

**Minutes of the Annual General Meeting of Luppitt Parish Council held in the Village Hall  
on Tuesday, 5 May 2026 at 8 pm**

**Present:** Cllrs Michele Turner (Chair), Martin Summers (Vice-Chair), Eric Clapp, Charles Murray, Paul Prettejohn, Brian Pulman, Andrew Tucker and Susan Tucker and 3 members of the public

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

**Apologies:** Cllrs Yehudi Levine, Colin Brown (EDDC) and Cathy Connor (DCC)

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

Cllr Summers took the chair for the election of Parish Council Chair and invited nominations. Cllr Pulman proposed Cllr Turner and this was seconded by Cllr Susan Tucker with all in favour. Cllr Turner then took the chair and invited nominations for Vice-Chair. Cllr Prettejohn proposed Cllr Summers and this was seconded by Cllr Clapp with all in favour.

**1.2 Appointment of Planning Committee, Parish Maintenance Committee, Tree Champion, 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 Andrew 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 Andrew Tucker would continue as Tree Champion and Cllr Pulman would continue as snow warden (proposed by Cllr Susan Tucker, seconded by Cllr Summers). The clerk will continue to act as point of contact with the three footpath wardens for the P3 scheme.

Cllr Pulman's Road Warden accreditation has expired. Cllr Summers agreed to attend training courses to replace Cllr Pulman as Road Warden. Cllr Turner thanked Cllr Pulman on behalf of the Parish Council for the work he had carried out as Road Warden.

**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. Cllr Turner welcome Cllr Eric Clapp to his first meeting of the Parish Council. Cllr Clapp has signed a Declaration of Acceptance of Office of Councillor.

**1.5 Minutes of previous meeting**

The Minutes of the meeting held on Tuesday, 7 April 2026, were unanimously agreed and signed as a correct record of that meeting (proposed by Cllr Pulman and seconded by Cllr Susan Tucker).

**1.6 Declaration of Interest**

There were no declarations of interest.

**The meeting was suspended to allow a member of the public to speak.**

A parishioner had brought plans of an agricultural building to show the Parish Councillors before submitting a pre-app to EDDC. The parishioner and his consultant adviser answered questions and it was generally felt that the first of the three options was most suitable.

**Two members of the public then left and the meeting resumed.**

**2.0 PLANNING**

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

There were no applications.

**2.2 Decisions**

Approval with conditions for 25/2609/FUL Fairview Farm, Luppitt, EX14 4RY, and 26/0359/FUL Lowmans Farm, Beacon, EX14 4TX.

**2.3 REPORTS**

**2.3.1 Ward Councillor**

Cllr Levine had submitted a report for the Annual Parish Meeting which had preceded the Parish Council meeting. The main focus was on the disruption caused by Local Government reorganisation.

**2.3.2 County Councillor**

Cllr Connor had submitted a monthly report which the clerk has forwarded to Parish Councillors. Main points include:

- Government funding for modernisation of libraries.
- Locality grants.
- Additional funding for Highways.

**3.0 HIGHWAYS AND TRAFFIC**

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

Following Cllr Pulman's identification of potholes and road deterioration which the clerk had reported to Highways, the resulting comments from Highways had been extremely disappointing. Highways had identified only a very small number for repair. The clerk was asked to write to Cllr Connor at Devon County Council to express dissatisfaction, especially as the comments in Cllr Connor's report on Highways seem to contradict the Parish Council's experience recently when submitting reports of potholes and serious road deterioration.

Cllr Tucker did mention that the serious road deterioration at Hillend had been marked by Highways, presumably for repair.

**3.1.2 Road Warden Scheme**

Cllr Pulman's accreditation under the Road Warden Scheme has expired. Cllr Summers agreed to undergo the training as Road Warden. Once Cllr Summers has completed his training, the clerk will be able to order cold tar for pothole repairs.

**3.2 Parish Maintenance**

**3.2.1 Gully Lane**

Cllrs Summers and Andrew Tucker had met with the parishioner. No agreement was reached but the parishioner will write to Meg Booth at Highways and will forward a copy of her reply to his letter.

**3.2.2 Trees needing attention**

Cllr Andrew Tucker undertook to speak to the parishioners about trees causing concern.

**3.2.3 Road Signs**

This item will be carried forward to next month.

**3.2.4 Woodhayes**

The resident of Woodhayes had sent the clerk photos of damage caused by an articulated lorry which had become stuck, resulting in the road being closed for several hours. This was the third incident of a lorry becoming stuck in the last two weeks. The clerk was asked to follow this up with Highways.

**4.0 FOOTPATHS AND BRIDLEWAYS**

**4.1 P3 Survey**

The clerk has submitted the completed survey forms and has also applied for an annual maintenance grant which is calculated at £30 per mile of footpaths.

**4.2 Pedestrian Gate**

The clerk will order a gate for Footpath 17.

**5.0 ENVIRONMENT/COMMUNITY FACILITIES**

**5.1 Play Area at Village Hall**

The clerk handed the inspection report to Cllr Summers who confirmed that he had tightened some loose screws on the equipment.

**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	£ 7,500.00
		EDDC CIL payment	60.00
	<b>Account balances at last statement</b>	P3 balance	-40.52
	<b>As per bank reconciliation end April</b>	Luppitt Parish Council	10,566.68
<b>6.2</b>	<b>Payments by online banking, card or cheque for approval and signing</b>	None	

**6.3 Quarterly check – internal financial controls**

Cllr Murray has checked the cash book and reconciliation for the quarter ending 31 March 2026 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.

**6.5 IT Policy**

The clerk had drafted an IT policy for compliance with the new Assertion 10 which appears on this year's AGAR. It was agreed to adopt the IT policy and to provide each Parish Councillor with a .gov.uk email address to strengthen security with Parish Council communications (proposed by Cllr Turner, seconded by Cllr Andrew Tucker).

**6.6 Banking Arrangements**

Cllr Turner provided details of information needed for Cllrs Summers and Murray to access the online banking arrangements. Cllrs Turner has completed registration and, going forward, will be able to authorise online payments set up by the clerk.

**6.7 Correspondence**

There was no correspondence.

**7.0 CHAIRMAN'S DISCRETION**

There were no items.

**8.0 QUESTIONS FROM THE PUBLIC**

There were no questions and the meeting closed at 9.30 pm.

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

**Tuesday, 2 June 2026**

**Tuesday, 7 July 2026**

**Tuesday, 4 August 2026**