



LYMPSTONE PARISH COUNCIL

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28th January 2020

To All Members of the Parish Council

You are summoned to attend a meeting of Lympstone Parish Council, to be held **7.30pm** on **Monday 3rd February 2020** in the Village Hall. The business to be transacted is set out below. Members of the Public are cordially invited to attend and to speak in the open session.

The agenda and all attachments can be found online at www.lympstone.org

Miss L Tyrrell
Clerk to the Parish Council

AGENDA

	Public Session	7.30
1	INFORMATION: Apologies	7.45
2	ACTION: Minutes To confirm the minutes of the PC meeting held on the 6 th January 2020 attached.	7.50
3	INFORMATION: To receive any Declarations of Interest	7.55
5	Clerk's Report (see attachments): ACTION: <ul style="list-style-type: none"> i) New Post for The Green – Decide on a new post. ii) Crowdfunding sessions – Attendance of a representative from the Parish. DISCUSSION: <ul style="list-style-type: none"> iii) Correspondence Received – Mr Cotton and LFRG: Flood Prevention, Mrs Hawkins: Building site, Lympstone Primary School (Circus Community Event) and LFC (Presentation Award Ceremony): Permission to use Candy's Field. INFORMATION: <ul style="list-style-type: none"> iv) Stagecoach Route Consultation - https://www.stagecoachbus.com/promos-and-offers/south-west/feedback-on-proposed-service-changes v) Finance - Payments / Financial summary / Budget report vi) Clerk's Action List 	8.00

6	DISCUSSION: The Climate and Nature Emergency - Parish and town councils may not be as powerful as local authorities, but they can “do their bit” in addressing the climate and nature emergency and be a force for change.	8.10
7	DISCUSSION: Parking under the Railway Bridge – Discuss the parking need for shoppers under the bridge in The Strand during store opening times.	8.15
8	INFORMATION: Reports from the Chairman, East Devon District Councillors and Devon County Councillors if any.	8.20
9	Planning Applications ACTION: 19/2833/FUL - Proposed re-modelling of chalet bungalow including construction of roof extensions and provision of cladding and widening of access to Hulham Road at Backenhayes Acres. 19/2819/FUL - Construction of two storey rear extension at 4 Malt Field. 19/2707/FUL - Construction of 2no. two bedroom dwellings at Leighton Cottage. 19/1801/FUL - Demolition of Highcliffe Bungalow and Highcliffe Mews, and construction of one replacement dwelling at Highcliffe Bungalow Sowden Lane. 20/0088/FUL - Demolition of existing garage and construction of replacement garage with workshop at Sowden Lodge. 20/0092/ADV - A refurbishment of the current signs at the Saddlers Arms. 20/0099/FUL - Construction of single storey extension and balcony, replacement door and windows and installation of new first floor side facing window at Shoestring Cottage. 20/0103/FUL - Construction of single storey side extension at 17 Birch Road.	8.25
10	INFORMATION: EDDC Planning decisions - See attached list: January 2020	8.35
11	INFORMATION: Reports of Lead Councillor Any reports requiring a decision are attached. Facilities and Estates – Cllr Atkins to report on the sunken graves and leaning gravestones in the Burial Ground. <i>Rotated monthly:</i> Communications – Cllr Young (<i>was Herald/Website</i>) Transport, Parking and Planning – Cllr Hill and All Cllrs. To receive an update and report from The Getting Around focus group. Community – Cllr Atkins, Cllr Rogers and Cllr Hill (<i>was YC/VH/NP/CTCRM</i>) To receive an update and report from The Community Hub. Environment - Cllr Young (<i>was Flood/Emergency/Allotments</i>) To receive an update and report from LFRG group. Heritage and Structure – Cllr Rogers and Cllr Young (<i>was Gulliford/Exe Estuary</i>) To receive an update and report from The Exe Estuary Trail group. Finance, Grants, Funding and Compliance – All Cllrs	8.40
12	DISCUSSION: Matters raised by Councillors	8.45

Clerk's Report:

DISCUSSION:

i) Correspondence Received

Mr Cotton and LFRG: Flood Prevention

8/1/20

You will be aware of the risk of repeat flooding to up to ten properties at Pretty Corner caused by drainage from the fields to the north into the small stream that passes through the two culverts.

I would like to informally explore several issues around this problem.

- 1. after numerous surveys of the catchment area there appears to have been no action. (Or have I just not been told?) I have read recently that one of the best ways to reduce rapid run off is to plant a conifer forest. This has the advantages of being quick growing, locks in carbon and produces a cash crop for the landowner as well as slowing run off. Can this be explored?*
- 2. For five years I have been monitoring the water level in the stream by remote camera in order to give early warning to neighbours at risk. The stream can still go from 100mm deep to a metre in around 30 minutes. Unfortunately the system has now failed and needs to be replaced by a wireless system. The original was installed and paid for by myself but I would appreciate some financial help towards the cost of the new one.*
- 3. The head wall and funnel brickwork recommend by CC engineers, again installed and paid for by myself is in need of extending. Again I would appreciate some financial support.*
- 4. I would be pleased to discuss these problems with your appointed representative before making any firm proposals or requests. Regards, Brian Cotton.*

25/1/20

Hi Lucy

Just to keep you in the loop, John Brewer and I spent some time with Brian Cotton talking through his flood prevention requests. At our suggestion, he has now completed an application for Property Flood Resilience funding, through the Devon Communities Together forum. John and I have said we would be happy to be around if/when DCC visit Brian to assess his needs.

Regards, Phil

31/1/20

Kathy, you will be aware of the flood risk to eleven properties at Pretty Corner. Under the guidance of Phil Corcos and John Brewer I have applied for PFR funding from DCC.

See confirmation attached. We are treating this as a test case on behalf of other vulnerable residents, it may help our case if the PC could write to DCC in support of the application. At this stage they have not asked for details of any preventative measures as the first stage is to send an expert to assess the risks.

Feel free to contact me or Phil if you need more info. Regards, Brian Cotton.

Ps. Note that any letter should be with DCC by mid February.

Mrs Hawkins: Building site

Lympstone Primary School (Circus Community Event): Permission to use Candy's Field

23/1/20

Hi Kathy,

I am the chair of the Lympstone primary school PTFA. As you may be aware funding for schools has been cut over a number of years and the PTFA raise funds through events to support the school. A few examples include the purchase of the outdoor play equipment in the playground, chrome books to support the use of IT in teaching. We have also provided financial support to run drumming workshops and Christmas pantomimes. We are keen to extend our fundraising events more widely in the community and have been considering running a pop up circus within the community. The most obvious location being so close to the school would be candy fields and we wondering if the parish council could support us by allowing use of the field for such an event. If the parish council could also stretch to a small grant that would also be appreciated. We would be happy to provide any further information or meet if you feel that would be helpful. I have also contacted the clerk so apologies if you've had this message twice!

Kind regards, Susan

LFC (Presentation Award Ceremony): Permission to use Candy's Field

21/1/20

Good afternoon Lucy, my name is Martin I have recently taken over as Lympstone AFC youth chairman. The reason for me contacting you is to seek clearance to use a section of candy's field may 17th for our end of season event! I am looking at potentially having food and around 3-4 inflatables, event starting 12 and will be complete by 1700 including pack up and litter sweep! Can you please let me know what the official procedure is?
Cheers Martin

INFORMATION:

ii) Finance - Payments / Financial summary / Budget report:

Payments (January 2020):

02/01/20	DD	PNET3453454-1 REFERENCE: PNET3453454-1	£41.65
06/01/20	2661	Village Hall Hire for Community Hub Event 17/01/20	£20.40
06/01/20	2662	South West Water Business REF: 2151970901	£273.27
06/01/20	2663	D G Atkins - Hedge cutting	£546.00
06/01/20	2664	PVM Supplies	£131.48
06/01/20	2665	Machine Mart - LFRG	£745.58
06/01/20	2666	Optima Graphics - Herald printing (Jan)	£438.00
06/01/20	2667	Miss L Tyrrell- wages Dec 19	£873.07
06/01/20	2668	Miss L Tyrrell- expenses Dec 19	£180.38
06/01/20	2669	Mrs C Edworthy - wages Dec 19	£242.73
06/01/20	2670	HMRC - NI Dec 19	£21.01
06/01/20	DD	EDF ENERGY REFERENCE: 671024465401	£31.00
15/01/20	DD	EDF ENERGY REFERENCE: 671079829135	£42.00
15/01/20	DD	EDF ENERGY REFERENCE: 671079829166	£56.00
16/01/20	DD	EDFENERGY CUST PLC REFERENCE: 9208111111	£69.68
24/01/20	2671	Reformed Plastics - bench in Candy's field	£378.00
30/01/20	DD	PNET3453454-1	£40.98

Receipts (January 2020):

09/01/2020	FPI	THE LITTLE PLUMBING COMPANY (UK) LIMIT	135.00
14/01/2020	FPI	EVERNDEN D & J OLD DAIRY	126.00

Financial summary (January 2020):

Opening balance 1/4/19:	59,756.00
Total receipts as of 31st January 2020:	113,943.08
Total Payments as of 31st January 2020:	55,784.55
Running balance as of 31st January 2020:	58, 158.53

Budget (January 2020):

Expenditure			
Code	Item	Budget	Spent
10	VAT	£5,000.00	£1,444.13
100	S137 *	£500.00	£25.00
101	Other Grants	£1,000.00	£531.94
201	Clerk's Salary	£10,000.00	£8,747.31
202	Clerks Expenses	£800.00	£721.54
203	Office expenses	£1,200.00	£880.86
208	Village Hall Hire	£0.00	£0.00
209	Miscellaneous	£500.00	£0.00
301	Chairman's Allowance	£150.00	£85.00
302	Subs	£600.00	£625.78

307	Courses, Travel etc	£500.00	£295.00
308	Insurance, Audit, Elections	£3,500.00	£2,043.68
313	Miscellaneous inc Beacon bonfire	£500.00	£6,995.47
400	Herald Printing	£4,500.00	£3,738.00
602	Grass Cut	£4,000.00	£3,787.50
605	Other Maintenance	£1,000.00	£2,185.70
608	General tree work inc Candys Field	£500.00	£692.20
612	Bin emptying	£500.00	£686.67
616	Handyman	£4,000.00	£1,040.00
618	Notice Boards - Maintenance	£100.00	£0.00
633	Play Equipment Mtce	£1,000.00	£167.50
640	Lighting in Candy's field	£600.00	£655.81
701	Toilets inc: wages, consumables, rates, elec, utilities, repairs	£5,600.00	£3,728.21
702	Flood equipment and Maintenance	£500.00	£635.30
703	LFRG expenses	£500.00	£301.44
706	Gulliford Cemetery	£800.00	£9,260.00
800	Burial Ground	£500.00	£125.00
1101	Youth Club Building Maintenance	£1,000.00	£283.03
1102	YC Utilities	£2,000.00	£1,259.37
1300	Website etc	£400.00	£563.00
1400	Adverse weather	£200.00	£30.00
1500	Gully cleaning and jetting	£2,000.00	£0.00
2100	Parishes Together	£1,500.00	£1,575.00
2300	Community Hub Projects	£0.00	£1,516.55
2400	Cont to repairs to VH Car Park	£500.00	£0.00
2500	DCC Funding	£0.00	£0.00
2600	YC Recharge	£0.00	£0.00
	Total	£50,950.00	£53,181.86
	Add VAT		<u>£1,444.13</u>
	Total		£54,625.99

iii) Clerk's Action List - Lymington Parish Council: Clerks Action List – January 2020

Month and Minute	Response	Date Actioned
July -19/37	Find out an evaluation of the VH in its entirety and send all documents to EDDC and DALC legal team.	DALC 6/8
Sept – 19/56.2	Send a letter to the owner requesting a peppercorn rent of £1 a year to access his parking space over PC land.	15/1, 23/1
Sept – 19/56.8	Write to DCC on behalf of LPC to oppose the order. Clerk to also copy letter to Mrs Goddard.	
Oct – 19/65	Contact and receive appropriate legal advice from LPCs legal team on the PC and VHM positions.	14, 18, 30/10
Oct – 19/66.3	Send the contract to the owners of the vehicle using the access over the Green.	15/1, 23/1
Oct – 19/68	106 Agreement – arrange legal advice with PC solicitors.	
Nov - 19/77.1	Identify further quotes for a full refurbishment of all fixtures and fittings.	26/11, 5/12, 16/1
Nov - 19/77.3	Amend the noted budget headings for the next financial year.	
Nov - 19/77.3	Submit the agreed 2020/21 budget to EDDC.	14/1
Nov - 19/78	Complete the monthly defibrillator checks for the WI.	13/11
Dec - 19/86.3	Laminate more rules of notices and display around the Parish.	

Dec - 19/86.3	Put up more stickers to remind dog owners to clear up after their dog.	
Dec - 19/86.4	Contact the contractor already agreed to complete remedial works in Candy's field.	5/12
Dec - 19/86.4	Order a new bench.	22/1
Jan - 20/05.1	Submit the agreed precept of £47,000 to EDDC.	14/1
Jan - 20/05.2	Inform Heathfield Allotments that their grant application had been awarded by the PC for £642.00.	15/1
Jan - 20/05.4	Complete the missing information required in the Emergency Plan and present in February.	Emailed 15/1
Jan - 20/05.5	Contact Harefield Estate.	15/1
Jan - 20/06	Book the main hall for the 30 th January 2020 at 7pm.	7/1
Jan - 20/06	Report the date of the Public meeting in the Herald, local papers and produce posters.	7/1
Jan - 20/06	Report the importance of being seen at night in the Herald.	7/1
Jan - 20/07	19/2556/FUL - Proposed new agricultural storage building (amendments to Planning Permission 19/1247/FUL, to re-position building) at Land North Of Badger Down Marley Drive. LPC SUPPORT Submit the recommendation from LPC to EDDC.	8/1
Jan - 20/07	19/2640/TRE - T1, Walnut : remove large, low overhanging branch at Blue Haze. LPC SUPPORT Submit the recommendation from LPC to EDDC.	8/1
Jan - 20/07	19/2682/FUL - Construction of single storey rear and side extensions including roof terrace (revision to 19/2050/FUL) at 42 Jackson Meadow. LPC OBJECT on the grounds of overdevelopment of the site. Submit the recommendation from LPC to EDDC.	8/1
Jan - 20/09	Obtain a quote for the removal of the Ash tree.	15/1
Jan - 20/09	Clerk and Cllr Atkins survey the Parish for overgrown hedges.	10/1
Jan - 20/09	Add this info to the Herald regarding illegal parking on double yellow lines and junctions	
Additional actions:		
	<i>VH Legal info – ongoing</i>	<i>From 14/10</i>
	<i>Correspondence with Zurich insurance – ongoing</i>	<i>From 11/9</i>
	<i>Arrange a quote for toilets – replace and upgrade</i>	<i>24/9, 8/10, 16/1</i>
	Herald Report	7/1
	Emailed planning west with agreed planning decisions	8/1
	Met with KR and DY	9/1
	Met with DGA	10/1
	Met with WI (Anya)	10/1
	Met with KR, DY and KH	13/1
	Monthly PC Defib report x2	15/1
	Met with GB, KR and KH	16/1
	WI photo with KR	24/1
	Met with KR and DY	24/1
	Met with KR and contractor	24/1
	Met with MF re VH meet prep	27/1
	Met with KR and JC re YC	29/1
	Public meeting	30/1

6) DISCUSSION:

The Climate and Nature Emergency – the PC as a force for good!

Parish and town councils may not be as powerful as local authorities, but they can “do their bit” in addressing the climate and nature emergency and be a force for change -

- Encourage the formation of Climate Action groups in the community.
- Actively support small and large planning applications for new renewable energy in the area.
- Promote practical action by local people – in maintaining their properties and the local environment.

Practical Actions a PC can take –

- Save energy – *in buildings, street and pedestrian lighting.*
- Encourage the production of green energy – *by the use of heat pumps, solar PV, using 'smart' tariffs and smart meters.*
- Reduce pesticide use and other harmful activities – *when managing PC land and amenities to take actions to reduce harm to wildlife by, for example, using peat free composts, stopping the use of glyphosate and reducing light pollution.*
- Manage land for nature – *where we have responsibility for allotments, bridleways, burial grounds, open spaces and village 'greens' to make them into bee friendly environments and open wildlife corridors and encourage people to 'green the streets' wherever they live in the parish.*
- Increase tree cover – *there is a national campaign to double tree cover in the UK, but, locally, parish councils can do their bit to increase cover.*
- Buy green – *whenever the PC makes a purchase it should try to buy produce or products locally. Buying green should extend to food provided at events etc. with a greater emphasis on plant-based foods and drinks*
- Use green transport – *encourage people to walk, cycle or take public transport within the village – and beyond.*
- Minimise waste going to landfill or incineration - *ensure all waste is recycled or composted, but also consider setting-up community recycling facilities for hard-to-recycle items when the local authority hasn't done so;*
- Ensure money is invested wisely - *the investments made by parish councils are minimal. However, when investing in the form of giving 'grants' to local organizations and groups the PC should ensure that the grants are compatible with eco-friendly criteria.*
- Invest in car charging points.

Using the Powers of the Parish Council Wisely –

- Ensure you know the climate change or nature implications of decisions by the PC before they are made.
- Designate sites within the Neighbourhood Plan for trees, renewable energy and nature restoration.
- Use the Neighbourhood Plan to require new homes to be energy efficient, nature friendly, and located close to public transport and amenities.
- Designate safe walking and cycle routes in the Neighbourhood Plan.
- Encourage the use of differential car-parking charges to support low-carbon vehicles.

The way forward: *Lympstone PC should discuss at a PC meeting how they can "do their bit" for the climate change and nature emergency, open the discussion to the local community and decide on how best to respond to Climate Change Declarations*

The aim is to – Adopt a Policy on 'Climate Change and Nature Emergency' which will influence decisions of the PC for the present and in the future.

8) INFORMATION: EDDC Planning decisions - January 2020

September 2019: **19/1974/FUL** - Proposed extension and external decking area and internal alterations at the Saddlers Arms. **(LPC Support) WITHDRAWN 22/1/20**

November 2019: **19/1322/FUL** – Amended Plans; Demolition of existing dwelling and garages/outbuildings and construction of new replacement dwelling and construction of single storey garage and store at Chatterpark **(LPC Split decision) WITHDRAWN 14/1/20**

11) INFORMATION: Reports of Lead Councillor

Facilities and Estates – Cllr Atkins to report on the sunken graves and leaning gravestones in the Burial Ground.



LYMPSTONE PARISH COUNCIL Clerk to the Council: Lucy Tyrrell,
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BURIAL GROUNDS — RULES AND REGULATIONS

1. All applications for interment must be made to the Clerk of the Burial Authority from whom the prescribed application form and particulars of fees and charges are obtained. All fees must be paid in advance. The form of application, completed giving the required information, together with the Certificate of the Registrar of the death, Coroner's Order or Crematorium Certificate must be in the hands of the said Clerk before any interment may take place. Four days notice must be given for interment, exclusive of Sundays.
2. The allocation of grave spaces shall take place in rotation or otherwise as decided by the Burial Authority.
3. The first interment in each grave shall be at least 2 metres deep and no coffin shall be nearer the surface than 1 metre.
4. No walled graves are allowed.
5. No grave in respect of which the Exclusive Right of Burial has been purchased shall be opened without the consent of the owner his/her legal representative and upon production of the Deed of Grant, unless an indemnity is signed by the nearest surviving relative or executor.
6. No second interment of choice can be guaranteed to take place in, and no headstone or vase may be erected or placed upon, any grave in respect of which the Exclusive Right of Burial has not been purchased.
7. Cremated remains may be placed in family graves or in the special section of the Burial Ground set aside for that purpose, and must be at least 0.25 metres beneath the surface. No scattering of ashes will be allowed on any part of the surface of the burial ground.
8. The removal and replacement of any headstone of any kind whatsoever for an interment in a grave already occupied or otherwise, must be at the cost to the person or persons making the application for the interment. No stone, monument or any kind of memorial can be removed from the Burial Ground without the consent of the Parish Clerk.
9. A sketch of every memorial intended to be erected, with all dimensions marked thereon, and a copy of the inscription intended, must be submitted by the undertaker and/or stonemason who must be responsible to follow the instructions given by the Parish Clerk. No memorial will be allowed to be erected, or inscription inserted without such approval. All fees for the erection of such must be paid in advance. All lettering must face the foot of the grave. Fixings of memorials shall be under the supervision and control of the Burial Authority or the Parish Clerk. Photographs or other types of picture of the deceased will not be allowed on memorials.
10. All graves and memorials must be kept in proper repair by the persons interested in their preservation. If any memorial is not kept as such, the Burial Authority may remove or alter it in any way they deem necessary or desirable for the due order of the Burial Grounds.
11. No kerbs or permanent mounds will be allowed in the Burial Grounds.
12. Only one movable vase (not to be of glass) may be placed at the head of the grave and its dimensions shall not exceed 0.25 metres in any measurement. OR Headstones, including one or two movable vases (not to be of glass) placed at the base of same, not exceeding dimensions below may be erected in accordance with 9 above.
Dimensions (Burial): Not exceeding 1.10 metres high, 0.80 metres wide, 0.38 metres deep
Dimensions (Cremated Remains): Not exceeding 0.76 metres high, 0.61 metres wide, 0.38 metres deep.
13. All materials are placed in the Burial Grounds at owner's risk.
14. All earth surplus to requirements remaining after interments or erection of memorials must be removed from the Burial Grounds by the undertaker.
15. Permission will not be granted to plant shrubs on graves, or to interfere in any way with any grave or monument.
16. All applications for planting memorial trees will be subject to a specific resolution of the Parish Council.
17. All dead flowers and wreaths must be placed in the receptacles provided for that purpose.
18. Persons illegally removing flowers, damaging monuments or any other property, or behaving unseemly in the Burial Grounds, may be liable to prosecution.

19. Dogs, except guide dogs, are not allowed within the Burial Grounds.
20. The Burial Authority reserves the right from time to time to make alterations to the forgoing Rules and Regulations.
21. Grave spaces can only be purchased at the time of an interment, under the direction of the Clerk in consultation with the Burial Authority.

THE BURIAL AUTHORITY IS THE PARISH COUNCIL AND ENQUIRIES SHOULD BE DIRECTED TO THE CLERK TO THE COUNCIL. COPIES OF THE RULES CAN BE OBTAINED FROM THE CLERK ON REQUEST.

Lucy Tyrrell, Clerk to the Council

LYMPSTONE PARISH COUNCIL
 Clerk to the Council: Miss L Tyrrell,
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LYMPSTONE PARISH COUNCIL CEMETERY

FEES APPLICABLE

With effect from 3rd September 2018

Applications for interment will only be accepted in respect of people who have strong local connections.

ALL FEES ARE PAYABLE IN ADVANCE

1 INTERMENT	
1a Interment of stillborn baby or a child whose age at the time of death does not exceed 18 years	0
1b Interment of a body whose age at the time of death exceeds 18 years	£415
1c Additional interment	£415
2a Exclusive right of burial, to be purchased in connection with a burial, for 1a above	0
2b Exclusive right of burial to be purchased in connection with a burial, 1b above	£475
2c Cherry Tree Garden — Ashes interment inclusive of erection of memorial on the Plot — plot size one metre square	£276
2d Additional interment of Ashes	£276
2e MEMORIAL TREES equal to the cost of 2b above	£475
3 MONUMENTS	
3a Headstone for burial, Size not to exceed: - 1.10 m (43") high; 0.80 m (31½") wide; 0.38 m (15") deep	£140
b) Headstone for cremation, Size not to exceed: - 0.765 m (30") high; 0.61 m (24") wide; 0.38 m (15") deep	£130
c) Small stone vase situated next to headstone only including inscription 25mm — 10 inches	0
d) Wood Cross including inscription	0
e) Additional inscription	£45
4. FOR NON PARISHIONERS with a previous local connection: -	All fees will be doubled.
5. REMINDER OF DEPTH OF GRAVES All graves will be dug to depth of 2m	

Fees approved by LPC at a meeting on 3rd September 2018.