



LYMPSTONE PARISH COUNCIL

Clerk to the Council: A J Le Riche, DMS,
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Drakes Avenue,
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Chairman: Cllr Jenny Clark
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30th January 2018

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 5th February 2018** 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

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| | Public Session | 7.30 |
| 1 | Apologies | 7.45 |
| 2 | Minutes – To confirm the minutes of the meeting held on 8 th January 2018 attached | 7.46 |
| 3 | To receive any Declarations of Interest | 7.47 |
| 4 | Devon Air Ambulance – Night landing site Toby Russell will present a proposal to designate Candy's Field as a night landing site and to provide an electricity supply from the Youth club to a flood light. | 7.48 |
| 5 | Planning Applications 18/0104/FUL Loft conversion with new roof finish, balcony and rear dormer, addition of front entrance lobby/porch and first floor side windows and rooflights at 28 Sowden Lane 18/0155/FUL Demolition of existing house and construction of a new house with an integral garage at Sunnycote Greenhill Avenue. 17/2957/FUL Alterations and enlargements to bungalow to form two storey dwelling, and construction of detached garage/workshop at 1 Orchard Close | 8.00 |
| 6 | County Councillors' reports | 8.10 |

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| 7 | District Councillors' reports | 8.15 |
| 8 | Chairman's report | 8.20 |
| 9 | Lympstone Village Hall 1 The VHMC is proposing a new management structure. A letter from Don Mildenhall is attached. The Parish Council is invited to nominate a Trustee or Observer to attend VHMC Meetings. 2 Proposed bin store 3 Proposed car park re-surfacing. | 8.25 |
| 10 | Gulliford Dissenters Cemetery To receive a verbal report of a meeting held on 25 th January 2018 To note that there will be a Work Party on 24 th February 2018 (or 25 th if the weather is bad) to clear vegetation. | 8.35 |
| 11 | Lympstone Pre-school - Progress report | 8.45 |
| 12 | Lympstone Youth Club - update | 8.50 |
| 13 | Grant application – The Scouts | 8.55 |
| 14 | Proposal to increase charges at the Underhill car park To consider making a comment to EDDC cabinet | 9.00 |
| 15 | ED Villages Plan To consider a response to the policies in this Plan | 9.05 |
| 16 | Finance 1. Payments 2. Financial summary 3. Budget report | 9.10 |
| 17 | Clerk's Action List – attached | 9.15 |
| 18 | Reports of Lead Councillors. Any reports requiring a decision are attached. Emergency Planning – Estates - Cllr Atkins. Facilities - Cllr Acca Links with CTC-RM – Cllr Mrs Rogers. 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 | 9.20 |
| 19 | Matters raised by Councillors | 9.25 |

**MINUTES OF A MEETING OF LYMPSTONE PARISH COUNCIL HELD AT 7.30PM ON
MONDAY 8th JANUARY 2018 IN THE VILLAGE HALL.**

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| PRESENT: | Councillors: | P Acca | R Hilton |
| | | D Atkins | R Longhurst |
| | | C Carter | Mrs K Rogers |
| | | P Corcos | D Young |
| | | H Dimond | |

Also Present: Mr J Montgomery, District Councillor Ingham, and 12 members of the Public.

Apologies: Cllr Mrs J Clark. (Cllr Mrs Rogers, Vice-chairman in the Chair.)

County Councillors R Scott and J Trail

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| | PUBLIC SESSION Cllr Atkins reported that the new sewage tank had apparently overflowed last week and this was pumped into the Wotton Brook. Mr Tyrell had reported this and had been informed of the procedures involved. |
| 148 | Minutes RESOLVED: that the minutes of the meeting held on 4 th December 2017 be confirmed as a correct record and signed by the Chairman. |
| 149 | Declarations of Interest Cllr Mrs Rogers reminded the Council that she lived near to the proposed development site of Strawberry Hill. |
| 150 | Casual Vacancy The vacancy had been advertised and an expression of interest had been submitted by Mr John Montgomery. RESOLVED: Mr John Montgomery be co-opted to fill the casual vacancy. Mr Montgomery took a Declaration of Acceptance of Office and was welcomed to the Parish Council. |
| 151 | Flood Risk project & Emergency Plan Update Clem Davies gave a presentation about the current flood risk situation in the Parish. In particular he emphasised the uncertainty of flooding and the speed with which water levels in the Wotton Brook and its feeder streams could rise. The Parish was now on the Communities at Risk Register maintained by the EA. Funding was in place to carry out a comprehensive flood risk assessment which would also give recommendations for Natural Flood Management measures, mostly in the upper catchment area. The Chairman thanked Clem and Cllr Corcos for their work and confirmed that the Parish Council would continue to support this. |
| 152 | Planning Applications 17/1774/FUL (Amended plans) Replacement porch; dormer window and balcony to north-west elevation; addition of flue to roof at Cross Cottage, Quay Lane. Object The Council welcomes the retention of the sash windows but still objects to the proposed dormer window. |

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| | <p>17/2843/FUL Side and rear extensions including raising of roof height to incorporate rear dormer at 10 Birch Road. - Object This property is in a cul de sac of bungalows. This is a poorly designed scheme which would seriously impinge on the neighbouring property. Having a large flat roofed dormer which projects above the existing roofline is particularly unfortunate. The Neighbourhood Plan identifies a need for single storey houses adapted for the elderly. None are presently planned and it is therefore desirable that some smaller bungalows are kept and not massively extended as proposed in this scheme.</p> <p>17/2920/FUL Alterations to existing conservatory to form garden room at Northcote Clay Lane. - Support This is a delightful proposal which will be more attractive than the existing conservatory</p> <p>17/2957/FUL Alterations and enlargements to bungalow to form two storey dwelling, and construction of detached garage/workshop at 1 Orchard Close. Site visit with power to determine the Parish Council's response.</p> |
| 153 | <p>Planning decisions The Council noted the planning decisions since the last meeting.</p> |
| 154 | <p>Land to the West of Strawberry Hill The Council gave further consideration to this pre-application consultation. The Chairman had submitted written views which were read out. She felt that whilst such a scheme was of interest, the site was outside the BuAB which was set by the Lymptone Neighbourhood Plan and the housing targets for the NP had been met. She felt strongly that the Parish Council should show its support and respect for the NP.</p> <p>RESOLVED: that the applicant be informed that the Parish Council could not support the development of this site as it contravened many aspects of the Lymptone Neighbourhood Plan.</p> |
| 155 | <p>ED Villages Plan Cllr Longhurst felt that even though the Lymptone Neighbourhood Plan was in force, it was important for the Parish Council to respond to the ED Villages Plan RESOLVED: that this be included on the next agenda</p> |
| 156 | <p>Chairman's report The Chairman was absent and so no report was given.</p> |
| 157 | <p>Police report There was no police report .</p> |
| 158 | <p>County Councillor's report The County Councillors were not present and no report had been given.</p> <p>Cllr Hilton referred to the proposal to renew the traffic lights by The Saddlers Arms and felt that the lack of a pedestrian phase for the temporary lights was unacceptable. The Clerk was asked to pass this view on to the Council Councillors.</p> |
| 159 | <p>District Councillors' reports Cllr Ingham congratulated Cllr Mrs Rogers on her Chairmanship.</p> |

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| | <p>He felt that the NP was a summary of community comments and opinions and this should be emphasised when considering planning responses.</p> <p>The NP would need a formal review at some point but until then it should be respected.</p> <p>Cllr Dimond expressed concern that despite the wishes for smaller accommodation, the latest planning applications had brought 5, £1m+ homes to the Parish.</p> <p>Cllr Ingham suggested that this might be a consequence of rejecting an application that matched the aims of the NP.</p> <p>Cllr Longhurst reported that a motion on drones had been accepted by EDDC and so policy was being drawn up which banned the flying of drones over Council owned land.</p> |
| 160 | <p>Proposed football pitch on Avenue Field</p> <p>Lympstone Fc had requested permission to lay a junior sized pitch on Avenue Field.</p> <p>Dave Phillips, Chairman of the Youth Section explained that there were 9 teams for both boys and girls with 140 young people involved in playing. These were supported by fifteen qualified coaches, one of which was going on to become a professional coach.</p> <p>They had been renting a pitch at CTC-RM but this was no longer available. Avenue Field was in Lympstone and close to the existing pitch on Cliff Field.</p> <p>Members recognised the need for another pitch but were concerned that Avenue Field was the only unregulated dog walking area in the Parish and had covenants restricting regular use.</p> <p>Cllr Atkins suggested that the Harefield Trust might have some land which could be used.</p> <p>RESOLVED: 1 that the Council does not support the provision of a football pitch on Avenue Field.</p> <p>2 that Cllrs Atkins and Young work with Lympstone FC to find an alternative site for a pitch.</p> |
| 161 | <p>Proposed new MUGA</p> <p>Cllr Longhurst had circulated details of a quote by Wicksteed's to provide a new full-sized MUGA on Candy's Field. The total cost would be around £85k plus the cost of specialist surfacing. The FA was not prepared to put any funding towards this and Sport England would only contribute half.</p> <p>RESOLVED: 1 that Cllr Longhurst be thanked for his work but no further action be taken on providing a new MUGA.</p> <p>2 that Cllr Atkins and the Clerk arrange for re-surfacing the existing Kick-About area in its new location.</p> |

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Lympstone Pre-school

Cllr Young reported that the contract was on time with a proposed completion date of 29th January and a formal handover on 31st January 2018.

Lympstone Pre-school had asked if the area to be included in the site could include all or part of the triangle at the North-westerly side to extend the outdoor area. If the Parish Council agreed to this, the area would be fenced as part of the contract but an application for change of use would be needed.

Cllr Longhurst reported that a number of public events were being considered to introduce the new facility to the public.

The Clerk reported on work with the contractor to secure a new water supply to the Youth Club but this had proved impossible due to intransigence by SWW. It was now proposed that the water supply would be taken as a sub supply from the new Pre-school supply. This had been agreed with the Chairman of the LLA and the Administrator of the Pre-school. Wernicks had carried out some work in good faith and Cllrs Atkins and Young had agreed a one-off payment of £1,000 to cover this.

RESOLVED: 1 that the area to be leased to the LLA include the triangle at the NW part of the site, leaving a small visibility area alongside the footpath, the precise area to be approved by the Clerk.

2 that the Clerk be authorised to make an application for Change of Use from recreation to Pre-school use for the area.

3 that the proposals for the water supply be approved and the LLA and Pre-school be thanked for their co-operation in this matter.

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Lympstone Youth Club

Cllr Corcos reported that the Youth Club was still going well. It was proposed to re-introduce the Seniors sessions with more male supervision.

He suggested that works to the kitchen area would be the next priority. This was AGREED.

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Finance – Payments

RESOLVED: that the following payments be approved:

Payments

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| DD | EDF - electricity for lights in Candy's Field | | £46.66 |
| 2476 | Cllr Corcos - YC purchases | | £945.35 |
| 2477 | Cllr Atkins - YC payment | | £50.00 |
| 2478 | A Dixon - Sand bag fillers | | £85.00 |
| 2479 | Optima Graphics - Herald printing | | £388.00 |
| 2480 | ALRUG - subs replacement for 2444 | | £5.00 |
| 2481 | BT Payphones - adoption of box at Trafalgar Road | | £1.00 |
| 2482 | Cllr Mrs Clark - Christmas meeting hospitality | | £22.75 |
| 2483 | Mrs C Edworthy - Wages December | | £232.50 |
| 2484 | A J Le Riche salary & expenses December | £647.38 | |
| | Mileage 2016-17 | £235.80 | |
| | Sand for flood resilience | £107.45 | £990.63 |
| 2485 | HMRC Tax & NI December inc LYPS | | £201.19 |
| 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 |
| 2486 | SWW - Toilets | | 379.59 |

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| | | Total | | <u>£3,450.67</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 165 | Financial summary The Council received and noted the following financial summary: <table><tr><td colspan="2">Current Account</td><td></td></tr><tr><td colspan="2">Opening balance at 1st April 2017</td><td>£47,862.70</td></tr><tr><td>Receipts</td><td></td><td>£58,536.60</td></tr><tr><td colspan="2">Total receipts</td><td>£106,399.30</td></tr><tr><td colspan="2">Transfer from dep ac</td><td></td></tr><tr><td colspan="2">Total paid in to current ac</td><td>£106,399.30</td></tr><tr><td colspan="2"></td><td></td></tr><tr><td colspan="2">less, Payments</td><td>£41,847.13</td></tr><tr><td colspan="2">Net balance</td><td>£64,552.17</td></tr><tr><td colspan="2"></td><td></td></tr><tr><td colspan="2">Unpresented cheques</td><td>£2,099.40</td></tr><tr><td colspan="2">Receipts not on statement</td><td>-£608.00</td></tr><tr><td colspan="2"></td><td></td></tr><tr><td></td><td>Balance at Bank</td><td>£66,043.57</td></tr><tr><td colspan="2"></td><td></td></tr><tr><td colspan="2">Deposit Account</td><td></td></tr><tr><td colspan="2">Balance at 1st April 2017</td><td>£161.44</td></tr><tr><td colspan="2">Interest to 1st December 2017</td><td>£0.09</td></tr><tr><td colspan="2">Transfer to current ac</td><td>£0.00</td></tr><tr><td colspan="2"></td><td></td></tr><tr><td></td><td>Total</td><td>£161.53</td></tr><tr><td colspan="2"></td><td></td></tr><tr><td colspan="2">Allocated balances</td><td></td></tr><tr><td>Elections</td><td></td><td>£1,500.00</td></tr><tr><td colspan="2">Reserve for Village hall car park inc 2017-18</td><td>£15,000.00</td></tr><tr><td colspan="2">NP Projects up to 2016-17</td><td>£6,702.00</td></tr><tr><td colspan="2"></td><td></td></tr><tr><td colspan="2">Total allocated balances</td><td>£23,202.00</td></tr></table> | | | | Current Account | | | Opening balance at 1st April 2017 | | £47,862.70 | Receipts | | £58,536.60 | Total receipts | | £106,399.30 | Transfer from dep ac | | | Total paid in to current ac | | £106,399.30 | | | | less, Payments | | £41,847.13 | Net balance | | £64,552.17 | | | | Unpresented cheques | | £2,099.40 | Receipts not on statement | | -£608.00 | | | | | Balance at Bank | £66,043.57 | | | | Deposit Account | | | Balance at 1st April 2017 | | £161.44 | Interest to 1st December 2017 | | £0.09 | Transfer to current ac | | £0.00 | | | | | Total | £161.53 | | | | 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 |
| Current Account | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Opening balance at 1st April 2017 | | £47,862.70 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Receipts | | £58,536.60 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total receipts | | £106,399.30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Transfer from dep ac | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total paid in to current ac | | £106,399.30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| less, Payments | | £41,847.13 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Net balance | | £64,552.17 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Unpresented cheques | | £2,099.40 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Receipts not on statement | | -£608.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | Balance at Bank | £66,043.57 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Deposit Account | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Balance at 1st April 2017 | | £161.44 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Interest to 1st December 2017 | | £0.09 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Transfer to current ac | | £0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | Total | £161.53 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Total allocated balances | | £23,202.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 166 | Draft budget and the Precept for 2018-19 The Council received the draft budget. The Chairman had asked that the budget for play equipment be increased to £1,500 and that the Council consider a provision for works to Gulliford cemetery. The Clerk pointed out that this was an unknown cost and could come from balances. Cllr Corcos noted that Youth Club repairs and maintenance was set at £1,000. The Clerk confirmed that this was a rolling sum with any unspent amount being rolled forward to the following year. However, for this year there would be an over spend which would be met from reserves. RESOLVED: 1 that the budget be approved subject to increasing the provision for play equipment maintenance to £1,500. 2 that a precept of £46,564 be issued upon EDDC. (The Approved budget is attached to these minutes.) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| 167 | <p>Applications for grants</p> <p>Applications have been received from Lympstone Pre-school and Lympstone Third Age Project. The Clerk was processing the application by Lympstone Pre-school. The Council received details of the application by Lympstone Third Age project</p> <p>RESOLVED: that a grant of £300 be made to Lympstone TAP</p> <p>Cllr Longhurst left the meeting at 9.30pm</p> |
| 168 | <p>Royal Garden Party 2018</p> <p>DALC had invited member councils to make a nomination to attend a Royal Garden Party on 5th June 2018.</p> <p>RESOLVED: that the Chairman be nominated</p> |
| 169 | <p>Clerk's Action List</p> <p>The Council received and noted the Clerk's action list.</p> <p>Cllr Atkins reported on his tour of the Parish with Cllr Scott. The County Councillors had volunteered to clear the pavements from the George and Dragon to Exmouth but could not do this as they were not trained. The Community Payback Scheme had done some work and landowners had also done some of this.</p> <p>All rotary hedge cutting would need to be followed by a road sweeper in future.</p> <p>11 The Clerk was asked to arrange a meeting of the Gulliford Joint Committee before the end of the month.</p> <p>101 The Clerk had spoken to Trash of Exeter. They only did a bag collection and the bag had to be placed at the bottom of School Hill on a Wednesday by 11.00am. He would speak to the Groundsman about this.</p> <p>Cllr Mrs Rogers offered a dustbin for this.</p> <p>131 Planning Enforcement. Cllr Dimond read a letter from the Enforcement Officer. The shed at 6 Dawlish Park Terrace was regarded as permitted development. Files had been opened for the surface water problem at Longmeadow Road and the land off Strawberry Hill. With regard to the former, larger tanks were proposed which would allow the water to drain into the combined sewer. The Clerk was asked to object to this proposal.</p> <p>However EDDC were taking action about the vehicles stored on the land to the rear of the property and investigating the use of the land opposite Southfield.</p> <p>Cllr Hilton left the meeting at 9.50pm</p> |
| 170 | <p>Reports of Lead Councillors</p> <p>Emergency Planning – Cllr Corcos would be meeting the Devon Air Ambulance team on Wednesday to discuss a night landing site. He asked that this be included on the next agenda.</p> <p>Estates – Cllr Atkins had asked Andy Western to cut back the bottom of the hedge in Candy's Field, alongside Greenhill Avenue.</p> <p>Facilities – Cllr Acca reminded the Council that the slide needed replacing in the Spring. There had been one instance of graffiti in the toilets which he had dealt with. The Council would need to look at a major upgrade of the toilets next year. Cllr Acca asked if the surplus soil in Candy's Field could be discussed at the next meeting and a request by children for some new bike humps.</p> <p>Village Hall Cllr Atkins reported on the proposed new management structure for the Village</p> |

| | |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------|
| | Hall. This would be an item on the next agenda. He asked that the bin store and car park resurfacing should also be included on the next agenda. |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------|

The Meeting finished at 9.55 pm

Chairman

Dear

How we manage the Village Hall

The Village Hall is a huge and vital community asset in the village, held in trust for our community. Its continuing good governance and well-being depends critically on it having a strong committee of people able and willing to serve as its trustees on behalf of the village as a whole.

Over the last year or so the Village Hall Management Committee (VHMC) has been reviewing its governance arrangements. This work continues but I am now writing to you and the chairmen of other village organisations about our Management Committee, ahead of our 2018 AGM.

Background

Like village halls generally the VHMC is a charity. It was established under a Trust Deed in 1930 which has not been formally amended since then. The Deed sets out a number of governance provisions including how appointments to its Committee are made. Any established voluntary organisation in the village (along with the parish council and the PCC) has the right to nominate a member of the Committee. The term of office is for one year but there is no limit on the number of times a person can be re-appointed.

Under charity law all members of the Committee (nominated by organisations or alternatively co-opted by the Committee) are the trustees of the Hall and responsible for its operation. It is their duty to see that the Hall meets all its legal obligations as a charity and in other respects such as health and safety law. These other obligations in particular have grown more numerous in recent years.

The Committee can and does appoint 'officers' from amongst its members or otherwise to be responsible for day to day operational matters and to provide the leadership steer on the conduct of its business. But in law all the trustees remain equally responsible. The VHMC is an unincorporated charity - as is usual the case for village halls. This means that the trustees are personally and individually liable should there be any failure to meet legal requirements and - in exceptional circumstances - this could be a financial liability. However, it may seek to become incorporated in the near future, which would remove that personal liability.

It is important that the Committee has members nominated by village organisations so that it can take the views and needs of organisations into account, but charity law requires that trustees are obliged always to act in the best interests of the Hall. So they are not serving in a purely representative capacity and must always regard the interests of the Hall as paramount. The bulk of activities in the hall now arise from bookings made by bodies/individuals other than village organisations.

I am providing this background information because it has become clear from our governance review that these requirements were not in the past always fully understood or followed. So for example we did not recognise that all members of the Committee had to be trustees so for some time some individuals served as members whilst declining to be trustees. This can no longer be the case and I wanted to be sure that nominating organisations understood the reason why.

How we need to go forward

All the current members of the Committee will only serve until our AGM in May 2018 unless re-nominated or co-opted.

This letter **invites organisations** which currently nominate persons to confirm that they wish to continue to do so.

The letter goes also to those organisations which do not currently make a nomination and **invites** them to say whether they would now wish to do so.

In making nominations I would like to organisations to have regard to the following:

(a) although the term of office is currently for one year only, it is important that the Committee always has a good number of experienced trustees so we would hope that nominees would be willing to serve for a minimum of three years (if re-nominated in succeeding years);

(b) but it is also important to ensure that the Committee is 'refreshed' with new members so organisations are asked not automatically to renew nominations, especially when someone has already been a member for many years;

(c) at present the Committee meets only 4 times a year - plus the AGM. Dates are now fixed up to a year ahead. So members are expected to attend all meetings wherever possible - and to take an active and informed interest in the work of the Committee;

(d) the Hall is in a relatively strong financial position which has enabled it to improve its facilities greatly in recent years and it plans to continue to do so. This in turn has helped it attract a wider range of users so it is now very busy throughout the year. As a result the management task of running the Hall has also become more demanding. This has mainly been discharged by the Officers (Chairman, Vice Chairman, Treasurer/Bookings Officer and Secretary) and now also by part time paid manager. But other members may be asked to assist and support, e.g. in working groups, specific tasks or ad hoc meetings as required. This will be especially important in 2018 as two officers (Brian Cotton and Pete Hardy) will retire at the AGM.

If an organisation does not want to nominate anyone to be a member of the Committee (and hence a trustee), it may choose to send an observer to meetings and receive papers. Observers may join in discussion at the invitation of the chairman but will have no vote in decisions.

I would be happy to provide further information e.g. about the work of the Committee and the responsibilities of trustees, or to answer any questions.

'I would be glad if before our next village hall committee meeting on 26 February, you could let me have your organisations response, including whether it wishes to nominate a trustee, and, if not, whether it wishes to send an observer. It is not essential to have names by then but we would need them before our AGM on 26 March.

Don Mildenhall
Chair, VHMC

3 January 2018

Withall's House
2 Withall's Gardens
Lympstone
Devon
EX8 5JH

17th January 2018

Tony Le Riche
Clerk to Lympstone Parish Council
8 Drakes Gardens
Drakes Avenue
Exmouth
EX8 4AD

1st Lympstone Sea Scouts – grant application

Dear Sir,

I am writing on behalf of the Scouts to request a grant towards planned works at the Scout HQ on Cliff Field.

The executive committee wishes to undertake work to make safe the rear of the HQ by placing fencing and a lockable gate at either end of the pathway that runs behind the HQ building.

This is for security and safety reasons because the area is used for the storage of pioneering poles and other equipment and also because, for many years, the area has become an unofficial toilet for visitors to the field.

We have estimated the cost of materials to be approximately £500. We would be very grateful if the council could see this as a useful project and help in some way by contributing towards the cost.

Yours faithfully

Peter Hardy
On behalf of the
1st Lympstone Sea Scout Group Executive Committee

Lympstone Parish Council
Finance reports - 5th February 2018

| | | | |
|------|-------------------------------------------------|---------|-------------------|
| DD | EDF - electricity for lights in Candy's Field | | £46.66 |
| 2486 | SWW - Toilets | | £379.59 |
| 2487 | A J Le Riche - YC Grant | | £8,244.98 |
| 2488 | Optima Graphics - Herald printing | | £388.00 |
| 2489 | D Atkins - Hedge cutting contract | | £566.40 |
| 2490 | Gulliford Joint Committee - annual contribution | | £200.00 |
| 2491 | P Briggs - works to Youth Club | | £200.00 |
| 2492 | Wernicks - contribution to water supply works | | £1,000.00 |
| 2493 | Mrs C Edworthy - Wages January 2018 | | £232.50 |
| 2494 | A J Le Riche salary & expenses January 2018 | £647.38 | |
| 2494 | Stationery | £11.50 | |
| 2495 | Refreshments - Resilience Group | £66.05 | £724.93 |
| 2496 | HMRC Tax & NI January 2018 | | £201.19 |
| DD | EDF electricity for toilets | | £9.00 |
| DD | EDF - Youth Club electricity | | £39.00 |
| DD | EDF - Youth Club gas | | £34.00 |
| DD | Plusnet - YC Broadband | | £11.00 |
| 2497 | Lympstone TAP grant | | <u>£300.00</u> |
| | Total | | <u>£12,577.25</u> |
| | | | |

2 Financial Summary

| | | |
|-----------------------------------------------|--|------------------|
| Current Account | | |
| Opening balance at 1st April 2017 | | £47,862.70 |
| Receipts | | £66,593.00 |
| Total receipts | | £114,455.70 |
| Transfer from dep ac | | |
| Total paid in to current ac | | £114,455.70 |
| | | |
| less, Payments | | £53,554.77 |
| Net balance | | £60,900.93 |
| | | |
| Unpresented cheques | | £2,033.40 |
| Receipts not on statement | | -£1,006.00 |
| | | |
| Balance at Bank | | £61,928.33 |
| | | |
| Deposit Account | | |
| Balance at 1st April 2017 | | £161.44 |
| Interest to 1st January 2018 | | £0.10 |
| Transfer to current ac | | £0.00 |
| | | |
| Total | | £161.54 |
| | | |
| Allocated balances | | |
| Elections | | £1,500.00 |
| Reserve for Village hall car park inc 2017-18 | | £15,000.00 |
| NP Projects up to 2016-17 | | <u>£6,702.00</u> |

| | |
|--------------------------|------------|
| Total allocated balances | £23,202.00 |
|--------------------------|------------|

5th February 2018

Budget Monitoring 2017 - 18

Payments

| Code | Item | Budget | Spent | Balance |
|------|------------------------------------|-----------|-----------|-----------|
| 10 | VAT | 0.00 | 3,325.33 | -3,325.33 |
| 100 | S137 * | 1,000.00 | 261.87 | 738.13 |
| 101 | Other Grants | 1,600.00 | 8,244.98 | -6,644.98 |
| 201 | Clerk's Salary | 10,000.00 | 7,419.77 | 2,580.23 |
| 203 | Office expenses | 1,200.00 | 1,075.17 | 124.83 |
| 208 | Village Hall Hire | 400.00 | 360.00 | 40.00 |
| 209 | Miscellaneous | 500.00 | 454.69 | 45.31 |
| 301 | Chairman's Allowance | 150.00 | 18.96 | 131.04 |
| 302 | Subs | 525.00 | 367.40 | 157.60 |
| 307 | Courses, Travel etc | 250.00 | 50.00 | 200.00 |
| 308 | Insurance, Audit, Elections | 2,000.00 | 1,885.93 | 114.07 |
| 313 | Miscellaneous inc Beacon bonfire | 50.00 | 48.15 | 1.85 |
| 400 | Herald Printing | 4,000.00 | 3,125.00 | 875.00 |
| 602 | Grass Cut 2* | 4,000.00 | 3,546.50 | 453.50 |
| 605 | Other Maintenance | 500.00 | 1,921.80 | -1,421.80 |
| 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 | 2,311.19 | 1,188.81 |
| 618 | Notice Boards - Maintenance | 100.00 | 0.00 | 100.00 |
| 633 | Play Equipment Mtce | 1,000.00 | 3,282.50 | -2,282.50 |
| 640 | Lighting in Candy's field | 450.00 | 449.63 | 0.37 |
| 701 | Wages | 2,700.00 | 2,285.70 | 414.30 |
| 702 | Consumables, rates, elec | 250.00 | 96.50 | 153.50 |
| 703 | Rates, Utilities | 500.00 | 1,365.96 | -865.96 |
| 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 | 1,947.30 | -947.30 |
| 1102 | Gas Elec | 1,000.00 | 1,300.33 | -300.33 |
| 1300 | Website etc | 250.00 | 500.38 | -250.38 |
| 1400 | Adverse weather | 200.00 | 0.00 | 200.00 |
| 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 | 3,000.00 | 0.00 | 3,000.00 |
| 2500 | DCC Funding | 0.00 | 2,369.50 | -2,369.50 |
| 2600 | YC Recharge | 0.00 | 2,151.47 | -2,151.47 |
| | | | | |
| | Total | 48,372.00 | 50,229.44 | -1,857.44 |
| | Add VAT | | 3,325.33 | |
| | Total | | 53,554.77 | |

| | 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 Candy's Field | 400.00 | 400.00 | 0.00 |
| | Herald Adverts | 4,000.00 | 1,594.40 | -2,405.60 |
| | Burial fees | 1,000.00 | 463.00 | -537.00 |
| | 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 | 7,200.00 | 7,200.00 |
| | Website adverts | 0.00 | 0.00 | 0.00 |
| | | | | |
| | | | | |
| | Sub total | 52,056.38 | 56,257.40 | 4,201.02 |
| | | | | |
| | 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 | 2,581.00 | 2,581.00 |
| | MoD Community Covenant | 0.00 | 0.00 | 0.00 |
| | NP Projects | 0.00 | 0.00 | 0.00 |
| | Sub total | 1,722.00 | 10,335.60 | 8,613.60 |
| | | | | |
| | Total | 53,778.38 | 66,593.00 | 12,814.62 |

Lympstone Parish Council

Action List – as 30th January 2018

| Minute | Response | Date Actioned |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 170 Gully emptying | Informed DCC of area of problem. Clear at the time of visit – suggest monitoring | 1/5/17 |
| 11 Gulliford cemetery | Work party on 24 th or 25 th February to clear vegetation Conservation Officer to be invited to visit. | |
| 101 cemetery waste Bin | Discuss bin bag moving with Andy Western | |
| 137 Pre-school | Goods ordered. Awaiting delivery. | |
| 137 Water supply to the Youth Club | Problems with SWW. Should be done by the time of the meeting | |
| BT Phone Box, | Box at Trafalgar Road transferred to Parish Council | 21/1/18 |
| 150 Co-option | Cllr Montgomery all signed up Training to be arranged | 8/1/18 |
| 154 Land off Strawberry Hill | Agent informed of Councils opposition to this plan | 17/1/18 |
| 160 Lympstone FC | Club informed of opposition to using Avenue Field and that Cllr Atkins and Corcos will approach landowners regarding an alternative site. | |
| 162 Pre-school | Terms of lease circulated – 1 response received. Orchards to be instructed. Application for COU to be made. | |
| 167 Grants | TAP Grant cheque on the list for payments | |
| 168 Royal garden Party | Chairman nominated | |