

**Minutes of the Annual General Meeting of Luppitt Parish Council held in the Village Hall
on Wednesday, 8 May 2019 at 8 pm**

- Present:** Cllrs John Thorne (Chairman), Beth Hooper, Brian Pulman, Christine Ryder, Andrew Tucker, Roger Hicks (Chairman of the Steering Group) and 3 members of the public
- In attendance:** Rosalind Buxton (Parish Clerk)
- Apologies:** Cllrs Tom Nancarrow (Vice-Chairman), Paul Prettejohn, Michele Turner, David Key (EDDC) and PCSO 30017 Darren England
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- 1.1 Appointment of Chairman, Vice-Chairman, Planning Committee, Parish Maintenance Committee, Tree Warden, Snow Warden and P3 Co-Ordinator**
Cllr Pulman took the chair and invited nominations for Chairman. Cllr Hooper 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-Chairman. Cllr Nancarrow had indicated that he was willing to stand as Vice-Chairman if nominated. Cllr Nancarrow was nominated by Cllr Pulman and 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, Cllr Pulman would continue as Snow Warden and, subject to his consent, Cllr Nancarrow would continue as P3 co-ordinator.
- 1.2 Receive the Chairman's Declaration of Acceptance of Office**
Cllr Thorne signed the Declaration of Acceptance of Office of Chairman.
- 1.3 Receive the Acceptance of Office from Parish Councillors**
All councillors, except Cllr Nancarrow, have signed the Acceptance of Office and Code of Conduct form. The clerk will arrange for Cllr Nancarrow to sign his form as soon as convenient.
- After the above protocols had been completed, Cllr Thorne welcomed everyone to the meeting and thanked all the councillors for their hard work and for their confidence in re-electing him as Chairman. He was happy to continue in this role. Cllr Thorne had a special welcome for our two new Parish Councillors, Beth Hooper and Michele Turner. Unfortunately, Michele was unable to attend the first meeting.
- 1.4 Appointment of Bank Signatories**
It was agreed to remove David Barlow and Gavin Brake from the list of signatories and replace them with Tom Nancarrow and Christine Ryder.
- 1.5 Receive apologies for absence**
Apologies were received as above.
- 1.6 Minutes of previous meeting**
The Minutes of the meeting held on Tuesday, 2 April 2019, were unanimously agreed and signed as a correct record of that meeting (proposed by Cllr Tucker and seconded by Cllr Ryder).
- 1.7 Declaration of Interest**
Cllrs Pulman and Tucker declared an interest in item 2.1.2 (planning application for Oakdell) because Cllr Pulman owns the property and Cllr Tucker has carried out work there.
- 1.7.1** The clerk handed out a Declaration of Interest form to Cllr Hooper and one to Cllr Ryder. The clerk will hand a form to Cllr Turner on her return. All other Parish Councillors confirmed that there are no alterations to their Declaration of Interests from last year and the clerk has established with EDDC that there is no need for those Parish Councillors to submit new forms.
- 1.7.2** The clerk has checked with three different bodies and confirmed that it is only declarations of pecuniary interests relevant to any matter being discussed that precludes a councillor from taking part in a discussion

or voting on that particular matter. Whilst it remains good practice to declare any interests, many interests do not affect a councillor's right to discuss and vote. The clerk will advise as instances occur.

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 18/1003/LBC and 18/1005/FUL); alteration to approved layout of study

The Planning Committee comprising Cllrs Thorne, Pulman and Ryder had a site visit at the Old Post Office on 25 April (comments were due to be submitted to Planning by 1 May). The Parish Council has no objection to the plans. Since issuing the Agenda, the clerk has received another notification of plans for the Old Post Office. She will make enquiries to see if there are material differences.

2.1.2 19/0756/FUL – Oakdell, Luppitt, Honiton, EX14 4SJ – alterations to and conversion of detached store to form annex

The Planning Committee comprising Cllrs Thorne, Nancarrow and Ryder had a site visit at Oakdell on 30 April (comments were due to be submitted to Planning by 2 May). They were happy with the plans and the Parish Council has no objection to the application. Cllr Ryder said it was a good example of what the Steering Group has been looking at in the Neighbourhood Plan. Cllr Key had advised the clerk that he had received a copy of a letter of objection that had been sent to the Planning Officer but there was no address or name on it.

2.1.3 Field at Pennythorne Cross

The clerk had received a letter from the Enforcement team at EDDC to say that further investigation was called for and a site visit will be arranged.

2.2 Neighbourhood Plan

Roger Hicks reported that sub-groups have been reviewing the responses to the questionnaire in relation to their particular sections and have submitted their suggested recommendations for amendments to the draft Plan. These have been sent to all Steering Group members and there was a brief discussion at the Steering Group meeting on 1 May. Steering Group members now have until the next Steering Group meeting on 29 May to study the proposals and submit any comments. The Plan will be modified when all amendments have been discussed and agreed.

Roger Hicks has received a first draft of the Parish Character Assessment report. At the Steering Group meeting on 26 June, representatives from the Blackdown Hills AONB, the Blackdown Hills Farming and Woodland Group and the Devon Wildlife Trust will be giving a short presentation with the objective of increasing environmental knowledge in the parish. It was hoped that as many parishioners as possible would attend.

2.2.1 Housing Survey Needs

The New Development sub-group (led by Mark Hickman) had proposed at the Steering Group meeting on 1 May to ask EDDC to carry out a Housing Needs Survey with immediate effect. Roger would prefer to wait until the Neighbourhood Plan is completed before doing so as he says that this will delay completion of the Plan and he also feels that residents may feel disinclined to complete another questionnaire, especially when some of the questions may be interpreted as being very intrusive. When completing the questionnaire, 73% of residents had indicated that they believed affordable housing to be extremely beneficial, very beneficial or somewhat beneficial and this provided a compelling reason to establish whether there was, in fact, a need for affordable housing. A Housing Needs Survey is essential to find out whether or not there is a requirement in Luppitt parish for affordable housing and unless 'need' could be established there would be no basis for providing affordable housing.

At the Steering Group meeting on 1 May, it was decided to proceed with the survey as soon as possible by a vote of 8 in favour and 4 against. It was brought to the Parish Council for a final decision. EDDC fund 3 surveys per year; the PC will be expected to contribute £300 towards the costs. Cllrs Thorne and Pulman agreed with Roger that it would be better to delay the survey until the Plan has been completed but Cllrs Ryder, Tucker and Hooper felt it should be carried out now so the decision to carry out the Housing Needs Survey as soon as possible was carried by 3 votes to 2. The clerk will liaise with Mark Hickman for the next steps.

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	Completed.
Severe road subsidence from Ringborough Cross to Luppitt Common	W181163261/262/263/264	Completed.
Uxford Bridge to Crook Cross		No reply received from Cllr Chubb. Clerk will follow up.
Pothole by Little Shelvin		Clerk will report.

3.2 Parish Maintenance

The clerk will write to Highways commending them on the extensive road repairs that have been carried out. She will also draw their attention to the fact that ditches near Mountstephens and the telephone exchange (by the double bends) have been filled in.

3.2.1 School Lane

It was agreed to ask Cllr Tucker to quote for work at School Lane – to form a concrete drainage channel for approximately 45 metres to take excess water. Some form of retaining bank will be needed. The clerk said that if the work was quite major she could apply to the Highways Maintenance Community Enhancement Fund for 50% of the cost.

3.2.2 Safety Railings

The clerk had heard from the NHO who was under the impression that the railings between Stoneacres and Lamberts Lane were on private land. The clerk will write to advise that they were erected by Highways.

3.2.3 Gigaclear

The clerk has heard from Mike Cavanagh of Gigaclear who said that outstanding repair work will be carried out. The clerk will advise of other problem areas – by Shaugh on the corner at the left going towards Langford; drain inlet at Greenlands – contractors have dug in the brick culvert and laid tubes through the culvert.

4.0 FOOTPATHS AND BRIDLEWAYS

4.1 Footpath 14

The Parish Council authorised Cllr Tucker to start work on the walkway at Footpath 14. The P3 fund has granted £1,500 towards the project. Cllr Thorne reported that he had found dead animals that had been dumped at the top end of Footpath 14 near Jack's House.

4.2 Definitive Map Modification Order – Footpaths 60, 61 and 62 (Luppitt)

The High Court has quashed the decision dated 17 September 2018 and so these Orders have to be redetermined.

5.0 ENVIRONMENT/COMMUNITY FACILITIES

5.1 Community Policing Report

The report was received after the meeting. No crimes have been reported for the month of April.

5.2 Annual Parish Meeting and Devon Freewheelers

There had been a disappointing turnout at the Annual Parish Meeting but the founder of Devon Freewheelers had given a very powerful talk which was both moving and very amusing. Cllr Thorne proposed that an S137 payment (donation) of £100.00 should be made annually to Devon Freewheelers. This was seconded by Cllr Tucker with all in favour.

5.3 Broadband in Village Hall

Gigaclear have confirmed that they would consider providing a Broadband connection to the Village Hall free of charge once the area goes live later this year. Cllr Pulman will get reaction from the Village Hall committee about this. It needs to be established who will use it, when most people have Broadband at home, and there would also be the problem of accessing the hall when it is locked.

6.0 FINANCE AND ADMINISTRATION

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

			£
6.1	Receipts	None	
	Account balances at last statement	P3 balance	1,653.28
		Neighbourhood Plan Grant (balance)	344.88
	As per bank reconciliation end April	Luppitt Parish Council	
6.2	Cheque payment for approval and signing	British Heart Foundation	50.00
		A R Tucker Ltd	588.00
		A R Tucker Ltd	3,792.00

6.3 Quarterly check – internal financial controls

Cllr Barlow has checked the cash book and reconciliation for the quarter ended March 2019 and confirmed that all is correct. Cllr Ryder has agreed to take over responsibility for checking the clerk’s quarterly figures.

6.4 Annual Audit

Cllr Thorne signed the bank reconciliation for the end of the financial year. This had also been signed by Cllr Barlow who has checked through the bank statements, invoices and financial transactions carried out during the year. Papers will be sent to the internal auditor shortly so that the accounts may be presented to the Parish Council at next month’s meeting. They will then be sent to the external auditor.

6.5 VAT Reclaim

The clerk confirmed that a VAT claim and the Employer Payment Summary had been submitted to HMRC. The clerk confirmed that repayment of the VAT claim in the amount of £2,407.94 has been received.

6.6 Clerk’s hourly rates

It was agreed that the clerk’s hourly rates should be increased by 27p per hour in line with the new terms negotiated by the National Association of Local Councils.

6.7 Correspondence

An email from the Blackdown Hills Parish Network inviting the nomination of a representative to attend general meetings was noted.

7.0 CHAIRMAN’S DISCRETION

7.1 Play Area

The clerk will write to Elizabeth Rose to confirm that the annual inspection of the play area at Millrise should take place.

7.2 Insurance

Insurance documents have just been received. The clerk will check the contents.

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, 4 June 2019

Tuesday, 2 July 2019

Tuesday, 6 August 2019

Signed:

Date:

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Signed:

Date:

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