

**Minutes of a meeting of Luppitt Parish Council held in the Village Hall
on Tuesday, 1 February 2022 at 8 pm**

Present: Cllrs John Thorne (Chair), Michele Turner (Vice-Chair), Beth Hooper, Paul Prettejohn, Brian Pulman, Christine Ryder

In attendance: Rosalind Buxton (Parish Clerk)

Apologies: Cllrs Martin Summers, Andrew Tucker, David Key and Colin Brown (EDDC), Iain Chubb (DCC)

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, 11 January 2022, were unanimously agreed and signed as a correct record of that meeting (proposed by Cllr Turner and seconded by Cllr Pulman).

1.3 Declaration of Interest

There were no declarations of interest.

2.0 PLANNING

2.1 Applications (for comment, support or objection)

**2.1.1 22/0035/FUL – Little Thatch, Beacon, Honiton, EX14 4TT – Erection of shed to replace greenhouse.
Erection of summerhouse at the top of the garden. Installation of two solar panels on larger shed**
The Parish Council has no objection to this planning application.

2.2 Decisions

None.

2.3 Neighbourhood Plan

Groundworks UK, who administer the funding for Neighbourhood Plans, have advised that the programme will be ending on 31st March 2022 and they have not been told by the Government if it will continue in the new financial year. The clerk will keep the matter under review. The Parish Council will shortly be in a position to submit Luppitt's Neighbourhood Plan to EDDC who will then take the process forward. It was agreed that Roger Hicks has produced an excellent document which is very well presented and easy to read.

2.3.1 Community Action Group

Having agreed the procedures to follow with future community action projects (item 2.3.1, December 2021 meeting), it was agreed to establish a core Community Action group comprising Cllrs Thorne, Turner, Ryder and the clerk. Roger Hicks as Steering Group Chair will also be asked to join the group. The group will monitor and assess future community actions before reporting back to the Parish Council. Cllr Turner said that the first step is to prioritise the community actions listed in the Neighbourhood Plan in order of importance. The clerk will email the Community Actions to Parish Councillors for discussion at the next meeting.

A parishioner had spoken to Roger Hicks about monitoring the water quality and dark skies. Cllr Turner is working on a Green Code for Luppitt and intends to liaise with parishioners who have expressed an interest in the past.

3.0 HIGHWAYS AND TRAFFIC

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

Item Reported	Action/Reference	Comments/Progress
Ford Bridge to Shaugh – on the left-hand side of the second bend coming from Ford Bridge, one side of the road has sunk	W221482319	Comment received that fault has been repaired. No repair has been made so clerk will follow up.

Large pothole mid-way on the left-hand side between Overday and Gully Lane opposite barley field and edge of road deterioration	W221482307	Due for assessment 24/01/22 No comment made
Pothole at the end of Gully Lane near Jack's House and edge of road deterioration	W221482316	Does not meet criteria for repair so no action
Pothole approaching Greenlands from Pennythorne Cross	W221482312	Due for assessment 24/01/22 No comment made

3.1.1 Road Closures

- Advance warning of surface dressing to take place sometime between April and September on road past Stonehayes Farm, Pennythorne Cross to Barn Cross, Hillside Cross to Barn Cross and road past Millrise.
- Locate and clear blockage in lane past Littletown Farm – 13 April 2022.
- Attempt to clear blockages on the road from Beacon Cross to Ford Bridge – 19-21 April 2022.

3.1.2 Future Road Repairs

Devon Highways are reducing the amount of ongoing maintenance work so the clerk will try to establish what budget might be available to the parish to carry out work in the future.

Cllr Hooper said that the ditches on the fields near Stonehayes have been cleared. Highways have undertaken to make good the ditches in the road which had been cemented over.

3.2 Parish Maintenance**3.2.1 Lengthsman's Work and Grant**

The clerk has applied to the Highways Maintenance Community Enhancement Fund for £2,000 towards the cost of ditch and drainage clearance to be undertaken by Cllr Tucker throughout the parish. The Neighbourhood Highways Officer has approved the application which has now been forwarded to the specialist panel for consideration.

3.2.2 Pothole Repairs

Cllr Tucker was not at the meeting but Cllr Pulman confirmed that the cold tar, provided under the Road Warden scheme, has been delivered.

3.2.3 Landowners' Responsibilities

The clerk has put a notice in the Luppitt Packet to say that Devon Highways have advised that the maintenance of roadside hedges and trees and piped ditches on and adjacent to their land is now the responsibility of the landowners.

3.2.4 Free Trees Project

The clerk has ordered 200 trees under the Free Trees project for delivery to Cllr Tucker on 1 March 2022. Species include oak, hazel, blackthorn, hawthorn and wild cherry. Cllr Tucker will clear the area. It is hoped that volunteers from the parish may like to help with the planting. The clerk will put a notice in the Luppitt Packet.

4.0 FOOTPATHS AND BRIDLEWAYS**4.1 Email to Parish Paths Liaison Officer at DCC**

The clerk has followed up the request for waymarker posts and equestrian latches that was made last year. Ros Davies apologised for the oversight and undertook to arrange delivery to Cllr Tucker.

4.2 Public Rights of Way – Footpath 62

The decision reached by the Planning Inspectorate was noted.

4.3 Annual Survey of Footpaths

The clerk is collecting survey forms from the three footpath wardens.

5.0 ENVIRONMENT/COMMUNITY FACILITIES**5.1 Community Policing Report**

The Teams session arranged by Sgt Hutter at Honiton and due to be held on 2 February has been cancelled at short notice.

5.2 Playground Project

Cllr Summers was not at the meeting so there was no up-to-date report.

5.3 **Platinum Jubilee**

The lighting of the beacon will take place on Thursday, 2 June 2022, at 9.45 pm. It was agreed that there will be a barbecue and firework display as arranged for previous special occasions. It is hoped that a parishioner will perform a new piece of music that has been written especially for the event for the pipes. More details will follow.

5.4 **Annual Parish Meeting**

The Parish Council has arranged speakers for previous Annual Parish Meetings in the hope that more parishioners would attend but without success. It was agreed that the Annual Parish Meeting will be held before the Annual General Meeting of the Parish Council so will take place at 7.00 pm on Tuesday, 3 May 2022.

6.0 **FINANCE AND ADMINISTRATION**

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

6.1	Receipts	Post Office receipt (play area project)	£ 210.00
	Account balances at last statement	P3 balance	1444.28
		Play Area Project	23,484.77
	As per bank reconciliation end January	Luppitt Parish Council	8,666.68
6.2	Cheque payment for approval and signing	C F Tottle DALC	350.00 36.00

6.3 **Quarterly Check**

Cllr Ryder has checked and signed the cash book and reconciliation for the quarter ended December 2021 and confirmed that everything is in order.

6.4 **Internal Auditor**

The clerk has put a notice in the Luppitt Packet to see if any parishioner is interested in acting as internal auditor.

6.5 **S137 Donation to East Devon CAB**

The clerk has established that the CAB has terminated most of its contacts with local libraries as a result of the pandemic. All correspondence in future should be sent to their Exmouth office.

6.6 **Online Banking**

The clerk has prepared forms for the signatories to sign which will hopefully enable the clerk to use online banking in the future.

6.7 **Correspondence**

- Letters of thanks for S137 donations have been received from Devon Air Ambulance Trust and Devon Freewheelers.
- A letter from EDDC about a foodbank will be forwarded to an interested parishioner.
- A letter from EDDC regarding a Standards Committee vacancy was noted.
- A letter from EDDC regarding the Council's complaint procedure has been forwarded to Parish Councillors for their information.

7.0 **CHAIRMAN'S DISCRETION**

- Cllr Thorne advised that a parishioner has kindly undertaken to repair the door of the notice board at Beacon. New glass will be needed.
- Cllr Turner had attended a Chairman's course run by DALC which she had found interesting.

8.0 **QUESTIONS FROM THE PUBLIC**

There were no questions and the meeting closed at 9.40 pm.

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

Tuesday, 1 March 2022	Tuesday, 3 May 2022 – Annual Parish Meeting at 7 pm
Tuesday, 5 April 2022	Tuesday, 3 May 2022 – Annual General Meeting of the Parish Council at 8 pm

