

# LYDFORD PARISH COUNCIL

Minutes of the meetings held at  
Nicholls Hall, Lydford on

**Tuesday 16<sup>th</sup> May 2023 at 7:15pm**

## Annual Council Meeting

1. Apologies for absence

Cllr Grigg – recovering from operation. Cllr Mott – double booking with another council.

Present, Cllr Skeaping (Acting Chair), Lenton K, Lenton L, Hulett, Gilpin. Cllr Sanders (DCC), Cllr Southcott (WDBC), Simon Thompson (Lydford Gorge), Richard Drysdale (DNP), Sue Powne (Coronation Celebrations) Paul Brooke Beating the Bounds.

2. Election of Officers

a. The Clerk has now received acceptances of office from all Councillors.

b. Councillor Grigg was nominated as Chair of the Parish Council for the coming year by Councillor Skeaping, seconded Councillor L. Lenton. All present in favour.

c. Councillor Grigg was unable to attend to sign the acceptance of office.

d. Councillor Skeaping was nominated as Vice Chair of the Council for the coming year by Councillor L Lenton, seconded Councillor K Lenton. All in favour.

3. Minutes of the Annual Council Meeting held on 10<sup>th</sup> May 2022

Councillors agreed to accept the minutes as an accurate record.

4. Matters arising from Annual Parish Meeting 2023

a. **AP1** – Clerk to research possible improvements to the Parish Council website.

5. Annual Audit

Councillors resolved to approve the required audit documents:

a. Certificate of Exemption 2022/23

b. Annual Governance Statement 2022/23

c. Accounting Statements 2022/23

Proposed Cllr Skeaping, seconded Cllr Hulett, all in favour.

6. Annual review

The Council resolved to approve the following documents following review –

a. Lydford Council Risk Register

b. Lydford Council Asset Register

Proposed Cllr Hulett, seconded Cllr Skeaping. All in favour.

**AP2** - Clerk to update the Asset Register to show the new location of the Lengthsman equipment

# Meeting of the Council Agenda

1. Declarations of Interest – Nil.
2. Business not listed on the agenda below, as approved by the Chair.  
Sue Powne raised the issue of what to do with the £826 left over funds following the recent Coronation celebrations and currently lodged in the Council bank account. Mrs Powne suggested looking into replacing the notice boards with something more substantial (e.g. recycled plastic).  
Chair – thanks to Sue and Dan for their efforts. (**AP3** – research possible sources / models).
3. Minutes of the meeting 11<sup>th</sup> April 2023  
Agreed. Proposed Cllr Skeaping, seconded Cllr Hulett. All in favour.
4. Matters arising from the meeting 11<sup>th</sup> April 2023  
Nil.
5. Beating the Bounds 2023
  - 4 days to go. All permissions now in place. 100 certificates to be printed. Anticipating 80+ participants. Estimating 60+ at the finish event at the pavilion in sports field. Paul Brookes to give feedback to Council in July.
6. Highways – Cllr Hulett
  - There are a number of large and potentially dangerous potholes at different points in the village. Road signage damaged. How can these matters be progressed to the Highways Department?
  - Cllr Sanders replied that there is no money in the Highways budget to repair potholes. As an alternative, and more cost effective solution, DCC is looking to resurface rather repair potholes, but Lydford is unlikely to see any repairs in the foreseeable future. The much publicized additional funds supplied by the Government were swallowed up in increased costs.
  - (**AP4** – Cllr Hulett to write to Meg Booth expressing concerns on road quality).
  - Runoff from a field near the Granite Way is causing problems in times of heavy rain. Cllr Sanders explained that it was the responsibility of the individual landowner to ensure that this does not happen.
  - (**AP5** – Clerk to inform Cllr Sanders of the location so that he can pass details to the Neighborhood Highways Officer)
7. Dog waste
  - Cllr Lenton raised the issue of dog waste outside the school. A draft letter for inclusion in the Parish Newsletter was previously circulated. Cllrs agreed that something needed to be done and approved the letter.
8. Finances
  - a. Councillors approved the following payments -
 

i. J. Bright	£340.58	May salary
ii. HMRC	£80.60	PAYE May
iii. J Bright	£14.00	New Councillor induction training
iv. J Bright	£1.85	VAT return postage
v. J Bright	£76.00	Beating the Bounds printing
vi. Penny Clapham	£65.00	Internal Audit fees 2022-23
vii. Zurich Insurance	£402.00	Council Insurance 1.6.23 – 31.5.24
viii. WDBC	£209.39	Recharge electricity 8/22 – 11/22**
ix. WDBC	£49.85	Recharge electricity 11/22 – 2/23**

\*\* Credit notes issued by WDBC to cover water charges.  
Proposed – Cllr Skeaping, seconded Cllr L Lenton. All in favour.

**b. Banking reconciliation 30.4.23 – for information**

Opening balance 1.4.23	£10,015.25	Bank holdings at 30.4.23	
Less spending to 30.4.23	£1,523.23	Current A/C balance	£1,740.58
Add receipts to 30.4.23	£4,688.56	Savings A/C balance	£12,000.00
Total "In Hand"	<u>£13,740.58</u>	Total	<u>£13,740.58</u>

9. Playground (standing item)

- Cllr Gilpin has found missing laths from the play tunnel and will replace them. The rotten stepping stone mentioned in the ROSPAS report has been removed, the rest do not need replacing. They are popular with children and should be replaced when necessary and not removed.

10. Planning

**To respond to applications –**

- 0161/23 Clifton Cottage Side and rear extension including new dormer windows and replacement garage. Supported
- 0202/23 West Pulborough Barn Small 1<sup>st</sup> floor rear extension above existing lean-to. Supported.

11. Actions taken under delegated authority.

- £12,000 transferred to Council's instant access savings account.

Speedwatch – Cllr Southcott points out that it has been inactive in Lydford and a new site has been approved. To next month's agenda for discussion. (AP6 – Clerk to include Speedwatch on June agenda)

Meeting finished 20:30

**Action points:**

0	Clerk to add reports from Cllrs to agenda	Completed
1	Clerk to research ways of improving Council website provision.	Ongoing
2	Clerk to update Asset Register with location of Lengthsman equipment.	Awaiting offer of storage in the village. Clerk to visit ex Cllr Squires to evaluate the size of storage required.
3	Clerk to liaise with Sue Powne on possible notice boards.	For discussion at June meeting. Agenda item.
4	Cllr Hulett to write to Meg Booth – Head of Service for Devon Highways, about the poor quality of the roads in Lydford	
5	Clerk to provide Cllr Sanders with location of field producing runoff onto the highway	Completed
6	Clerk to add item on Speedwatch to June agenda	Completed