to put forward a proposal to improve the play area facilities. The Parish Council was very encouraged to learn from the resident that there are now approximately 25 children under the age of 10 who live in the parish. It was agreed that this could be a worthwhile project and an ideal opportunity for a community initiative that the Parish Council could support. The Village Hall Management Committee should be approached for their support. Cllr Summers expressed his interest in liaising with the resident to progress the idea. The Parish Council will be interested in receiving further information regarding feasibility, costings, funding available, etc. Cllr Ryder will write to the resident.

**5.2 Night Lights**

Cllr Turner will put an article in the Luppitt Packet to remind residents about unnecessary night lights and reiterating the principle of dark night skies.

**5.3 Luppitt Packet**

The clerk had written to the editors of the Luppitt Packet on behalf of the Parish Council offering help and support in finding a replacement for when they step down after the July/August issue. The editors thanked the Parish Council for their offer but felt they had the matter in hand.

**6.0 FINANCE AND ADMINISTRATION**

The following payments were authorised at the meeting. The clerk updated the figures as follows:

			£
<b>6.1</b>	<b>Receipts</b>	Wayleave payment	4.36
	<b>Account balances at last statement</b>	P3 balance	1,448.28
	<b>As per bank reconciliation end May</b>	Luppitt Parish Council	8,576.07
<b>6.2</b>	<b>Cheque payment for approval and signing</b>	Wel Medical (by card)	43.20

**6.3 Internal Audit Report**

The internal auditor was satisfied that the financial systems and controls had been properly carried out and that the final bank reconciliation accurately reflected the year-end balance held in Luppitt Parish Council's bank account. The clerk has forwarded the internal audit report to the Parish Councillors. It was resolved unanimously to approve the internal auditor's report (proposed by Cllr Turner, seconded by Cllr Ryder). The internal auditor (Gavin Brake) has indicated that, as he has carried out the internal audit for 3 years, he feels it is good practice to find someone else to carry out the work to maintain independence.

**6.4 Approval of Annual Governance Statement**

It was resolved unanimously to accept and approve the Annual Governance Statement for 2020/21 (proposed by Cllr Turner, seconded by Cllr Ryder). It was signed by Cllr Thorne as Chair of the meeting.

**6.5 Approval of Accounting Statements**

It was resolved unanimously to accept and approve the Accounting Statements for 2020/21 (proposed by Cllr Turner, seconded by Cllr Ryder). It was signed by Cllr Thorne as Chair of the meeting.

**6.6 Review of Standing Orders, Financial Regulations, Internal Controls, Risk Assessment and Management Register, Register of Interests**

All these items were reviewed and accepted unanimously (proposed by Cllr Turner, seconded by Cllr Pulman). Parish Councillors present confirmed that there were no amendments to their register of interests.

**6.7 Correspondence**

An email from Devon & Cornwall Police regarding the launch of a new summer-long campaign to help reduce demand on their 101 non-emergency number was noted.

**7.0 CHAIRMAN'S DISCRETION**

Cllr Thorne had received a letter from two long-standing residents regarding the siting of caravans and shepherds' huts at Higher Moorlands Farm. This item will be discussed at the July Parish Council meeting.

**8.0 QUESTIONS FROM THE PUBLIC**

There were no questions and the meeting closed at 9.45 pm.

**Dates for next meetings to be held in Luppitt Village Hall at 8 pm:**

**Tuesday, 6 July 2021**

**Tuesday, 3 August 2021**

**Tuesday, 7 September 2021**

**Tuesday, 5 October 2021**

**Tuesday, 2 November 2021**

**Tuesday, 7 December 2021**