



LYMPSTONE PARISH COUNCIL

Clerk to the Council: A J Le Riche, DMS,
43 Salisbury Road, Exmouth, EX8 1SL

Tel 279665/ 07866 535580

Email: clerk@lympstone.org

www.lympstone.org

Chairman: Cllr Richard Eastley
Tel 266165

21st February 2014

To All Members of the Parish Council

You are summoned to attend a meeting of the Lympstone Parish Council, **at 7.30pm on Monday 17th March 2014** in the Village Hall. The business to be transacted is set out below. Members of the Public are cordially invited to attend and to speak in the open session.

A J Le Riche, Clerk to the Parish Council

PUBLIC SESSION

At this point the public will be invited to raise issues of concern in the Parish

AGENDA

1 Apologies

2 Declarations of Interest

3 Minutes – The minutes of the meeting held on 3rd March will be presented to the meeting on 7th April 2014

4 Planning Applications

Cllr Carter will notify members of any planning applications to be considered, prior to the meeting.

5 Planning Decisions

6 Other Planning matters

7 Neighbourhood Plan update

8 Solar Farm at Coombe farm

Feedback from the Public Exhibition

9 Organisation of meetings

To continue discussion regarding ways of reducing time at meetings. Note attached.

10 Repair and maintenance of the War memorial

To consider whether any work needs doing.

11 Business items

Affordable Housing	Cllr Bailey
Amenities	Cllr Acca / Cllr Mrs Beatty
Burial Ground	Cllr Bailey
Communications	Cllr Estcourt
Environment	Cllr Eastley
Travel and Transport including the Cycle Way	Cllr Bailey
Twinning	Cllr Mrs Scott
Village Hall	Cllr Mrs Scott
Youth Club	Cllr Mrs Beatty

12 Matters raised by Councillors. - (These are not normally discussed in depth but investigated and considered at the next meeting.)

13 Clerk's Action Sheet – attached

Organisation of meetings

The Chairman has asked the Parish Council to consider the following:

Looking at the past Council Meetings over many years he would suggest the following be considered.

1. Planning to start at 7pm to 7.30pm followed by full Council Meeting.
2. Public restricted to 15 minutes and no further comments to be taken in meeting,
3. No Councillor to respond to Public Statements but to be put on the next Agenda if required.
4. All business through the Chair (which it is not at the moment).
5. All voting should be made clear in traditional arm raising.
6. All amendments to be stated clearly.
7. No cross table arguments.

Cllr Mrs Scott comments: Planning takes up the Lion's share of meeting time. Whilst planning is an essential part of the PC's remit, the time it takes at meetings could be reduced. More site meetings may help the Planning Champion to shorten his delivery and also an understanding by all members that there are other matters which need discussion.

Cllr Estcourt comments: Work permitting, I am happy to attend 2 meetings a month with any ad-hoc meetings as and when needed. I would rather not have to spend every Monday at a meeting as this would impinge greatly on my personal activities. Starting any earlier than 19:30 would be a stretch for me as I do not normally get home until gone 6 and need to change and eat supper etc! (I am happy if the start time was to be made earlier, so long as the chairman agrees to me turning up as soon as I can).

Perhaps we should adhere to specific timelines on the agenda, for each agenda item. E.G. 19:30 – 19:45 XXXXXXXXXXXX, 19:45 – 20:05 YYYYYYYYYYYYYYYYYY etc – should anything take or need extra time, this could either be carried forward to the next meeting or dealt with at the end of the meeting, if time allows. This would cut down on some of the “relatively unnecessary” queries and questions that sometimes arise! It would provide a more regimented structure to the meetings. Obviously there will be times when an important item is being discussed and needs extra time – but in general, I have found that a strictly time bound meeting agenda works well and keeps the focus.

I have noticed that planning can take up a large percentage of time, when (and quite rightly) there are either complicated or numerous items. Perhaps, if this arises, and the number of planning discussions would take over the allotted time, this could necessitate a brief, focused ad-hoc meeting – where only planning is discussed. Even if it were to be 30 minutes or an hour. In my VERY limited experience, I have only known of a couple of occasions when necessary planning discussions have taken the lion's share of the meeting.

Cllr Longhurst comments:

The main problem seems to be when we have a substantial amount of Planning Applications - we cannot reduce them - so maybe we could separate them from the main meeting?

We could try to have them once a month but they may then run up against the EDDC deadlines.

The Clerk comments that if Planning matters were separated, it will need to be accepted that, occasionally, this part of the meeting will run past 7.30pm.

If this does work in general, it may leave scope to reduce the meetings down to one general meeting each month with a second, nominally to deal with planning issues, on the third Monday. Other

urgent items could also be included on this agenda if necessary. This would ease pressure on my time and would allow time to deal with some of the bigger jobs.

At the meeting on 3rd February it was suggested that a Planning Committee might be formed to consider the Council's response to planning applications. This could have say 5 or 7 members and membership could be changed, say every six months if desired.

This could meet separately from the Council meetings on any day of the week. Meetings would still have to be publicised on the notice boards and website and formal minutes would have to be kept. Normally this Committee would have delegated power to make decisions but could also refer applications to the Council if so wished.

It was also suggested that the email notification of applications should be forwarded to all Members and they should look at applications either online or via the planning champion when he has the hard copies so that they are fully aware of the details in time for the meeting.

If members feel that a site visit is needed, this could be requested for the Planning Champion to arrange, before the meeting when the application is to be considered.

At the second meeting, Champions report on activities and make recommendations for action. Details of these should be included on the agenda so that all Members know what they are expected to consider. Again, site visits could be held before the meeting if requested.

When the two meeting system was set up it was intended:

That the first meeting would cover planning, reports and finance

The second meeting would cover planning and other matters.

This has not always been followed. On occasions items have been deferred to the next meeting but to follow the frame work, Members should expect these to be deferred to the next **relevant** meeting ie two meetings later. More discipline in this might also make for clearer agendas and shorten meetings.

It will need to be borne in mind that some items arise and there is not sufficient time to hold this over until the relevant meeting. Such things as attending presentations, AGM's etc could be dealt with by email rather than as an item on the agenda.

Lympstone Parish Council

Action List – as at 21st February 2014

Minute	Response	Date Actioned
149 Tree in Candy's Field	Tree works application submitted	5/2/14
21/209/225 Parking on Burgmanns Hill	Suggest review of mesh surface to entrance with NT and FC	
120 Sewers	SWW informed that problem still exists. Suggested works to divert rainwater from combined sewers. EH also informed of this.	5/2/14
146/191 Village hall bookings	Meeting still to be arranged	5/2/14
146 Youth Club	Cllr Acca requested to repair the front of the stage.	
181 new seats	Owners informed of NT view regarding benches.	5/2/14
195 Glebe Close	With Cllr Mrs Rogers also following up.	
208/212 Parishes Together Fund –	Application for footpath re surfacing submitted.	20/2/14
212 Burial ground	Cllr Bailey and Clerk to meet Mr Tyrrell to discuss planting Oak tree.	
230 Grounds contract	Meeting to be arranged in March	
265 Footpaths	DCC informed of need for works, Jenny Moon copied in.	5/2/14
269, Lympstone Nurseries site	Ideas sent to Architect, expect to complete by end of March	5/2/14
288 Cycle trail	Meeting with DCC on 19 th March	4/2/14
308 Planning	Decisions sent to EDDC	18/2/14
309 Planning	EDDC asked to put application for Hollywell Nurseries to DM Committee.	18/2/14
310 Planning	Hedge at Meadowgate – Enforcement Officer asked to review decision.	18/2/14
312 Flooding	EA asked to review strategy of allowing parts of the Clyst to flood.	20/2/14
314 Photocopier	To be delivered to Pre School in March	20/2/14
317 School Hill	Cllr Acca to meet School and DCC re surfacing from School gate to footpath	