**MINUTES OF ANNUAL PARISH MEETING HELD AT 7PM ON MONDAY 1ST APRIL 2019 IN THE VILLAGE HALL**

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| --- | --- |
| PRESENT: | |
| **Councillors** | D Atkins, C Ducker, P Corcos, H Dimond, K Hill and K Rogers (Vice Chairman) |
| **Clerk** | Miss L Tyrrell |
| **County Councillors** | R Scott |
| **District Councillors** | B Ingham |
| **Public** | 32 members |
| **Guest members** | Mrs J Carter (EET), Mr D Mildenhall (VH) |

The Vice Chairman announced the sad passing of Mr Rory Escourt, an ex Lympstone Parish Councillor, and David Hinchclidffe, an ex District Councillor and LPC Internal Auditor, she asked all members to stand for one minute of silence.

The Vice Chairman explained the first meeting was the APM then the LPC meeting would follow immediately.

207 **Apologies**

Cllr Acca, Cllr Carter, Mrs J Clark (Chairman), Cllr D Young and

District Cllr Longhurst and County Cllr Trail

Mrs S Briggs (Youth Club), Mrs V Drinkwater (Pre-school), Mrs J Moon (Footpath warden),

208 **Chairman**

*The Vice Chairman read the Chairman’s report:*

The past year has been a bit of a roller-coaster – your Parish Council has achieved some amazing thing but has also had a fair few challenges. Your councillors have volunteered hundreds of hours of their time to help Lympstone and its people. A lot of this effort is quiet, un-remarked and selfless – however it is neither un-appreciated nor un-noticed, so thank you everyone.

We have had strong activity in many areas – the flood resilience group has made enormous progress working closely with the relevant authorities, and Cllr Corcos’ report will cover their achievements.

November saw the start of some serious issues at the Gulliford burial ground – a large section of wall fell down and there followed some tricky negotiations and meetings with our neighbouring parish, Woodbury, as we share responsibility for looking after this historic site. After some fairly frank exchanges of view, a compromise was reached and at last rebuilding work began in February. Thank you to the Friends of Gulliford group – particularly Angela Coles, Jane Moffatt and Cllr Rogers for their perseverance on this. Plans are now in place to get grant aid for a major renovation at the site which should open it up for an increase in visitors and community use.

The resurfacing of the Village Hall car park was finished as a joint project with the VH committee, and a new bin store erected.

In addition we have responded to the public’s request and worked with Devon Air Ambulance to provide an emergency night landing site on Candys’ field.

The pre-school and youth club continue to provide much needed facilities for our young people and we have been happy to support them in this. The junior football team have made a new home on Candy’s field; we hope to improve and upgrade the play equipment there when the Section 106 money is received from the Gulliford Close site.

We also started to review our Neighbourhood Plan – several excellent volunteers came forward from the community and have made a firm start – I believe the new council will move forward on this after the election.

A large number of planning applications have been received again this year – including some major ones that have, naturally, prompted a variety of opinion. Cllr Dimond undertakes a huge amount of research and work on behalf of us all and always manages to remain calm in the wake of some hefty debates! We held an additional public meeting for the proposed nursery site development and have undertaken much work with the relevant authorities on finding solutions for the drainage issues on the Longmeadow Road and Strawberry Hill developments.

Lympstone, as ever, continues to have fun! Many events have been held in the last 12 months. The fun day to celebrate our new pre-school, the furry dance in August and in November the Community Hub organised a weekend of events and activities to mark the 100 year anniversary of the Armistice. Despite some pretty appalling weather Mary Truell lit our beacon with pride on 11th November and hundreds of parishioners stood on Cliff Field in tribute. Special thanks to Linda Lyon, Cllrs Acca and Atkins for their hard work over the weekend and to Cllr Richard Scott for his support.

Whilst the Parish Council makes decisions and acts as one entity, we comprise 11 individual people – all have useful and varied skills and experience. On a personal level, we were sorry to lose Cllr Montgomery due to ill health and we welcomed Cllrs Ducker and Hill to the council and are delighted that they are continuing for next year.

Cllrs Young and Hilton continue to do sterling service on our village communications (the web site and the Herald), and Cllr Young held the fort on many fronts whilst Cllr Corcos undertook his amazing charity motorbike ride through America. Even though he was thousands of miles away Cllr Corcos managed to stay in touch with the flood resilience group which is no mean feat!

Cllrs Acca and Atkins continue to look after the open spaces and facilities in our village – and a great milestone was reached with Cllr Atkins celebrating 50 years serving as a parish councillor. Many congratulations David and thank you for all your years of service to our community. Your knowledge is invaluable to us.

Cllr Carter will be standing down at the May elections – as will Cllr Dimond and Cllr Corcos – all will be sorely missed. At the time of writing I am not sure if Cllrs Acca and Hilton will continue – I very much hope they will! I also wish to thank our clerk, Lucy, for her support and her amazing knowledge – after only a year in post she has studied, listened, researched, undertaken training and is always there with rational listening and sound advice. Lucy – I think you were made for this job and hope you enjoy being here as much as we have all enjoyed working with you!

As you will all know I am not standing for re-election this time, it has been a pleasure and a privilege to hold this post and I have thoroughly enjoyed it. I hope I have been of service and made a difference in a few small ways. I feel that the council has a very strong and capable pair of hands in my vice chair Kathy and am sure she will continue to drive the council forward in a very positive way through the next two years.

Jenny Clark - March 2019

**209 Clerk**

*The clerk read her report:*

Number of meetings involving the PC organised from May 18 – April 19:

* + 12 Parish Council meetings
  + 3 Planning meetings
  + 1 village NP meeting

Number of planning applications and decisions of LPC and EDDC from May 18 – April 19:

|  |  |  |
| --- | --- | --- |
|  | EDDC | LPC |
| Approved | 67% (34/51) | 61% (31/51) |
| Refused | 12% (6/51) | 18% (9/51) |
| Awaiting decision | 21% (11/51) + 3 in April |  |

Finance:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Payments | Receipts | Difference |
| 2017-18 | £50,103 | £67,877 | £6,141 |
| 2018-19 | £80,211 | £72,421 | £7,788 |

Two Councillors had resigned during May 18 – April 19 – Mr John Montgomery Mr Steve Turner. Two new casual vacancies – Mr Keith Hill and Mrs Charlotte Ducker.

Training attending by the Clerk: EDDC Planning (April 18), DALC New Clerks Essentials (Nov 18), DALC Preparing for elections (Feb 19), DALC HMRC and PAYE (Mar 19), DALC Preparing for Audit (Mar 19).

In addition:

* 11 Lympstone Herald articles written
* Dec 18 – Guest speaker arranged to speak at PC meeting: **Village Car Park -** Andrew Ennis (Service Lead for Environmental Health and Car Parks) from EDDC
* Dec 18 – The new budget was written and agreed for 2019/20
* April 19 – Guest speaker arranged to speak at PC meeting: **Devon Carers Presentation** – Nina Parnell (Social Action Development Manager) Westbank
* Thank you to all Cllrs and members of the Public for their continued support in my new position as Clerk to the Council.

**210 County Councillors**

*The Clerk read correspondence received from County Cllr Trail:*

Please accept my apologies as I will be chairing the Full Exmouth Town Council meeting.

Please pass on my sincere thanks to all members. I thank them for all their hard work over the past 4 years and hope to see as many return after the local elections. Those who have decided to have a rest, I wish them all the very best for the future and will no doubt see them on my travels around the village and local area.

Kind Regards, County Cllr Trail

**211 District Councillors**

Cllr Ingham gave his sincere thoughts to Mr Rory Escourt, Mr David Hinchcliffe and their families. He thanked all the current and past parish Councillors for their service during the last four years and thanked the new and previous clerk for all their hard work. He also thanked Cllr Longhurst who he had worked alongside for last four yrs. He added that on reflection the last four years had been very productive. The NP was a great achievement, Lympstone had been the first Parish to produce one and he wished the review group the best of future success. He congratulated the LRFG group and EET group on their hard work and success. He pointed out one high point, he felt, was the NP Review village meeting and presentation held on 24th Jan. He felt proud to be a resident and how everyone in the community had got involved. Cllr Ingham backed up the Chairman’s congratulations to Cllr. Atkins on achieving 50 years as a PC. Cllr Ingham added that he would be re-standing as a District Cllr and informed the PC that Cllr Longhurst would be going elsewhere.

**212 Working Groups:**

**Facilities and Estates**

Cllr Atkins reported on grass cutting – Cllr Acca and himself were in the process of writing a formal contract with the handyman. Cllr Atkins reporter that Candy’s field is all cut, neat and tidy. The dead oak tree would be discussed in main meeting. The Elm tree on the grass verge between Candy’s Field and Burgmanns Hill was dying, both Cllr Atkins and the tree warden felt it should be felled. He would work with the tree warden to replant something more appropriate. The NP focus group ‘Getting Around’ continued to move forward. The village car park and toilets were a drain on the PC and he would be looking at improving the facilities for the future.

**Communications** **Transport, Parking and Planning**

Cllr Dimond highlighted the only one LPC objection that was approved by EDDC was The Workshop.

**Community**

**Environment**

*Cllr Corcos read the report from LFRG, he added that the report would also be available on the website and in the Herald:*

**Objectives and scope of the Group -** The Lympstone Flood Resilience Group (LFRG) was formed in late 2017 to develop a more coordinated and strategic approach to flood risk management in the village - based on understanding the risk and facilitating action to minimise the risk. To do this effectively, we aim to work constructively with the relevant Flood Risk Management Authorities (Environment Agency, Devon County Council, East Devon District Council, and South West Water plc), Lympstone and Woodbury Parish Councils, local businesses, residents, and our voluntary flood wardens.

**Group members and organisation -** The LFRG currently has 6 members bringing together a mix of skills and experience, including: Cllr Phil Corcos (Group leader), Cllr Helen Dimond, Alan Burton, John Brewer, Clem Davies, and Sara Davies. We meet on average once a month, and meetings are structured around a detailed project plan (see below). Each meeting is recorded, and monthly updates have been provided to LPC (Note: This will be quarterly in the future).

**Progress and key achievements in 2018/19**

* Secured Environment Agency support and funding for hydraulic modelling (which uses computer software to estimate water flows and the extent of flooding).
* Engaged all of the flood risk agencies (incl DCC, SWW etc) in a wider project – the *Lympstone Flood Risk Management Project* – and held the first Project Steering Group meeting in March 2018.
* Developed a detailed project plan to help drive the investigations and improvements, relating to: (1) hydraulic modelling, (2) runoff from the rural upper catchment, (3) urban drainage & planning, (4) existing flood defences, and (5) flood preparedness & response.
* Maintained regular contact with the EA and its consultants (JBA) on the hydraulic modelling work.
* Commissioned work to investigate runoff from the rural upper catchment (through funding obtained from EDDC/DCC Parishes Together Fund and support from the EA’s national soil management specialist).
* Collated information and photographs on flood ‘hotspots’ in the village.
* Conducted a drainage survey in Lower Lympstone (funded by DCC, conducted by On Spot Services).
* Engaged with DCC and SWW on drainage issues associated with residential developments, and held a constructive meeting with all agencies in September 2018, including Ed Freeman, EDDC’s head of planning.
* Maintained regular contact with SWW regarding work on the combined sewer system to reduce infiltration, and to investigate an alternative drainage route for the Strawberry Hill development (avoiding catchment transfer to Wotton Brook).
* Developed a guide for developers to raise their awareness of the flood risk and requirements in Lympstone.
* Secured the support of DCC Highways to work in partnership on road drainage issues, e.g., routine cleaning and identifying/recording drainage assets.
* Worked closely with the EA in reviewing existing flood defences and planning the improvements to the car park flood wall and the screen (currently in progress) – the latter including a pump to reduce the risk of flooding on Chapel Road.
* Recruited more flood wardens to cover the inland flood risk areas, and held a meeting in May 2018 to discuss the overall organisation and plans (covering estuary & inland risks).
* Installed gauge boards to help monitor the water level in Wotton Brook.
* Organised and held a community drop-in event on 18 December.

**Issues and challenges**

* The hydraulic modelling work is behind schedule due to EA internal processes and a change of project manager (at JBA). We are awaiting a revised project programme, and are due to meet with the EA and JBA soon.
* Ground truthing of the model (from real-world observations) is vital, and the work on runoff from the upper catchment and on flood hotspots will help do this.
* Issues concerning drainage associated with residential developments took up a considerable amount of LPC’s time in 2018. This highlighted the need to raise awareness of the flood risk in Lympstone early in the planning process. It also highlighted some confusion about the role of LFRG. Our role is a strategic one, and to generally inform and advise LPC. It is not to submit formal comments (objections or support) on individual planning applications.
* Government funding is limited so it is important to have strong justification for any funding needed, and to seek alternative sources where necessary.
* Our community-led partnership approach is proving effective – and it is supported by the agencies – but it is a lot of work for volunteers. Keeping the momentum going, document management, and succession planning are all issues that we are starting to discuss.
* LPC’s Emergency Plan is still in draft. Although flooding is a recognised potential emergency, there are clearly many more. The work on flood risk highlights the need for a coordinated, strategic approach, and LPC should consider ways to further build community resilience for all potential emergencies.

**Plans for 2019/20**

* Confirm the revised programme for the hydraulic modelling work, and work with the EA and JBA to ensure its successful completion.
* Hold the next Project Steering Group meeting in April 2019.
* Work with the EA and Westcountry Rivers Trust to plan and complete a soil survey in the upper catchment in the autumn 2019 (funded by EDDC/DCC Communities Together Fund and contribution-in-kind from the EA). This will help to ensure the hydraulic model is accurate (re. runoff from the upper catchment), and to facilitate practical land management interventions.
* Continue to work closely with the EA on improvements to the existing flood defences, e.g. on improvements to the screen which will include: telemetry and a webcam to alert the EA of any blinding, and adjustments to the screen height to optimise its performance
* Continue to work with SWW and DCC Highways on drainage improvements and on follow-up to the Lower Lympstone drainage survey.
* Promote the ‘*Guide for Developers on Flood Risk in Lympstone’*.
* Continue to work with the EA, flood wardens and residents to strengthen our flood preparedness and response procedures.

**Heritage and Structure**

*Mrs Carter read the EET report:*

1. **Objectives and Scope of the Group**

Trail Action Group (Lympstone) is a working group for implementation of Neighbourhood Plan Objective CA 8 for an off-road route for the Exe Estuary Trail (EET) through Lympstone. The Group was established in 2014 in light of increasing concerns about the safety of the on-road section of the EET (the most common issue raised during the consultation for the Neighbourhood Plan). Since 2014, various steps have been taken, including:

* a petition to Devon County Council (DCC) in 2014,
* various further communications with DCC,
* consultation with Network Rail, Sustrans, Hugo Swire MP, and other organisations,
* a preliminary review of alternative routes for an off-road route (conducted by Sands Consulting and funded by LPC),
* ongoing monitoring of accidents and near misses (building on an earlier survey conducted by residents in 2011).

In 2016, DCC’s then Head of Highways made the position clear – if LPC could show that an off-road route is technically feasible, then it would be considered by DCC. Since then, this has been our main objective.

**Group Members** The Trail Action Group includes five members - Judith Carter (leader), Clem Davies, Sara Davies, Miles Freeman, and Ben Ingham.

1. **Progress and Key Achievements in 2018/19**

* In June 2018, we met with Sands Consulting and Atkins Global to discuss the brief for a feasibility study for the two potential off-routes (alongside the railway line). It was agreed that confirmation of DCC’s commitment was essential before proceeding further.
* We then contacted Meg Booth, the new DCC Chief Officer for Highways to update her on our plans and request a meeting. She responded positively and arranged a meeting with DCC engineers.
* In January 2019, we met with DCC officers Anjumn Kanani (Chief Engineer) and Lee Meaden (Project Manager, Engineering & Design Group) who were very helpful and provided considerable advice about the process for getting the proposed off-road route project to delivery:

1. *Complete Network Rail’s Governance for Railway Investment Projects* ***(****GRIP) Stages 1 -3.*
2. *Obtain planning approval (to be completed by DCC so political will and commitment are needed at this stage)*
3. *Agree legal issues associated with the land (access, liability, etc.)*
4. *Secure funding.*

Anjumn explained that she and Lee Meaden could only advise on (1) above but that this phase of work is critical to get the scheme ready and deliverable (to progress to (2)-(4) above). Funding should be discussed later with Dave Black (DCC Head of Planning, Transportation & Environment), but she recommended getting the project on EDDC’s Community Infrastructure Levy (CIL) Regulation 123 list as soon as possible.

* Since the January meeting, we have further consulted with DCC (on the GRIP process and consultants qualified to complete this type of work), and developed an outline project plan.
* We have also consulted with Network Rail to confirm that the Basic Asset Protection Agreement (BAPA) signed in 2017 is still in place. This is an agreement between Network Rail and LPC which allows surveys on Network Rail land.
* We have confirmed that the latest figures for use of the EET through Lympstone (from DCC). These show the usage of the EET by cyclists has more than doubled since 2010 ( approx 83,000 cyclists in 2010 to approx 178,000 in 2018.

1. **Issues and Obstacles**

* The cost of completing Network Rail’s GRIP process (Stages 1-3) is not yet known, and the funding of this is clearly an issue. Consultation with potential local donors has taken place already, and further consultation is planned.
* Even if the above is completed successfully, the availability of funding for the scheme is likely to be a significant obstacle. As stated earlier, we must ensure that the project is on the East Devon CIL 123 List. In due course, other potential sources of funding will also need to be explored.
* Securing the interest and support of qualified engineering consultants is essential. To date, we have used Sands Consulting (a local consulting firm) but they have limited experience of the GRIP process.
* Monitoring of accidents and near misses has been difficult since it seems many are not reported (despite steps to raise awareness).

1. **Plans for 2019/20**

* Meet with Network Rail’s ‘Scheme Sponsor’ to establish a good working relationship and confirm the next steps.
* Meet with Keith Lands, EDDC Planning Policy Team Leader, regarding the CIL 123 listing (as recommended by Ed Freeman, EDDC’s Planning Service Lead).
* Contact qualified engineering consultants to secure their interest in the feasibility project (Network Rail’s GRIP stages 1-3).
* Organise and manage the tender process in consultation with LPC and DCC.
* Explore funding options, and secure funding once the cost for completing GRIP stages 1-3 is confirmed.
* Confirm the project management organisation, and regularly review and update the project plan and progress.
* Maintain regular communications with LPC and the community throughout the above.

**213 Youth Club**

*The clerk read the YC report:*

Since the renovation of the youth hut in the summer of 2017, LYPS has gone from strength to strength. The renovation saw an initial flurry of activity with lots of people answering the call to help with decorating and cleaning of the hut. A small team of volunteers continued to chip away with jobs for many weeks until the youth club was ready once again to open its doors.

Our first junior and senior sessions commenced in October with a Halloween party for both age groups. Unfortunately this evening was marred by unacceptable behavior from the senior group which resulted in several of them being asked to leave the hut. The same behavior was displayed at subsequent senior sessions and again members were asked to leave. This group of senior members have not returned for over twelve months despite our efforts to invite all eligibly aged young people.

Junior sessions have been a pleasure to run with a consistently high turnout throughout the year with an average of 25-30 young people per session. A regular youth club session consists of the following:

Entrance fee: £1

Hot food/snacks: Average cost £1-£1.50

Cans of fizzy drink: 50p

Tuck shop

Use of all equipment (Pool table, air hockey, table football, games consoles, craft equipment, table tennis, Jenga, football, music

These sessions run from 5.30pm – 7.00pm every Friday. We do not open if to do so would conflict with other village events, e.g. Scouts bingo, school events.

I communicate with parents through the LYPS Facebook page which works really well. I have two regular helpers who help at every session, without whom they would not be possible to run. I also use the Facebook page to ask for extra volunteers to help at the sessions which ensures I comply with young person/adult ratios.

Senior sessions run once a month. The pick-up for seniors has been slow with average numbers never exceeding 5 young people. I have advertised the sessions on Facebook but numbers never grow. When seniors do attend they are allowed access to WI-FI to enable them to play music and use their phones. The older members of the junior age group will soon move up to seniors to allow new junior members to attend. Hopefully this will entice other seniors to attend and before long we may have a thriving senior youth club again.

**214 Pre-School**

*The clerk read the Pre school report:*

Lympstone Preschool would like to thank the Parish Council for all of the help and monetary support we have received over the last couple of years preceding the move into our new premises.

Since February 2018 Lympstone Preschool has been operational in newly purpose built premises in Candys Field. We have had a successful year where we have doubled our staff numbers to 18 employees to reflect the increase of children to near capacity over the first academic year and into our second year, with numbers of children per session averaging at 37 (max capacity 39 per session).

We have also had a very successful transition of our after school provision – taking this over from the primary school during the Autumn Term of 2017 within the village hall and up to full provision timings and availability in February 2018 with the move into our new premises. Our after-school and breakfast provision currently averages at 14 school age children per session and 10 Preschool age children giving us a daily sessional average of 24 children. This provides much needed security for the primary school in allowing them to offer wrap around care for parents who need it in order to stay at the school and not look elsewhere for this type of service.

Preschool also continues to offer a weekly baby and toddler group which acts as a natural feeder to the preschool and thanks to the youth club accommodating this provision we have been able to maintain and develop this additional service to the community in tandem to our regular preschool sessions.

Within our new building we also offer holiday clubs and activities and have run very successful extra curricular sessions in baking and craft activities open to a wider audience – something we are looking to further develop where possible.

As part of the commitment to professional development we are currently supporting two adult learners within our staff who are undertaking NVQ Level 3 qualifications and annually support local work experience placements.

Our end of year finances from the 2017/18 academic period showed a very healthy profit of £27,000 (against £1290 the previous year)which has been retained into our redundancy contingency account to reflect the additional staff we have on board and has been reinvested back into the preschool to support the purchase of additional resources for our older children. It has also helped fund the nature garden extension to the side of the new building which was supported again by the Parish Council allowing us use of the land.

We are continuously supported by both the parish council, the village and the LLA (our landlord), the latter in their peppercorn rental agreement which, even with a predicted lull in numbers (due to birth rates in the area), will allow us to confidently proceed into our 2019/20 academic year.

The preschool is in a very strong position and as such promotes and supports the future development of the village as such a great provision will attract young families to Lympstone. We are truly grateful for the support of the village and will strive to continue to develop our provision into the future.

**215 Football Club**

No one was present to report.

**216 Footpath Warden**

*The Clerk read the footpath wardens report:*

Report on Footpaths in Lympstone - March 2019

I have recently walked all the footpaths.  They are generally in good order.  I have as usual clipped back some bramble /twigs and branches.

- The area round the stiles on the East Devon Way (Fp 7) has had some attention so now, though there are small puddles, there are no longer the enormous pond-like puddles.

- There are muddy areas on some paths.  The section at the bottom of the path to Parsonage Stile (18) is particularly muddy possibly due to a land drain having broken.  Footpath 2 was muddy as usual.  Paths simply do get muddy in winter that is the nature of rural footpaths.

- I want to make sure that people do not expect me to keep all the paths in order.  My role is to report back on the paths.  However, as a footpath user I do often spend some time clipping back brambles. I know others who use paths also do this. Maybe we could encourage this practice further among regular footpath users especially in this period of spring growth.

**217 Village Hall**

Mr Mildenhall reported that the village hall is in a good state and it was growing financially. He thanked Cllr Atkins for all his help and support. Mr Mildenhall added there was effectively collaboration between the PC and the village hall committee.

**218 Any further questions**

A resident asked about the lack of car parking in the village centre. Cllr Atkins explained that there was a focus group which had identified this issue and were tackling it. The resident’s concerns were noted.

Meeting closed **7.41 pm**

Chairman: Date: