



LYMPSTONE PARISH COUNCIL

Clerk to the Council: A J Le Riche, DMS,

Tel 07866 535580
Email: clerk@lympstone.org
www.lympstone.org

29th June 2015

To All Members of the Parish Council

You are summoned to attend a meeting of Lympstone Parish Council, to be held **7.30pm or at the conclusion of the Planning Committee, whichever is the later**, on **Monday 6th July 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 handwritten signature in black ink, appearing to read 'A J Le Riche'.

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 15 th June 2015 | 7.50 |
| 5 | Report by the Police | 7.55 |
| 6 | Report by the District Councillors for the Parish | |
| 7 | Heathfield Allotments To consider re-appointing the Trustees to the Allotments Trust. Details attached. | 8.10 |
| 8 | Housing Needs Survey. Cllr Dimond will report. | 8.20 |
| 9 | Parishes Together Fund To consider the following suggestions: A joint project for gulley emptying and pipe jetting. A joint investigation into an off road route for the EET. | 8.25 |

| | | |
|-----------|---|-------------|
| | Details of the scheme can be found at: http://eastdevon.gov.uk/grants-and-funding/parishes-together-fund/ | |
| 11 | Exe Estuary Trail Mrs Carter will give a presentation about the safety measures proposed by DCC | 8.30 |
| 12 | Dinan Way Link To consider a response to this consultation. | 8.40 |
| 13 | Lympstone Pre-school – request for a grant. | 8.50 |
| 14 | Finance a) Payments made and to be authorised – list attached b) Financial summary c) Budget Monitoring report attached d) Internal Audit report | 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 Atkins felt that the Village could not cope with any more cyclists

RESOLVED: to OBJECT on the grounds that this proposal will not attract commuters, who will continue to use Summer Lane and the proposal will increase the number of cyclists travelling through the lower village where conditions are already hazardous. Therefore the route is premature until an off-road route is created through Lympstone.

22 Exe Fit

The Council gave further consideration to the request by Exe Fit to use part of Candy's Field for fitness training.

Cllr Mrs Rogers informed the Council that she had joined a fitness group and had monitored the activity. Only a very small part of Candy's Field was being used. The whole operation appeared to be very professionally run and was an asset to the community.

Some members questioned whether a contribution towards maintenance should be requested.

RESOLVED: that approval be given of the use of part of Candy's Field by Exe Fit without charge but the activity be monitored for six months and the question of a donation towards maintenance costs be reviewed at that time.

23 Community Defibrillator

The Council was requested to consider purchasing a suitable cabinet for the community defibrillator. Details of two options were circulated.

RESOLVED: that a Rotaid Solid Plus heat & alarmed cabinet be purchased at a cost of £425 + VAT and the Clerk be requested to arrange fitting.

24 Role definitions for Councillors

Cllr Mrs Clark had spoken to Councillors since the last meeting and now submitted a new schedule of roles and responsibilities with minor changes.

Cllr Acca reported that Eddie Mingo had asked if he could continue as a Parish Council representative on the Youth Club Committee and this was AGREED.

Mr Day also suggested that train services should be added to the transport section of the Neighbourhood Plan Delivery group and this was AGREED.

It was also AGREED that the Lympstone Herald should be included in 'Community Support'

RESOLVED: that the Roles and responsibilities of Councillors as now amended, be approved.

25 Update of Emergency Plan

Cllr Mrs Clark reported that the current Emergency Plan seemed to be aimed at major disasters whereas there was a need and wish for a plan to specifically cover flooding.

Cllrs Dimond and Young had been to the annual Flood Gate Wardens meeting to gain feedback on current thoughts.

It was proposed to have a meeting with them together with Alfie Beer, Alan Burton, Roger Stewart and John Welton to discuss options for coping with flooding in the Village. It was also proposed to ask the EA whether they can require landowners to take steps to hold water on land above the Village in times of potential flooding.

Cllr Mrs Clark also asked to meet Roger Stewart to discuss the role of the bridge over the Wotton Brook in causing local flooding.

There should be an annual practice run of measures to assist those affected by severe flooding and every 5 years, there should be a full 'dry-run' exercise. Cllr Mrs Rogers was asked to seek assistance of CTC – RM with this.

The Council noted the position.

26 Reports by Lead Councillors

NP Delivery Group - Nothing to report

Estates – The Clerk had met the contractor to discuss works in the cemetery and had asked the contractor to do what he considered necessary to ensure that the cemetery was presented in very good order.

Facilities - Cllr Acca reported that the new gates had been installed at the play area. The fence had been repaired but was looking dowdy compared to the new gates. There had been damage to one of the benches. He had asked the manufacturer for the cost of supplying a complete new end. A broken seat had been used to repair the others but he felt that oak benches similar to the National trust bench would be a good replacement. He had replaced a bolt on the house in the play area. The toilet doors had been re-painted by Ben Masters to cover up the graffiti. Two pieces on the activity trail needed repairs. The Clerk was asked to get a price from the manufacturer.

Community - Nothing to report

Links with CTC-RM – Cllr Mrs Rogers.

Lympstone Herald – Cllr Carter reported that there would be a colour photo on the next issue, paid for by the advertisers.

Village Hall – Nothing to report

Transport and parking – Nothing to report

27 Clerk's Action Sheet

The Council received and reviewed the Clerk's Action Sheet. The Clerk was asked to chase up Western Power to connect power to the new lights in the extension car park.

28 Matters raised by Councillors

Cllr Mrs Rogers reported that the hedge at The Rectory was overhanging on the road side and needed cutting back. The Clerk was asked to follow this up.

Chairman

**HEATHFIELD ALLOTMENTS TRUST
21 HIGHCLIFFE CLOSE
LYMPSTONE
EXMOUTH EX8 5HF**

Chairman: Mr D G Atkins

**Secretary:
Mrs D F de la Rue
Tel: 01395 274099**

**Treasurer:
Mrs A Crisp
Tel: 01395 273211**

Mr A J Le Riche
Clerk to Lympstone Parish Council
43 Salisbury Road
Exmouth EX8 1SL

23rd June 2015

Dear Tony

Re: Heathfield Allotments Trust

We are aware we are time expired! On 25th February 2011 the Parish Council confirmed the Trustees' appointment for four years. We are all willing to continue to be Trustees if that is the wish of Lympstone Parish Council.

Mr David Atkins (Chair)
Mrs Diana de la Rue (Secretary)
Mrs Anne Crisp (Treasurer)
Mrs Claire Whiter
Mr John Welton
Mrs Diane Bourne
Mr Ben Ingham

The waiting list for an allotment has only four names on it, two of whom do not want a plot at the moment for health reasons.

I look forward to hearing from you.

Yours sincerely

Diana de la Rue (Mrs)
Secretary to the Trustees

Housing Needs Survey. Report by Cllr Dimond

The last survey was carried out by the Community Council of Devon. I have received a quote for carrying out a further survey detailed below.

The quote includes:

- Engagement with the parish council regarding the survey, including feeding back the results.
- The cost of printing and distribution of a housing needs survey form to every household in the Parish.
- Processing the returned surveys.
- Producing a report.

The quotation is based on there being 1000 dwellings in the Parish (the 2011 Census gives 949 so I have added 50 to cover dwellings built since then) and a response rate of 25%. These figures would be replaced by actual numbers at the time of invoice.

Quote for survey is £3,279 plus VAT.

The survey is normally delivered with a closing date of 4 weeks from date of delivery. After that, the report would take about 3 weeks to prepare once any late entries were added and allowing time for households registered on Devon Home Choice to reply to follow-up letters. We would discuss with you when you wanted the survey to be done and then schedule it accordingly.

Details of the questionnaire including an extra section on the needs of older people are attached EDDC fund about 3 surveys a year but are not willing to fund one for Lympstone this year. Their housing development and enabling officer, Paul Lowe, would be happy to consider it next year but that would mean nothing would be done until at least next April. He has questioned whether we need a survey at all as we have a Neighbourhood Plan which contains detailed recommendations regarding housing numbers, design and type which would all have to be taken into consideration on any new schemes. He points out that the number of houses we have allocated more than covers the amount of households who were in need in the last survey

My recommendations are

- 1 Approach EDDC to see when they would be prepared to fund a survey
- 2 Delay undertaking another survey until the Neighbourhood Plan is due for a major revision

If you have any queries please contact me.

Kind regards,

Janice Alexander, Rural Housing Enabler T: 01392 248919 ext*122

Devon Communities Together, First Floor, 3 & 4 Cranmere Court, Lustleigh Close, Matford Business Park,

Exeter EX2 8PW.

Request for a grant by Lypstone Pre school

The following request has been submitted by Lypstone pre School. A formal application form has been requested and will be presented at the meeting if not before.

In an attempt to reduce outgoings, moving forward, we have been recommended by the Children's Centre that we link the preschool to an online system which makes it easy to upload (securely) the progression and observations of the children within the setting at the touch of a button. This will save on a huge amount of time that we have to give the staff for compulsory admin time.

To do this we would need Ipads (2 or 3 mini Ipads) for the staff to use within the setting and which would be secured safely as per our computer in the filing cabinet of the storeroom. The cost would be in the region of £600

We have approached the Rotary Club and they have donated £250 towards this cause. Would it be something that the Parish Council might consider helping us with? I think that the total cost of 3 IPads would be in the region of £600 so it would be fantastic if you would consider us for a donation of £350 (or we could give you the £250 and perhaps the Parish Council would be able to purchase 3 mini Ipads on our behalf? (And reclaim the VAT)

Lympstone Parish Council
Finance reports - 6th July 2015

| Payments to be made | | | |
|----------------------------|---|--|------------------|
| DD | EDF - Lights in Candy's Field | | £33.13 |
| DD | EDF - electricity for toilets | | £10.00 |
| 2175 | Optima Graphics herald printing | | £260.00 |
| 2176 | NALC - Local Council Review | | £17.00 |
| 2177 | Exmouth Town Council - hire of handyman | | £75.00 |
| 2178 | Mixed Emulsions (Ben Masters) - painting in toilets | | £145.00 |
| 2179 | D Hinchcliffe - Internal Audit | | £100.00 |
| 2180 | Scottish Power - Youth Club electricity | | £71.93 |
| 2181 | Mrs C Edworthy wages June 2015 | | £201.50 |
| 2182 | A J Le Riche salary & expenses June 2015 | | £625.71 |
| 2183 | HMRC - Tax / NI June 2015 | | £155.97 |
| 2184 | Coastal Fencing – works to Play Area | | £120.00 |
| 2185 | Steeway Fensecure gates for play area* | | £827.90 |
| | Total | | £2,643.14 |

*Invoice awaited

2 Financial Summary

| Current Account | | | |
|------------------------|-----------------------------------|--|----------------|
| | Opening balance at 1st April 2015 | | £50,245.93 |
| | Receipts | | £20,619.88 |
| | Total receipts | | £70,865.81 |
| | Transfer from dep ac | | |
| | Total paid in to current ac | | £70,865.81 |
| | | | |
| | less, Payments | | £9,130.87 |
| | Net balance | | £61,734.94 |
| | | | |
| | Unpresented cheques | | £0.00 |
| | Receipts not on statement | | £0.00 |
| | | | |
| | Balance per bank statement | | £61,734.94 |
| | | | |
| Deposit Account | | | |
| | Balance at 1st April 2015 | | £160.28 |
| | Interest to 6th June 2015 | | £0.18 |
| | Transfer to current ac | | £0.00 |
| | | | |
| | Total | | £160.46 |

3 Budget Report

This is attached.

Lympstone Parish Council 6th July 2015

Budget Monitoring 2015 - 16

| Expenditure | | | | |
|--------------------|------------------------------------|-----------|-----------|-----------|
| Code | Item | Budget | Spent | Balance |
| 10 | VAT | | £471.38 | |
| 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 | £2,236.85 | £6,463.15 |
| 203 | Office expenses | £1,000.00 | £453.21 | £546.79 |
| 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 | £689.50 | £3,810.50 |
| 605 | Other Maintenance | £500.00 | £150.22 | £349.78 |
| 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 | £93.84 | £306.16 |
| 701 | Wages | £2,650.00 | £598.00 | £2,052.00 |
| 702 | Consumables, rates, elec | £250.00 | £131.86 | £118.14 |
| 703 | Rates, Utilities | £700.00 | £496.51 | £203.49 |
| 706 | Repairs including 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 | £759.54 | £240.46 |
| 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 | |
| | | | | £9,130.87 |
| | Total | £56,075.00 | £9,130.87 | £44,546.38 |

| 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 | £600.00 | £3,400.00 |
| | Burial fees | £1,000.00 | £680.00 | £320.00 |
| | 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 | £200.00 | £200.00 |
| | Website adverts | £120.00 | £0.00 | £120.00 |
| | | | | |
| | | | | |
| | Sub total | £43,893.38 | £20,619.88 | £23,273.50 |
| | | | | |
| | 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 | £20,619.88 | £24,773.50 |