

**Minutes of a virtual meeting of Luppitt Parish Council held on Tuesday, 7 April 2020 at 8 pm  
(A virtual meeting was held to comply with the Government restrictions on attending meetings that are currently in place in response to the Coronavirus emergency)**

**Present:** Cllrs John Thorne (Chairman), Andrew Tucker, Christine Ryder, Michele Turner and Rosalind Buxton (Parish Clerk)

**Apologies:** Cllrs Tom Nancarrow (Vice-Chairman), Paul Prettejohn, Brian Pulman, Beth Hooper and David Key (EDDC)

**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, 3 March 2020, were unanimously agreed and signed as a correct record of that meeting with the amendment in item 1.2 that the site visit was at Dolish Farmhouse, not Dolish Farm (proposed by Cllr Turner and seconded by Cllr Tucker).

**1.3 Declaration of Interest**

There were no declarations of interest.

**2.0 PLANNING**

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

None

**2.2 Decisions**

**20/0376/FUL – Little Shelvin, Luppitt, EX14 4UF – construction of single storey extension and porch to front - approved**

**2.3 Neighbourhood Plan**

**2.3.1 Community Actions included in draft Neighbourhood Plan**

The Community Actions were discussed in detail and amendments agreed.

**2.3.2 Return of Grant**

The clerk had successfully applied in 2019 for grant money to be used towards costs relating to the Neighbourhood Plan. All money had to be spent by 31 March 2020. No extension to this date was permitted so the unspent grant money of £2,310.00 must be returned to Groundwork UK.

**3.0 HIGHWAYS AND TRAFFIC**

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

LOCATION	REFERENCE	COMMENT/PROGRESS
Uxford Bridge to Crook Cross	Phil Morgan	NHO is planning to dig out the ditch and put in a concrete pipe and haunch and will then resurface the road using heavy-duty tarmac.
Loose kerbstones	W201322747	Parking area is private and lane is a category 12 road (GREEN LANE) not HMPE. <b>Clerk will follow up with EDDC.</b>
Severe potholes at the end of Gully Lane near Jack's House	W201297229	One or two more potholes have been repaired.
Several potholes at the lower part of School Lane towards Ringborough Cross	D203512457	Contractors are not looking in the right place. <b>Clerk to report again – from School Lane around the by-pass to Ringborough Cross.</b>
Large potholes from Greenlands to Corner House	W201322756	A repair has already been undertaken, or is due to be undertaken
Langford Bridge to Honiton		Cllr Chubb is following up with Combe

		Raleigh Parish Meeting. Langford Bridge is in Honiton Ward but Cllr Chubb will work with Cllr Twiss to find a solution. <b>Remove this item.</b>
Potholes between Higher Wick and Fortfield houses	W201322757	A repair has already been undertaken, or is due to be undertaken
Pothole half-way between Dumpdon car park and The Linhay	W201322759	The problem has been repaired.
Ringborough Cross to Coombeshead – potholes and subsidence	W201322761	The problem has been repaired. <b>Clerk will report again.</b>
Coombeshead to Luppitt Common – potholes and subsidence	W201322762	A repair has already been undertaken, or is due to be undertaken. <b>Remove this item.</b>
Maple Cross to Pound Farm – severe edge of road deterioration both sides		<b>Clerk to report.</b>
Water flooding up in middle of road by Higher Wick Farmhouse		<b>Clerk to report.</b>

### 3.2 Parish Maintenance

Cllr Tucker has carried out work outside Halsdon Cottages and Newhouse to solve problems caused by water on the road.

### 4.0 FOOTPATHS AND BRIDLEWAYS

#### 4.1 Footpath 26

The clerk has reported the rotten waymark on Footpath 26 on the Hillend road just above Snooks. A parishioner had contacted the Chairman to report that people outside the area are driving to The Commons to walk. Public footpaths and The Commons have not been closed so although people are not complying with Government guidelines on essential journeys, only the police can take action.

### 5.0 ENVIRONMENT/COMMUNITY FACILITIES

#### 5.1 Community Policing Report

None received.

#### 5.2 Annual Parish Meeting and VE Day celebrations

To comply with current restrictions, the Annual Parish Meeting will not take place this year. National VE Day celebrations planned for the weekend of 8-10 May have been cancelled. Organisers hope to combine the planned events with VJ Day celebrations due to be held on 15 and 16 August. The Government has issued new guidelines regarding statutory meetings for County, District, Town and Parish Councils. After discussion, it was agreed not to hold the Annual General Meeting of the Parish Council next month. Cllr Thorne will continue as Chairman until May 2021.

#### 5.3 Local Bus Services

An email giving details of a consultation being carried out by Devon County Council was discussed. With social distancing requirements, it is difficult to canvass any meaningful opinion from residents.

### 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>	None	£
	<b>Account balances at last statement</b>	P3 balance	1,558.28
		Neighbourhood Plan Grant (balance)	2,675.38
	<b>As per bank reconciliation</b>	Luppitt Parish Council	5,252.90

	end March		
6.2	<b>Cheque payment for approval and signing</b>	Sharper Print (from NP grant)	55.00
		Return unspent NP grant	2,310.00
		Clerk's remuneration and expenses	1,583.69
		HMRC	134.80
		DALC subscription	109.56
		Zoom for virtual meeting	14.39

**6.3 Annual Governance and Accountability Return (AGAR)**

The forms have not yet been sent out by the external auditors. The deadline for receipt of completed forms has been extended from 30 September to 30 November. The clerk will prepare year-end documents ready to pass to the internal auditor when the AGAR is received and social distancing guidelines are revised.

**6.4 Online banking**

In view of current restrictions, it was agreed that the clerk should make enquiries about online banking (proposed by Cllr Turner, seconded by Cllr Ryder with all in favour).

**6.5 Correspondence**

None received.

**7.0 CHAIRMAN'S DISCRETION**

- Cllr Thorne said it was difficult to believe how much had happened since the last meeting. Isolated properties and residents who might need extra help during the Covid-19 pandemic had been identified so that arrangements could be made to ensure that everyone was looked after as far as possible. The Parish Council had provided telephone numbers for residents to use if they had any concerns. Members of the community also started other very helpful initiatives to help residents through the crisis. The April edition of the Luppitt Packet had been printed and delivered by post as a combined effort between the editors and the Parish Council. The editors are planning to produce a May edition. Cllr Thorne will contact them to discuss.
- Cllr Ryder thanked the clerk for setting up the virtual meeting. It was agreed that it had run smoothly for the first attempt.

**8.0 QUESTIONS FROM THE PUBLIC**

There were no questions and the meeting closed at 9.48 pm.

**Dates for next virtual meetings to be held at 8 pm:**

**Tuesday, 5 May 2020**

**Tuesday, 2 June 2020**

**Minutes will be signed when Parish Council meetings resume.**