**MINUTES OF A MEETING OF LYMPSTONE PARISH COUNCIL HELD AT 7.30PM ON MONDAY 4th FEBRUARY 2019 IN THE VILLAGE HALL.**

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| --- |
| PRESENT:  |
| **Councillors**  | Mrs J Clark (Chairman), Mrs K Rogers (vice Chairman), P Acca, D Atkins, C Carter, P Corcos, Miss H Dimond and D Young. |
| **Clerk**  | Miss L Tyrrell |
| **County Councillors** | R Scott |
| **District Councillors**  | B Ingham and R Longhurst |
| **Public** | 15 members  |

**Public Session**

The Chairman welcomed everyone present and explained that the Councillors had met and reviewed the appropriate conduct of a meeting. She read a report which clearly outlined how a meeting would, in future, be conducted. This was as follows:

The new format of a meeting to address a) the length of meetings and b) public involvement and disruption.

Therefore:

1) The public session is primarily for parishioners to raise matters that are on the meeting agenda or very urgent items. Each participant will be given a maximum of 3 minutes. It they have other issues these should be raised with individual Councillors or to the Clerk.

2) Planning – those involved in an application (applicant, neighbour etc) can be invited to speak at the discretion of the Chair of Planning. This will be time dependent and any input should be concerning planning considerations.

3) County and District Councillor involvement – Parish Council meetings are not surgeries for DCs and CCs. Councillor attendance at our meetings is for them to report back to us any relevant developments. Any concerns or questions to Councillors should be raised through the Chair and the start of the meeting and then directed to the Councillors by the Chairman if urgent. Preferably questions and issues should be emailed direct to the County or District Councillors responsible.

4) Timing – we will try to keep the meetings to 90 minutes.

5) Council activity will largely focus on working groups which will report back as relevant. Membership of these groups will also be open to Parishioners with relevant knowledge, skills and abilities.

6) Agenda papers will be circulated to all Councillors prior to the meeting and be on the notice boards and the web site. Only items requiring a vote will be discussed at Parish Council meetings – in other cases Councillors will simply be asked to approve or note actions or activities.

The Chair asked all Councillors if anyone had any questions regarding these guidelines. No one had any further questions and unanimously agreed with the Chairman.

Residents asked about the following:

* Were they now restricted to what could be discussed in the open session? The Chairman explained that additional items can be added to the agenda through the Clerk well in advance of a meeting. The Chairman added the importance of maintaining a structure during the meeting. Cllr Atkins added that any urgent matters can be allocated and discussed under the last item of the agenda.
* The state of Candy’s Field and highlighted the fact that the gate at the far bottom corner of the field still has not been replaced. She added that this gate had been missing for a year now.
* Dog owners were becoming more responsible with picking up after their dog in the Candy’s Field. Cllr Rogers added that we must still remain vigilant and the corner of the lane between Trafalgar Road and Gibraltar Road was still a poo trap for irresponsible dog owners.
* The importance of keeping communications open between all the new working groups and ensuring their voice is also heard in the Herald to keep parishioners updated with ongoing projects.

*RESOLVED that the Clerk speak to Cllr Hilton and remind all working groups to send their reports directly to him as editor of the Herald.*

* The cobbled footpath along Church Road. It was highlighted how the cobbles were getting worse and it was now difficult to walk along. The owner of the path explained that the path had been damaged by lorries working for DCC and they were in discussions with DCC to repair the path. The Chair added that the PC would support the owner in chasing up DCC to repair the path.

**179 Apologies:**

Cllr J Trail

Cllr Hilton (arrived at 8.15pm).

**180 Minutes**

Cllr Atkins proposed the minutes were accurate. Cllr Young seconded. Unanimous.

*RESOLVED that the minutes of the meeting held on 7th January 2019 be confirmed as a correct record and signed by the Chairman.*

**181 To receive any Declarations of Interest**

The Chairman reminded the meeting that she would not take part in discussion or voting on planning applications (and left the room when Haldon View and 3 Barn Ridge was discussed).

Cllr Corcos declared an interest in Strand House planning application.

**182 Clerk’s report (see attachments):**

The Clerk read her report:

Firstly, thank you to all the Cllrs who have responded to emails when required. I have appreciated being able to note your views and try to resolve issues raised quickly. Everyday I am still learning something new and hope that I am doing most work competently. However, during January I had been put in a few awkward and embarrassing situations due to decisions not being clearly made.

On this basis I would like it made known that in future: 1) Please can all Cllrs respond to emails that have ‘IMPORTANT/RESPONSE NEEDED/PLEASE READ’ written in their subject headings. Then I can clearly make a majority and appropriate justification to a decision required. 2) At meetings, a clear, agreed decision should be made under every necessary item on the agenda. I need to record a proposers and seconder. I also need to see a clear vote from members of the Council made by a show of hands. Once a decision is made, that represents the whole council regardless of whether individuals voted for or against. No Cllrs should try to reopen the issue with any other body, contractor, Cllrs or members of the public. 3) Also, please can I kindly request that once work for tender has been agreed that no one discusses any additional work with the contractor. And once tenders have been opened and discussed a contractor should be agreed rather than then amending the tender again to prevent a contractor having to retender. 4) Finally, I had moved the burial ground bin into the bin store as it was overflowing. There are still the original bins in the bin store. I have since returned it to the burial ground once it was emptied. Can we decide on how the bin should be stored from the burial ground? I hope that in future, decisions can be made with more, informed clarity.

*RESOLVED that the Clerk to email Cllr Acca with a draft sign to be put up in the burial ground requesting parishioners to use the bin now kept in the bin store.*

*DISCUSSION:*

**182.1 S106 Funding**

LPC had been allocated £10,630.95 from EDDC which was directed to be spent on any or all of the following: allotments, amenity open space, sport, formal park provision, children’s play or youth play. It was unanimously agreed to spend the money on repairing the Toddler Play Area in Candy’s Field (after the play inspection due in March) and investigate the cost of different sport flooring lines to be marked out on the MUGA.

*RESOLVED that after the March safety inspection of the toddler play area any safety work required would be prioritised and repaired/replaced.*

*RESOLVED that the Clerk to identify the cost of sport flooring lines on the MUGA.*

**182.2 Notification of play area Inspection**

The Councillors were notified that an inspection of the Toddler Play Area in Candy’s Field would be due in March.

**182.3 Correspondence received**

The Clerk read out correspondence received regarding the state of the pathways on some of the footpaths in the village. Cllr Atkins reported that the owners of the footpaths are responsible for maintaining and looking after their footpath. He was currently working with Jenny Moon (our footpath warden) and Mr Tyrrell to review the ownership of footpaths in the Parish. Once the review had been updated then owners would be notified and reminded of their responsibilities.

*ACTION:*

**182.4 Tender for trees in Candy’s field**

The tree tender had been divided up into 2 parts:

1. The pruning and lopping of branches of the Oak and Lime trees.

Leave branches stacked neatly for the public to take.

Cllr Dimond proposed East Devon Tree Care. Cllr Young seconded. Unan.

*RESOLVED that the Clerk to notify East Devon Tree Care to begin work.*

1. The felling and removal of the dead Oak.

Cllr Clark proposed Andy Love to fell, remove tree and stump of the dead oak. Cllr Rogers seconded. Unan.

*RESOLVED that the Clerk to notify Andy Love to put in writing exactly what he will do and give a time frame of when the work will commence and be completed by.*

**182.5 Vehicular use of Candy’s Field**

There had been a slight misunderstanding of which vehicles were able to use the field. Cllr Acca explained that the field was in a delicate state due to the weather and under no circumstances should be used by any other vehicle except contractors, community events and emergency vehicles.

Cllr Atkins proposed that no vehicles would be allowed in the field apart those stated above. Cllr Rogers seconded. Unan

*RESOLVED that the Clerk to contact the First Aider and explain that no vehicles are allowed in the field.*

*RESOLVED that the Pre-school and YC apply to the PC for a grant to buy a sack truck to assist in people carrying heavy goods to and from their buildings.*

**182.6 Grant Application**

Community Transport have applied for a grant to continue to provide the Ring and Ride transport service for people in the village. It would have to paid in the new financial year.

Cllr Clark proposed that we support the initiative. Cllr Rogers seconded. Unan

*RESOLVED that the Clerk to pay the grant request to Community Transport of £384.44 in April 2019.*

*INFORMATION:*

**182.7 Finance**

Cllr Atkins proposed to approve the payments and receipts. He noted the financial summary and budget report. Cllr Acca seconded.

*RESOLVED that the following payments be approved:*

**Payments (Jan 2019)**

|  |  |  |  |
| --- | --- | --- | --- |
| 07/01/19 | 70 | Optima Graphics - Herald printing | £398.00 |
| 07/01/19 | 71 | GCM Ltd  | £1,104.00 |
| 07/01/19 | 72 | Mrs C Edworthy - Wages December 2018 | £242.73 |
| 07/01/19 | 73 | Miss L Tyrrell salary & expenses December 2018 | £591.12 |
| 07/01/19 | 74 | HMRC - Tax and NI December 2018 | £129.40 |
| 07/01/19 | 75 | DALC - New Clerks Course attended by L Tyrrell | £30.00 |
| 21/01/19 | 76 | Alison West - Bespoke Web Design | £40.00 |
| 21/01/19 | 77 | Mrs Jenny Clark | £150.00 |
| 21/01/19 | 78 | David Young (Combination lock) | £21.00 |
| 24/01/19 | 79 | Ian Stratford - Printing for NP | £51.20 |

**Receipts (Jan 2019)**

|  |  |  |  |
| --- | --- | --- | --- |
| 04/01/2019 | FPI | Lympstone Herald Advert - Mr B Upchurch  | £90.00 |
| 07/01/2019 | FPI | Lympstone Herald Advert - Everden D & J Old Dairy | £90.00 |
| 07/01/2019 | FPI | Lympstone Herald Advert - Everden D & J Old Dairy | £72.00 |
| 07/01/2019 | FPI | Lympstone Herald Advert -Lau Catarina  | £25.00 |
| 07/01/2019 | FPI | Lympstone Herald Advert - Williams Chloe | £25.00 |
| 08/01/2019 | FPI | Lympstone Herald Advert - Peter Tosh Optica  | £25.00 |

**Financial summary (Jan 2019):**

|  |  |
| --- | --- |
| Balance on 10 January 2019 | £52,277.09 |
| Total Paid In | £0.00 |
| Total Paid Out | £2,043.81 |
| Balance on 20 January 2019 | £50,233.28 |

**Budget Monitoring Jan 2019:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Payments** |  |  |  |
| Code | Item | Budget | Spent | Balance |
| 10 | VAT | 0.00 | 263.88 | -263.88 |
| 100 | S137 \* | 1,000.00 | 565.97 | 434.03 |
| 101 | Other Grants | 1,600.00 | 0.00 | 1,600.00 |
| 201 | Clerk's Salary | 10,000.00 | 3,260.35 | 6,739.65 |
| 203 | Office expenses | 1,200.00 | 505.69 | 694.31 |
| 208 | Village Hall Hire | 400.00 | 0.00 | 400.00 |
| 209 | Miscellaneous | 500.00 | 0.00 | 500.00 |
| 301 | Chairman's Allowance | 150.00 | 0.00 | 150.00 |
| 302 | Subs | 525.00 | 437.74 | 87.26 |
| 307 | Courses, Travel etc | 250.00 | 65.00 | 185.00 |
| 308 | Insurance, Audit, Elections | 2,000.00 | 100.00 | 1,900.00 |
| 313 | Miscellaneous inc Beacon bonfire | 50.00 | 166.60 | -116.60 |
| 400 | Herald Printing | 4,000.00 | 1,190.00 | 2,810.00 |
| 602 | Grass Cut 2\* | 4,000.00 | 0.00 | 4,000.00 |
| 605 | Other Maintenance | 500.00 | 1,102.00 | -602.00 |
| 608 | General tree work inc Candys Field | 300.00 | 0.00 | 300.00 |
| 612 | Bin emptying | 225.00 | 350.00 | -125.00 |
| 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 | 91.00 | 909.00 |
| 640 | Lighting in Candy's field | 450.00 | 135.36 | 314.64 |
| 701 | Wages | 2,700.00 | 710.13 | 1,989.87 |
| 702 | Consumables, rates, elec | 250.00 | 0.00 | 250.00 |
| 703 | Rates, Utlities | 500.00 | 72.58 | 427.42 |
| 706 | Repairs including decoration | 1,000.00 | 0.00 | 1,000.00 |
| 800 | Burial Ground | 0.00 | 0.00 | 0.00 |
| 1101 | Youth Club Building Maintenance | 1,000.00 | 679.58 | 320.42 |
| 1102 | Gas Elec | 1,000.00 | 324.04 | 675.96 |
| 1300 | Website etc | 250.00 | 14.72 | 235.28 |
| 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 | 0.00 | 0.00 |
| 2600 | YC Recharge | 0.00 | 0.00 | 0.00 |
|  |  |  |  |  |
|  | Total | 48,372.00 | 9,770.76 | 38,601.24 |
|  | Add VAT |  | 263.88 |  |
|  | Total |  | 10,034.64 |  |

**182.8 Clerk’s Action List**

*RESOLVED that the Council received and noted the Clerk’s action list.*

*INFORMATION:*

**183 Reports from the Chairman, East Devon District Councillors and Devon County Councillors** if any.

There were no reports received.

Cllr Longhurst did ask the Clerk if the grant funding for the NP had been received. The Clerk had not seen any funding as yet.

*RESOLVED that Cllr Longhurst would chase up the grant funding and application.*

*ACTION:*

**184 Planning Applications**

**19/0010/FUL –** Construction of single storey rear and side extension at Haldon View. **SUPPORT**

**19/0081/FUL –** Construction of single storey side and rear extensions, dormer window to east elevation, widening of driveway and provision of render to external walls at 3 Birch Road. **SUPPORT**

**19/0076/FUL -** Construction of single storey rear extension including provision of cladding at 3 Barnridge. **SUPPORT**

**18/2932/FUL** - Construction of detached dwelling at Land South Of Meadowgate, Church Road. **OBJECT**

The applicants have submitted two previous applications for 5 dwellings and a single dwelling on this site which were both withdrawn.

This site is outside the built up area boundary and is therefore to be considered countryside under Strategy 7 of the Local Plan.  Indeed, until it was purchased by the applicants the area was a field rather than a garden. Unlike the Nursery site to the west, this site was not allocated for housing in the Neighbourhood Plan and there are no other specific policies that explicitly permit such development.

The pattern of development along Church Road is for houses and cottages to front the street with large gardens to the rear stretching down to the Brook. If a dwelling were to be allowed on this site it would set a precedent for a number of other sites and erode the ‘green corridor’ that runs on either side of the Brook.

The proposed access is poor and is along a much used footpath.

**19/0091/FUL -** Installation of 3 no. rooflights, glazing existing opening and installation of shutter at Strand House. **SUPPORT**

These alterations have already received Listed Building Consent. There is also no objection to the use of the first floor of the building as a craft studio.

*INFORMATION:*

**185 Planning decisions**

*RESOLVED that the EDDC decisions were noted.*

*INFORMATION:*

**186 The Workshop Update (Land Adj to Heathfield)**

The Chair asked all members if there had been any further update on the sewage outlet discharging into Wotton Brook. Cllr Dimond had spoken to Environmental Health who explained it was a planning/building control responsibility. She asked Cllr Longhurst if he had heard from Martin Prew (Head of EDDC Environment Health) as he was writing an email to him. Cllr Longhurst had not heard.

*RESOLVED that Cllr Longhurst would investigate this further and chase up with Martin Prew.*

Cllr Atkins reiterated the correspondence received from a resident and expressed his concerns of the sewage going into the Brook. Additionally, the resident had highlighted the concern of the boards that had gone up around the development to prevent flooding but would now redirect the overflow of water to flood elsewhere.

*RESOLVED that Cllr Dimond would take these additional concerns back to the Environment Agency.*

Cllr Dimond also explained that individuals must report their concerns to the EA when they see the discharge in to the Brook.

*RESOLVED that Cllr Dimond to chase up building control.*

Cllr Longhurst asked all members to report any discharge that looked as though it was untreated and polluting the Brook immediately to Environmental Health and if possible, take photographic evidence.

*RESOLVED that the Clerk report this information in the Herald.*

*INFORMATION:*

**187 Casual Vacancy**

The Chair reported that we now had two interests and welcomed the two interested candidates. She invited each candidate to introduce and speak a little about themselves.

Mr Keith Hill spoke first about himself to the Council and the members of the public present then Mrs Charlotte Buttle. The Chair asked if any members had any questions to the candidates and a vote of co-option was decided. Both candidates were successfully and unanimously cop-opted on the Parish Council. Both new Cllrs were given packs of information from the Clerk and Mr Hill was able to sign his declarations in front of the Clerk. Mrs Buttle would do this in due course.

*INFORMATION:*

**188 Footpath between Trafalgar Road and Candy’s Field**

The Vice Chairman, Cllr Rogers, read her report regarding the Footpath:

I have had a response from CTCRM. So please consider. I asked if they would be able to widen the path and put some form of barrier to stop the bikes from speeding along the path. Their answer was, unfortunately, the funding for the work in question is not available. There is a significant amount of landscape works required to achieve the end goal and funding is needed elsewhere. I asked if they would consider it possible as a council, we might take the work on? Their answer was once a third party does any such work, DIO is no longer responsible for any incidents connect to that work (safety etc) nor further maintenance. So, at this moment in time do we need to take on extra responsibility and cost? Maybe it could be considered in the future?

Cllr Carter asked if we could get an idea of the costs involved in maintaining the path. Cllr Atkins reminded all that a member of the public had nearly been hit on the path by a cyclists. The member of the public involved spoke that cyclists are using the path as a cycle track leading into the open field.

*RESOLVED that Cllr Rogers to go back to MOD and discuss the maintenance required including: tidying up and clearing the hedge/bank, removing the dead elms, removal of barbed wire in the bank, wire fencing and the garden fences along the path.*

Cllr Corcos asked if we could get a more detailed briefing paper of CTCRM regarding the path.

Cllr Clark suggested if the PC could investigate slalom type posts/gate for the top and bottom of the path and have permission to put these in rather than take on the responsibility of the path.

*RESOLVED that Cllr Rogers would suggest the posts/gates to CTCRM for the top and bottom of the path.*

*INFORMATION:*

**189 Neighbourhood Plan Review**

The Vice Chairman reported on the NP review Village meeting 24/1/19. She explained that there was a total of 104 attendees, and it was a very positive and productive meeting. She added that focus groups were currently being created and welcomed anyone who would be interested in joining a focus group to contact the Clerk. The current focus groups are: ***Getting Around*** *(Parking, transport and pedestrians),* ***Housing Needs, Environment/Recycling, Social sustainability, Economics sustainability, Flood risk management*** *(LFRG).*

A resident highlighted and it was noted that there were not so many people representing the younger groups and those living on the peripherals of the Parish present at the village meeting. He explained there would be a meeting arranged at Kings Garden Centre for Parishioners living at the top end of the Parish. He was also currently working with ‘Tick Tock’ a church group for toddlers and parents, a meeting was arranged for the 17th March to discuss the NP review with them. The Clerk added that an online questionnaire had been produced by Vicki Drinkwater for the parents of the Pre-school children and the YC to answer. Once the PC had confirmed this questionnaire it would also be sent out to parents of the primary school children. Cllr Atkins explained that he was working with Lympstone Silver Band regarding the review.

The Vice Chairman gave a special thanks to Lympstone WI for all their hard work in preparing and serving the refreshments and delicious cake on the night.

*INFORMATION:*

**190 Reports of Lead Councillor**

**Facilities and Estates** – Cllr Acca and Cllr Atkins

*RESOLVED that the Clerk to contact Andy Love and remind him to replace the large gate at the bottom corner of Candy’s Field.*

 *(Rotated monthly:)*

**Communications** – Cllr Hilton and Cllr Young *(was Herald/Website)*

**Transport, Parking and Planning** – Cllr Dimond

**Community** – Cllr Atkins, Cllr Clark, Cllr Rogers *(was YC/VH/NP/CTCRM)*

**Environment** – Cllr Corcos *(was Flood/Emergency/Allotments)*

**Heritage and Structure** – Cllr Rogers and Cllr Clark *(was Gulliford/Exe Estuary)*

*DISCUSSION:*

**191 Matters raised by Councillors**

Cllr Acca suggested to all members to carefully consider the future of the toddler play area.

Cllr Corcos mentioned the discussion of surface water from the Strawberry Hill development site the revised route to the estuary is likely to go ahead. KD Homes and SWW are currently drawing up a legal agreement for this to happen. He also reported that the EA who are currently rebuilding the flood defence wall would continue into March 19.

Cllr Dimond highlighted that the Strawberry fields planning application is going to appeal from the applicant.

Meeting closed **8.56pm**

Chairman: Date: