

**Minutes of a meeting of Luppitt Parish Council held in the Village Hall  
on Tuesday, 5 June 2018 at 8 pm**

**Present:** Cllrs John Thorne (Chairman), Tom Nancarrow (Vice-Chairman), David Barlow, Gavin Brake, Paul Prettejohn, Brian Pulman, Christine Ryder, Andrew Tucker, David Key (EDDC) and three members of the public

**In attendance:** Rosalind Buxton (Parish Clerk)

**Apologies:** PCSO 30017 Darren England

**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, 1 May 2018, were unanimously agreed and signed as a correct record of that meeting (proposed by Cllr Pulman and seconded by Cllr Brake).

**1.3 Declaration of Interest**

There were no declarations of interest.

The meeting was then suspended to allow **Questions from the Public**

A firework display, to coincide with the lighting of beacons nationwide, is due to be held in November on Hartridge as part of the centenary celebrations for the end of World War 1. One parishioner present had come to express concern over the effect the fireworks may have on horses nearby. The Chairman undertook to keep the parishioner fully informed and it was agreed that the clerk will put a notice in the Luppitt Packet for the next four editions about the fireworks so that all parishioners with animals that may be affected will be fully informed.

The meeting then resumed.

**2.0 PLANNING**

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

**2.1.1 18/1005/FUL – The Old Post Office – various works**

The clerk had checked with Planning East but the officer dealing with this was away. Cllr Key advised that there had been amendments made to the Listed Building Consents part of the application and a new planning application reference is automatically assigned at the same time. The Parish Council supports this planning application.

**2.2 Neighbourhood Plan**

The Chair of the Steering Group (Roger Hicks) was away and the clerk updated the Parish Council on progress. There had been two meetings of the Steering Group, both held in the Village Hall and both had been well attended. The group had been divided into sub-groups and each sub-group was studying and considering a section of the consultation draft document. Five further meetings of the Steering Group have been booked in the Village Hall – 27 June, 25 July, 29 August, 26 September and 31 October. A spokesperson from each sub-group will report on progress at these meetings.

**2.2.1 Terms of Reference**

The Steering Group of the Neighbourhood Plan is now very large and it was felt sensible to create a Steering Group Committee to make the process more manageable and to drive it forward. This will be discussed and agreed at the next Steering Group meeting. The clerk had drawn up revised wording for the Terms of Reference for the Steering Group which was discussed and amendments suggested. The clerk will forward to the Chair of the Steering Group for his input.

**3.0 HIGHWAYS AND TRAFFIC**

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

Item Reported	Action	Status
	Report all items to NHO	

<b>HIGHWAYS</b>	( <a href="mailto:csc.roads@devon.gov.uk">csc.roads@devon.gov.uk</a> )	
Pennythorne Cross to Barn Cross – road subsidence	W17997496 W171026228	Assessment completed 13.04.17 Assessment completed 16.08.17
Potholes and severe drop-off at edge of tarmac from Overday Farm towards Gully Lane Numerous potholes close to Coombeshead junction towards Ringborough Cross – edge of road deterioration	W17997499 and W17997501 W171006493 W171016196 and W171016198	Assessment completed 18.04.17 Assessment completed 19.05.17 Assessment completed 11.07.17
Pothole outside Dolish Farmhouse	W17980514	Highways has established that there are several fractures in the existing system. The scheme now needs a full design by the Asset Team and is listed as a priority 6.
Severe road subsidence from Ringborough Cross to Luppitt Common	W181108149/ W181108154/ W181108155	Road is deteriorating rapidly. Clerk has followed up with NHO. Road has been marked.
Sharcombe to Mattys Cross – several potholes and general deterioration of road	W17997529 W171016204 W181077459 (Jan 18)	Road is deteriorating rapidly. Clerk has followed up with NHO. Road has been marked. Works should be approved and started within 4 months (from June 2018).
Several potholes Beacon to Sharcombe and road deterioration above Shelves	W17997530 W171016209	Road is in a dangerous state. Clerk has followed up with NHO. Road has been marked. Works should be approved and started within 4 months (from June 2018).
Maple Cross to Pound Farm – road subsidence	W17989887 W171016212	Assessment completed 10.04.17 Assessment completed 11.07.17
At Robin’s Bungalow and Smithenhayes – road needs reinstating around the drain	W17989895 Clerk has reported to NHO	Work was supposed to be carried out a year ago. Clerk to look out original email from NHO and follow up.
Uxford Bridge to Crook Cross	Clerk has reported to NHO	No progress. New NHO is now pricing out works to see what can be done.
Pothole between the houses at Millrise and the cattle grid	W171059008	Assessment date 13.12.17
Approaching the north end of Gully Lane from Riggles – numerous potholes and edge of road deterioration	W181104427	Reported again March 2018 Assessment date 16.04.18. Report was completed but no comment made. Clerk has followed up with NHO but no further progress. One or two potholes appear to have been filled in.
Several potholes from crossroads to Higher Shelvin	W181124883	Assessment completed 21.05.18

### 3.2 Parish Maintenance

#### 3.2.1 Planings

The clerk will write to the Neighbourhood Highways Officer to make sure that any planings left over from work done by Highways on roads in the parish will be left in Luppitt as has been the practice in the past. The planings are used to reinstate lay-bys throughout the parish.

**3.2.2 Hillend to Sharcombe**

Highways had undertaken to carry out work on this stretch of road. The clerk will follow this up now that Cllr Tucker has completed his work there.

**3.2.3 Parishes Together**

Cllr Tucker has carried out the ditch clearing work so the clerk will apply for the grant from the Parishes Together fund.

**3.2.4 Gigaclear**

Cllrs Nancarrow and Tucker had met Mike Cavanagh of Gigaclear to discuss the Parish Council's concerns over the work being carried out by contractors on behalf of Gigaclear. Any complaint must be raised within 2 years. Gigaclear and the contractors will be held accountable for up to 5 years to make good any problem areas. Cllr Key had another contact at Gigaclear and he will pass on the details to the clerk.

Cllr Brake, on behalf of the Commoners, said that Gigaclear have not yet sent the wayleave agreement so no agreement has yet been reached.

**3.2.5 Progress on long-standing complaints**

There is a new Neighbourhood Highways Officer who is not familiar with the roads in Luppitt. Several roads have been marked within the parish. It appears that the NHO came out to mark the roads, then another person comes to price the works before they can be entered onto the system. The Parish Councillors thought this was a complete waste of time. The clerk will email the NHO passing on this point of view.

**3.2.6 Road sweeping**

Roads that need sweeping – Shelf Lane, Smithenhayes up to Halsdon, Beacon to Ford Bridge, Ringborough Cross to Fairview, Millrise to the Mill. The clerk will pass on this information to Cllr Chubb for action.

**3.2.7 Lengthsman**

The clerk will apply to the Highway Maintenance Community Enhancement Fund for £2,000 towards the costs of engaging a lengthsman for Luppitt. This amount will be matched by the same amount from the precept. At the same time, the clerk will liaise with the NHO on the procedure to follow to apply for funding for a lengthsman from Highways' budget.

**4.0 FOOTPATHS AND BRIDLEWAYS**

There was nothing to report.

**5.0 ENVIRONMENT/COMMUNITY FACILITIES**

**5.1 Community Policing Report**

No crimes reported between 30/04/18 and 05/06/18. Cllr Barlow had reported to the police that one of the horses in his field had been found with its mane plaited in an unusual way. There is some information on the internet which indicates that this may be connected with witchcraft.

**5.2 Play Area Inspection**

The inspection had been carried out. This will be put on the agenda for discussion at next month's meeting.

**6.0 FINANCE AND ADMINISTRATION**

It was agreed to pay an invoice dated 12/08/2014 that had just been received from A Dimond & Co Ltd for £7.98. The clerk updated the figures as follows:

		£
<b>6.1</b>	<b>Receipts</b>	VAT repayment 1,704.00
	<b>Account balances at last statement</b>	P3 balance 198.28
		Neighbourhood Plan Grant (balance) 536.84
	<b>As per bank reconciliation end May</b>	Luppitt Parish Council 12,526.15
<b>6.2</b>	<b>Cheque payment for approval and signing</b>	DALC - GDPR course 48.00
		Community First Trading (Insurance renewal) 219.93
		Elizabeth Rose (play area inspection) 65.00
		A Dimond & Co Ltd 63.00

A Dimond & Co Ltd	7.98
David Hinchliffe (internal audit)	150.00

**6.3 Insurance Renewal**

The insurance quote and cover were reviewed and it was unanimously agreed to renew the insurance.

**6.4 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. It was resolved to accept and approve the year-end accounts and the internal auditor's report (proposed by Cllr Pulman, seconded by Cllr Barlow).

**6.5 Approval of Annual Governance Statement**

It was resolved to accept and approve the Annual Governance Statement for 2017/18 and this was signed by Cllr Thorne as Chairman (proposed by Cllr Brake and seconded by Cllr Tucker).

**6.6 Approval of Accounting Statements**

It was resolved to accept and approve the Accounting Statements for 2017/18 and this was signed by Cllr Thorne as Chairman (proposed by Cllr Nancarrow and seconded by Cllr Prettejohn).

The clerk will submit the Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2018 to the external auditors, PKF Littlejohn. Relevant documents will be posted on the website [www.luppittparishcouncil.co.uk](http://www.luppittparishcouncil.co.uk).

**6.7 Clerk's hourly rates**

It was agreed that the clerk's hourly rates should be increased by 22p per hour in line with the new terms negotiated by the National Association of Local Councils (proposed by Cllr Brake, seconded by Cllr Tucker).

**6.8 Correspondence**

- Footpaths 60 and 61 Luppitt and Footpath 62 Luppitt – the inspector is carrying out a site visit on Tuesday, 24 July 2018.
- An email from EDDC regarding the location of polling stations was noted.
- A letter from Victim Support Devon & Cornwall was noted.
- A letter had been received from a parishioner asking the Parish Council to write to Highways requesting an "Unsuitable for Heavy Vehicles" sign at Mountstephens. The clerk will acknowledge the parishioner's letter and request a sign from Highways. However, when the Parish Council requested a similar sign for Ewins Ash, this was refused by Highways.
- An invitation to the Chairman's Garden Party on Saturday, 18 August was noted. Unfortunately, no-one is able to attend.
- A letter from Seafarers UK to fly the Red Ensign in the parish on Merchant Navy Day, 3 September, was noted.

**7.0 Chairman's Discretion**

Cllr Ryder drew attention to the poor state of the signpost at Barn Cross. It was agreed that the vegetation could be cut down when the gate is reinstated.

**8.0 Questions from the Public**

A parishioner remarked on the overgrown vegetation which makes it difficult when turning onto the A30 at Monkton from Ford Bridge. The clerk will contact the Monkton clerk to see if this has been reported.

There were no further questions and the meeting closed at 9.56 pm.

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

**Tuesday, 3 July 2018**

**Tuesday, 7 August 2018**

**Tuesday, 4 September 2018**

**Tuesday, 2 October 2018**

**Tuesday, 6 November 2018**

**Tuesday, 4 December 2018**