

**Minutes of the Annual General Meeting of Luppitt Parish Council held in the Village Hall  
on Tuesday, 6 May 2025 at 8 pm**

**Present:** Cllrs Michele Turner (Chair), Martin Summers (Vice-Chair), Charles Murray, Paul Prettejohn, Brian Pulman, Susan Tucker and 4 members of the public

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

**Apologies:** Cllrs Lindsay Hill, Andrew Tucker, Colin Brown and Yehudi Levine (EDDC), Iain Chubb (formerly DCC)

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**1.1 Appointment of Chair and Vice-Chair**

Cllr Pulman took the chair for the election of Parish Council Chair. Cllr Pulman thanked Cllr Turner for carrying out her duties so well as Chair during the past year. Cllr Pulman invited nominations for Chair. Cllr Summers proposed Cllr Turner and this was seconded by Cllr Murray with all in favour. Cllr Turner then took the chair and invited nominations for Vice-Chair. Cllr Pulman proposed Cllr Summers and this was seconded by Cllr Murray with all in favour.

**1.2 Appointment of Planning Committee, Parish Maintenance Committee, Tree Warden, Road Warden, Snow Warden and P3 Co-Ordinator**

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 and Cllr Pulman would continue as snow warden (proposed by Cllr Summers, seconded by Cllr Murray). The clerk will continue to act as point of contact with the three footpath wardens for the P3 scheme.

**1.3 Receive the Chair's Declaration of Acceptance of Office**

Cllr Turner welcomed everyone to the meeting and thanked all the councillors for their confidence in re-electing her as Chair and said she was very happy to continue in this role. Cllr Turner then signed the Declaration of Acceptance of Office of Chair.

**1.4 Receive apologies for absence**

Apologies were received as above.

**1.5 Minutes of previous meeting**

The Minutes of the meeting held on Tuesday, 1 April 2025, were unanimously agreed and signed as a correct record of that meeting (proposed by Cllr Murray and seconded by Cllr Prettejohn).

**1.6 Declaration of Interest**

There were no declarations of interest.

**2.0 PLANNING**

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

- 2.1.1 25/0657/LBC – Shelves Cottage, Luppitt, EX14 4SN – remove internal wall between kitchen and dining room and replace 1 no external door on west elevation and 1 no external door on south elevation**  
The Parish Council has no objections to this planning application.

**2.1.3 Decisions**

**24/0849/FUL – Stockers Cottage, Wick, EX14 4TY**

Approval with conditions

**2.2 REPORTS****2.2.1 Ward Councillor**

Cllr Levine had sent a report for the Annual Parish Meeting which had been held before the Annual General Meeting where he spoke about the emerging Local Plan and the public's reaction to it. He also described the work of the various committees that he has been appointed to.

Cllr Brown had also sent a report for the Annual Parish Meeting where he spoke about the reduced car parking charges during the winter and the waste contract with Suez coming to an end.

**2.2.2 County Councillor**

County Council elections had taken place on 1 May and Cllr Iain Chubb had not been re-elected. The clerk has written to Iain to thank him for his contribution to the Parish Council meetings over the years. Ms Cathy Connor has been elected as County Councillor and the Parish Council looks forward to meeting her.

**3.0 HIGHWAYS AND TRAFFIC****3.1 Parish Highways programme - update on Items to Report as follows:**

The clerk has reported the serious edge of road deterioration at Hillend again.

**3.2 Parish Maintenance**

A resident had written to Cllr Turner (with a copy to the clerk) with regard to the lane that leads to Higher Moorlands Farm. Cllr Turner had not received the email. The clerk will forward it for Cllr Turner's attention.

**3.2.1 Road Signs**

The clerk has delivered the road signs to Cllr Tucker.

**4.0 FOOTPATHS AND BRIDLEWAYS****4.1 Bridge at Otter Falls**

The clerk had received a positive response from the Public Rights of Way Officer for a grant towards the cost of repairing the bridge at Otter Falls. Cllr Tucker will carry out the work when time allows.

**5.0 ENVIRONMENT/COMMUNITY FACILITIES****5.1 Inspection Reports of both play areas**

Inspections had been carried out at the play area at Millrise and the one at the Village Hall. The clerk handed the reports to Cllr Pulman (for Millrise) and Cllr Summers (for the Village Hall).

**5.2 Arrangements for 80<sup>th</sup> Anniversary of VE Day**

Final arrangements were discussed and agreed.

**5.3 Village Hall lighting**

Cllr Summers will replace the lighting when time permits.

**6.0 FINANCE AND ADMINISTRATION**

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

			£
<b>6.1</b>	<b>Receipts</b>	EDDC precept	7,000.00
	<b>Account balances at last statement</b>	P3 balance	363.88
	<b>As per bank reconciliation end April</b>	Luppitt Parish Council	8,714.68
<b>6.2</b>	<b>Payments by online banking, card or cheque for approval and signing</b>	RoSPA – play area inspections	192.00
		Devon Association of Local Councils	209.30

**6.3 Quarterly Check – internal financial controls**

Cllr Murray has checked the cash book and reconciliation for the quarter ended 31 March 2025 and confirmed that all is correct.

**6.4 Annual Audit**

The clerk had sent the year-end accounts to all Parish Councillors. There were no questions and these figures will be used for completion of the Annual Governance and Accountability Return (AGAR). The year-end bank reconciliation has been signed by Cllrs Turner and Murray.

**6.4 Quarterly check – internal financial controls**

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**6.5 Email addresses for Parish Councillors and clerk**

This item will be carried over to the next meeting.

**6.6 Correspondence**

There were no items.

**7.0 CHAIRMAN'S DISCRETION**

There were no items.

**8.0 QUESTIONS FROM THE PUBLIC**

A member of the public commented on the poor state of Windgate Hill. It was agreed that the potholes that had not been repaired were dangerous. There were no further questions and the meeting closed at 8.50 pm.

**Dates for next meetings to be held in Luppitt Village Hall at 8 pm:**

**Tuesday, 3 June 2025**

**Tuesday, 1 July 2025**

**Tuesday, 5 August 2025**