

**Minutes of a meeting of Luppitt Parish Council held in the Village Hall  
on Tuesday, 4 June 2019 at 8 pm**

**Present:** Cllrs Tom Nancarrow (Vice-Chairman), Beth Hooper, Paul Prettejohn, Brian Pulman, Christine Ryder, Andrew Tucker, Michele Turner, David Key (EDDC), Roger Hicks (Chairman of Steering Group)

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

**Apologies:** Cllrs John Thorne (Chairman), Iain Chubb (EDDC and DCC), PCSO 30017 Darren England

---

**1.1 Receive apologies for absence**

Apologies were received as above. Cllr Nancarrow welcomed Cllr Turner to her first meeting.

**1.2 Minutes of previous meeting**

The Minutes of the meeting held on Wednesday, 8 May 2019, were unanimously agreed and signed as a correct record of that meeting (proposed by Cllr Pulman and seconded by Cllr Tucker).

**1.3 Declaration of Interest**

There were no declarations of interest.

**1.4 Receive completed Declaration of Interest forms**

EDDC has reversed its original decision and now requires all Parish Councillors (not just those newly elected) to complete Declaration of Interest forms. All Parish Councillors have completed their forms apart from Cllr Thorne who will complete his on his return. The clerk will forward the forms to EDDC.

**1.5 Receive Acceptance of Office form**

The clerk has received the signed Acceptance of Office form from Cllr Nancarrow.

**1.6 Councillor profiles**

The clerk suggested posting a photograph of each Parish Councillor and a brief resumé of their background on the website. A small majority (4 votes to 3) thought there was some merit in this idea so the clerk will progress.

**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 extension, revised scheme**

The Parish Council continues to raise no objection to the planning application but has posted comments acknowledging the impact that the extension will have on the neighbouring property. This was clearly shown by photographs that the neighbours had submitted to Planning East.

**2.2 Decisions**

**2.2.1 19/0756/FUL – Oakdell, Luppitt, Honiton, EX14 4SJ – alterations to and conversion of detached store to form annex - approved with conditions.**

**2.2.2 19/0564/CPE – Otter Falls, Old Spurtham Farm, New Road, Upottery, Honiton, EX14 9QD - Certificate of Lawful Development to establish the lawfulness of 2 no existing utility buildings – approved**

**2.2.3 19/0298/MFUL – Higher Wick Farm, Wick, Honiton, EX14 4TY – construction of manure slurry lagoon and associated earthworks and landscaping for existing dairy unit complex – refused**

**2.3 Gypsy and Traveller Liaison Forum**

Although this was thought to be a sensible way forward, it was felt that there would be no advantage in taking part as there would be no suitable sites in Luppitt.

**2.4 Neighbourhood Plan**

**2.4.1 Housing Needs Survey**

These two items were taken together.

Roger reported that excellent progress was being made on the Neighbourhood Plan. All proposed amendments to the Plan have been agreed by the Steering Group and these can now be incorporated into the draft Plan.

Roger explained that, at the last Steering Group meeting, more detailed information (including a possible timetable) had been presented on the process involved in a Housing Needs Survey. It was clear that the Housing Needs Survey could not be sent out to residents before September. Roger pointed out that this would result in a considerable delay to completion of the Neighbourhood Plan. Faced with this new information, the Steering Group voted to delay the Housing Needs Survey until completion of the Neighbourhood Plan (reversing the decision taken at the Steering Group meeting on 1 May). This had been a unanimous decision and Roger asked the Parish Council to support the decision.

Cllr Tucker pointed out that a decision had been taken and minuted at the last Parish Council meeting to endorse the Steering Group's original decision taken on 1 May to carry out the Housing Needs Survey at the same time as working on the Neighbourhood Plan. He felt it only right that the Parish Council should have a discussion on the reversal of this decision.

Roger explained that Affordable Housing runs right through the draft Plan and he would have to re-write large sections if the Survey is carried out in tandem with the Plan which he was not prepared to do, taking into account all the time and effort he has put into the project so far. It was agreed that Affordable Housing is a huge subject and a Housing Needs Survey is only the first step in the process. Cllr Turner felt that a paragraph in the Neighbourhood Plan could state that the Parish Council would commission a Housing Needs Survey in the future as one of the Community Actions to result from the questionnaire. This would then make extensive re-writing unnecessary. Roger disagreed with this and repeated that carrying out a Housing Needs Survey at the same time as working on the Plan would result in a considerable delay to completion of the Plan. Cllr Key said that a neighbouring parish is carrying out a Housing Needs Survey at the same time as completing the Neighbourhood Plan and it does not seem to have caused any difficulty.

It was felt that, as the Parish Council is the body responsible for commissioning a Housing Needs Survey, then the Parish Council should take ownership of the process. The discussion continued and Cllr Turner proposed that the Parish Council should commission a Housing Needs Survey in a process completely separate from the Neighbourhood Plan, but the Parish Council would like more information before doing so. This was seconded by Cllr Tucker with all in favour.

The clerk advised that the Neighbourhood Plan grant process has been reopened so she will complete another application for funding to cover the cost of the Landscape Character Assessment, printing and other expenses.

#### 2.4.2 Rural Futures Conference

Cllr Ryder and a Steering Group member will attend this conference run by Devon Communities on 28 June.

### 3.0 HIGHWAYS AND TRAFFIC

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

Item Reported	Action	Comments from Highways
<b>HIGHWAYS</b>	Report all items to NHO ( <a href="mailto:csc.roads@devon.gov.uk">csc.roads@devon.gov.uk</a> )	
Uxford Bridge to Crook Cross		<b>Clerk has followed up with Cllr Chubb but no reply to date.</b>
Pothole by Little Shelvin	<b>Clerk has reported</b>	

#### 3.2 Parish Maintenance

##### 3.2.1 School Lane – bring forward to next meeting.

##### 3.2.2 Safety Railings

The NHO is following up but it is low priority. No further action from the Parish Council.

**3.2.3 Gigaclear**

The clerk has written to Gigaclear to add two additional areas requiring remedial work.

**4.0 FOOTPATHS AND BRIDLEWAYS**

**4.1 Footpath 14**

Work has not started yet.

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

The clerk has been in touch with the Public Rights of Way Officer at Devon County Council. It is unlikely that the public inquiry will be held before November at the earliest. Devon County Council will be remaining neutral at the inquiry and it is in order for the Parish Council to rely on its written statement especially if it has no further information to add.

**5.0 ENVIRONMENT/COMMUNITY FACILITIES**

**5.1 Community Policing Report** (received after the meeting)

Between 1 and 31 May – one crime reported of violence without injury

**5.2 VE Day – 8 May 2020**

The clerk has received details of events being arranged for the weekend of 8-10 May 2020. She will keep the Parish Council informed.

**6.0 FINANCE AND ADMINISTRATION**

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

6.1	<b>Receipts</b>	EDDC precept	£ 5,500.00
		Devon CC – grit bins (Locality)	197.98
		Wayleave payment	4.36
		HMRC – VAT repayment	2,407.94
<b>Account balances at last statement</b>		P3 balance	1,653.28
		Neighbourhood Plan Grant (balance)	344.88
<b>As per bank reconciliation end May</b>		Luppitt Parish Council	11,964.07
6.2	<b>Cheque payment for approval and signing</b>	Community First Trading (insurance)	219.93

**6.3 Internal Audit**

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 unanimously to accept and approve the year-end accounts and the internal auditor's report. The internal auditor had raised a query about the trustee status of the Parish Council in relation to the Village Hall and the Walden Bequest. The clerk will follow up with Cllrs Pulman and Tucker.

**6.4 Approval of Annual Governance Statement**

It was resolved unanimously to accept and approve the Annual Governance Statement for 2018/19 and this was signed by Cllr Nancarrow as Chairman of the meeting.

**6.5 Approval of Accounting Statements**

It was resolved unanimously to accept and approve the Accounting Statements for 2018/19 and this was signed by Cllr Nancarrow as Chairman of the meeting.

**6.6 Approval of Insurance renewal**

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

**6.7 Correspondence**

- The clerk read out a letter of thanks for the donation sent to Devon Freewheelers.
- The clerk advised Cllrs Hooper and Turner of a training course for new councillors being held in Honiton on Wednesday, 17 July from 9.45 am to 4.00 pm.

**7.0 CHAIRMAN'S DISCRETION**

Cllr Turner mentioned that the editor of the Luppitt Packet, Lindsey Dalgety, has announced in the June edition that she will be relinquishing her role after the July/August edition after 14 years. It was agreed that it would be a great shame if the Luppitt Packet could not be continued and everyone should give some thought to a way forward.

**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, 2 July 2019**

**Tuesday, 6 August 2019**

**Tuesday, 3 September 2019**