

**Minutes of a meeting of Luppitt Parish Council held in the Village Hall
on Tuesday, 3 September 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), Iain Chubb (DCC and EDDC) and one member of the public

In attendance: Rosalind Buxton (Parish Clerk)

Apologies: Cllr John Thorne (Chairman)

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, 6 August 2019, were unanimously agreed and signed as a correct record of that meeting (proposed by Cllr Hooper and seconded by Cllr Pulman).

1.3 Declaration of Interest

There were no declarations of interest.

Item 5.2 on the Agenda (Luppitt Packet) was brought forward and the meeting was then closed to allow a member of the public to speak.

Nigel Hurst came to speak to the Parish Council about the Luppitt Packet that he and Claire Stevens have kindly agreed to collate and edit. The September issue comprises the months of July and August and they had had a very short time to familiarise themselves with new software and sorting out all the material to be used for the issue. They would welcome constructive comments and more articles from residents that reflect life in Luppitt parish. Cllr Ryder felt it would be a good idea to explain this to the readers in the next issue and Nigel said they would be doing that. He and Claire felt that it was important that the Luppitt Packet was sustainable. It was appreciated that the September issue was a difficult one to start with. The Parish Council was grateful to Nigel and Claire for enabling the Luppitt Packet to continue as it is such an important form of communication within the parish.

The meeting then resumed.

1.4 Councillor profiles

The Parish Councillors agreed to send the clerk a few lines about themselves and, if possible, a photograph to be uploaded to the website.

2.0 PLANNING

2.1 Applications (for comment, support or objection)

2.1.1 None

2.2 Decisions

2.2.1 19/1463/FUL – The Old Vicarage, Luppitt, Honiton, EX14 4RY – proposed new sewage treatment plant – this application has been approved.

2.3 Neighbourhood Plan

The clerk had received an email from Roger Hicks clarifying his plans regarding the Steering Group. Roger is making good progress on the amendments agreed at the Steering Group meeting in May and is planning to deliver the final draft, complete with appendices, plans, etc, by the end of the year. He is then intending to stand down as chairman and leave the Steering Group.

2.3.1 Neighbourhood Plan website

Cllr Turner had been advised by her website provider that the Neighbourhood Plan website had been hacked. Cllr Turner has undertaken to rebuild the website from scratch. She was confident in the security of the website provider. Unfortunately, it was one of those things that can happen from time to time

although it was difficult to understand why anyone should want to hack into Luppitt’s Neighbourhood Plan website!

2.3.2 Landscape Character Assessment (final report)

The clerk had forwarded a copy of the final report to the Parish Councillors. It was felt that it was a good document and would be useful in the future as part of the Neighbourhood Plan.

3.0 HIGHWAYS AND TRAFFIC

3.1 Parish Highways programme – update on Items to Report

Item Reported	Action	Status
Uxford Bridge to Crook Cross	W191251517/8	Inspected 20.08.19 – comment: repeat defect at this location – see note below
Pothole by Little Shelvin	W191251522	The pothole does not meet Highways’ minimum requirements so the clerk will remove it from the list.

Uxford Bridge to Crook Cross

There was a long discussion about this stretch of road which, although in the parish of Combe Raleigh, is probably used much more regularly by Luppitt residents. Cllr Chubb said that Combe Raleigh’s chairman frequently draws his attention to the state of the road. A lot of the problem stems from water that runs off adjacent fields but Cllr Tucker pointed out that this in itself isn’t the main cause of the problem. Over the years, the ditch has been covered with tarmac and so there is nowhere for the water to run and it sits on the road causing more damage. Cllr Chubb undertook to follow this up with one of the Neighbourhood Highways Officers.

3.2 Parish Maintenance

The clerk will follow up correspondence she had last year with Devon Highways over lengthsman’s work. There had been a suggestion that Devon Highways would be amenable to paying to Luppitt Parish Council the cost of the lengthsman’s visits and the Parish Council would then arrange for the work to be carried out. However, there was some doubt as to whether the lengthsman scheme has continued this year. Cllr Chubb offered to make enquiries to see what he can find out. Cllr Chubb suggested that the Parish Council might like to make contact with Streetscene to see what services the parish is entitled to receive.

3.2.1 Salt and sandbag requirements

Cllr Tucker felt we have sufficient supplies at the moment providing that Highways fill the grit bins as they have done in previous years. The clerk will follow up.

4.0 FOOTPATHS AND BRIDLEWAYS

Cllr Nancarrow had nothing to report.

5.0 ENVIRONMENT/COMMUNITY FACILITIES

5.1 Community Policing report

PCSO Darren England had emailed, apologising for the lack of contact over the past few months. This would hopefully improve as staffing levels have increased. From 01.06.2019 to 31.08.2019 there were 4 recorded crimes – 1 violence with injury; 2 violence without injury; 1 theft.

5.2 Luppitt Packet

Dealt with earlier in the meeting.

5.3 Community Emergency Plan

The clerk has received various emails regarding Community Emergency Plans. Gavin Brake had produced an extensive and detailed document in 2009. The clerk had contacted Dave Whelan at EDDC who is dealing with the local Emergency Plans and has also compared the template on Devon Communities website. There does not seem to be much, if any, difference in the format. The clerk will update the information. It was not felt there was any particular urgency over this.

5.4 Children’s Air Ambulance

An email regarding the siting of a textile bank in the parish was discussed. There was some doubt expressed over whether it would be used much as it was likely that there would be similar textile banks in Dunkeswell and Honiton.

6.0 FINANCE AND ADMINISTRATION

6.1	Receipts		£
		Groundwork UK – NP grant	4,610.00
	Account balances at last statement	P3 balance	1,653.28
		Neighbourhood Plan Grant (balance)	4,954.88
	As per bank reconciliation end August	Luppitt Parish Council	9,146.79
6.2	Cheque payment for approval and signing	Fiona Fyfe Associates Ltd (funded by Neighbourhood Plan grant)	2,693.70

6.3 Quarterly check – internal financial control

Cllr Ryder has checked the cash book and reconciliation for the quarter ended June 2019 and confirmed that all is correct.

6.4 Walden Bequest

The clerk has found some relevant papers in the filing cabinet in the Committee Room. Cllr Pulman and the treasurer of the Village Hall Management Committee also have papers. They will all meet shortly to discuss.

6.5 Correspondence

- An email from Dave Whelan regarding the Honiton Local Action Group was noted.
- An email from EDDC regarding a Neighbourhood Planning Seminar to be held in October was noted. Cllr Ryder said it was a repeat of one she had already attended.
- A letter of thanks from TRIP for the Parish Council’s donation towards the new vehicle was read out.

7.0 CHAIRMAN’S DISCRETION

7.1 Insurance

The clerk had received a response from the insurers about a query raised during the internal audit about the standard contract cover not being operative. The Parish Council does not at the moment enter into any sort of formal contract and so it was felt that there is sufficient cover in place. This would be reviewed if the situation changes in the future.

7.2 Apple Pressing

Cllr Ryder wondered if there would be any interest in the parish in an apple pressing day. Cllr Nancarrow would be happy to lend some apple pressing equipment. Cllr Ryder will make more enquiries.

7.3 Pod at Franklins Farm

Cllr Pulman said he had been asked about the situation regarding the pod at Franklins Farm. It was thought that this has been sold and was awaiting removal. The clerk will follow up.

8.0 QUESTIONS FROM THE PUBLIC

There were no questions and the meeting closed at 9.22 pm.

Date for next meeting to be held in Luppitt Village Hall at 8 pm: Tuesday, 1 October 2019