

**MINUTES OF A MEETING OF LYMPSTONE PARISH COUNCIL HELD AT 7.30PM ON MONDAY
3rd JUNE 2019 IN THE VILLAGE HALL.**

PRESENT:	
Councillors	D Atkins, C Ducker, R Eastley, K Rogers and D Young
Clerk	Miss L Tyrrell
County Councillors	R Scott and J Trail
District Councillors	B Ingham and G Jung
Public	10 members

Public Session

The Chairman welcomed everyone present and invited the public to speak. She reminded any members of the public who wished to speak on planning to wait until the planning application was discussed by the Council as appropriate.

- A resident asked if they could comment at the Cllrs report item. The Chair asked Cllr Atkins to speak regarding The Getting Around Group on the resident's behalf later in the meeting.
- A resident expressed his concern of a plant that looked suspiciously familiar to Japanese Knotweed growing in the Brook. The Chairman made it clear that any resident who had land leading to the Brook had a duty to check the Brook for this invasive plant. If the plant is identified, then contact the Environmental Agency immediately to tackle the removal and safe disposal of the plant. Please do not attempt to dispose of it yourself.

19/17 Apologies:

Cllr A Connelly-Cole, Cllr K Hill

19/18 Minutes

Cllr Atkins highlighted that on both occasions at the May meeting and subsequent site meeting he took no part in discussing planning application 19/0833/FUL at Amberwood as he had made a declaration of interest.

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

RESOLVED that the PC minutes of the meetings held on 13th May 2019 be confirmed as a correct record and signed by the Chairman.

19/19 To receive any Declarations of Interest

None

19/20 Clerk's report (see attachments):

19/20.1 Report received from Ms S Jenkins, Internal Auditor

The Clerk read the letter from the Internal Auditor:

7 Ross Close, Pinhoe, Exeter EX1 3UE

28 May 2019

Cllr Kathy Rogers

Chairman

Lympstone Parish Council

Dear Cllr Rogers

Internal Audit for the financial year ended 31 March 2019

I have completed the internal audit of the Council's systems of financial and other controls over its operating procedures and activities. This has been carried out in line with proper practice set out in the Governance and Accountability for Smaller Authorities in England (the Practitioner's Guide).

Accounting records: *Accounting statements are prepared on a receipts and payments basis as appropriate and are supported by the underlying records.*

Appropriate accounting records have been kept throughout the financial year. By sampling a random selection of financial transactions, I confirm that expenditure was approved, payments were supported by invoices and VAT was properly accounted for and reclaimed. Income received was properly recorded and banked.

Financial Regulations and Standing Orders: *The Parish Council complies with its Financial Regulations, however, these are dated August 2014 and I recommend that the Council reviews and updates its Financial Regulations as per the current Model Financial Regulations. The Clerk is aware*

of the need for a review and this is referred to in the Review of system of internal controls 2018-19 prepared by the Clerk.

The Council's Standing Orders are dated April 1999 and I recommend that these are reviewed and updated, as a matter of priority, as per the current Model Standing Orders.

I understand from the Clerk that the Council has recently formed a working group to consider Finance, Grants, Funding and Compliance. This is to be welcomed as a means of keeping the Council's policies and procedures under review.

Risk management and insurance: The Council assesses significant risks in line with Financial Regulations and reviews its insurance annually. The Council maintains a Register of Risks which should be kept under regular review.

Precept, budget monitoring and reserves: The precept resulted from an appropriate budgetary process and the Council monitors its progress against budget on a monthly basis. A financial summary is also presented to the Council monthly.

The internal audit report for the previous year referred to the level of reserves which were considered high. The level of reserves at the end of the financial year 2018-19 remains high at £59,756, although £35,000 of these reserves are earmarked. It is generally recommended that unallocated reserves are kept at a level of between 3 to 6 months running costs and the Council may wish to review the reserves as part of the year end process to ensure it is satisfied that they are at an appropriate level.

Petty cash: The Council does not operate petty cash.

Staff costs: Salaries and any increase in salaries were approved and PAYE and NI requirements were properly applied and accounted for. Any allowances to members were approved by the Council.

Asset register: The asset register was maintained and up to date at the year end.

Summary of recommendations:

- Priority review of Financial Regulations
- Priority review of Standing Orders
- Review of the level of unallocated reserves

In my opinion, the Council's financial procedures and controls are sound and effective.

Thank you for appointing me to undertake this work.

Yours sincerely, Sarah Jenkins

RESOLVED that the Council noted the recommendations made by the Internal Auditor.

The Clerk showed the signed and dated Annual Audit 2018/19 Internal Auditor's certificate prepared for the AGAR report.

19/20.2 Annual Audit 2018/19 Governance Statement

The internal auditors report was proposed by Cllr Atkins as a true reflection of the Council's accounts and seconded by Cllr Young. Unan.

RESOLVED that the Chair signed the Annual Audit 2018/19 Governance Statement.

19/20.3 Annual Audit 2018/19 Accounting statements

RESOLVED that the Chairman signed the Annual Audit 2018/19 Accounting statements.

19/20.4 Bank Signatory Form

The bank signatory form had been completed by Cllr Young as a new signatory

RESOLVED that the new bank signatory form was signed by both Cllr Rogers and Cllrs Atkins for approval.

19/20.5 Correspondence Received

The Clerk received the correspondence received from a Parishioner regarding nettles:

Dear Lucy

Having said that I'm a bit rusty on wildflowers, I do know nettles.

I was wondering if the Parish Council could ask the owners of the wall which runs down Strawberry Hill and along Church Road (Lympstone House or new development ?) if they could clear nettles which are hanging at face level from the wall, before somebody is going to get hurt. They are maining opp. to Donald Delahaye.

Thanks, Angela Coles

Cllr Atkins explained a letter needed to be sent to both the owners of Lympstone House and the new development highlighting the overgrown nettles and brambles. Cllr Atkins also

highlighted the need to re-examine the boundary wall from the same properties as it was leaning, and a large crack had appeared. All boundary walls in the Parish would also be inspected.

Cllr Young proposed to send a letter. Cllr Rogers seconded. Unan.

RESOLVED that the Clerk to write to the owners of both Lympstone House and the new development in regard to overgrown nettles and brambles.

19/20.6 Red Telephone box

The Clerk explained that the door on the old Red Telephone box was in disrepair and needed replacing. The Chair highlighted that the broken door was a health and safety issue and believed that this British icon was secured in a good condition for future generations. Cllr Eastley proposed buying a new door from the BT recommended company 'X2 Connect'. Cllr Ducker seconded. Unan.

RESOLVED that the Clerk to purchase a complete painted new door from X2 Connect for £948 + VAT and have it delivered to Cllr Rogers resident in preparation for fitting.

19/20.7 Lympstone Herald Publication Dates

The Clerk read the letter received from the Lympstone Herald editor, Rob Hilton:

Hi Everyone,

I am writing to you as regular contributors to the Lympstone Herald firstly to say thank you for your contributions which make it much easier to regularly publish our village magazine. We and everyone in the village are very grateful for the contributions you make and for keeping everyone informed of the many exciting events and activities going on in Lympstone.

Secondly, I am starting to find publication a little challenging and have felt from the start that there are various conflicting demands that make it difficult to avoid everything being a little last minute and necessitating arrangements that are proving to be unsustainable. As such I am proposing that we will change our publication dates slightly, the magazine will still be published monthly but it will be a week later each month so the deadline for content will be the Wednesday after the Parish Council Meeting. This will mean we should be able to get content to the printers by the end of that week and they will have more time to print and deliver to the Telfers with distribution happening a weekend later each month than it has been previously. I understand that some people have concerns about the magazine being received later in the month not giving enough notice for upcoming events but the regularity will be consistent so in reality it is not any different and we are very willing to publish advance notice of upcoming events and to include dates in the 'What's on' section which runs three months in advance.

If anyone has any comments or questions then please let me know. I hope you all understand this is intended to make the whole process smoother for everyone and as you can see from the dates the village will still benefit from a monthly magazine but it will be delivered around the middle of each month or a week later than previously.

I intend to publish a short comment on this in the next issue of the Herald and probably share the forthcoming content deadlines unless anyone raises something in the meantime that causes me to reconsider this strategy.

Thanks again and kind regards, Rob Hilton

The Chair believed what he proposed was not a problem. Everyone involved with the publication and distribution of the Herald were volunteers and did an amazing job. The Chair added that members of the public were needed to be made aware of the change in publishing dates and ensure they send articles to Rob earlier.

RESOLVED that Cllr Young will add the revised publishing dates to the website.

Cllr Atkins requested that on the diary 'What's On' page of the Herald that times of events are also included with the dates of upcoming events. He also mentioned that he had a couple of complaints regarding the lateness of Herald delivery to residents. The Chair reminded all members that it was volunteers who kindly delivered the Herald so should not be questioned. Cllr Atkins added that they should all be thanked and check they are all content with their rounds and timings of deliveries.

RESOLVED that Cllr Young would add a word of thanks to the Telfers who oversee the coordination of the delivery of the Herald and their hardworking team.

19/20.8 AONB Plan March 2019

The Clerk had requested and received six more copies of the new AONB Plan March 2019. They were handed out and each Cllr received their own copy.

19/20.9 Annual CIL Report

The Clerk explained the recommended practice of sharing CIL money received in the public domain. The Clerk showed a model that she had adapted for LPC. Cllr Atkins proposed the report was used. Cllr Rogers seconded. Unan.

RESOLVED that the Clerk publish the report on the noticeboards and website regarding CIL money and send a copy to EDDC.

19/20.10 Meeting with EDDC Officers

The Clerk reminded all members of the upcoming meeting with EDDC Officers Sulina Tallack and Jamie Buckley regarding the Toddler Play Area and Activity Trail in Candy's Field on 10th June at 5.30pm. This would be to discuss the future of the areas and what could be done to improve the current facilities.

19/20.11 Finance

Cllr Rogers proposed to approve the payments and receipts. She noted the financial summary and budget report. Cllr Young seconded. Unan.

RESOLVED that the following payments be approved:

Payments (April and May 2019)

01/04/19	98	Optima Graphics - Herald printing	£398.00
01/04/19	99	ROSPA Play safety	£107.40
01/04/19	100	P Corcos - LFRG expenses	£30.00
01/04/19	2551	Miss L Tyrrell salary March 2019	£588.24
01/04/19	2552	Miss L Tyrrell expenses March 2019	£117.29
01/04/19	2553	Mrs C Edworthy - Wages March 2019	£242.73
01/04/19	2554	HMRC - Tax and NI March 2019	£152.90
01/04/19	2555	Gulliford Joint Committee -LPC contribution 2019-2020	£200.00
01/04/19	2556	DALC - Preparing for elections training	£36.00
01/04/19	2557	Diamond Facilitation	£429.50
01/04/19	2558	Bespoke Web Design	£22.50
01/04/19	2559	DALC - HMRC/PAYE and Preparing for Audit training	£96.00
04/04/19	DD	EDF - Lights in toilets REF: 671024465401	£27.00
15/04/19	DD	EDF - Lighting, Candys Field Acc no: 9208111111	£69.68
15/04/19	DD	EDF - YC Electricity REF: 671079829135	£32.00
15/04/19	DD	EDF - YC Gas REF: 671079829166	£56.00
24/04/19	2560	EDDC - Waste collection 1/4/19-31/3/20	£299.00
24/04/19	2561	Peter Tate Ltd	£120.00
24/04/19	2562	J Morrish	£80.00
24/04/19	2563	A Western	£250.00
24/04/19	2564	DALC Membership 1/4/19-31/3/20	£452.78
24/04/19	2565	P Corcos - LFRG expenses and YC sink	£75.00
24/04/19	2566	Exmouth and District Community Transport Group	384.44
24/04/19	2567	Groundwork UK - returned unspent NP grant	£6,985.47
24/04/19	2568	Optima Graphics - Herald printing	£405.00
24/04/19	2569	PVM Supplies - toilet rolls	£104.98
24/04/19	2570	Teign Trees and Landscapes South West Ltd	£204.00
24/04/19	2571	Westcountry Rivers Trust	£1,890.00
24/04/19	X 2572	Cob Solutions - Repair to wall at Gulliford cemetery CANCELLED	£0.00
24/04/19	2573	Mrs C Edworthy - Wages April 2019	£234.00
26/04/19	2574	Gulliford Joint Committee -LPC contribution for wall repair	£4,500.00

30/04/19	2575	HMRC - Tax and NI April 2019	£199.81
30/04/19	2576	Miss L Tyrrell - wages April 2019	£694.27
30/04/19	2577	Miss L Tyrrell - expenses April 2019	£81.29
30/04/19	2578	P Corcos - B&Q Plumbing expenses	£38.43
30/04/19	DD	PLUSNET ref: 3453454-1	£39.98
01/05/19	DD	EDF - Lighting, Candys Field Acc no: 9208111111	£67.97
07/05/19	DD	EDF - Lights in toilets REF: 671024465401	£16.00
13/05/19	2579	S Davies - LFRG consumables	£46.44
13/05/19	2580	Alison West - Bespoke Web Design	£46.00
13/05/19	2581	A Western	£405.00
15/05/19	DD	EDF - YC Gas REF: 671079829166	£56.00
15/05/19	DD	EDF - YC Electricity REF: 671079829135	£32.00

Receipts (April and May 2019)

01/04/2019	FPI	Herald Advert - Richard Waddell 19/015	36.00
02/04/2019	FPI	Herald Advert - DAVE MANNING	75.00
04/04/2019	FPI	Herald Advert - LYMPSTONE PRE SCHOOL	50.00
12/04/2019	FPI	Herald Advert - LENS CLEANING	15.00
16/04/2019	FPI	Herald Advert - DAB ELECTRICAL SOLUTIONS	75.00
26/04/2019	500399	Western Power	7.54
26/04/2019	500399	Herald Advert - S Wilkes	45.00
06/05/2019	FPI	Herald Advert - A Mason	5.00
09/05/2019	FPI	Herald Advert - Peter Tosh Opticia	25.00
14/05/2019	FPI	Herald Advert - J Moffatt	18.00

Financial summary (May 2019):

Financial Summary

Current Account

Opening balance at 1st April 2019	60,712.68
Receipts	£23,792.54
Total receipts	£84,505.22
Transfer from dep ac	
Total paid in to current ac	£84,505.22
less, Payments	£22,419.44
Net balance	£62,085.78

Unpresented cheques	£0.00
Receipts not on statement	£0.00

Balance at Bank £62,085.78

Deposit Account

Balance at 1st April 2019	£162.17
Interest to 31st March 2020	£0.00
Transfer to current ac	£0.00

Total £162.17

Budget Monitoring (May 2019):

Code	Item	Budget	Spent	Balance
10	VAT	£5,000.00	£493.90	4,506.10
100	S137 *	£500.00	£0.00	500.00
101	Other Grants	£1,000.00	£384.44	615.56
201	Clerk's Salary	£10,000.00	£2,569.94	7,430.06
202	Clerks Expenses	£800.00	£196.16	603.84
203	Office expenses	£1,200.00	£249.27	950.73
208	Village Hall Hire	£0.00	£0.00	0.00
209	Miscellaneous	£500.00	£0.00	500.00
301	Chairman's Allowance	£150.00	£0.00	150.00
302	Subs	£600.00	£452.78	147.22
307	Courses, Travel etc	£500.00	£110.00	390.00
308	Insurance, Audit, Elections	£3,500.00	£0.00	3,500.00
313	Miscellaneous inc Beacon bonfire	£500.00	£6,985.47	-6,485.47
400	Herald Printing	£4,500.00	£1,242.00	3,258.00
602	Grass Cut	£4,000.00	£205.00	3,795.00
605	Other Maintenance	£1,000.00	£0.00	1,000.00
608	General tree work inc Candys Field	£500.00	£170.00	330.00
612	Bin emptying	£500.00	£249.17	250.83
616	Handyman	£4,000.00	£405.00	3,595.00
618	Notice Boards - Maintenance	£100.00	£0.00	100.00
633	Play Equipment Mtce	£1,000.00	£89.50	910.50
640	Lighting in Candy's field	£600.00	£130.93	469.07
701	Toilets inc: wages, consumables, rates, elec, utilities, repairs	£5,600.00	£1,190.74	4,409.26
702	Flood equipment and Maintenance	£500.00	£0.00	500.00
703	LFRG expenses	£500.00	£96.44	403.56
706	Gulliford Cemetery	£800.00	£4,700.00	-3,900.00
800	Burial Ground	£500.00	£125.00	375.00
1101	Youth Club Building Maintenance	£1,000.00	£63.43	936.57
1102	YC Utilities	£2,000.00	£167.20	1,832.80
1300	Website etc	£400.00	£68.50	331.50
1400	Adverse weather	£200.00	£30.00	170.00
1500	Gully cleaning and jetting	£2,000.00	£0.00	2,000.00
2100	Parishes Together	£1,500.00	£1,575.00	-75.00
2300	NP Projects	£0.00	£429.50	-429.50
2400	Cont to repairs to VH Car Park	£500.00	£0.00	500.00
2500	DCC Funding	£0.00	£0.00	0.00
2600	YC Recharge	£0.00	£0.00	0.00
	Total	£50,950.00	£21,885.47	£29,064.53
	Add VAT		£493.90	
	Total		£22,379.37	

19/20.12 Clerk's Action List

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

Lympstone Parish Council: Clerks Action List – May 2019

Month and Minute	Response	Date Actioned
May - 19/09	Clerk to contact the Allotments and let them know the PC agreed the new Trustees of Heathfield Allotments.	15/5
May – 19/09	The Clerk write a letter of thanks to Mr Masterson.	21/5
May – 19/09	Clerk to investigate the process of transferring savings account money to the PCs current account.	
May – 19/10	The Clerk write a letter of thanks from the PC is sent to RNAS Yeovilton and the Royal Marines.	20/5
May – 19/11	Clerk to arrange a site meeting with owners of Longmeadow Road new build and Amberwood with all Cllrs. – Meeting arranged 23/5	15/5
May – 19/11	Clerk to type and circulate Cllr Atkins SWW letter to all Cllrs for approval.	21/5
May – 19/11	Clerk to ask EDDC an extension on the planning response time from the PC.	14/5
May – 19/15	Clerk to contact EDDC dog warden.	20/5

May – 19/15	Clerk to include irresponsible dog issue in Herald and Cllr Young to post on website.	14/5
May – 19/15	Clerk request 6 more copies of the ANOB plan.	16/5
May – 19/15	Clerk to send the report from the facilitator Mark Robertson to all members of the Council and NP review group.	15/5
May – 19/15	Clerk to contact the NP Officer from EDDC and invite him to a PC meeting.	
May – 19/16	Clerk to chase up the removal of mud with the harbour board.	22/5
Additional actions:		
	Met with JC and KR	10/5
	Met with Sarah Jenkins (internal auditor)	13/5
	Emailed planning west with agreed planning decisions	14/5
	Met with HiLine (Rich)	15/5
	Courses booked for Cllrs	15/5
	Gulliford cemetery wall (ongoing) – Joint Gulliford Meeting	21/5
	Monthly Defib report	23/5, 28/5
	Site meeting at Amberwood and 1 Highgrove	23/5
	Meet with Sulina Tallack, Jamie Buckley and Cllrs	10/5

19/21 Reports from the Chairman, East Devon District Councillors and Devon County Councillors.

The Chairman reported that due to an incident of someone being locked in the village public conveniences late one evening the fire brigade had been called to break the lock on the main door. The door lock was currently undergoing repair.

The Chair also reported that the Youth Club had been closed on some occasions this month due to the lack of volunteers to support the running of the club. She suggested that regular help was required.

RESOLVED that the Clerk request volunteers to support the YC in the Herald. Cllr Young to advertise the need on the website.

County Cllr Scott explained to the Exe Estuary Trail group members present that there would be political support from County Cllr Trail and Scott in relation to the feasibility study.

RESOLVED That the Clerk to forward the grant information received from Cllr Scott earlier in May to EET group.

He explained that he was on the AONB board and could respond on the PCs behalf if they had any comments that needed reiterating. He added that any issues regarding overgrown hedges can be referred to DCC if LPC do not get appropriate responses from residents. DCC have enforcement officers that can support LPC with persuading residents of their responsibilities. He asked for any feedback from the new integrated care systems for residents that are rolling out across the County. He explained that there are new initiatives within the Primary Care Network (PCN) which involves primary care integration of all services to work together and keep people healthy in the first instance. County Cllr Scott added that he had forwarded on three grants of interest for the community (not capital grants) to the Clerk which the Council acknowledged they had received the information. County Councillor Scott explained that he wanted to organise a beach clean-up in Lymptone and continue it for the next 6 to 12 months. The Parish Council fully supported this scheme. He added that he had donated funding towards the upcoming village fete. He highlighted the great efforts from the marine wife's' charity weekend fundraising event which was now up to £21,000. He finally gave a thank you to Cllr Ingham and had noted his acute car safety awareness.

County Cllr Trail congratulated all members of the Parish Council on their new Term of Office and Cllr Rogers on her new appointment as Chairman. He explained that he had recently been involved in fundraising and raised £8090 for SAFFA and Royal Marine Charities. He explained that Lower Halsdon Farm was now open for cream teas. He added that the new Toucan crossing on the A376 for the Exe Estuary Trail would be in opened and in use by the end of June. He explained that the delay had been due to waiting for South West Power to connect the electrics. He added that all residents in the vicinity had been kept well informed and had all been very patient. He hoped that this would increase the visitors to A La Ronde and the Exe Estuary Trail.

District Cllr Ingham had attended EDDC Annual Council meeting in Honiton on 22nd May 19 and had been successfully elected as Chairman. He was congratulated of his new appointment by the Chair of the PC. Cllr Ingham explained he had appointed a new and independent cabinet to the Council. District Cllr Jung would be the lead for Environment. Cllr Ingham was currently setting out priorities for the next 4 years and planned to get this completely by the summer and let LPC know. He added that he felt the NP Review should continue. The Chair explained that LPC were currently writing a constitution and would invite an NP Officer to visit a public meeting to discuss the way forward. The NP review could then restart in September. She added that we currently had the focus groups: LFRG and Getting Around groups continuing. District Cllr Jung introduced himself as the newly appointed District Councillor to Lymptstone. He explained that he knew the village well, he had and would continue to work closely with LFRG. He was looking forward to finding appropriate solutions to future flooding implications.

19/22 Planning Applications

A resident spoke to support all Cllrs in their decision-making regarding planning and hoped they would always be protected by EDDC and the police in future.

18/1766/FUL and 19/0735/FUL - *Erection of General Purpose farm building (amendment to approved application 18/1766/FUL) to re-orientate the building at Land North Of Edinburgh Crescent.*

Cllr Rogers proposed the following:

RECOMMENDATION: Lymptstone Parish Council agreed to the re-orientation of the building and higher doors. However, there were concerns of the close Devon Bank and the possibility it could be moved or removed. LPC would advise that the Devon bank is retained.

Cllr Young seconded. Unan.

RESOLVED that the Clerk send the recommendation from LPC to EDDC.

19/1135/FUL - *Construction of front porch, front dormer windows and first floor extension over decking to the rear. Proposed car port to the front at Tadpoles.*

A resident spoke on his objections to the proposed plan which included the following points:

- No consultation or consideration to the neighbours.
- Not in keeping with the neighbouring properties or street scene on entering the village.
- No measurements on plans so not clear on the size but looks huge in comparison to adjoining bungalow.
- Reduced solar panel productivity on neighbours adjoining roof.
- The proposal did not fit in with the village design statement and the neighbourhood plan which both state that new roofs should conform to traditional roof pitches.
- The street scene will be changed forever with this overpowering block.

Another resident explained her concerns of the future of the bungalows in the Parish being converted into houses and where the elderly would be able to downsize.

Cllr Rogers proposed a site meeting. Cllr Atkins seconded. Unan.

RESOLVED that the Clerk to arrange a site meeting with the owners and all Cllrs.

19/23 EDDC Planning decisions

RESOLVED that the EDDC decisions were noted.

19/24 Exe Estuary Trail

Mrs Sara Davis introduced the other 2 members of the group present: Mr Clem Davies and Cllr Ben Ingham.

Mrs Davies read the report from the Exe Estuary Trail group:

TRAIL ACTION GROUP - REPORT TO LYMPSTONE PARISH COUNCIL, 3rd June 2019

(1) Objectives and Scope of the Group : Trail Action Group (Lymptstone) is a working group for implementation of Neighbourhood Plan Objective CA 8 for an off-road route for the Exe Estuary Trail (EET) through Lymptstone. 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 NP consultation).

Our vision is of an alternative off-road route for the EET with clear access links to the village for those who wish to visit (and residents). This will create a direct, safer route for commuters and families, and

enhance tourism by helping to retain the character of the village. In light of increasing development in the region and increasing use of the EET (~ 83,000 cyclists in 2010; 178,000 in 2018), this will help ensure long-term sustainable development of the village and the EET.

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).

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.

(2) Group Members and Lead Councillor: Trail Action Group includes 5 members - Judith Carter (leader), Clem Davies, Sara Davies, Miles Freeman, and Cllr Ben Ingham. Cllr Angela Connelly-Cole is the Lead Parish Councillor for achieving Neighbourhood Plan Objective CA8, and the main link to Trail Action Group.

(3) Recent Progress and Achievements:

- In November 2018 we contacted DCC's new head of highways (Meg Booth, Chief Officer of Highways, Infrastructure Development & Waste), and gained a positive response. She agreed to arrange a meeting with two of DCC's senior engineers.
- In January 2019, we met Anjum Kanani (Chief Engineer) and Lee Meaden (Project Manager, Engineering & Design Group) who provided useful advice on 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 (LPC's responsibility)*
 2. *Obtain planning approval (DCC's responsibility - so political will and commitment are needed at this stage)*
 3. *Agree legal issues associated with the land, e.g., access & liability (DCC's responsibility)*
 4. *Secure funding (DCC's responsibility).*

Anjum & Lee could only advise on (1) above.

Since then, we have:

- Consulted with Network Rail (Angela Edmonds, Commercial Scheme Sponsor)
- Contacted qualified engineering consultants.
- Met with one of the consultants, Arcadis (Note: We intend to obtain at least two quotes – see 'next steps' below)
- Met with Lee Meaden at DCC for clarification on the scope of work.
- We have already conducted preliminary discussions with potential private donors for the feasibility study.

(4) Issues and Obstacles:

- **Scope and cost of the feasibility study**
 - We are currently awaiting response from DCC on the scope of work. Originally, they recommended completion of GRIP Stages 1 -3, but we now consider that completion of GRIP Stages 1 and 2 is sufficient to determine feasibility (and Network Rail agrees).
 - In addition to consultants' fees, there will be significant charges from Network Rail for staff time and access to its land.
 - The total cost is to be confirmed after receipt of quotes from consultants and Network Rail.
- **Funding of the feasibility study**
 - Preliminary consultation with potential donors has taken place but the availability of sufficient funding is not yet certain.
 - Earlier attempts to secure funding from other sources (e.g., Lottery) have proved unsuccessful.
- **Community & other stakeholder consultation**

- The first task is to determine if an off-road route is technically feasible.
- Consultation will then follow (building on the earlier consultation during 2011-2016).
- The development of a 'Stakeholder Management Plan' is part of GRIP Stage 1.
- **Funding of scheme if feasible**
 - Even if proven feasible, the availability of funding for construction of an off-road scheme is likely to be a significant obstacle (see 'next steps') but we will be in a much better political position.

(5) Next steps:

1. Confirm scope of feasibility study with DCC (i.e., GRIP Stages 1-2 vs Stages 1-3).
2. Obtain quotes from at least two qualified engineering consultants and Network Rail.
3. Obtain estimate of Network Rail's costs.
4. Complete and sign a new BAPA (Basic Asset Protection Agreement) with Network Rail.
5. Consult with potential private donors to secure funding.
6. Select consultant.
7. Confirm project management and financial arrangements.
8. Maintain regular communication with Network Rail Scheme Sponsor and DCC.
9. Consult with Keith Lands, EDDC Planning Policy Team Leader, on how to get the potential construction project on the CIL 123 listing.
10. If an off-road route proves feasible, arrange a meeting with Dave Black, DCC Head of Planning, Transportation & Environment, and organise stakeholder consultation, etc.
11. Maintain regular communications with LPC throughout the above

RESOLVED that the Clerk to email the grant info regarding 'crowdfunding' to the Exe Estuary Trail group.

Cllr Atkins introduced Mr Stratford from the Getting Around group.

Mr Stratford asked the PC to consider the recommendations from the facilitator and let the Getting Around group know their thoughts:

'Getting around' group: Report to Lympstone Parish Council

Introduction

- The group was set up as a focus group to consider issues – parking, traffic management, public transport, needs of pedestrians – from the village consultation (24 January) on the revision of the Neighbourhood Plan (NP). The groups remit was to make recommendations to the NP Working Party; Ian Stratford acted as de facto 'Champion' and Mark Robertson was contracted to facilitate the group.
- Work on revising the NP was subsequently suspended but the Parish Council decided that – because of the importance of the above issues in the life of the village – the group should continue.
- Two meetings of the group have taken place, attended by Steve Archer, Cllr. David Atkins, Cllr. Helen Dimond, Neil Downes, Allan Henderson, Pete Simpson, Ian Stratford, Ian Scott, Mary Turner.

The achievements of the group to date

The group has clarified it's key task as follows: *To make Lympstone a pedestrian friendly place, with a focus on safety, amenity and comfort.*

And identified:

- The need to collect relevant quantitative data to clarify the issues and to act as the basis for any recommendations - the group has commenced work on a methodology for collecting this data.
- The need to supplement this with qualitative data e.g. 'personal stories' or vignettes to illustrate the impact of car and lorry movements on parishioners - the group is starting to assemble these.
- The importance of achieving some 'quick wins', in addition to the longer-term work of research and data collection. Two members of the group have identified a series of 'pinch points' around the Parish where relatively simple improvements might be made (the group plans to discuss these at the next meeting which is scheduled for 28th May)
- The importance of considering all parts of the Parish.
- A number of research papers and practical initiatives relevant to their task (see appendix).

In addition it has:

- Made contact with the Geography Department at the University of Exeter to discuss the possibility of involving a student on their 2nd year undergraduate Work Place Learning Module to carry out research about the impact of traffic on the village. (see above and appendix).
- Recognised the importance of aligning its work with national and local government priorities (e.g. carbon reduction/ introduction of electric vehicles, needs of disabled people) and the DCC HATOC Group.
- Liaised with represents of ALRUG (Tony Day) and the Exe Estuary Trail Action Group (EETAG) (Judith Carter and Sara Davies)
- Discussed other possibilities for actions including the possibility of promoting attitudinal change/changing driving habits (through the Herald, Village Website, Village events etc) improving public transport, car sharing, and investigating the potential for reducing delivery vehicles accessing the village by using a click and collect at the Saddlers, altering current car parking arrangements, traffic calming measures, improving footpaths, introducing one way systems.

Recommendations

It will be seen from the above that the group is already beginning to exceed its original remit. Whilst it's work would contribute to any revised NP in the future, many of the issues identified are not really germane to the rather restrictive nature of the planning framework within which the NP must sit. The group therefore recommends that it move forward from being a short-term focus group to a longer-term group reporting to the Parish Council, in a similar manner to the Flood Resilience Group and the EET Group

In the light of this it is recommended that the PC

- Supports and recognises the work of the 'Getting Around' Group – as it does the work of the Flood Resilience Group and the EETAG Group.
- Provides some administrative support for the group and a modest budget for e.g. reproduction of maps, travelling expenses for a student from the University of Exeter, meeting room hire etc.

The group also needs to clarify its leadership arrangements, meeting schedule and short and long workplans, procedures for liaison with interested parties (ALRUG and EET), Devon County Council, EDDC, etc and its membership (balancing the need to recruit additional expertise with the recognition that the maximum effective size for a group of this nature is likely to be between 8-10 people).

Mark Robertson (Facilitator), on behalf of the Working Party

Mr Stratford explained that from the village meeting in January, parking had been one of the main concerns from residents. He asked if the Getting Around group which had been formed from the findings of the village meeting to be treated as an equal priority to the EET group and the LFRG.

Cllr Young proposed this was agreed. Cllr Rogers seconded. Unan.

RESOLVED That the Getting Around group was formally established.

Mr Stratford added that the group had begun a parking survey in the village centre and would roll this out across the Parish. They would, with the PCs permission begin some surveys of the main roads coming into the village in July/August and repeat the task again in October/November.

The Chair recommended using the website and Herald as a leverage to explain to the members of the public the group's current and future plans.

A report from lead Cllr Hill was received:

Getting Around Focus Group Meeting 28 May 2019 Summary Report.

In summary, I was suggested that I lead this group with Lucy as secretary. Mark Robertson's report to be considered at 3 Jun 2019 meeting. Alan Henderson liaise with Exeter University to arrange for a student to do study in the village. Brief to be drawn up a.s.a.p.

Traffic Survey: Needs to be done in June & October for a 12 hour period on a week day and a weekend day. There is a standard format. This will require a lot of volunteers – Neil Downes will be contact / rota organiser. Ian Scott suggested problem was volume rather than speed and suggested electronic vehicle speed warnings could be used. Helen Dimond suggested work should be given to improving driver behaviour, especially where the road is shared by users of EET. Another suggestion was a Village Gateway on the entrance to the village.

Reducing Car Usage – Car Sharing: Ian Scott reported this would need sufficient number of committed users and a dedicated parking space to be operable.

Pedestrian Movement: There needs to be an overall strategy for footpaths. Footpath along the Strand – DCC are looking to address this, removal of one of the current short-term parking spaces and modification of the pavements. Ben Ingham highlighted state of the footpath linking Church Path and Clay Lane and suggested that the new owner be contacted to discuss providing a hard surface.

Parking: Mary Turner had investigated various ways of recording the relationship between properties and parking spaces in Marine Estate and Jackson Meadow. Conclusion – simple spreadsheet of spaces and properties may be best. Similar exercise needs to be done for village centre, The Strand and Church Road. She noted that many “garages” were too small for modern cars and were only used for storage. Suggested that they could be demolished and the space used for parking to reduce on-street parking. Use of temporary carpark at the top of Underhill was discussed. Suggestion that a car park off Burgmanns Hill would be a better site. LPC be asked to procure large scale maps from EDDC to evaluate potential suggestion.

LPC Actions:

Keith Hill to act a chairperson

Lucy Tyrell to act a secretary

Lucy to ask EDDC for large scale maps

Lucy to book committee room for 17 June meeting

Cllr Keith Hill

Mr Stratford also mentioned that the Getting Around group had spoken with Exeter University to get their students involved in transport matters in the village. As soon as the group knew results from their findings, they would be taking it to DCC officers for future support. Cllr Atkins explained that commercial lorries should be using the new road but are coming in every road entrance to the village which is not appropriate. Mr Stratford responded and explained that the Getting Around group would also be tackling signage on the main road and into the village.

19/25 The Public Conveniences

Cllr Ducker suggested that as the lease from EDDC had now expired, it was necessary to have it in writing that the lease continued as it was not presently clearly documented. Cllr Atkins explained that the lease was taken on by the Parish Council as EDDC were going to decommission the toilets. He believed there still was and a growing need for the toilets due to the increase use of the EET. The Chair explained that the toilets needed updating. Cllr Eastley believed that the contract was forced upon by EDDC and LPC should not be fobbed off by a letter. He added that the toilets are for the public to use not the villagers use. He felt new terms should be developed and agreed with EDDC.

Cllr Eastley proposed a site meeting with EDDC Officers to discuss the toilets in their entirety. Cllr Ducker seconded. Unan.

RESOLVED that the Clerk contact Adrian Priest from EDDC and arrange a site meeting.

19/26 Reports of Lead Councillor

Any reports requiring a decision are attached.

19/26.1 Facilities and Estates – Cllr Atkins

Cllr Atkins highlighted a problem with the public toilets and the men’s urinals not emptying properly. He proposed that Mr Alfie Beer went to view and feedback the main issue to the PC.

RESOLVED That the Clerk contact Mr Beer to look at the issue in the gentlemen’s public toilets.

Cllr Atkins reiterated the broken door lock and explained the door should always be able to be opened from the inside. He added that, in future, the fire brigade should also be key holders of the new lock to avoid breaking the lock off if the issue ever recurred.

Cllr Atkins explained that the Primary School had been in touch about having the grass cut before the white lining for sports day was done this week. He explained the grass would not be cut until next week before the white lining was redone on the 19th June.

Cllr Atkins asked if we could accept Mr Andy Westerns contract.

Cllr Young proposed it was accepted. Cllr Ducker seconded. Unan.

RESOLVED that Cllr Atkins would go through the new contract with Mr Andy Western.

Rotated monthly:

19/26.2 Communications – Cllr Young (*was Herald/Website*)

Cllr Young explained that Bespoke web designs was currently working on updating the website.

19/26.3 Transport, Parking and Planning – Cllr Hill and All Cllrs

19/26.4 Community – Cllr Atkins, Cllr Rogers (*was YC/VH/NP/CTCRM*)

19/26.5 Environment - Cllr Young (*was Flood/Emergency/Allotments*)

19/26.6 Heritage and Structure – Cllr Rogers, Cllr Young and Cllr Connelly-Cole (*was Gulliford/Exe Estuary*)

Cllr Rogers reported on Gulliford burial ground. She explained how time consuming it was to rebuild the listed wall, but it was slowly progressing. She also added that there would be an open day later in June for visitors to attend and learn more about the historical background of the burial ground.

19/26.7 Finance, Grants, Funding and Compliance – Cllr Ducker and All Cllrs

Cllr Ducker updated all members that the Clerk had forwarded on the appropriate paperwork linked to the recommendations from the Internal Auditor for review. Cllr Ducker explained that she was currently studying a Risk Management Diploma. She would email out further updates regarding her review of the received policies and documents to all Cllrs during July/August in preparation for a group meeting in September.

19/27 Matters raised by Councillors

Cllr Atkins raised the issue of the rut left in Candy's field from the building of the Pre-school which he felt was dangerous and incomplete. County Cllr Scott explained he would speak to Cllr Atkins after the meeting regarding this and contact the Clerk.

Meeting closed **8.55 pm**

Chairman:

Date: