



Chairman: Cllr Jenny Clark
Tel 01395 274292

LYMPSTONE PARISH COUNCIL

Clerk to the Council: A J Le Riche, DMS,
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26th October 2017

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 6th November 2017** 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

	Public Session	7.30
1	Apologies	7.45
2	Minutes – To confirm the minutes of the meeting held on 2 nd October 2017 attached	7.46
3	To receive any Declarations of Interest	7.47
4	Casual Vacancy EDDC have confirmed that the Parish Council can now fill this vacancy by co-option. Notices have been posted on the notice boards and this is advertised on the website.	7.48
5	Planning Applications 17/2297/FUL Construction of detached garage at 7 Meadow Close 17/2415/RES Reserved matters for the construction of 1no dwelling (pursuant to 14/1567/OUT) seeking approval for access, appearance, landscaping, layout and scale Land Adjacent To 21 Strawberry Hill 17/2161/FUL Demolition of existing house and construction of a new house with an integral garage Sunnycote, Greenhill Avenue 17/1920/FUL New access to field with hardstanding Great Orchard, Sowden Lane 17/2285/LBC Replace 3no. windows on ground floor side (West) elevation and replace 1no. door on side (West) elevation. 1 Bridge Cottages	7.55
6	Village Hall Horse chestnut tree – letter attached Car park resurfacing – Chairman to report	8.05

7	Planning Decisions - A list is attached.	8.10
8	Chairman's report	8.10
9	Police Report	8.05
10	County Councillors' reports	8.10
11	District Councillors' reports	8.12
12	Lympstone Pre-school Progress report	8.15
13	Lympstone Youth Club Progress report	8.20
14	War memorial This has now been Listed as grade II. There is an opportunity to appeal against the Listing. Details are attached.	
15	The Green – stored boats etc It has been pointed out that these are often moved about by high winds and the tides to the effect that they block the slipway to pedestrians. The Council is requested to consider any action to avoid this.	
16	Report of the Footpath warden I have walked the footpaths and the majority are in a much better condition than in the recent past. I did some clipping back of odd brambles and nettles but that is par for the course. I need to go back to the path by the railway line because I forgot to take the secateurs with me when I did it and that was of course the worst for the odd brambles but it is easily passable. - Jenny Moon	8.30
17	Lympstone FC grant application - Details are attached	
18	Finance – reports attached	
19	Clerk's Action List – attached	8.40
20	Reports of Lead Councillors. Any reports requiring a decision are attached. Emergency Planning – Cllr Corcos Estates - Cllr Atkins. Gates at The Avenue and Avenue Field to be replaced at a cost of £125 + each (https://www.diy-fence.co.uk/product/quality-entrance-5-bar-field-gates/) Facilities - Cllr Acca Links with CTC-RM – Cllr Mrs Rogers. Footpath from Meeting Lane to MoD houses. Lympstone Herald – Cllr Hilton NP Delivery Group - Cllr Mrs Clark Planning – Cllr Dimond Transport and parking - Cllr Longhurst Village Hall – Cllr Atkins Youth Club – Cllrs Acca & Corcos Website – Cllr Corcos	8.45

**MINUTES OF A MEETING OF LYMPSTONE PARISH COUNCIL HELD AT 7.30PM ON
MONDAY 2nd OCTOBER 2017 IN THE VILLAGE HALL.**

PRESENT:	Councillors:	P Acca	H Dimond
		D Atkins	R Hilton
		Mrs Clark	R Longhurst

Apologies: Councillors Carter, Corcos, Mrs Rogers and Young; County Councillors Scott & Trail, District Councillor Ingham.

Also Present: and 10 members of the Public

	<p>PUBLIC SESSION</p> <p>Mr Moody asked if there had been an approach to the owner of the temporary car park and Cllr Longhurst confirmed that there had. He would report on the details later in the meeting.</p>
87	<p>Minutes</p> <p>RESOLVED: that the minutes of the meeting held on 4th September 2017 be confirmed as a correct record and signed by the Chairman.</p>
88	<p>Declarations of Interest</p> <p>Cllr Clark reminded the meeting that she would not take part in discussion or vote on planning applications.</p> <p>Cllr Hilton declared an interest in plan no 17/</p>
89	<p>Planning Applications</p> <p>17/1774/FUL Replacement porch; enlarged windows, dormer window and balcony to north-west elevation; addition of flue to roof. Cross Cottage, Quay Lane.</p> <p>The cottage is in the Conservation Area and subject to an Article 4 direction which was made to protect the historic character of the estuary side. Dormer windows were traditionally small two light windows to attic bedrooms. The proposed dormer window is completely out of scale and would be highly visible from the foreshore and the harbour wall. The large dormers already allowed at Harefield Cottages detract from the character of these estuary side properties and it would be a pity to allow a large dormer in the relatively unspoilt area around Cross Cottage.</p> <p>Object. The Council fully support the views of the Conservation Officer.</p> <p>17/1761/VAR Variation of condition 2 (plans condition) of planning permission 15/1970/MFUL to allow changes to design of dwellings, removal of garaging and replacement with parking and amendment to position of Plot D1, land to the West of Strawberry Hill Support - the replacement of the garages with car parking spaces will reduce on road parking.</p> <p>However the Council is concerned that the kerbing for the entrance splay extends beyond the base of the hedge line and existing footway and is therefore a potential hazard The LPA is requested to check that the entrance has been correctly laid out in accordance with the approved plans.</p> <p>17/1920/FUL New access to field with hardstanding at Great Orchard, Sowden Lane. Site</p>

	<p>visit, with power to make a decision.</p> <p>17/2166/FUL Remodelling of dwelling including construction of first floor extension, provision of balcony and cladding - Highgrove Longmeadow Road Support This scheme will improve the overall appearance of this property.</p> <p>17/2118/FUL Alterations and extensions to roof to allow for loft conversion, including dormer window and roof lights to side elevations. - 7 Highcliffe Close. Support</p> <p>17/2198/FUL Construction of external staircase at 8 Birch Road. Object An external staircase would look inappropriate in this area and an internal staircase should be provided. This has been achieved with other properties on Birch Road with similar extensions into the roof space.</p>
90	<p>Planning decisions</p> <p>The Council noted the planning decisions since the last meeting.</p>
91	<p>Chairman's report</p> <p>The Chairman reported on a very busy month.</p> <p>Sue Briggs had been appointed Youth Leader and was already getting involved in the works. Great progress had been made on the facelift for the Youth Club. The stage was being partitioned to use for storage. She gave special thanks to the Councillors, Youth Leader and volunteers who had all put in a considerable effort.</p> <p>Andy Western was to take over maintenance in the cemetery. Cllr Atkins would report on costs later but it had always been important that the cemetery was maintained to a high level. Automatic lighting and locking had been installed in the public toilets. It was AGREED that the toilets should be open from 6.00am – 11.30pm.</p> <p>The kick about area was being moved in readiness for DCC to start on the new Pre-school. The Youth Club was looking for new furniture. There would be an opening evening when everything was in place.</p>
92	<p>Police report</p> <p>There was no police report</p> <p>.</p>
93	<p>County Councillor's report</p> <p>There were no County Councillors' reports.</p>
94	<p>District Councillors' reports</p> <p>There was no report.</p>
95	<p>Lympstone Pre-school</p> <p>The Youth Shelter had been removed. The basket swing had been moved to its new location. The MUGA had been lifted and was ready to reinstall.</p> <p>Cllr Longhurst reported that he had paid £1.00 to DCC as part of the community contribution and would hold back the rest of the funds until work began.</p> <p>There was an Agreement between DCC, Lympstone Learning Alliance and the Parish Council which covered the future of the building once it was completed. This had been circulated to members.</p> <p>The Clerk pointed out that if the Lympstone Learning Alliance ceased to exist, then the</p>

	<p>building would be passed to the Parish Council but under the Agreement, the Parish Council would be responsible for insuring and maintaining the building and using its best endeavours to secure pre-school provision. It had no powers to do this and so would have to engage with a third party.</p> <p>RESOLVED: That the Clerk be authorised and instructed to sign the Agreement on behalf of the Parish Council.</p> <p>Vicki Drinkwater had met the proposed Site manager. He had said that his current project came to an end shortly and then he would be ready to pick up this project. He anticipated that this would be at the end of October.</p> <p>There was a covenant on Candy's Field which said that any proposed building had to be approved by the Rector. The Clerk had requested suitable plans and sent them to him. He supported the project but had asked about the method of heating. DCC regarded this as a conditional approval and asked for his full approval. Further details had been requested and sent on. Vicki Drinkwater offered to take plans and details to him and this was accepted with thanks.</p> <p>Finally, Cllr Atkins stated that there were many aspects of this project that had been handled very poorly by the County and District Councils and had required considerable effort by the Parish Council and Lympstone Pre-school to keep it moving. The Clerk fully supported this statement.</p> <p>New MUGA</p> <p>Cllr Longhurst was waiting for a meeting with the Development Director of the FA before finally submitting an application for funding.</p>
96	<p>Lympstone Youth Club</p> <p>The Chairman reported that the VHMC would be giving notice to terminate the water supply to the Youth Club. The Clerk was asked to arrange for a new supply when the supply to the Pre-school was installed.</p> <p>Cllr Acca would be carrying out further works to the stage area later this week.</p> <p>The Probation service will be painting the outside of the building on 14th & 15th October. He would follow this up.</p>
97	<p>A new Code of Conduct.</p> <p>The Chairman had asked the Clerk to investigate a new Code of Conduct that might allow members who had interests in other Groups and activities in the Parish to speak or vote on these at Parish Council meetings.</p> <p>The Clerk submitted a proposed new Code of Conduct that would allow the Parish Council to grant dispensations to speak or vote in some circumstances. This had been circulated to all members.</p> <p>RESOLVED: that the new Code of Conduct be adopted.</p> <p>The Clerk would now give a copy to each member with a request for a declaration of acceptance.</p>
98	<p>Finance – Payments</p> <p>RESOLVED: that the following payments be approved:</p>

	DD	EDF - electricity for lights in Candy's Field	£47.78
	2434	Optima Graphics - Herald printing	£404.00
	2435	A Western - Grounds work	£300.00
	2436	Grant Thornton - External Audit	£360.00
	2437	SNC (Southwest) Moving the basket swing	£2,154.00
	2438	Cllr Mrs Rogers - cleaning materials & paint for youth club	£128.91
	2439	Mrs C Edworthy - Wages for September 2017	£225.00
	2440	A J Le Riche salary & expenses September 2017	£647.38
	2440	Keys for Youth Club	£13.00
	2440	EDDC Planning fee	£98.46
	2441	HMRC Tax / NI September 2017	£161.19
	DD	EDF electricity for toilets	£9.00
	DD	EDF - Youth Club electricity	£49.00
	DD	EDF - Youth Club gas	£34.00
		Total	<u>£4,631.72</u>
99	Financial summary		
	Current Account		
	Opening balance at 1st April 2017		£47,862.70
	Receipts		£56,663.60
	Total receipts		£104,526.30
	Transfer from dep ac		
	Total paid in to current ac		£104,526.30
	less, Payments		£21,208.56
	Net balance		£83,317.74
	Unpresented cheques		£0.00
	Receipts not on statement		£0.00
	Balance per bank statement		£83,317.74
	Deposit Account		
	Balance at 1st April 2016		£161.44
	Interest to 1st September 2017		£0.06
	Transfer to current ac		£0.00
	Total		£161.50
	Allocated balances		
	Elections		£1,500.00
	Reserve for Village hall car park inc 2017-18		£15,000.00
	NP Projects up to 2016-17		£6,702.00
	Total allocated balances		£23,202.00
100	Budget report		
	The Council received and noted a budget report for September 2017.		

101	<p>Clerk's Action List</p> <p>The Council received and noted the Clerk's action list.</p> <p>Parish Cemetery – The Clerk was asked to contact GMC to discuss taking the cemetery out of the contract and handing this to Andy Western.</p> <p>The Chairman reported that 'Trash' of Exeter could provide a bin and emptying service for £25.00 per month. This was AGREED on a 6 month trial.</p>
102	<p>Reports of Lead Councillors</p> <p>Emergency Planning Cllr Dimond reported that there would be another meeting of Flood Wardens at 7.00pm on 26th October 2017 in the Redwing.</p> <p>Estates – Cllr Atkins reported that the proposed new costs for maintaining the cemetery were: grass cutting £125 per cut, up from £90; Spraying £40 per spray up from £35 and hedge cutting, done by hand was £350 up from £295.</p> <p>RESOLVED That these prices be accepted.</p> <p>Facilities – Cllr Acca reported on minor damage to the surface of the toddler play area. He would try to repair this later in the week. The guttering on the Youth Club needed minor re-fixing.</p> <p>Lympstone Herald. The chairman congratulated Cllr Hilton on the first edition of the Lympstone Herald under his charge. Cllr Hilton reported that he had not fully got to grips with advertising costs and would welcome some help on this.</p> <p>Travel, Transport and Parking. The Chairman informed the meeting that the double yellow lines had now been painted on School Hill and this was making a great difference.</p> <p>RESOLVED: that a letter of thanks be sent to DCC for this.</p> <p>Cllr Longhurst reported on initial discussions regarding keeping the temporary car park for the future. The owner was not averse to this idea but at the moment, another Company had an option to develop the land. A planning application had been withdrawn and so the option was still 'live'. More detail about how a scheme would work needed to be worked up.</p> <p>Members of the public said that initially there was some concern about using this land for parking but now it was in place, their fears seemed not to be grounded.</p> <p>Cllr Longhurst said that he was looking at this as a completely self-financing project and suggested a public meeting when the details had been worked out. This was AGREED.</p> <p>Village Hall. The Chairman asked if the Clerk could inform the VHMC when there was to be a funeral to help avoid conflicts with other activities.</p> <p>With regard to the bin area, the Chairman suggested that a full specification of the works was needed and following that, prices could be requested.</p> <p>Mr Mildenhall reported that the VHMC was increasing its charges next year but there would be a discount for local organisations.</p>
103	<p>Matters raised by Councillors</p> <p>Cllr Dimond had spoken to the owners of Bronte House who said that DCC were responsible for the hedge and verge and so she had contacted them.</p> <p>Cllr Longhurst asked about the casual vacancy. The Clerk said this would be advertised this week.</p> <p>Cllr Longhurst asked about the suggested footpath from the MoD houses to Meeting Lane. It was AGREED to include this on the agenda for the next meeting for Cllr Mrs Rogers to report. He commented that DCC had maintained this verge for many years and asked if the</p>

	Parish Council might need to agree to maintain it.
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The Meeting finished at 9.35 pm

Chairman

Horse Chestnut tree, Village Hall grounds

Dear All

I have recently received enquiries regarding the protected status of the Horse chestnut (see image) tree growing in the grass area adjacent to the carpark for the village hall. I believe the village hall, possibly in consultation with others in the community is planning to fell the tree to improve parking arrangements.

As the Local planning authority's arboricultural officer I am duty bound to protect trees which contribute to the amenity of the area, if they are considered under threat. In this case both tests are met and I should be issuing a Tree Preservation Order to prevent the removal of the tree. However I'm unaware of any discussions locally regarding the removal of the tree and would like the views of the district councillor's and parish council before acting.

I would be grateful if you could get back to me regarding the above before we lose the tree or I cause a local political storm?

Best regards

Stuart Baker BSc (Hons)
Arboricultural Officer
East Devon District Council
Tel: 01395 571707

Planning Decisions

17/1588/LBC Construction of two storey side extension, reinstatement of door in existing window opening, removal of internal wall and opening of existing windows to allow access to proposed extension - Sowden Cottage, Sowden Lane - Refusal

Lympstone Parish Council
Parish Clerk
Lympstone Parish Council

Our Ref: 1444194
Direct Line: 01793 414725
EMail: joanne.gould@HistoricEngland.org.uk

19 October 2017

Dear Sir / Dear Madam,

**Lympstone War Memorial, Church Road, Lympstone, Exmouth, Devon –
Awarded Listed Building Status
List Entry Number: 1449778**

I am writing to inform you that the above memorial has been added to the List of Buildings of Special Architectural or Historic Interest. The memorial is now listed at Grade II.

Please follow the link below to download a copy of our advice report, which gives the principal reasons for this decision. The List entry for this building, together with a map, has now been published on the National Heritage List for England, and will be available for public access from tomorrow. This List can be accessed through our website.

<http://services.historicengland.org.uk/webfiles/GetFiles.aspx?av=19492258-8580-4E5A-B820-F953EC6BD318&cn=A5CB463C-955F-418E-B296-702EB8C0575A>

Listing helps us to mark a building's significance and celebrate its special architectural and historic interest. It brings specific protection so that its special interest can be properly considered in managing its future.

Please be aware that the listing of the memorial took effect on the day that the List entry was published on the National Heritage List for England. Our guidance document, *The Conservation, Repair and Management of War Memorials*, is available from our website <http://www.historicengland.org.uk/images-books/publications/conservation-repair-management-war-memorials/>. Information about grants for war memorials is available from War Memorials Trust at <http://www.warmemorials.org/grants/>. More information on the First World War Memorials Programme can be found at <http://ukwarmemorials.org/>.

As of 25 June 2013, the Enterprise and Regulatory Reform Act (ERRA) has enabled a number of heritage reforms, including an amendment to the Planning (Listed Buildings and Conservation Areas) Act 1990 that provides two potential ways to be more precise about what is listed. Whether or not the new provisions have been invoked with regard to this memorial is explained in the Advice Report. A List entry that makes use of these provisions will clarify what attached and curtilage structures are excluded from the listing and/or which interior features definitively lack special interest; however, owners and managers should be aware that other planning and development management constraints might apply to these structures, and should clarify these with the Local Planning Authority. Further information is available on our website at <http://www.historicengland.org.uk/caring/listing/listed-buildings/listing-and-the-erra/>.

If you consider that this decision has been wrongly made you may contact the DCMS within 28 days of the date of this letter to request that the Secretary of State review the decision. An example

of a decision made wrongly would be where there was a factual error or an irregularity in the process which affected the outcome. You may also ask the Secretary of State to review the decision if you have any significant evidence relating to the special architectural or historic interest of the memorial which was not previously considered. Further details of the review criteria and process and how to request a review are contained in the annex to this letter.

Please do not hesitate to contact me if I can be of any further assistance. More information can also be found on our website at www.historicengland.org.uk.

Yours sincerely

Joanne Gould
Listing Coordinator - War Memorials

Annex 1 - Review Criteria and Process

A review will only be carried out in the following circumstances:

(1) there is evidence that the original decision has been made wrongly. Examples would include:

- where there was a factual error, eg. the wrong building was listed; or
- where there has been some irregularity in the process which has affected the outcome, eg. relevant considerations were not taken into account or irrelevant considerations were taken into account.

(2) there is significant evidence which was not previously considered, relating to the special architectural or historic interest of the building, as set out in the Planning (Listed Buildings and Conservation Areas) Act 1990. An example would be where new evidence relating to the date of a building has been discovered which might make a material difference to the architectural or historic interest of the building.

Having conducted a review, the Secretary of State will either affirm or overturn the original decision. It is important to understand that the original decision will stand until the Secretary of State has made a decision on whether the original decision should be affirmed or overturned. If the original decision is overturned, this will not have retrospective effect.

How to request a review of a listing decision

Reviews are carried out by the Department of Digital, Culture, Media and Sport and review requests should be made on the Department's 'Listing Review Request Form'. The Form is accompanied by Guidance to assist you in making a review request. Both the Form and the Guidance can be downloaded from the 'Reviews of Listing Decisions' page of the Department for Digital, Culture, Media and Sport's website at:

<https://www.gov.uk/how-to-challenge-our-decision-to-list-or-not-list-a-building>

Lympstone FC grant application

A full application has been circulated to members. The list of items is set out below.

INVOICE

DELIVER TO

john Webster
1 Ash Grove

EXMOUTH
Devon
EX8 3BN

INVOICE TO

john Webster
C/O Lympstone Parish Council
1 Ash Grove
Exmouth
Devon
EX8 3BN

Vesey UK Limited

Hastingwood Business Park
Wood Lane
Erdington
Birmingham
B24 9QR

ACCOUNT	REP	YOUR ORDER NO.	DEL. DATE	ORDER INV No.	INVOICE DATE	INVOICE NO.	PAGE
01581W	WEB	WEBORD203629//WEB203629	11/ 9/17	286503	11/ 9/17	282647	1 of 1

STOCK CODE	DESCRIPTION	QUANTITY	PRICE	UNIT	VALUE	VC
BB1078WG73	MITRE TACTIC D18P WHITE/RED/BLACK Size 3	10	7.98	EACH	79.80	1
BB1078WG74	MITRE TACTIC D18P WHITE/RED/BLACK Size 4	20	7.98	EACH	159.60	1
MARKERS	50 MIXED SPORTS MARKERS SOFT CONES ON STAND	2	7.50	EACH	15.00	1
BB1068WKR4	Mitre Ultimatch D18P Whi/Cyan/Silver Size 4	5	9.98	EACH	49.90	1
PAYBANK	PAID WITH THANKS £352.47	1	0.00	EACH	0.00	1
	Carriage		9.95		9.95	1

VC	GOODS	VAT RATE	VAT AMOUNT
1	261.87	20.00	52.38

GOODS (ex vat)	CARRIAGE (ex vat)	VAT	TOTAL (inc vat)
253.58	8.29	52.38	314.25

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Lympstone Parish Council 6th November 2017

Finance reports - 2nd October 2017

Payments for approval

DD	EDF - electricity for lights in Candy's Field		£46.57
2445	Optima Graphics - Herald printing		£404.00
2446	DALC - Cllr Rogers attendance at AGM		£25.00
2447	Mrs Letcher plants		£16.75
2448	A Western grounds works		£200.00
2449	Trinity Plant hire - Moving the MUGA		£3,540.00
2450	Cllr Acca - YC Refurbishment materials		£206.17
2451	Cllr Corcos - YC Refurb materials		£323.20
2452	Cllr Mrs Rogers - YC refurb materials		£53.74
	Cllr Mrs Rogers - YC craft materials		£52.49
2453	Mrs S Briggs - wages Sept / Oct	£320.00	
	YC Refurb materials	£36.59	
	Y C activity materials	<u>£126.89</u>	£483.48
2454	Mrs C Edworthy - Wages		£232.50
2455	A J LE Riche salary & expenses October	£647.38	
	YC Refurb materials	£185.63	
	Stationery & Stamps	£13.72	
	Repairs to play area	<u>£100.00</u>	£946.73
2456	HMRC Tax & NI October		£241.19
DD	EDF electricity for toilets		£9.00
DD	EDF - Youth Club electricity		£49.00
DD	EDF - Youth Club gas		£34.00
DD	Plusnet - YC Broadband		£11.00
	Total		<u>£6,824.82</u>

Financial Summary
Current Account

Opening balance at 1st April 2017		£47,862.70
Receipts		£56,678.60
Total receipts		£104,541.30
Transfer from dep ac		
Total paid in to current ac		£104,541.30
less, Payments		£27,712.04
Net balance		£76,829.26
Unpresented cheques		£5.00
Receipts not on statement		£0.00
	Balance at Bank	£76,834.26

Deposit Account

Balance at 1st April 2016		£161.44
Interest to 1st October 2017		£0.07
Transfer to current ac		£0.00
	Total	£161.51

Budget Monitoring 2017 - 18

Payments

Code	Item	Budget	Spent	Balance
10	VAT	0.00	1,919.22	-1,919.22
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	10,000.00	5,192.03	4,807.97
203	Office expenses	1,200.00	611.81	588.19
208	Village Hall Hire	400.00	360.00	40.00
209	Miscellaneous	500.00	429.69	70.31
301	Chairman's Allowance	150.00	0.00	150.00
302	Subs	525.00	367.40	157.60
307	Courses, Travel etc	250.00	25.00	225.00
308	Insurance, Audit, Elections	2,000.00	1,885.93	114.07
313	Miscellaneous inc Beacon bonfire	50.00	0.00	50.00
400	Herald Printing	4,000.00	1,929.00	2,071.00
602	Grass Cut 2*	4,000.00	1,852.00	2,148.00
605	Other Maintenance	500.00	1,907.83	-1,407.83
608	General tree work inc Candys Field	300.00	800.00	-500.00
612	Bin emptying	225.00	656.84	-431.84
616	Benches etc inc Handyman	3,500.00	1,036.19	2,463.81
618	Notice Boards - Maintenance	100.00	0.00	100.00
633	Play Equipment Mtce	1,000.00	232.50	767.50
640	Lighting in Candy's field	450.00	314.27	136.03
701	Wages	2,700.00	1,595.70	1,104.30
702	Consumables, rates, elec	250.00	87.48	162.52
703	Rates, Utilities	500.00	960.66	-460.66
706	Repairs including decoration	1,000.00	1,298.42	-298.42
800	Burial Ground	0.00	490.00	-490.00
1101	Youth Club Building Maintenance	1,000.00	730.03	269.97
1102	Gas Elec	1,000.00	1,069.01	-69.01
1300	Website etc	250.00	420.38	-170.38
1400	Adverse weather	200.00	47.15	152.85
1500	Gully cleaning and jetting	2,000.00	0.00	2,000.00
2100	Parishes Together	1,722.00	0.00	1,722.00
2300	NP Projects	3,000.00	143.50	2,856.50
2400	Cont to repairs to VH Car Park (Tr)	3,000.00	3000.00	3,000.00
2500	DCC Funding	0.00	1,350.00	-1,350.00
2600	Ext funded	0.00	0.00	0.00
	Total	48,372.00	25,792.82	22,579.48
	Add VAT		1,919.22	
	Total		27,712.04	
Receipts - Budget Performance				
		Budget	Actual	Balance
	Precept	46,000.00	46,000.00	0.00
	Council Tax support grant	600.00	600.00	0.00
	DCC re Candys Field	400.00	400.00	0.00

	Herald Adverts	4,000.00	1,499.00	-2,501.00
	Burial fees	1,000.00	425.00	-575.00
	Lympstone FC re Candy's Field	50.00	0.00	-50.00
	Flower beds	0.00	0.00	0.00
	Western power re Wayleaves	6.38	0.00	-6.38
	Miscellaneous	0.00	0.00	0.00
	Website adverts	0.00	0.00	0.00
	Sub total	52,056.38	48,924.00	-3,132.38
	VAT Refund (part year).	0.00	7,754.60	7,754.60
	Parishes Together	1,722.00	0.00	-1,722.00
	External funding	0.00	0.00	0.00
	MoD Community Covenant	0.00	0.00	0.00
	NP Projects	0.00	0.00	0.00
	Sub total	1,722.00	7,754.60	6,032.60
	Total	53,778.38	56,678.60	2,900.22

	Allocated balances 31st March 2017			
	Elections			1,500.00
	Reserve for Village hall car park 2017/18			15,000.00
	NP Projects 2016/17			6,000.00
	Works to Youth Club			670.00
	Total allocated balances			20,170.00

LYMPSTONE PARISH COUNCIL, 6th November 2017

Review of system of internal controls

Originally APPROVED by Finance Committee 25th November 2008

1 The Accounts and Audit Regulations require the Council to review its system of internal controls at least once each year and to publish a statement of assurance with the annual accounts.

Guidance suggests that the review should cover the following.

The scope of internal audit – This includes financial regulations, financial systems, accounting systems, reporting and internal audit. This is considered to be adequate although the Financial Regulations are a generic version and are in need of updating to meet the current needs of the Parish Council.

Independence – The Internal Auditor, Mr David Hinchcliffe, is a former Assistant County Treasurer and Parish Councillor. He is fully independent of the Council and is able to report to the Council in his own name.

Competence – The Council is aware of Mr Hinchcliffe's experience

Relationships – The Clerk must be consulted if the Council wishes for there to be any change in this or additional emphasis placed on any aspect of Parish Council business. Councillors are aware that they should not approach the Internal Auditor on any matter without the prior consent of the Clerk and the Parish Council.

2 The Audit process also requires the Council to review other aspects of its activities that lead up to the Internal Audit.

Review of Risk Management	All Members have a copy of the Risk Management plan. It is reviewed annually
Review of Insurances	This is carried out annually and when any changes to Council activities are proposed.
Review of Clerk's Terms and Conditions	This is on the agenda. No changes are requested.
Review of Internal Controls	These are set out below.
Receive report of Internal Auditor	The report on last years accounts was received and no comment was made
External Audit	This report was received and minor comment was made regarding noting that there is no petty cash account or borrowing.

Internal controls:

In addition to the Internal Auditor the following controls apply;

Add: all income must be banked and accounted for without deduction.

- 1. All payments must be approved by the Council. In an emergency or during the summer break, payments may be authorised by the Chairman and Vice-Chairman. These will be identified separately in the next Finance report to the Council.*
- 2. The Clerk holds the cheque book but is not a signatory to the account.*
- 3. All cheques must be signed by two Councillors.*
- 4. The voucher for payment is presented at the time that the cheque is requested.*
- 5. A financial summary is presented to the first Council meeting each month, including the bank reconciliation. The relevant bank statement is also available for Members to inspect at this Council meeting.*

6. *With regard to the Deposit account, all payments into this account shall be from the current account and all withdrawals will be payable to Lympstone Parish Council and paid into the current account.*
7. *The Clerk has 'read-only' internet access to the Councils bank accounts.*

The Council is RECOMMENDED to note the items as set out above

LYMPSTONE PARISH COUNCIL
RISK MANAGEMENT (adopted 2 December 2002)
Reviewed Annually

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RISK AREA	MANAGEMENT
Protection of physical assets owned by the council	Insurance. Under constant review as purchases are made. Up to date register of assets. Regular maintenance arrangements of physical assets. Reviewed annually. Internal Audit. Health and safety and associated policies in place
Risk of damage to third party property or individuals as a consequence of the council providing services or amenities to the public	Public Liability Insurance £10m. Regular maintenance arrangements of physical assets. Reviewed annually. Health and safety and associated policies in place.
Loss of cash through theft or dishonesty	Fidelity Insurance. Reviewed annually. Internal Audit testing: review of internal controls in place and their documentation. Testing of specific internal controls and reporting findings to management. Full reconciliation and bank statements available at each meeting.
Legal liability as a consequence of asset ownership	Public Liability Insurance £10m. Reviewed annually.
Irregular costs for works, bad workmanship,	Standing orders and financial regulations dealing with the award of contracts for services or the purchase of equipment. Preparation of specifications and competitive pricing. Internal Audit testing. Ensuring appropriate insurance cover provided by suppliers. Use of Specialist where necessary
Ensuring all business activities are within legal powers applicable to local councils and financial records in accordance with statutory requirements. Complying with restrictions on borrowing	Training of members and the Clerk. Read publications from DAPC and SLCC. Research from Websites. Regular scrutiny of financial records and proper arrangements for the approval of expenditure. Internal Audit inspects records and examines systems
Ensuring that all requirements are met under employment law and Inland Revenue regulations	Regular returns to Inland Revenue, system for updating records of any changes in relevant legislation. Training of members and the Clerk. Read publications from DAPC and SLCC. Research from Websites.
Ensuring all requirements are under Customs and Excise regulations (VAT)	Training for the Clerk, Regular returns of VAT. Contact with Customs & Excise DAPC and Audit Commission.
Ensuring the adequacy of the annual precept within sound budgeting arrangements	Sound and detailed budget process. Maintenance of balances. Regular budget monitoring.
Proper, timely and accurate reporting of council business in the Minutes	Minutes properly numbered and paginated with a master copy kept in a safe place.
Meeting statutory rights of inspection of documents	Procedures to deal with enquiries from the public. Publication Scheme for Freedom of Information.

Meeting the laid down timetables when responding to consultation invitations	Consultation documents circulated to all members via Information items and email. Any needing a response within the month are reported to Council. Any directly involving the Parish are reported to Council.
Proper document control	Procedures for document receipts, circulation, responses, handling and filing.
Corruption and malpractice by Members	Register of members' interests and gifts and hospitality in place, complete accurate and up to date procedures in place for recording and monitoring members' interests and gifts and hospitality received, adoption of codes of conduct of members.
Injury to Councillors and volunteers	Training, awareness and insurance
Internal Controls for finance	Internal Audit: review of internal controls: Review of minutes. Testing of income and expenditure from minutes to accounts, from bank statements to accounts, including petty cash transactions. Review and testing of arrangements to prevent and detect fraud and corruption. Testing of specific internal controls and reporting findings to management. Invoices and bank statements available at first meeting in the month.

Reviewed 7th November 2017

Lympstone Parish Council, 6th November 2017

The Audit process suggests that the Council should set out and review the **Clerk's Conditions of Appointment each year.**

Set out below is the current package relating to the employment of the Clerk and the use of his home as the Parish Council Office. The Clerk's contract of employment is based on the SLCC Model Contract and covers the following:

Start Date	1 st March 2004
Salary Scale	Scale 1 for part time Clerks – Scale points 15 – 27 currently £8.873ph – £12.56ph. The Clerk has been on point 27, the top of the Scale (£12.564ph) for two years.
Hours	Hours 13.5 per week Includes attendance at Council meetings, the Annual Parish Meeting) + others where needed.
Use of home	An allowance of £39.95 per month is made, increased in line with annual % increase in salary scales. This is to cover the cost of the Clerk providing the Parish Office at his home.
Telephone / Internet	50% line rental + 50% of calls package + 50% of Broadband fee
Mileage	A Mileage allowance from the Clerk's home is paid at the Inland Revenue level of 45p per mile
Others	Reimbursement for other expenses eg postage.

The, NALC / SLCC pay scales were set in July 2016.

Lympstone Parish Council

Action List – as 31st October 2017

Minute	Response	Date Actioned
170 Gully emptying	Cllr Mrs Rogers suggests that this needs tree roots to be removed. DCC Highways officer contacted and asked to contact Cllr Mrs Rogers	1/5/17
11 Gulliford cemetery	Site visit to be held on 2 nd November 2017	
28 meeting with County Councillors	Cllr Atkins to go around with Cty Cllrs	26/6/17
35 Flood resilience	Grant application for set up costs approved. Application for equipment to be submitted.	23/8/17
78 Flood Wardens	Letter sent to Alan Burton	
97 Code of Conduct	New Code circulated to members	31/10/17
101 cemetery waste Bin	Contract with Trash to be set up.	