

**Minutes of a meeting of Luppitt Parish Council held in the Village Hall
on Tuesday, 5 February 2019 at 8 pm**

Present: Cllrs John Thorne (Chairman), Tom Nancarrow (Vice-Chairman), David Barlow, Gavin Brake, Paul Prettejohn, Brian Pulman, Andrew Tucker, David Key (EDDC)

In attendance: Rosalind Buxton (Parish Clerk)

Apologies: Cllr Christine Ryder, Roger Hicks (Chairman of Steering Group)

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, 8 January 2019, were unanimously agreed and signed as a correct record of that meeting with the following amendment: that item 3.2 regarding the tree above Whippens should have appeared under item 4.0 Footpaths and Bridleways as expenditure will be under P3 (proposed by Cllr Pulman and seconded by Cllr Prettejohn).

1.3 Declaration of Interest

Cllr Pulman declared an interest in item 2.1.2 Certificate of Lawfulness as he owns the property. Cllr Tucker declared an interest in item 2.1.1 The Old Post Office as he has carried out work there and in item 2.1.2 (above) as he signed a Statutory Declaration for this application.

2.0 PLANNING

2.1 Applications (for comment, support or objection)

2.1.1 19/0073/FUL and 19/0074/LBC – The Old Post Office, Luppitt, Honiton, EX14 4RT – construction of single storey rear extension (revised scheme to 18/1005/FUL)

The Parish Council understands that the revised plans are on a smaller footprint than the original plans. The Parish Council had no objection to the original planning application so would not be objecting to the revised scheme.

2.1.2 Certificate of Lawfulness to establish use of land and store building for garden and domestic use – Oakdell, Luppitt, Honiton, EX14 4SJ

Cllr Pulman offered to leave the room but this was not thought necessary and he took no part in the discussion or decision. The land and building are outside the original curtilage and the Certificate of Lawfulness is to regularise the situation. The Parish Council supports the evidence that the applicant has submitted.

2.1.3 Formal complaint – 18/0506/FUL – Green Mead, Luppitt, Honiton, EX14 4TP

Cllr Thorne has received no reply to his letter to date. The clerk will monitor the situation.

2.2 Neighbourhood Plan

Cllr Thorne and the clerk updated the Parish Council. The report by Transform Research will be presented by Roger Hicks, Christine Ryder and Michele Turner on 6 February and it was hoped that Parish Councillors would attend. The meeting has been well publicised and it was hoped for a good turnout. The sub-groups of the Steering Group will be reconvened to consider the implications of the questionnaire analysis on their particular sections of the Neighbourhood Plan. It was agreed that subscription to SurveyMonkey would be terminated at the end of this month (February). The winner of the Prize Draw of £100 will be announced at the meeting. The winner has been randomly chosen by Nigel Tremlett of Transform Research and the details put in a sealed envelope which will be opened by Cllr Thorne at the meeting on 6 February. The clerk has provided the cash and a cheque for this amount was authorised, payable to the clerk.

3.0 HIGHWAYS AND TRAFFIC**3.1 Parish Highways programme** - update on Items to Report as follows:

Item Reported	Action	Comments from Highways
HIGHWAYS	Report all items to NHO (csc.roads@devon.gov.uk)	
Pothole outside Dolish Farmhouse	W181164455	No safety defects. Marked for patching. Have put on A R Tucker's list of work.
Severe road subsidence from Ringborough Cross to Luppitt Common	W181163261/262/263/264	Marked for patching (2.10.18). No further action.
Uxford Bridge to Crook Cross		Support for Combe Raleigh's complaints has been registered with the NHO.
Pothole above Antelope Cottage towards Beacon	W181175486 (new reference)	Completed.

3.2 Parish Maintenance**3.2.1 Planned work**

The ditch between the Village Hall and Dolish, adjacent to Clematis Cottage, needs clearing and will be added to Cllr Tucker's list of work.

3.2.2 Gigaclear

There seemed to be some misunderstanding over the situation with Gigaclear and remedial work. As recorded in the January Minutes, the clerk had received an email from Gigaclear explaining that they are in the process of changing their contractors. The new contractors will deal with any outstanding remedial work. However, Richard Olive of Gigaclear asked for details of specific work so it would appear that Gigaclear had lost the information collected when Cllrs Tucker and Nancarrow met them in May last year. The clerk will liaise with Cllrs Nancarrow and Tucker to compile a list of outstanding work needed that can then be passed on to Gigaclear.

3.2.3 Road Signs

The road signs have been delivered to Cllr Tucker and will be erected.

3.2.4 Grit Bins

The clerk has submitted an application for funding to Locality for two grit bins. A decision will be reached in March. It was agreed in view of the recent snow that the clerk should purchase two grit bins immediately and payment was authorised (proposed by Cllr Pulman, seconded by Cllr Tucker). A parishioner had requested a grit bin for Millrise where water runs down the road and then freezes. It was agreed to investigate a suitable location.

3.2.5 Safety Railings

The clerk had followed up the damaged railings between Stoneacres and Lamberts Lane with the Neighbourhood Highways Officer. He is looking into the matter but did not think that post and rail fencing would stop a car, horse or bike from going over the side so would be ineffective.

3.2.6 Snow Warden Training

The email from the NHO was noted.

3.2.7 Luppitt Emergency Plan

The clerk has read through the plan that Cllr Brake prepared in 2009. It was agreed to wait until the new Parish Council is in place in May before updating it.

4.0 FOOTPATHS AND BRIDLEWAYS**4.1 P3 Finance Forms**

The clerk will submit these together with the summary sheets from Cllr Nancarrow.

4.2 Footpath 14

A tree needs clearing. It was agreed that the clerk should apply for a grant of £1,500 under the P3 fund to carry out work at Footpath 14 to provide a walkway across the deep bog.

4.3 Footpath 17

The bottom of the post for the waymarker sign, positioned in the hedge, adjacent to the Otter Brewery top car park, is rotten and needs to be replaced. It marks Footpath 17, in the direction of Hillend Farm. The clerk will report this to Ros Davies at Devon County Council.

5.0 ENVIRONMENT/COMMUNITY FACILITIES

5.1 Community Policing Report

No report was received.

5.2 Sign for defibrillator at Lowmans Farm

The property owner has kindly agreed for a sign to be placed on the wall above the defibrillator. The clerk has requested a quote from A G Signs.

5.3 Date for Annual Parish Meeting

It was agreed that the clerk should check the availability of the Village Hall for 10 or 11 April. The speaker will be decided later.

6.0 FINANCE AND ADMINISTRATION

The clerk updated the figures as follows:

		£
6.1 Receipts	DCC (Lengthsman project)	2,000.00
	Proceeds from 11.11.18 event	77.91
Account balances at last statement	P3 balance	198.28
	Neighbourhood Plan Grant (balance)	2,810.18
	Luppitt Parish Council	15,025.71
As per bank reconciliation end January		
6.2 Cheque payment for approval and signing	C F Tottle (grass cutting)	350.00
	Transform Research (from NP grant)	2,400.00
	M Turner – SurveyMonkey (from NP grant)	35.00
	Character Graphics (from NP grant)	340.00
	Luppitt Village Hall – hire (part from NP grant)	61.60
	R S Buxton – reimburse for Prize Draw money	100.00
	Kingfisher Direct (grit bins)	237.58

6.3 Parish Council Elections

The clerk will pass on information as soon as it is received from EDDC. The Chairman will appeal to residents via the Luppitt Packet to consider applying to become a Parish Councillor in the elections due to be held in May.

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

All these items were reviewed and accepted unanimously (proposed by Cllr Pulman, seconded by Cllr Tucker). It was agreed to retain the Meeting Protocol at the end of the Standing Orders.

6.5 Quarterly check – internal financial controls

Cllr Barlow has checked the cashbook and reconciliation for the quarter ended December 2018 and confirmed that all is correct.

6.6 Appointment of Internal Auditor

It was agreed to appoint David Hinchliffe as internal auditor (proposed by Cllr Tucker, seconded by Cllr Prettejohn).

6.7 Data Protection Fees

The clerk advised that a data protection fee is payable to the Information Commissioner’s Office. It was agreed to pay the fee of £40.00 in line with advice from the National Association of Local Councils (proposed by Cllr Brake, seconded by Cllr Nancarrow).

6.8 Correspondence

The clerk has received letters of thanks for donations from Devon Air Ambulance Trust, TRIP, Citizens Advice East Devon, Royal British Legion and Lindsey Dalgety on behalf of the Luppitt Packet.

7.0 CHAIRMAN'S DISCRETION

There were no items.

8.0 QUESTIONS FROM THE PUBLIC

There were no questions and the meeting closed at 9.38 pm.

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

Tuesday, 5 March 2019

Tuesday, 2 April 2019

Tuesday, 7 May 2019