



LYMPSTONE PARISH COUNCIL

Clerk to the Council: A J Le Riche, DMS,
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Drakes Avenue,
Exmouth, EX8 4AD
Tel 07866 535580

Chairman: Cllr Chris Carter
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1st May 2017

To All Members of the Parish Council

You are summoned to attend the Annual meeting of Lympstone Parish Council, to be held **7.30pm**, on **Monday 8th May 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

| | | |
|----------|---|-------------|
| 1 | Election of Chairman for 2017/18 The new Chairman will sign a Declaration of Acceptance of Office. | 7.30 |
| 2 | Election of Vice –Chairman for 2017/18 | 7.35 |
| | Public Session | 7.40 |
| 3 | Apologies | 8.05 |
| 4 | To receive any Declarations of Interest | 8.10 |
| 5 | Minutes – To confirm the minutes of the meetings held on 28 th March and 3 rd April 2017 attached | 8.15 |
| 6 | Planning Applications 17/0846/PDQ Prior approval for proposed change of use of agricultural building to form 1 no. dwelling (Use Class C3) and associated operational development under Class Q (a) and (b) - Atlantis Sowden Lane. 17/0814/LBC Install flue in side east elevation at first floor - Pax Cottage, 1 Bakers Cottages, Longmeadow Road. 17/0810/FUL Demolition of existing conservatory and construction of replacement two storey extension together with alterations to existing dormer window on south elevation. 22 Underhill Crescent. | 8.20 |

| | | |
|-----------|---|-------------|
| | <p>17/0053/FUL Construction of detached dwelling and garage Land on the West side of Exmouth Road - Amended plans re drainage, (Land Off Longmeadow Road)</p> <p>17/0636/FUL Construction of 1no front facing dormer and 2no side facing Dormers at 13 Meadow Close- amended plans</p> | |
| 7 | <p>Planning decisions</p> <p>17/0426/TCA Amended works to trees at - Eleanors, Church Road - Approval - standard time limit</p> <p>17/0368/FUL Construction of detached outbuilding to provide additional accommodation - Orchard Barn, Sowden Lane - Withdrawn</p> <p>17/0473/FUL Extension and alterations to existing garage - 27 Sowden Lane Approval with conditions</p> <p>17/0750/GPD Construction of single storey rear extension measuring 6 metres in depth, with a maximum height of 3.85 metres and an eaves height of 2.9 metres - 2 Greenhill Avenue - Prior approval not required</p> | 8.30 |
| | Diuatrick cllr reports | |
| 8 | <p>Lympstone Pre-school</p> <ul style="list-style-type: none"> • To discuss the present position with regard to this building. • The Planning application had not been submitted at the time the agenda was despatched. If it is received before the meeting, it will be considered. • Heads of terms for a lease to Lympstone Learning Alliance • Terms for a building licence to DCC – to be discussed. | 8.35 |
| 9 | <p>Parishes Together funding</p> <p>Approval has been given to funding of £1,722.60 to carry out minor flood alleviation measures on the Wotton brook. Details are attached.</p> | 9.00 |
| 10 | <p>Avenue Field</p> <p>To consider two requests to use Avenue Field for car parking:</p> <p>a) on the w/e of 15/16th July during the Lympstone Open Gardens (now 12 gardens opening) in aid of Exmouth & Lympstone Hospiscare</p> <p>b) For six months as a temporary car park while the Underhill car park is out of use.</p> | 9.10 |
| 11 | <p>Gulliford cemetery</p> <p>To consider the attached email regarding the state of the walls to Gulliford Cemetery. This could form a Parishes Together application with Woodbury Parish Council</p> | 9.15 |
| 12 | <p>Finance</p> <ul style="list-style-type: none"> • Payments, • Financial Summary, • Budget report • Annual Audit 2016/17 Statement of Governance • Annual accounts 2016/17 • Annual Audit Return 2016/17 | 9.20 |
| 13 | Clerk's Action List – attached | 9.30 |
| 14 | Reports of Lead Councillors. Any reports requiring a decision are attached. | 9.35 |

| | | |
|-----------|---|-------------|
| | Emergency Planning – Cllrs Mrs Clark, Corcos & Dimond. Estates - Cllr Atkins –Facilities - Cllr Acca – Links with CTC-RM – Cllr Mrs Rogers. Lympstone Herald – Cllr Carter NP Delivery Group - Cllr Mrs Clark Planning – Cllr Dimond Transport and parking - Cllr Longhurst Village Hall – Cllr Atkins Youth Club – Cllrs Acca and Longhurst Website – Cllr Corcos | |
| 15 | Matters raised by other Councillors. (These are not normally discussed in depth but investigated and considered at the next meeting.) | 9.40 |
| 16 | Introduction of new County Councillor. | 9.45 |

Please note that the meeting is scheduled to go on beyond the normal finish time of 9.30

Chairman

**MINUTES OF A MEETING OF LYMPSTONE PARISH COUNCIL HELD AT 7.30PM ON
MONDAY 6th March 2017 IN THE VILLAGE HALL.**

| | | | |
|----------|--------------|-----------|-------------|
| PRESENT: | Councillors: | P Acca | H Dimond |
| | | D Atkins | R Longhurst |
| | | C Carter | M Lyon |
| | | Mrs Clark | D Young |
| | | P Corcos | |

Apologies: Cllrs R Hilton and Mrs K Rogers, Cty Cllr Hughes and the Police.

Also Present: District Councillor Ingham, 7 members of the Public and the press.

PUBLIC SESSION

There was no comment in the Public Session

207 Declarations of Interest

Cllr Clark reminded the meeting that she would not take part in discussion or vote on planning applications.

208 Minutes

RESOLVED: that the minutes of the meeting held on 16th February and 6th March 2017 be confirmed as a correct record and signed by the Chairman.

209 Planning Applications

17/0368/FUL Construction of detached outbuilding to provide additional accommodation | EX8 5HE Orchard Barn Sowden Lane

Cllr Dimond reported that there had been 8 objections to this development OBJECT. The barn is adjacent to Sowden Cottage which is listed Grade II, and is itself curtilage listed. It is sited on a right angle bend with a blind access and is within the Green Wedge.

Permission was granted for the conversion of the barn to a dwelling against other policy considerations and there is no justification for providing additional accommodation, particularly as the barn is let and any tenant is aware of its limitations.

When consent for the conversion was granted a condition was imposed requiring turning facilities for vehicles to be provided. This proved impossible and was subsequently relaxed.

Another condition was imposed removing permitted development rights for the following reason

The local authority is not satisfied that the dwelling could be extended without detriment to the amenities of the area or existing building and in the interests of highway safety.

The proposal is for a large outbuilding which will take up a considerable amount of the curtilage of the barn and appear from the road virtually as an extension to the listed building.

It will completely overshadow the rear yard of the adjacent cottage.

It will reduce the area available for parking and as the entrance gate opens inward make it difficult to accommodate two average sized cars. It would be extremely dangerous if cars were to be parked on the lane outside the barn.

As shown on the floor plan with two cars parked in the yard there would be very little amenity space left for the dwelling.

The proposal is too large and overbearing for this rural location and should be refused in line with the reason given for the removal of the permitted development rights.

17/0473/FUL Extension and alterations to existing garage at 27 Sowden Lane SUPPORT

17/0636/FUL Construction of 1no front facing dormer and 2no side facing dormers at 13 Meadow Close, Cllr Dimond reported that there had been 1 objection to this proposal from a neighbour. OBJECT - This proposal for three large flat roofed dormers turns the property into a flat roofed box which would be particularly unattractive, and contrary to the design policies in the Neighbourhood Plan.

17/0750/GPD Single Storey extension 2 Greenhill Avenue.

This was simply reported to the Council as there is no scope for commenting on it.

210 Planning decisions

The Council noted the following planning decisions:

17/0242/TRE T1, Sycamore: Fell. - Corner House Burgmanns Hill – Refused

DCC/3909/2016 – Dinan Way link road – APPROVED

211 Greater Exeter Strategic Plan

The Council gave further consideration to this consultation.

It was suggested that development should take place where there was a need and infrastructure in place. As reported to the last meeting, land to the North and West of Exeter would seem most suitable.

RESOLVED: that Cllr Dimond be authorised to make the Parish Council's response.

212 Lympstone Pre-school

Cllr Longhurst had approached Sport England for funding to meet the cost of constructing a new MUGA.

He needed a further £5,000 to meet the community target contribution to the cost of the new Pre-school building.

213 Exe Estuary Trail

Mrs Carter reported that the 'stick-on cobbles' had now been laid and there had been some comment about this. A road hump had been installed on Station Hill on the 'upward' side. This was to keep cyclists on the correct side of the road as they came down this hill to The Strand. There was now a need to monitor the effectiveness of these.

A new reporting system was to be set up including a dedicated mobile phone number. She asked the Council to meet the cost of signs as an estimated cost of £40.60 + VAT. This was AGREED. Cllr Mrs Clark suggested a link on the website and this would be investigated. The Trail Group was concerned at the limited opportunities for funding for the next stage of the feasibility study, which was estimated to cost in the region of £11,500 + VAT. Only Awards for All offered this kind of funding and there was a four-month lead in period. Sustrans did not appear to want to get involved and they preferred to work with DCC. DCC in turn, had passed the problem to Lympstone Parish Council. It was recognised that an off-road route was regarded as the main priority scheme from the neighbourhood Plan.

Cllr Longhurst agreed to contact DCC Economy Portfolio holder, Cllr Andrew Leadbetter to discuss this.

214 Report by the District Councillors for the Parish

Cllr Ingham offered no report in view of the major business at this meeting.

215 Handyman

Exmouth Town Council has now ceased to offer a Handyman service to Parishes. If it had continued, the cost would likely to be in the region of £125 per 6 hour day.

Cllr Acca has spoken to Andrew Western, he is a self-employed gardener living in Highcliffe Court, and he is willing to take on the handyman job two days a month, on a self-employed basis, using his own van, for £100 a day. Cllr Acca recommended that this offer was accepted and that an allowance should be included for fuel for the use of his own mowers, chainsaws etc.

RESOLVED: that the offer submitted by Andrew Western be accepted and that Cllr Acca be request to co-ordinate his activities.

216 Redesigning the village website.

Cllr Corcos' reported on options and costs for redesigning the Village website as a follow on from the discussion in December 2016. Cllr Corcos was congratulated on his progress so far but it was recognised that there was scope for simplification and modernisation of parts of the website. Cllr Corcos was happy to involve a group of members if this was desired.

RESOLVED: that the proposals be approved. (Cllr Carter voted against this and Cllr Atkins abstained.)

217 Emergency Plan

The Council was requested to approve a formal change of structure of the Emergency Plan Group to include Cllr Corcos, in line with the Emergency Plan submission two meetings ago. This was AGREED.

218 Flooding

Cllrs Corcos and Dimond together with Alan Burton and Clem Davies had met representatives of the EA on 28th March 2017 to discuss further flood alleviation measures. The EA were offering support and advice but little more. They were intending to carry out a flood modelling survey on the Wotton Brook.

219 Clerk's Action List

The Council received and noted the Clerk's action list.
Parishes Together fund – The Clerk was asked to report in detail to the next meeting.

220 Finance

RESOLVED: that the following payments to be authorised

| | | |
|------|---|-----------|
| DD | EDF - electricity for lights in Candy's Field | £42.67 |
| DD | EDF electricity for toilets | £11.00 |
| DD | EDF - Youth Club electricity | £15.00 |
| DD | EDF - Youth Club gas | £17.00 |
| 2386 | Optima Graphics - Herald printing | £290.00 |
| 2387 | Play safety - equipment inspection | £105.00 |
| 2388 | R J Acca - works to the Scout Hut - grant | £973.47 |
| 2389 | Mrs C Edworthy - Wages for March 2017 | £223.20 |
| 2390 | A J Le Riche salary & expenses March 2017 | £635.20 |
| | Materials for Scout Hut grant | £451.84 |
| | Total | £1,087.04 |
| 2391 | HMRC Tax / NI February 2017 | £159.43 |
| 2392 | DALC Subscription | £416.27 |
| 2393 | Lympstone Village Hall room hire | £350.00 |

| | | |
|------|---------------------------------------|-----------|
| 2394 | L Blaber - tree works in the cemetery | £470.00 |
| | Total | £5,247.12 |

221 Financial summary

The Council received the following financial summary

| | | |
|-----------------------------------|--|------------|
| Current Account | | |
| Opening balance at 1st April 2016 | | £42,624.19 |
| Receipts | | £56,575.34 |
| Total receipts | | £99,199.53 |
| Transfer from dep ac | | |
| Total paid in to current ac | | £99,199.53 |
| | | |
| less, Payments | | £52,088.87 |
| Net balance | | £47,110.66 |
| | | |
| Unpresented cheques | | £10,000.00 |
| Receipts not on statement | | £0.00 |
| | | |
| Balance per bank statement | | £57,110.66 |
| | | |
| Deposit Account | | |
| Balance at 1st April 2016 | | £161.00 |
| Interest to 1st February 2017 | | £0.44 |
| Transfer to current ac | | £0.00 |
| | | |
| Total | | £161.44 |
| | | |
| | | |
| Allocated balances | | |
| Elections | | £1,500.00 |
| Reserve for Village hall car park | | £12,000.00 |
| NP Projects | | £9,000.00 |
| | | |
| Total allocated balances | | £22,500.00 |

222 Budget report

The Council received a budget report for March 2017.

223 District Councillors reports

Cllr Longhurst referred the Council to the Strategic Planning Committee agenda and to a report about CIL. A brief assessment had shown that none of the recent development in the Parish would have attracted CIL funding. EDDC were not receiving the anticipated amount of CIL receipts across the District.

There was a report on planning in relation to conversion of agricultural buildings to dwellings. There was a current consultation on the Villages section of the ED Local Plan.

The Exe Estuary Partnership was proposing an Exclusion Zone for all craft on parts of the River Exe.

The economy in the region may suffer as there were only a small number of job seekers to fill a large number of vacancies.

224 Reports of Lead Councillors

Cllr Atkins reported that he had received a quote of £650 to fell the Cherry trees in Candy's Field down to 1m high and £350 to remove these and the roots. Whilst the quotes were acceptable, they were held in abeyance until it was clear that the new pre-school building project was going ahead.

The Meeting finished at 8.55 pm

Chairman

Parishes Together funding

Flood alleviation measures.

At the Flood Resilience Event in December 2015 amongst other things, it became quite clear that options for flood prevention in the Village were limited. Flood water begins its journey from the Commons and into the streams and ditches in the higher reaches of the Parish. If any works could be carried out in these areas, then these might serve to hold back the flow of rainwater so that the risk of flash flooding is reduced. In the absence of any other schemes, the Clerk applied to the Parishes Together Fund for funds to carry out minor schemes that might achieve this. Funding of £1,722.60 (+VAT) has been approved. This won't go far but may fund one scheme. As far as Lymptone is concerned it is clear that there is no one scheme that will significantly reduce the risk of flooding but a series of small measures might make a difference.

The general suggestion is that we look at measures that will slow the flow of the water by using a variety of methods. So anything that will:

Increase field storage capacity.

- a) If fields were ploughed along contours rather than up and down a slope this could reduce the rate of flow of rainwater off a field.
- b) Measures that avoid working the land with heavy machines when soils are wet/moist may also help.
- c) Encourage rank grass growth. This is the cheapest and most effective method to reducing runoff rates and volumes from open agricultural land. It is also great for encouraging mice/voles etc and thus Owls & Kestrels etc.
- d) Planting an orchard/wood could be even better (subject to understorey land use) as the trees intercept rainfall, the tree roots open the soils and assist infiltration at source etc.

Impede drainage where safe to do so.

- a) Avoiding narrow/deep drainage ditches as these efficiently convey flows downslope.
- b) Create wide shallow flat "V" or better, grassed swale type features that route water.
- c) Avoid cleaning ditches outwhere possible!

Create safe storage areas for flood water.

The more the merrier.

By far the most cost effective thing would be to build debris dams across ditches and streams where it is safe to do so. A series of mini dam's in existing ditches or streams could slow water significantly. Land drainage consent would be required but these need not be complicated structures. They may need clearing every few years.

These could simply be separate low gabions (500x500x1000) with a pipe through the bottom of it. In normal rain events, water and debris would pass through the pipe. In heavy rainfalls, these would be overwhelmed and each dam would slowly back up, creating limited storage. If these mini storage areas are overwhelmed then water would cascade over the top and into the next one. The ditch could possibly be widened to allow a little more capacity, but rather than one large pond, lots of small temporary ones may work better. This is an extension of the debris dams idea, but with the addition of the dedicated flow pipe, which may need less maintenance than single dams. Even lower tech would be no pipe, but allowing some water under the gabion check dam. (shown below, but clearly we would do as smaller scale)

To aid percolation into the ground (and a great use for any spare river pebbles...) the swales could have French drains installed in their base, so that any flow could find its way deep into the ground.

If an excavator is to be used, another option would be to meander a ditch. This could be done attractively, with wide swales, which would normally be dry, but under rain, would slow the water

down, and give more opportunity for it to soak back in. These could be complimented with planting.



A final suggestion may be a series of mini dam's in existing ditches or streams. Land drainage consent would be required, but these could simply be approximately 10 separate low gabions (500x500x1000) with a pipe though the bottom of it. In normal rain events, water and debris would pass through the pip. In heavy rainfalls, these would be overwhelmed and each dam would slowly back up, creating limited storage. If these mini storage areas are overwhelmed then water would cascade over the top and into the next one. The ditch could possibly be widened to allow a little more capacity, but rather than one large pond, lots of small temporary ones may work better. This is an extension of the debris dams idea, but with the addition of the dedicated flow pipe, which may need less maintenance then wood dams. Even lower tech would be no pipe, but allowing some water under the gabion check dam. (shown below, but clearly we would do as smaller scale) To aid percolation into the ground (and a great use for any spare river pebbles...) the swales could have French drains installed in their base, so that any flow could find its way deep into the ground. If an excavator is to be used, another option would be to meander a ditch. This could be done attractively, with wide swales, which would normally be dry, but under rain, would slow the water down, and give more opportunity for it to soak back in. These could be complimented with planting.

The Parish Council will need to work with Landowners to carry out any of these measures. The first step will be for Cllrs Atkins and Corcos, with the Clerk to walk the area to make an initial assessment of where such measures might be implemented. Cllr Atkins knows all of the landowners and will approach them to discuss ideas. Any ideas will also need to be approved by DCC Flood Risk Team and the EA. Flood consent would be needed and again this would involve the EA.

Lympstone Parish Council

Lease of land at Candy's Field to Lympstone Learning Alliance

Proposed Terms of Lease

Lessor: Lympstone Parish Council

Lessee: Lympstone Learning Alliance

Purpose of contract

To permit the Lessee to occupy and build on land owned by the Lessor a building to be used predominantly **but not exclusively as a pre-school**

The land to be leased

Land within Candy's Field, Lympstone, Devon, yet to be identified.

Lease Rent

The land will be leased at the rate of £1 per year (12 months).

Period

99 yrs

Delivery date : **XXXXXXX**

Lessee's Obligations

- All repairs to boundary fences and hedges and all future improvements to the fences and hedges
- Compliance with the laws and regulations on hygiene, environmental protection, security, fire, explosion prevention and fire extinguishment.
- Lessee undertakes to maintain the Site in good condition at Lessee's own risks and expense and to keep all Lessee's belongings inside the Site at all time
- Lessee undertakes to procure and maintain insurance covering any damages occurring within the Site to third parties and its personal property from fire and other risks, or as required under applicable law
- Lessee undertakes that there will be no illegal or prohibited matters, objects, substances materials, products and/or the like allowed to operate, manufactured or held inside the Site.
- Lessee agrees that the rights under this Agreement shall not be transferred to any third party by any means without written approval from Lessor
- Lessee shall return the Site and any buildings erected thereon to Lessor upon termination of the Agreement in good condition.
- In the event of termination of the Lease the Lessee shall within ninety (90) **business days** following the termination date remove all fixtures belonging to Lessee from the Site.
- In the event of termination of the Lease the Lessee recognises that all building on the site will revert to the Lessor
- Lessee agrees to be responsible for payment of any and all taxes or fees levied by applicable laws

Lessor's Obligations

- Lessor shall deliver exclusive and lawful possession of the entire Site to Lessee on or before the commencement date
- Lessor has registered the Lease Agreement with the relevant land office as required under applicable UK law.
- Lessor undertakes that Lessee shall lawfully, peacefully and freely hold, occupy, use, operate, and enjoy the Site in order to fulfill its obligations and exercise its rights under the Lease.
- Lessor undertakes that no third party shall have a right or claim to the Site during the term of the Lease **except for the construction of a new building intended for Lympstone Pre-school and any ancillary works.**

- Lessor warrants and represents that it has obtained all approvals **from XXXX** for Lessee to lawfully enter into this Lease Agreement
- Lessor warrants and represents that it is the lawful and sole owner during the Lease and that there are no encumbrances, mortgages, liens or security interests on the Site **other than those already notified to the Lessee's Agents, and contained in a conveyance of the land to the Parish Council**
- Lessor warrants and represents that the Site will be free from any occupants as at the Delivery Date. Lessor has confirmed by writing to the Lessee that the Site has been cleared of any occupants.
- Lessor warrants and represents that the Site is free from pollution, unexploded ordnances and environmental damage. **No. The parish Council has no knowledge of this. The lessee] must make its own checks.**
- Lessor has registered the Lease Agreement with the relevant land office as required

Authorization to Build.

Lessee is hereby authorized by Lessor to carry out all construction works on the Site, in accordance with the Lease **in accordance with a building Agreement between the lessor and Lessee.**

Details to be confirmed.

Lessor's Access to Site.

Lessor, Lessor's agents and employees shall have no right of entry onto the Site, except as provided by applicable laws or pursuant to the provision of the lease without prior written consent of Lessee.

Ownership of Buildings Erected by Lessee.

Subject to the terms of the lease, the erected buildings and all works and developments carried out by Lessee or its legal successors will remain the property of Lessee

Assignment.

The site is intended for a new building for Lympstone Pre-school. The lessee may let the building to Lympstone pre-school, without rent. Otherwise, the

Lessee shall **NOT** have the right to conditionally assign or transfer the Site in whole or in part without Lessor's consent. Lessor may **NOT** assign or conditionally assign its interest in this Lease Agreement PROVIDED THAT the assignee assumes in writing all of Lessor's obligations and liabilities under this Lease Agreement. Lessee may inform Lessor of any assignment or transfer of the Site it enters into and may request from the Lessor an acknowledgement of such assignment or transfer.

Termination by Lessee.

Lessee has the right to terminate this Lease Agreement, upon written notice to Lessor, without penalty.

Under such circumstances the Lessor will take over the site and any building thereon from the Lessor.

Termination by Lessor.

Lessor shall have the right to terminate this Lease Agreement should there be any breach by the Lessee of any of its material obligations, representations under this Lease Agreement or the Lessee has failed to take appropriate measures to rectify this breach within 60 days after receiving written notices of the breaches from Lessor.

Registration of the Lease.

The parties shall, to the extent required by law and practice, properly register this Lease Agreement with the relevant Land Registry Office, and any other relevant government office that may serve as

a place for registering or recording leases, within 45 days from the date that this Lease Agreement is executed.

Force Majeure.

An Event of Force Majeure shall have the same effect in relation to this Lease Agreement as provided in the Lease

Partial Invalidity.

If any term of this Lease Agreement shall be invalid or unenforceable, the remainder shall be valid as written to the fullest extent permitted by law.

Governing Law.

This Lease Agreement shall be interpreted and governed by the laws of England.

Entire Agreement.

This document contains the entire agreement of the parties and supersedes all previous communications, representations and agreements, whether oral or written, with respect to the Site. This Lease Agreement may not be modified except in writing signed and acknowledged by both parties.

Lympstone Parish Council
Finance reports - 8th May 2017

Payments for approval

| | | |
|------|--|-----------|
| DD | EDF - electricity for lights in Candy's Field | £46.62 |
| 2395 | Optima Graphics - Herald printing | £315.00 |
| 2396 | EDDC Bin emptying 2016 - 17 | £368.21 |
| 2397 | EDDC Bin emptying 2017 - 18 | £420.00 |
| 2398 | Lym Methodist Church property Fund - room hire | £10.00 |
| 2399 | M Freeman - EET Reporting signs & Phone top up | £54.58 |
| 2400 | Mrs C Edworthy - Wages for April 2017 | £225.00 |
| 2401 | A J Le Riche salary & expenses April 2017 | £648.06 |
| 2402 | HMRC - Tax & NI April 2017 | £160.99 |
| DD | EDF electricity for toilets | £11.00 |
| DD | EDF - Youth Club electricity | £15.00 |
| DD | EDF - Youth Club gas | £17.00 |
| | | |
| | Total | £2,291.46 |

2 Financial Summary

Current Account

| | |
|-----------------------------------|------------|
| Opening balance at 1st April 2017 | £47,862.70 |
| Receipts | £23,715.00 |
| Total receipts | £71,577.70 |
| Transfer from dep ac | |
| Total paid in to current ac | £71,577.70 |
| | |
| less, Payments | £4,164.03 |
| Net balance | £67,413.67 |
| | |
| Unpresented cheques | £10,416.27 |
| Receipts not on statement | £0.00 |
| | |
| Balance per bank statement | £77,829.94 |

Lympstone Parish Council 8th May 2017

Budget Monitoring 2017 - 18

Expenditure

| Code | Item | Budget | Spent | Balance |
|-------------|------------------------------------|---------------|--------------|----------------|
| 10 | VAT | 0.00 | 150.94 | -150.94 |
| 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 | 734.88 | 9,265.12 |
| 203 | Office expenses | 1,200.00 | 59.75 | 1,140.25 |
| 208 | Village Hall Hire | 400.00 | 350.00 | 50.00 |
| 209 | Miscellaneous | 500.00 | 0.00 | 500.00 |
| 301 | Chairman's Allowance | 150.00 | 0.00 | 150.00 |
| 302 | Subs | 525.00 | 362.40 | 162.60 |
| 307 | Courses, Travel etc | 250.00 | 0.00 | 250.00 |
| 308 | Insurance, Audit, Elections | 2,000.00 | 0.00 | 2,000.00 |
| 313 | Miscellaneous inc Beacon bonfire | 50.00 | 0.00 | 50.00 |
| 400 | Herald Printing | 4,000.00 | 290.00 | 3,710.00 |
| 602 | Grass Cut 2* | 4,000.00 | 0.00 | 4,000.00 |
| 605 | Other Maintenance | 500.00 | 0.00 | 500.00 |
| 608 | General tree work inc Candys Field | 300.00 | 0.00 | 300.00 |
| 612 | Bin emptying | 225.00 | 0.00 | 225.00 |
| 616 | Benches etc inc Handyman | 3,500.00 | 0.00 | 3,500.00 |
| 618 | Notice Boards - Maintenance | 100.00 | 0.00 | 100.00 |
| 633 | Play Equipment Mtce | 1,000.00 | 87.50 | 912.50 |
| 640 | Lighting in Candy's field | 450.00 | 44.40 | 405.60 |
| 701 | Wages | 2,700.00 | 223.20 | 2,476.80 |
| 702 | Consumables, rates, elec | 250.00 | 0.00 | 250.00 |
| 703 | Rates, Utilities | 500.00 | 10.48 | 489.52 |
| 706 | Repairs including decoration | 1,000.00 | 0.00 | 1,000.00 |
| 800 | Burial Ground | 0.00 | 470.00 | -470.00 |
| 1101 | Youth Club Building Maintenance | 1,000.00 | 0.00 | 1,000.00 |
| 1102 | Gas Elec | 1,000.00 | 30.48 | 969.52 |
| 1300 | Website etc | 250.00 | 0.00 | 250.00 |
| 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 | 0.00 | 3,000.00 |
| 2400 | Cont to repairs to VH Car Park | 3,000.00 | 0.00 | 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 | 4,013.09 | 44,358.91 |
| | Add VAT | | 150.94 | |
| | Total | | 4,164.03 | |
| | | | | |
| | | | | |
| | | | | |
| | Receipts - Budget Performance | | | |
| | | Budget | Actual | Balance |
| | Precept | 46,000.00 | 23,000.00 | -23,000.00 |
| | Council Tax support grant | 600.00 | 300.00 | -300.00 |
| | DCC re Candys Field | 400.00 | 400.00 | 0.00 |

| | | | | |
|--|-------------------------------|-----------|-----------|------------|
| | Herald Adverts | 4,000.00 | 15.00 | -3,985.00 |
| | Burial fees | 1,000.00 | 0.00 | -1,000.00 |
| | 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 | 23,715.00 | -28,341.38 |
| | | | | |
| | VAT Refund (part year). | 0.00 | 0.00 | 0.00 |
| | 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 | 0.00 | -1,722.00 |
| | | | | |
| | Total | 53,778.38 | 23,715.00 | -30,063.38 |
| | | | | |

LYMPSTONE PARISH COUNCIL

Annual statement of Governance

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

Lymestone Park Council

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

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

This annual governance statement is approved by this smaller authority on:

and recorded as minute reference:

Signed by Chair at meeting where approval is given:

Clerk:

*Note: Please provide explanations to the external auditor on a separate sheet for each ‘No’ response. Describe how this smaller authority will address the weaknesses identified.

Lympstone Parish Council

Annual Statement of accounts 2016-17

| | |
|-----------------------------------|------------|
| Lympstone Parish Council | |
| Annual accounts 2016 - 17 | |
| | |
| Bank Reconcillation | |
| | |
| Current Account | |
| Opening balance at 1st April 2016 | £42,624.19 |
| Receipts | £57,327.38 |
| Total receipts | £99,951.57 |
| Transfer from dep ac | £0.00 |
| Total paid in to current ac | £99,951.57 |
| | |
| less, Payments | £52,088.87 |
| Net balance | £47,862.70 |
| | |
| Unpresented cheques | £10,000.00 |
| Receipts not on statement | £0.00 |
| | |
| Balance per bank statement | £57,862.70 |
| | |
| Deposit Account | |
| Balance at 1st April 2016 | £161.00 |
| Interest to 31st March 2017 | £0.44 |
| Transfer to current ac | £0.00 |
| | |
| Total | £161.44 |
| | |
| Total available Funds | £48,024.14 |
| | |
| | |
| Allocated balances | |
| Elections | £1,500.00 |
| Reserve for Village hall car park | £12,000.00 |
| NP Projects | £6,702.00 |
| | |
| Total allocated balances | £20,202.00 |
| | |
| Unallocated balances | £27,822.14 |

The remaining supporting documents have been circulated to Councillors separately and can be found on the website.

Lympstone Parish Council

Annual Audit Return

Section 2 – Accounting statements 2016/17 for

Enter name of
smaller authority here:

Lympstone Parish Council

| | Year ending | | Notes and guidance |
|---|-----------------------|-----------------------|---|
| | 31 March 2016 £ | 31 March 2017 £ | |
| 1. Balances brought forward | 50,406 | 42,785 | Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year. |
| 2. (+) Precept or Rates and Levies | 36,400 | 42,000 | Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received. |
| 3. (+) Total other receipts | 14,485 | 15,327 | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received. |
| 4. (-) Staff costs | 11,187 | 11,431 | Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses. |
| 5. (-) Loan interest/capital repayments | 0 | 0 | Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any). |
| 6. (-) All other payments | 47,319 | 40,657 | Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5). |
| 7. (=) Balances carried forward | 42,785 | 48,024 | Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6). |
| 8. Total value of cash and short term investments | 42,785 | 48,024 | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation. |
| 9. Total fixed assets plus long term investments and assets | 167,563 | 168,193 | This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments. |
| 10. Total borrowings | 0 | | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB). |
| 11. (For Local Councils Only) Disclosure note re Trust funds (including charitable) | Yes | No | The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions. |
| | | X | |

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

Date

I confirm that these accounting statements were approved by this smaller authority on:

and recorded as minute reference:

Signed by Chair at meeting where approval is given:

Lympstone Parish Council

Action List – as at 1st May 2017

| Minute | Response | Date Actioned |
|--------------------------|--|-------------------|
| 52 Flagpole on The Green | Reminder to the EA | 27/3/17 |
| 126 Toilets | Approached Bagwells as they did the same job for Woodbury. No response. Other works deferred until new lease is offered by EDDC. | 6/12/16 2/1/17 |
| 45 Parishes Together | Application for drainage works approved informally | 8/2/17 |
| 79 Footpaths | Designation of new footpaths – Evidence forms to be passed to Cllr Dimond. New Review is about to start. Awareness session to be held | 28/3/17 |
| 170 Gully emptying | Cllr Mrs Rogers suggests that this needs tree roots to be removed. DCC Highways officer contacted | 1/5/17 |
| 179 SWW | Meeting held to discuss latest plans for works | 20/2/17 |
| 198 Cemetery | Cllr Atkins has works in progress | |
| S106 | Enquiry made of EDDC re contribution from land to the West of Strawberry hill. Not due until first houses are occupied. | |
| Pre-school | All enquiries are in hand. Cllr Longhurst is looking at grants for the MUGA SNC (South West) have been asked to quote for moving the MGA and basket swing Cllr Atkins has approached Wicksteeds for a price for moving the MUGA | |
| Handyman | Andrew has started work. Cllr Acca is directing this. | 20/4/17 |
| PAYE | End of year PAYE is complete New year detail is in place | 16/4/17 |
| Accounts | Annual accounts are complete and on the agenda for approval | 26/4/17 |
| Audit | Annual Governance statement is complete and on the agenda for approval Annual Audit Return is complete and on the agenda for approval Annual Audit bank reconciliation (new for this year) is complete. | 28/4/17 |