



Chairman: Cllr Richard Eastley
Tel: 266165

LYMPSTONE PARISH COUNCIL

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

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Email: clerk@lympstone.org
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6th May 2014

To All Members of the Parish Council

You are summoned to attend the Annual meeting of Lymestone Parish Council, to be held **at the conclusion of the Annual Parish Meeting on Monday 13th May 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

AGENDA

1	Election of Chairman for 2013/14 , including outgoing Chairman's remarks. The new Chairman will sign a Declaration of Acceptance of Office	7.30
2	Election of Vice Chairman for 2013/14	7.40
3	Apologies	7.45
4	To receive any Declarations of Interest	7.50
5	Minutes – To confirm the minutes of the meeting held on 28 th April 2014	7.55
6	Report by the Police	8.00
7	Planning Applications 14/0543/LBC Replacement of existing timber door with aluminium door Flat 3 Manor House, Burgmanns Hill 14/0632/OUT Outline application for the construction of 2no detached dwellings and creation of new vehicular access with all matters reserved. Candy's Burgmanns Hill	8.05

	14/1003/OUT Development of 11 retirement bungalows with associated access. Meadowside, Longmeadow Road	
8	Planning decisions	8.15
9	Other planning matters	8.20
10	Neighbourhood Plan update	8.25
11	Report by the District Councillors for the Parish	8.35
12	Underhill Car Park Details of EDDC ownership have now been received. The Council is requested to consider whether it wishes to proceed with the transfer in principle and if so to appoint a small group to investigate.	8.40
13	Parish cemetery. The Clerk has met the contractor to discuss planting the new tree. His quote for this is attached. It is recommended that this is accepted.	8.50
14	Pump at The Saddlers Arms The water pump by The Saddlers Arms was erected by a former local businessman, Mr Len Challis. His daughter has asked the Parish Council to provide an information plaque about the pump.	8.55
15	Finance a) Payments made and to be authorised – list attached b) Financial summary c) Budget Monitoring report attached d) Annual Accounts 2013/14 – previously circulated e) Annual Audit Return (Unaudited) – attached	9.00
16	Matters raised by other Councillors. (These are not normally discussed in depth but investigated and considered at the next meeting.)	9.10
17	Items for information, Copies will be available at the meeting:	9.20
18	Report by County Councillor on matters relating to the Parish	9.25

Item 13

Lympstone Parish cemetery

Quotation for a new tree:

- To cut out section of hedge at the top of the side path back to the fence line to a width of approximately 1.5 meters
- Erect three sided post and rail fence
- Dig, prepare hole and plant tree (Red Oak supplied by you) including stake

Price for above: £197.00 + VAT

Please note:

- This quotation is valid for 30 days from the above date.

Payment Terms:

Total order value plus VAT on Completion

We hope this meets with your approval and look forward to hearing from you.

Yours sincerely

Robert Portsmouth

Gardencare (Marsh Green)

Lympstone Parish Council					
Finance Reports for 12th May 2014					
1 Payments made on 28th April 2014:					
1992	Optima Graphics Herald printing			290.00	
1993	Lympstone Village Hall - Hall hire for the year	350.00			
1993	Lympstone Village Hall - NP meetings	230.84		580.84	
1994	Playsafety - Play Area inspections			99.60	
1995	DALC - Annual subscription			400.01	
1996	Mrs C Edworthy - wages for April 2014			189.30	
1997	A J Le Riche salary & expenses for April 2014	610.31			
1997	Stamps	£6.36			
1997	Plants	£77.00			
1997	Paint brushes	£6.00			
1997	Paint and stain	£79.00			
1997	Printer cartridges	£26.99			
1997	Toner cartridges & paper	£163.87		969.53	
1998	HMRC Tax / NI April 2014			<u>151.84</u>	
	Total payments			2,681.12	
2 Payments for approval					
1999	P Tate - works to toilets			816.91	
2000	EDF Energy - lights in Candy's Field			23.76	
2001	Miller Signs - update of Chairman's Board			81.60	
2002	British Gas - Youth Club			1.19	
	Total payments			923.46	
3 Financial Summary					
	Current Account				
	Opening balance at 1st April 2014	37,151.54			
	Receipts	<u>441.38</u>			
	Total receipts	37,592.92			
	Transfer from dep ac				
	Total paid in to current ac	37,592.92			
	less, Payments	1,480.60			
	Net balance	36,112.32			
	No bank statement received				
	Deposit Account				
	Balance at 1st April 2014	159.93			
	Interest to 1st April 2014	0.01			
	Transfer to current ac	0.00			
	Total	159.94			

Lympstone Parish Council 12th May 2014				
Budget Monitoring 2014 - 15				
Expenditure				
Code	Item	Budget	Spent	Balance
10	VAT		76.91	
100	S137	1,000.00	0.00	1,000.00
101	Other Grants	1,600.00	370.79	1,229.21
201	Clerk's Salary	8,600.00	713.88	7,886.12
203	Office expenses	1,000.00	51.31	948.69
208	Village Hall Hire	400.00	0.00	400.00
209	Miscellaneous	50.00	0.00	50.00
301	Chairman's Allowance	135.00	0.00	135.00
302	Subs	525.00	17.00	508.00
307	Courses, Travel etc	150.00	0.00	150.00
308	Insurance, Audit, Elections	4,000.00	0.00	4,000.00
313	Miscellaneous	50.00	0.00	50.00
400	Herald Printing	3,000.00	0.00	3,000.00
602	Grass Cut 2*	3,300.00	0.00	3,300.00
605	Other Maintenance	500.00	0.00	500.00
608	General tree work	300.00	0.00	300.00
612	Bin emptying	100.00	0.00	100.00
616	Benches - Maintenance	100.00	0.00	100.00
618	Notice Boards - Maintenance	100.00	0.00	100.00
633	Play Equipment Mtce	200.00	0.00	200.00
640	Lighting in Candy's field	280.00	21.89	258.11
701	Wages	2,400.00	195.61	2,204.39
702	Consumables, rates, elec	200.00	0.00	200.00
703	Rates, Utilities	1,000.00	33.21	966.79
706	Repairs	250.00	0.00	250.00
800	Burial Ground	250.00	0.00	250.00
850	Communications	100.00	0.00	100.00
900	Planning	100.00	0.00	100.00
1000	Travel & Transport	0.00	0.00	0.00
1101	Building Maintenance	1,000.00	0.00	1,000.00
1102	Gas Elec	1,800.00	0.00	1,800.00
1103	YC rates	0.00	0.00	0.00
1200	Environment	200.00	0.00	200.00
1300	Website etc	200.00	0.00	200.00
1400	Snow Clearance	500.00	0.00	500.00
1500	Localism Bill	0.00	0.00	0.00
1600	Youth Club - New works	0.00	0.00	0.00
1700	VH Awning	0.00	0.00	0.00
Ext	Np funding	4,000.00	0.00	4,000.00

	Parishes Together		0.00	0.00
	Community Covenant	0.00	0.00	0.00
	NP Projects	3,000.00	0.00	
	Cont for VH car park	3,000.00	0.00	
	DCC Funding		0.00	0.00
	Best Kept Village works	300.00	0.00	
	Total	43,690.00	1,480.60	42,209.40
	LYMPSTONE PARISH COUNCIL 7th April 2014			
	Receipts - Budget Performance			
		Budget	Actual	Balance
	Precept	35,750.00	0.00	-35,750.00
	Council Tax support grant	2,197.00	0.00	-2,197.00
	DCC re Candys Field	400.00	0.00	-400.00
	Herald Adverts	4,000.00	285.00	-3,715.00
	Burial fees	1,000.00	150.00	-850.00
	Lympstone FC re Candy's Field	50.00	0.00	-50.00
	Flower beds	50.00	0.00	-50.00
	Western Power re Wayleaves	6.38	6.38	0.00
	Miscellaneous	0.00	0.00	0.00
	Website adverts	120.00	0.00	-120.00
	Sub total	43,573.38	441.38	-43,132.00
	Recharge utilities to Youth Club	1,600.00		-1,600.00
	VAT Refund (part year).	0.00	0.00	0.00
	Grant for Path	1,974.00	0.00	-1,974.00
	External funding	0.00	0.00	0.00
	VHMC	0.00	0.00	0.00
	MoD Community Covenant	0.00	0.00	0.00
	Sub total	3,574.00	0.00	-3,574.00
	Total	47,147.38	441.38	-46,706.00

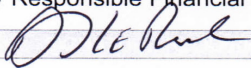
Section 1 – Accounting statements 2013/14 for

Enter name of reporting body here: Lympstone Parish Council/Meeting

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance								
	31 March 2013 £	31 March 2014 £									
1 Balances brought forward	19,469	25,891	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.								
2 (+) Annual precept	35,000	35,000	Total amount of precept received or receivable in the year.								
3 (+) Total other receipts	41,762	22,633	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.								
4 (-) Staff costs	10,280	10,799	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.								
5 (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).								
6 (-) All other payments	60,061	35,414	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).								
7 (=) Balances carried forward	25,891	37,311	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)								
8 Total cash and short term investments	25,891	37,311	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.								
9 Total fixed assets plus other long term investments and assets	163,989	165,294	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March								
10 Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).								
11 Disclosure note	<table border="1"> <tr> <td>yes</td> <td>no</td> <td>yes</td> <td>no</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>		yes	no	yes	no	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The council acts as sole trustee for and is responsible for managing trust funds or assets. The figures in the accounting statements above do not include any trust transactions.
yes	no	yes	no								
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>								
Trust funds (including charitable)											

I certify that for the year ended 31 March 2014 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer


Date 4/5/14

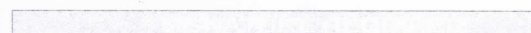
I confirm that these accounting statements were approved by the council on this date:



and recorded as minute reference:



Signed by Chair of the meeting approving these accounting statements.



Date 

Section 2 – Annual governance statement 2013/14

We acknowledge as the members of:

Council/Meeting

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2014, that:

	Agreed –		'Yes' means that the council:
	Yes	No*	
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	<input checked="" type="checkbox"/>		prepared its accounting statements in the way prescribed by law.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the council to conduct its business or on its finances.	<input checked="" type="checkbox"/>		has only done what it has the legal power to do and has complied with proper practices in doing so.
4 We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<input checked="" type="checkbox"/>		during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts.
5 We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>		considered the financial and other risks it faces and has dealt with them properly.
6 We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.	<input checked="" type="checkbox"/>		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the council.
7 We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>		responded to matters brought to its attention by internal and external audit.
8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.	<input checked="" type="checkbox"/>		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9 Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by the council and recorded as minute reference

dated

Signed by:

Chair

dated

Signed by:

Clerk

dated

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the council will address the weaknesses identified.