



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

25th May 2015

To All Members of the Parish Council

You are summoned to attend a meeting of Lymestone Parish Council, to be held **7.30pm** on **Monday 1st June 2015** 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

AGENDA

1	Public Session	7.30
2	Apologies	7.45
3	To receive any Declarations of Interest	7.45
4	Minutes – To confirm the minutes of the meeting held on 18 th May 2015	7.50
5	Exe Estuary Trail Mrs Carter will give a presentation about progress on an off-road route through the Village and extra safety measures.	7.55
6	Report by the Police	8.10
7	Report by the District Councillors for the Parish	8.15
8	Neighbourhood Plan	8.20
8a	EDDC Local Plan review To consider a response to the revised draft Local Plan	

9	CIL and S106 funding To consider outline priorities for the use of any CIL or s106 monies that might come to the Parish Council.	8.25
10	Parishes Together Fund This fund is to run again this year. The Council is requested to consider projects to be supported by other local councils in East Devon. The Parish Council's share of the fund is approx. £1700	8.30
11	Housing Needs Survey. The last survey was completed in 2011 and therefore is now out of date. The Council is requested to consider how a new survey might be carried out.	8.40
12	Cobbles opposite Lympstone Nurseries To consider the state of these cobbles and to discuss options for improvement.	8.50
13	DCC Electoral Review To consider a response to this review if any	9.00
14	Finance a) Payments made and to be authorised – list attached b) Financial summary c) Budget Monitoring report attached d) Automatic enrolment for a pension scheme – see attached	9.05
15	Matters raised by other Councillors. (These are not normally discussed in depth but investigated and considered at the next meeting.)	9.10
16	Items for information, Copies will be available at the meeting:	9.15
17	Report by County Councillor on matters relating to the Parish	9.20

Cllr Mrs Rogers pointed out that there was no agriculture holding number with the application and so there would have to be local evidence of agricultural use, to meet the criteria for the application. SUPPORT subject to meeting the legislation for this type of application.

Cllr Atkins abstained from voting on this application.

15/1005/VAR Variation of condition 2 to approval granted under reference 14/2517/ FUL to reduce the width of the dwelling by circa 750 mm. Tadpoles, Longmeadow Road SUPPORT

15/1106/FUL, Demolition of existing and construction of new conservatory, Haymore Thatch, Church Road – SUPPORT subject to materials being agreed.

8 Planning Decisions

There were no recent planning decisions from EDDC.

9 Other planning matters

Cllr Mrs Rogers pointed out that there were several major planning matters that were likely to arise in the coming year, including the Dinan Way link and development at Goodmores Farm.

Cllr Longhurst reminded the meeting that Cllr Hughes had promised detailed and meaningful consultation about the Dinan Way link, which was due to take place in the Village on 12 & 13th June 2015.

The revised draft local Plan was now out for public consultation and would be on the agenda for the next meeting. Members were asked to read the proposals carefully before the meeting.

An appeal had been submitted against refusal of an application for 2 houses at the rear of Dawlish Park Terrace. This was to be by written representations. The Clerk was asked to reinforce the Parish Councils comments to the Inspector.

Cllr Estcourt then thanked Cllr Mrs Rogers for the hard work that he had put in on planning matters for the Parish Council.

10 Neighbourhood Plan.

Cllr Mrs Clark had given an update to the Annual Parish Meeting earlier in the evening. The next stage was for the Parish Council to decide how to start looking at the community actions in the Plan. The volunteers on the NP Working Group were willing and keen to play a part in this.

11 Report by the District Councillors for the Parish

Cllr Ingham paid tribute to the work of Cllr Atkins as a District Councillor starting back in 1972 when he was co-opted onto the Shadow Authority for East Devon.

He also congratulated all Parish Councillors on their election.

The first meeting of EDDC would be held on 26th May 2015. The Leader and Deputy Leader would remain but two places on the Cabinet would be allocated to non-party members. Committee places had been allocated.

The new Chairman was to be Cllr Stuart Hughes and the Vice-chairman was to be Cllr Mrs Helen Parr. He still had concerns about the viability of the revisions to the draft local plan.

Cllr Longhurst also expressed his thanks to Cllr Atkins and felt that there would be interesting but challenging times at EDDC. He had been appointed to the Overview Committee but he was not on the Planning Committee and so he could still express opinions about planning applications.

12 DALC – Election to the County Committee

RESOLVED that a nomination for Cllr Atkins be put forward.

Finance

13 Payments to be authorised

RESOLVED:1 that the following payments be approved:

		£	£
DD	EDF - Lights in Candy's Field		£33.13
DD	EDF - electricity for toilets *		£10.00
2158	Optima Graphics - Herald printing April and May 2015		£580.00
2159	Gardencare - contract works		£466.80
2160	Exmouth Town Council - hire of Handyman April		£150.00
2161	DALC - subscription		£404.76
2162	Eurooffice - toner cartridges and paper		£139.15
2163	SWW Water for toilets		£467.95
2164	Mrs C Edworthy wages April 2015		£195.00
2165	A J Le Riche salary & expenses April 2015	£625.71	
2165	AVG additional facility	<u>£22.49</u>	£648.20
2166	HMRC - Tax / NI April 2015		£155.97
2167	British Gas - Youth Club gas		£308.57
2168	CANCELLED		£32.27
DD	EDF - Lights in Candy's Field		£3,591.80
	Total		

14 Financial summary

The Council received the following financial summary

Current Account		
Opening balance at 1st April 2015		£50,245.93
Receipts		£19,239.88
Total receipts		£69,485.81
Transfer from dep ac		
Total paid in to current ac		£69,485.81
less, Payments		£3,653.12
Net balance		£65,832.69
Unpresented cheques		£1,919.64
Receipts not on statement		£0.00
Balance per bank statement		£67,752.33
Deposit Account		
Balance at 1st April 2015		£160.28
Interest to 4th May 2015		£0.12
Transfer to current ac		£0.00
Total	£160.40	

15 Budget monitoring

The Council received and noted the monthly budget monitoring report.

16 Annual Accounts 2013-14

The Clerk had previously circulated the Annual Accounts and Bank Reconciliation for 2014/15. RESOLVED: that the accounts be approved and signed by the Chairman.

17 Annual Audit return

The Clerk submitted sections 1 & 2 of the Annual Audit Return. He drew particular attention to section 2 which set out the Council's responsibilities.

RESOLVED: that the Annual Audit Return be approved and signed by the Chairman.

18 Cheque signatories

The Council noted that two of the cheque signatories were no longer on the Council.

RESOLVED 1 that the two signatories be removed from the account;
2 that Cllr Mrs Clark be added as a signatory.

19 Matters raised by Councillors

The Chairman welcomed the new Councillors to the Parish Council. He asked them to let him know of their interests and what they would bring to the Parish Council.

Cllr Longhurst asked about the defibrillator. It had been received but did not have a cabinet. The Clerk was asked to include this on the agenda for the next meeting.

Cllr Mrs Rogers reported that there was obscene graffiti on the door and frame in the gent's toilets and there was a foul smell. She agreed to report this to the Police.

Cllr Longhurst reported receipt of a letter from Geoff Lill regarding continuing breaches in conditions for the development of the site in Jackson Meadow. He would take this up at EDDC.

He also reported that there were still problems associated with contractor's vehicles building the new house at Higher Orchard. The Police had been informed.

Cllr Estcourt reminded the meeting that it had agreed to discuss the state of the cobbles opposite Lympstone Nurseries at the next meeting.

20 Appointment of 'Champions'

The Clerk had circulated a list of last years 'Champions' but pointed out that some members did not like the title although they were happy to take on responsibilities.

Cllr Mrs Clark put forward the view that the tasks of the Council were evolving and the structure needed to reflect this. There were three matters that were considered to be important

1. That each Councillor has a role or area of responsibility;
2. The structure reflects the Neighbourhood Plan, which reflects the aspirations of the electorate;
3. The 'Amenities' role is huge - a lot of responsibility for one person - and therefore this could be split into two, possibly based on the natural and the man-made elements.

The Council discussed this and the title of the Councillor in each case. The Council also considered its links with other organisations.

RESOLVED: that areas of activity be allocated as follows, with one Councillor being designated lead Councillor (shown in bold).

PLANNING - Planning Committee to include all Councillors except Cllr Mrs Clark. Committee to have responsibility for determining the response to Planning applications but may make recommendations to Council if it so decided. The Committee also to make recommendations to Council on other Planning matters.

Lead Councillor – Cllr Lyon, with Cllr Longhurst

NEIGHBOURHOOD PLAN DELIVERY GROUP

Transport – roads, cycle path and buses; Business Liaison – facilities (such as broadband) Business sustainability; Flooding and Environment

Community (within Lympstone) – welcome booklet, Litter Pick

Cllr Mrs Clark, with Cllrs Dimond and Lyon with the power to work with volunteers from the community.

ESTATES: Paths, Fields, Hedges, Foreshore, Allotments, Burial ground. - **Cllr Atkins** with Cllr Dimond

FACILITIES: Play areas, Benches, Noticeboards, Toilets, Youth Club building. - **Cllr Acca.**

COMMUNITY (inside and outside the village) Communications, Liaison With CAB, Ring and ride, Youth Club, liaison with village clubs and societies, Best Kept Village, Annual Welcome meeting for new residents, Special events (such as jubilee, commemorations etc.). **Cllr Young**, with Cllr Everett.

Links with CTC-RM – Cllr Mrs Rogers.

Village Hall liaison and representative – Cllr Atkins

Transport and parking - Cllr Longhurst

Gulliford Joint Committee – Cllrs Estcourt, Mrs Rogers and Young
DALC matters – Cllr Atkins

ALRUG – Cllr Atkins

Tree Warden – Mr Tyrrell

Youth club activities – Mrs Beatty

Chairman

Lympstone Parish Council			
Finance reports - 1st June 2015			
Payments to be made			
DD	EDF - Lights in Candy's Field		£32.27
DD	EDF - electricity for toilets *		£10.00
2169	SWW Water for toilets		£131.86
2170	KS Fire Protection - Youth Club		£213.57
2171	Mrs C Edworthy wages May 2015		£201.50
2172	A J Le Riche salary & expenses April 2015	£625.51	
2173	Stamps	£6.36	
2174	Polycarbonate for notice board & bus shelter	<u>£180.26</u>	£812.13
2175	HMRC - Tax / NI April 2015		£156.17
	Total		£1,557.50
2 Financial Summary			
Current Account			
	Opening balance at 1st April 2015		£50,245.93
	Receipts		£19,672.88
	Total receipts		£69,918.81
	Transfer from dep ac		
	Total paid in to current ac		£69,918.81
	less, Payments		£7,147.02
	Net balance		£62,771.79
	Unpresented cheques		£5,413.54
	Receipts not on statement		-£433.00
	Balance per bank statement		£67,752.33
Deposit Account			
	Balance at 1st April 2015		£160.28
	Interest to 4th May 2015		£0.12
	Transfer to current ac		£0.00
	Total		£160.40
3 Budget Report			
This is attached.			

Lympstone Parish Council 1st June 2015				
Budget Monitoring 2015 - 16				
Expenditure				
Code	Item	Budget	Spent	Balance
10	VAT		£337.83	
100	S137	£1,000.00	£0.00	£1,000.00
101	Other Grants	£1,600.00	£0.00	£1,600.00
201	Clerk's Salary	£8,700.00	£1,455.17	£7,244.83
203	Office expenses	£1,000.00	£427.98	£572.02
208	Village Hall Hire	£400.00	£350.00	£50.00
209	Miscellaneous	£50.00	£0.00	£50.00
301	Chairman's Allowance	£150.00	£0.00	£150.00
302	Subs	£525.00	£351.78	£173.22
307	Courses, Travel etc	£250.00	£0.00	£250.00
308	Insurance, Audit, Elections	£2,000.00	£0.00	£2,000.00
313	Miscellaneous	£50.00	£0.00	£50.00
400	Herald Printing	£3,500.00	£870.00	£2,630.00
602	Grass Cut 2*	£4,500.00	£389.00	£4,111.00
605	Other Maintenance	£500.00	£0.00	£500.00
608	General tree work inc Candys Field	£600.00	£0.00	£600.00
612	Bin emptying	£150.00	£158.00	£-8.00
616	Benches etc inc Handyman	£2,000.00	£300.00	£1,700.00
618	Notice Boards - Maintenance	£100.00	£13.00	£87.00
633	Play Equipment Mtce	£400.00	£83.00	£317.00
640	Lighting in Candy's field	£400.00	£31.55	£368.45
701	Wages	£2,650.00	£396.50	£2,253.50
702	Consumables, rates, elec	£250.00	£0.00	£250.00
703	Rates, Utlities	£700.00	£477.47	£222.53
706	Repairsincluding decoration	£1,000.00	£0.00	£1,000.00
800	Burial Ground	£250.00	£0.00	£250.00
850	Communications	£100.00	£0.00	£100.00
900	Planning	£250.00	£0.00	£250.00
1000	Travel & Transport	£0.00	£0.00	£0.00
1101	Youth Club Building Maintenance	£1,000.00	£581.56	£418.44
1102	Gas Elec	£1,800.00	£293.88	£1,506.12
1200	Environment	£200.00	£0.00	£200.00
1300	Website etc	£200.00	£0.00	£200.00
1600	Youth Club - New works	£0.00	£0.00	£0.00
1700	Ext funded	£0.00	£0.00	£0.00
2000	Np funding	£1,500.00	£601.30	£898.70
2100	Parishes Together	£0.00	£0.00	£0.00
2200	Community Covenant	£0.00	£0.00	£0.00
2300	NP Projects	£3,000.00	£0.00	£3,000.00

2400	Cont for VH car park	£3,000.00	£0.00	£3,000.00
2500	DCC Funding	£0.00	£0.00	£0.00
2600	Best Kept Village works	£300.00	£29.00	£271.00
2700	New surface to extension car park	£10,000.00		
2800	Gully cleaning and jetting	£2,000.00	£0.00	
	Total	£56,075.00	£7,147.02	£44,412.83
Receipts - Budget Performance				
		Budget	Actual	Balance
	Precept	36,400.00	18,200.00	-18,200.00
	Council Tax support grant	1,867.00	933.50	-933.50
	DCC re Candys Field	400.00	0.00	-400.00
	Herald Adverts	4,000.00	353.00	-3,647.00
	Burial fees	1,000.00	180.00	-820.00
	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	43,893.38	19,672.88	-24,220.50
	VAT Refund (part year).	1,500.00	0.00	-1,500.00
	Parishes Together	0.00	0.00	0.00
	External funding	0.00	0.00	0.00
	VHMC	0.00	0.00	0.00
	MoD Community Covenant	0.00	0.00	0.00
	NP Income	0.00	0.00	0.00
	Sub total	1,500.00	0.00	-1,500.00
	Total	45,393.38	19,672.88	-25,720.50

Lympstone Parish Council

Automatic enrolment for a pension scheme

The Parish Council has to prepare for automatic enrolment of staff into a pension scheme.

A staging date of 1st August 2016 has been set. This is the latest date by which the Parish Council must set up its pension scheme and enrol staff.

This is an extract from the pension website:

One of your automatic enrolment duties will be to pay a regular contribution into your staff pension scheme. The table below shows the minimum amounts you'll need to contribute.

Date	Employer minimum contribution	Total minimum contribution
Before 30/09/17	1%	2% (including 1% staff contribution)
01/10/17 — 30/09/18	2%	5% (including 3% staff contribution)
01/10/18 onwards	3%	8% (including 5% staff contribution)

We have an online contributions calculator (see link below) that you can use to work out your minimum pension contributions for individual members of staff. When you start paying these contributions after your staging date, they'll need to be calculated and deducted via your payroll process.

There may also be one-off costs to consider, such as setting up your scheme, getting payroll software to manage automatic enrolment and any independent advice you might decide to take.

What do you need to do?

- Use our online tool to work out how much your contributions are likely to be. We recommend you do this as soon as possible.
- Plan your finances accordingly.
- Remember that there may be other expenses such as setup costs and advisers.

What's next?

Now that you have an idea of how much you'll be paying into your staff pension, you need to check that your payroll records (and software if you use any for your payroll management) can provide the right information for automatic enrolment. The next step will help you to do this.

7.Choose a pension scheme (or check your existing one)

- You should do this approximately 6 months before your staging date
- This step could take a couple of months

If you already have a pension scheme for your staff, check with your pension provider to see whether you can use it for automatic enrolment. Alternatively, see our 'Does your existing scheme qualify?' link below. If you can't use it, you'll need to choose a new one that meets the requirements of automatic enrolment.

The government has set up a pension scheme called the National Employment Savings Trust (NEST) that all employers can use for automatic enrolment. Other providers are also available — see 'Finding a provider' link below.

It is important that the scheme you choose is well run, offers good value for money for you and your staff and that it will work with the payroll process or software you're using, so allow plenty of time to

make sure you make the right choice. Your pension provider will need certain information about the staff you're automatically enrolling so it can set up membership of the scheme for them. Your staff will probably have heard of automatic enrolment and may want to know more. If you haven't done so already, now would be a good time to provide them with information. Use our raising awareness resources link below.

What do you need to do?

- If you already have a pension scheme, including stakeholder pension schemes, ask your provider if it can be used for automatic enrolment.
- Choose a pension scheme to use for automatic enrolment. We recommend doing this around six months before your staging date to allow enough time to make the right choice for you and your staff.
- Make sure your payroll data is in the correct format for your pension scheme provider's software.
- Once your scheme is up and running, access your [declaration of compliance](#) and start filling in the pension scheme details section. This will save you time later.

What is declaration of compliance?

After your staging date, you'll need to register your details online to let us know what you've done to meet your automatic enrolment duties. This is known as your declaration of compliance (see [step 11](#) of this guide).

Now that you've chosen a pension scheme, you must enrol your staff. The next step will help you to do this.