LYMPSTONE PARISH COUNCIL

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30th November 2021

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 6th December 2021 in the Meeting Room at the Village Hall.** The business to be transacted is set out below.

Members of the Public are cordially invited to attend. There will be spaced Covid19 safe seating (NB Spaces will be limited). Face masks or shields are encouraged to be worn. Hand sanitiser and a track and trace system will operate on entry.

The agenda and all attachments can be found online at www.lympstone.org.
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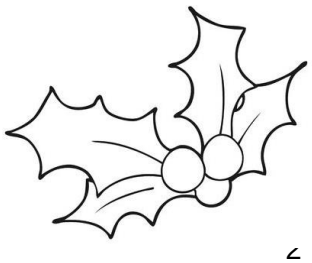
Miss L Tyrrell
Clerk to the Parish Council

AGENDA

	Public session	**7.30**
21/119	*ACTION:* **Apologies**	**7.35**
21/120	*ACTION:* **Minutes** To confirm the minutes of the Part B PC meeting held on the 28th October and the PC meeting held on the 1st November 2021 attached.	**7.40**
21/121	*INFORMATION:* **To receive any Declarations of Interest**	**7.45**
21/122	**Clerk's Report (see attachments):** *ACTION* *i)* **Contracts, Equality, Grants Policies, H&S Statement and Working Groups Terms of Reference** – to agree and approve LPC's Policies previously circulated to all Cllrs. ii) **LPC Budget 2022/23** – Present budget previously circulated to all Cllrs and approve precept. iii) **Play Area refurbishment** – Agree the possibility of Eibe order before Xmas. *INFORMATION:* *iv)* **Annual CIL Report** *v)* **Casual Vacancy –** EDDC have notified LPC that no election has been called and it is now up to the PC to co-opt. *vi)* **PCs Xmas meal** – notify and invite members of the public. *vii)* **Finance** – Payments / Financial summary / Budget report *viii)* **Clerks Action List**	**7.55**
21/123	*INFORMATION:* **Reports from the Chairman, EDDC and DCC Cllrs** if any.	**8.05**

21/124	*ACTION:* **Clerks pay scale** – to review the Clerks salary	**8.10**
21/125	*INFORMATION:* **Report and update from LFRG**	**8.15**
21/126	*DISCUSSION:* **Lympstone Football Club** – To receive an update from Cllr Hill.	**8.25**
21/127	*INFORMATION:* **Community Asset** – To receive an update from Cllr Atkins re Methodist Hall	**8.30**
21/128	*ACTION:* **Planning applications** *(NB that any applications received following the issue of this agenda will be considered)* **21/2830/FUL** - Change of use to a glamping site comprising 2no. glamping pods, a refurbished stable for facilities and toilet building, with associated access and parking (retrospective) (resubmission of planning ref. 21/0856/FUL) at Pine Hollow, Hulham Road. **21/2863/TRE** - Holm Oak, T1404 & T1405 : Fell. English Oak T1406 : Reduce the eastern limb by 2.0m utilising maximum diameter cuts of 65mm. Reason : Appropriate arb management to reduce risk of failure due to poor condition/ structure of trees at Monterey, Strawberry Hill. **21/2969/TRE** - T1406 English Oak - Crown reduce by 2m with maximum diameter cuts of 75mm to reduce height of tree from 20m to 18m approximately. T1404 Holm Oak - Fell. T1405 Holm Oak - Fell. Reason - Appropriate arb management to reduce risk of failure due to poor condition/ structure of trees at Monterey. **21/2441/LBC** - Remove existing render on north, south and east elevations and re-render with lime based plaster at Brookfield Cottage **21/2859/FUL** - Installation of cladding at Fairways. **21/2881/TCA** - Species Ash Removal of tree at Fern Cottage. **21/2984/FUL -** Side and rear two storey extension and loft conversion with addition of two new dormers at 4 Park View. **21/3011/FUL** - Proposed single storey rear extension - revised scheme at 3 Spring Meadow. **21/2696/FUL** - Addition of second floor accommodation and dormers at Lympstone Nurseries. **21/3097/FUL** - Construction of new car port and external storage rooms at Cliff Barton.	**8.35**
21/129	*INFORMATION:* **Planning decisions** (see attached)	**8.50**
21/130	*INFORMATION:* **Reports of Lead Councillor** Any reports requiring a decision are attached. **Facilities and Estates** – Cllr Atkins, Cllr Tyrrell **Communications:** *Vacant* **Transport and Parking:** Cllr Hill **Planning:** All Cllrs **Community:** *Youth Club:* Cllr Payne, *Friends of Lympstone Open Spaces:* Cllr Beatty, Cllr Payne to report on the meeting with from FLOS and Eibe. *Village Hall:* Cllr Hill. *Neighbourhood Plan:* Cllr C Eastley, Cllr R Eastley to update with the review of the LNP. *CTCRM:* Cllr Payne, *Community Hub:* Cllr Linfoot, *Police Advocate:* Cllr Hill **Environment:** *Lympstone Flood Resilience Group:* Cllr Atkins, *Exe Estuary:* Cllr Beatty, Cllr Hill *(EEMP rep)* to report the update re the letter from the Exeter Port Authority. *Wotton Brook:* Cllr Staddon to update on the CSI Advanced water testing kit, Cllr, Cllr Tyrrell, Cllr R Eastley. *Emergency Plan:* Cllr Linfoot, *Allotments:* Cllr Atkins *(Trustee),* Cllr Beatty, Cllr C Eastley, *Trees:* Cllr Tyrrell (*Warden*) **Heritage and Structure:** *Gulliford Joint Committee and Friends of Gulliford Burial Ground:* Cllr Beatty, Cllr Staddon. *Exe Estuary Trail:* Cllr Carter **Finance, Grants, Funding and Compliance:** All Cllrs – to discuss a new burial ground policy, fees and risk assessment.	**8.55**
21/131	*INFORMATION:* **Items for the next Agenda** to include matters raised by Councillors and members of the Public	**9.00**
21/132	PART B – To agree any items to be dealt with after the public (including the Press) have been excluded.	**9.05**

All Lympstone Parish Councillors wish you a very Merry Christmas and Happy New Year!



MINUTES OF A LYMPSTONE PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL AT 7.30PM ON MONDAY 1ST NOVEMBER 2021.

PRESENT:	
Councillors	D Atkins, D Beatty, C Eastley, R Eastley, K Hill, J Payne, L Staddon and D Tyrrell
Clerk	Miss L Tyrrell
County Councillors	R Scott and J Trail
District Councillors	B Ingham and G Jung
Public	6 members

NB. The Clerk had provided the Councillors and members of the public present with a sign in sheet for track and traces purposes (all details would be destroyed after two weeks) and hand sanitiser on entry. All present sat socially distanced in the Committee Room of the Village Hall. It was a paperless meeting.

21/106 Election of Chairman for 2021/2022

Cllr Hill welcomed all members and asked for a proposal of a Chairman. Cllr Atkins proposed Cllr Hill. Cllr Beatty seconded. Unan. The Chairman signed a Declaration of Acceptance of Office and read it out to all present.

RESOLVED that Cllr Hill be elected Chairman for the remaining Municipal year.

21/107 Election of Vice Chairman for 2021/2022

Cllr Atkins proposed Cllr Beatty for the position of Vice Chairman and Cllr C Eastley seconded. Unan. The Vice Chairman signed a Declaration of Acceptance of Office and read it out to all present.

RESOLVED that Cllr Beatty be elected Vice-Chairman for the remaining Municipal year.

Public session

The Chairman invited members of the public to speak.

A member of the public asked to speak on planning application 21/2613/FUL. He had previously circulated emails regarding his concerns to all Cllrs and updated all present. He had initial concerns regarding the flooding risk to properties geographically below and downstream from this application as they had already been flooded in the past. He had spoken with the architect and the plans in place to mitigate this which had satisfied his concerns. His second concern related to the additional pollution entering the Wotton Brook. He felt the applicant should still consider connecting to mains sewer and an acceptable solution should be sought. A pump system installed back to the mains sewer could easily rectify any connection issue. He added that EDDC simply abide to SWW recommendations and should investigate raised concerns further. He added that he had challenged previous applications with the relevant agencies and had decisions overturned once they had been investigated in more detail. There was no reason to discharge water into the land and he felt the PC should support the public concerns. District Cllr Jung reiterated that EDDC relied on SWW recommendations as they were the experts. This application required an EA permit and EDDC would not go against this decision. He added that on a personal level he agreed but if EDDC went against other agency advice the decision would be taken to appeal and overturned.

The Chair of VHCIO spoke on the last meeting. She explained that she was present to discuss item 21/100 and was not given any right to reply to Cllrs. She felt the members of the public had not been made aware of the situation as a whole and that the board of VHCIO trustees had given the decision a full discussion. The committee room had been redecorated and modernised and the PC Chairman and Clerk board was large and outdated for the refurbishment of the room. The VHCIO had given the PC alternative options, but these had not been considered. Cllr Beatty

added that the VHCIO had been brought up to the modern day and congratulated the VHCIO on all their efforts.

21/108 Apologies

Cllr Linfoot had sent his apologies due to work commitments.
Cllr Atkins proposed to approve the apologies. Unan.

RESOLVED that the apologies received were approved by the PC.

Cllr Atkins added that Cllr Carter was unwell and proposed a card of get well wishes to be sent to Cllr Carter from the PC. Cllr Payne seconded. Unan.

RESOLVED that the Clerk send a card of well wishes to Cllr Carter from the PC.

21/109 Minutes

Cllr C Eastley proposed the PC minutes of the meeting held on the 4th October 2021 accurate. Cllr Tyrrell seconded. Unanimous.

RESOLVED that the PC minutes of the meeting held on 4th October 2021 be confirmed as a correct record and signed by the Chairman.

21/110 To receive any Declarations of Interest

Cllr Staddon declared an interest with item 21/113.
C and R Eastley declared an interest with planning application 21/2613/FUL.

21/111 Clerk's Report:

21/111.1 Child Protection, Complaints, Co-option, Social media Policies and Cllr Job description

The Chairman explained that many policies would be rolling out over the next few months to be formally adopted by the PC. Cllr C Eastley proposed to agree and adopt the Child Protection, Complaints, Co-option, Social media Policies and Cllr Job description. Cllr Atkins seconded. Unan.

RESOLVED that the Child Protection, Complaints, Co-option, Social media Policies and Cllr Job description were agreed and adopted by LPC.

21/111.2 LPC 5-year action plan

The Clerk presented LPCs 5-year action plan and explained that it would be a fluid, working document to guide focus and clarity for the PC. Cllr C Eastly proposed the 5-year action plan was agreed. Cllr R Eastley seconded. Unan.

RESOLVED that LPCs 5-year action plan was approved by the PC.

21/111.3 History Society Grant Application

Cllr Atkins explained the important and valued work that the group did to preserve the history of the Parish. He proposed to support the grant application in full and review annually. Cllr R Eastley seconded. Unan.

RESOLVED that the Clerk contact the History Society and inform the group that their grant application of £225 had been awarded in full with an annual review for consecutive years.

21/111.4 Correspondence received

The Clerk read the correspondence received from Mr Avery regarding the hedges cut along his land by DCC. Cllr Trail interjected and explained that DCC usually provided the owner with a written 28 days' notice to cut hedges before they would complete the necessary works and bill the landowner. Cllr Beatty agreed that the hedges had been overgrown and needed cutting back. Cllr Tyrrell added that then new PROW Officer was not following DCC's guidelines and communicating with landowners. This had never been an issue with previous Officers. Cllr Trail raised a point of order and explained this was up to the local Highways to implement and complete.

21/111.5 Poppy Wreath

Cllr Atkins explained that this did not need to be discussed as it was policy for the PC to have a wreath to lay every year. Cllr C Eastly suggested the donation to the Royal British Legion (RBL) was increased to £100 from the Parish. Cllr Tyrrell seconded. Unan.

RESOLVED that the donation to RBL from LPC would be increased to £100 on behalf of the Parish.

The Clerk asked for a representative to lay the wreath on behalf of the PC on Remembrance Sunday. The Vice Chair agreed to attend and do this.

21/111.6 Correspondence received

The Clerk shared a letter of thanks to LPC from Andrew Patterson, private secretary to HM The Queen for the thoughtful letter of condolence on the sad passing of The Duke of Edinburgh.

21/111.7 Casual vacancy

The Clerk explained that EDDC had been notified of the current PC vacancy. The notifications had been publicly posted on 18th October and expired on 5th November. EDDC would let the PC know after this date if an election had been called.

21/111.8 Finance

The Clerk highlighted the large amount of CIL money received by EDDC and was following up a necessary breakdown of this funding with the District Council. Cllr Atkins proposed to approve the payments and receipts. He noted the financial summary and budget report. Cllr Hill seconded. Unan.

RESOLVED that the following payments be approved:

Payments – October 2021:

04/10/21	DD	EDF ENERGY REFERENCE: 671024465401 (Toilets)	£14.00
04/10/21	2875	EDDC - Dog and litter bin emptying Inv: 40057863	£567.00
04/10/21	2876	CANCELLED	0.00
04/10/21	2877	PKF Littlejohn LLP - external audit Inv no: SB20212018	£480.00
04/10/21	2878	Avocet line membership (ALRUG)	£5.00
04/10/21	2879	SLCC - Membership fee Invoice no: MEM236481-1	£166.00
04/10/21	2880	L Tyrrell - wages Sept 2021	£1,196.90
04/10/21	2881	L Tyrrell - expenses Sept 2021	£175.77
04/10/21	2882	HMRC - Income tax and NI	£114.30
04/10/21	2883	ASH Ironworks - bespoke gates and fitting at Gulliford Burial Ground	£3,765.00

04/10/21	2884	P. Corcos - Steel Storage for LFRG equipment	£199.99
04/10/21	2885	Optima Graphic Topsham Ltd Inv: 26400	£474.00
04/10/21	2886	A Western - Aug 2021	£375.00
04/10/21	2887	A Western - Sept 2021	£465.00
04/10/21	2888	P Corcos - LFRG essential equipment for gully clearing	£53.47
04/10/21	2888	P Corcos - LFRG essential equipment for gully clearing	£17.48
04/10/21	2889	K Rogers - Chairmans allowance (replaces cancelled chq no:2817)	£85.00
07/10/21	2890	Express Fire - YC fire safety services	£183.60
15/10/21	DD	EDF ENERGY REFERENCE: 671079829166 (YC)	£97.00
15/10/21	DD	EDF ENERGY REFERENCE: 671079829135 (YC)	£32.00
18/10/21	2891	Reformed Plastics (3 picnic tables and 3 benches)	£2,400.00
18/10/21	2892	VHCIO - Room hire for LPC, LFC and RS	£14.00
18/10/21	2893	Miller Signs Inv No: 7435	£182.40
18/10/21	NA	Lympstone Herald Advert for Gulliford Burial Ground Inv no:21/073	£100.00

Receipts – October 2021:

04/10/2021	500027	I Goult - donation towards play area	1000
05/10/2021	FPI	Herald Advert - Peter Bond	135
05/10/2021	FPI	Laura Sissons - GoFundMe (Play areas)	96.85
06/10/2021	FPI	Herald Advert - Lindsey Waddell	45.00
10/10/2021	FPI	Herald Advert - Harris TJK	45.00
11/10/2021	FPI	Herald Advert - Rodney Spiller	100.00
14/10/2021	FPI	Herald Advert - Wilkinson Grant	500.00
18/10/2021	NA	Heral Advert - LPC Gulliford Burial Ground	100.00
19/10/2021	FPI	Herald Advert - SeaGlass Gallery Ltd	15.00
25/10/2021	500028	R Gegg - burial fee for J Perry	415.00
26/10/2021	DC	EDDC - CIL AND S106 funding	55,126.87
26/10/2021	FPI	Herald Advert - Belcher	15.00

Financial Summary Report:	
Opening balance 1st April 2021:	**95,828.47**
Total receipts (1st April 2021 to 31st October 2021)	**112,808.82**
Total Payments (1st April 2021 to 31st October 2021)	**39,472.73**
Running balance as of 31st October 2021:	**169,164.56**
Balanced carried forward at 31/10/21:	**169,164.56**

	Budget Monitoring 2021 - 2022		
Expenditure			
Code	**Item**	**Budget**	**Spent**
G	VAT	£4,000.00	£1,807.19
H	S137	£100.00	£0.00
I	Other Grants	£1,000.00	£1,683.00
J	Clerk's Salary	£11,000.00	£7,634.96
K	Clerks Expenses	£900.00	£395.94
L	Office expenses	£1,200.00	£360.34
M	Village Hall Hire	£0.00	£14.00

N	Chairman's Allowance	£200.00	£85.00
O	Subs	£650.00	£586.00
P	Courses, Travel etc	£500.00	£60.00
Q	Insurance, Audit, Elections	£3,500.00	£1,855.28
R	Miscellaneous	£1,000.00	£2,432.00
S	Herald Printing	£4,500.00	£2,638.00
T	A Western	£3,500.00	£3,370.50
U	Grass and hedge cutting	£1,000.00	£0.00
V	Other Maintenance	£1,500.00	£196.00
W	General tree work inc Candys Field	£500.00	£0.00
X	Bin emptying	£750.00	£472.50
Y	Handyman	£4,000.00	£0.00
Z	Notice Boards - Maintenance	£100.00	£0.00
AA	Play Equipment Mtce	£1,000.00	£214.55
AB	Lighting in Candy's field	£800.00	£518.62
AC	Toilets inc: wages, consumables, rates, elec, utilities, repairs	£5,000.00	£3,160.23
AD	Flood equipment and Maintenance	£300.00	£225.80
AE	LFRG expenses	£400.00	£0.00
AF	Gulliford Cemetery	£800.00	£0.00
AG	Burial Ground	£500.00	£0.00
AH	Youth Club Building Maintenance	£500.00	£362.47
AI	YC Utilities	£1,000.00	£1,017.48
AJ	Website etc	£500.00	£132.50
AK	Adverse weather	£200.00	£0.00
AL	Gully cleaning and jetting	£2,000.00	£285.00
AM	Parishes Together	£1,500.00	£0.00
AN	Community Hub Projects	£3,000.00	£0.00
AO	Cont to repairs to VH Car Park	£500.00	£0.00
AP	DCC Funding	£0.00	£0.00
AQ	YC Recharge	£0.00	£0.00
AR	Emergency funding	£5,000.00	£0.00
AS	Gulliford BG (HLF)	£5,024.00	£8,321.70
	Total	£63,924.00	£36,021.87
	Add VAT		£1,807.19
	Total		£37,829.06

Code	**Receipts - Budget Performance 2021-2022**		
		Budget	Actual
F	Precept	47,000.00	47,000.00
G	Council Tax support grant	0.00	0.00
H	CIL	0.00	0.00
I	DCC re Candys Field	400.00	0.00
J	Herald Adverts	4,000.00	3,422.00
K	Burial fees	2,000.00	505.00
L	Lympstone FC re Cliff Field	50.00	0.00
M	Flower beds	0.00	0.00
N	Western power re Wayleaves	10.00	7.54
O	Miscellaneous (eg refunds)	0.00	0.00

P	Website adverts	0.00	0.00
Q	Parishes Together	1,500.00	0.00
R	External Grants	0.00	2,877.90
S	VAT Refund	5,000.00	0.00
T	Youth Club	1,500.00	263.55
U	VHMC car park	411.00	0.00
V	MoD Community Covenant	0.00	0.00
W	DCC error	0.00	0.00
X	Community Hub Projects Income	0.00	0.00
Y	Woodbury PC (Gulliford BG grass cutting)	100.00	0.00
Z	Gulliford Burial Ground	6,650.00	0.00
	Total	68,621.00	54,075.99

Allocated balances 31st March 2021	Budget	Spent	Remaining
Elections	2000	0	2,000.00
Reserve for Village hall car park	1500	0	1,500.00
NP Projects	6000	0	6,000.00
Works to Youth Club	1000	209.47	790.53
Public Conveniences	5000	£3,133.63	1,866.37
Play area	20,000	0	20,000.00
Emergency funding	5000	0	5,000.00
Total allocated balances	40500	3343.1	37,156.90

21/111.9 Clerk's Action List

The Clerk highlighted her additional workload this month with all the additional correspondence, meetings and minutes due to the football club.

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

21/112 Report from the Chairman, EDDC and DCC Cllrs.

District Cllr Jung reported that at the last PC meeting, Woodbury Common had been raised by a member of the public. He explained the area in question had been recently cleared of trees due to the forestry work by Clinton Devon Estates. Other sections of Woodland had been reduced since the quarry had closed. This area would be developed into a 35-acre nature reserve. The Pebblebed History National Nature Preserve stated it would remain a heathland. Cllr Beatty added that all up to date information regarding ongoing work on the Common could be found on the Devon Clinton Estates website.

District Cllr Ingham congratulated the Chair and Vice Chair on their new positions. He reiterated the meeting he had with the Chief Officer of Planning at EDDC regarding the review of the Neighbourhood Plan (NP). He added that EDDC were currently rewriting their Local Plan and it would be beneficial to track and remain six months behind with the NP review to ensure continuity between the two plans. He clarified that the NP did not need a rewrite but review; improved grammar, tighten language and phrases used, updated policies and plans etc. Cllr C Eastley thanked Cllr Ingham for the update but she had already contacted EDDC who had advised the same.

County Cllr Scott explained that Cllr Trail would be laying a poppy wreath in Exeter, and he would be laying a wreath in Exmouth for the Remembrance services on behalf of Devon County Council. He advised LPC to accept a zoom meeting with Simon Jupp MP if it was offered as he worked in London Monday to Thursday and a face-to-face meeting would be

very difficult to arrange. County Cllr Trail congratulated both the Chair and Vice Chair on their new positions and sent his apologies for the Lympstone service and parade on Remembrance Sunday.
Cllr Atkins asked the District Cllrs to follow up with the planning application of a new driveway at Blue Haze and to send the enforcement officer out to view the agricultural field in its current state.

21/113 Report and update from LFRG

This item was postponed until the PC meeting in December 2021.
Cllr Atkins did explain that Meeting Lane had been flooded again recently but the LFRG had attended promptly and cleared the flood.

21/114 Lympstone Football Club

The Chairman explained that LPC wanted the children to play as best and as safely as possible. He wanted to see the FCs full insurance details as he was concerned about the cover of goal posts on Candys field when not in use by the FC. Mr Webster (Chairman of LFC) was present and explained that the PC had only received the public liability cover from the FC and could supply the separate insurance details. The Chair was concerned with the excess equipment stored on Candys Field as there were too many goal posts. Cllr Staddon added that in additional to the new sets of goal posts there was still an old set behind the Pre-school. Mr Webster agreed to remove the old set. Mr Webster added that the different size goal posts were necessary for the different ages and round robin games played. The Chairman was still progressing with the new full contract. He added that in the interim an action plan of short-term objectives would need to be met by the FC. He added that the PC would meet with the FC again to agree terms before the FCs AGM on 20th November. Mr Webster pointed out that the contract was due to end on 5th November but the FC had legal obligations for the children to play the fixtures already set for the remaining football season. The Chairman suggested an interim agreement for play to continue on a Saturday morning monitored on a weekly basis by the PC. County Councillor Trail explained that he was a founder member of Brixington Blues and the local council would agree play on a weekly basis with them during inclement weather. He added that the season continued after November. The Chair asked whether Cliff field could be used for the U8s and U7s. Mr Webster explained that this posed additional parking problems due to so many family members present to watch the younger children. Cllr Beatty asked if the goal posts in Cliff field could be moved to the railway side of the field which was a safer area as where they had been moved was in a more dangerous location towards the Cliff edge and an eyesore. Mr Webster added that the goal posts would be removed in between football seasons. The Chairman added that the FA state the goal posts should be removed in between training and games. He added that the permanent goal posts in Candys Field would be removed and taken away by the PC. He asked Mr Webster to provide the PC for a fixture list for the different ages and dates of play. Cllr Atkins asked if the seniors still played on Cliff Field. Mr Webster explained that the U15s and adults played at CTCRM. Cliff field pitch was measured and marked out for the U14s. Cllr Atkins added that it was also a difficult decision to make on a Wednesday for play on a Saturday. He asked if one pitch could be used then rested the following week and play resumed on the other pitch. Cllr Staddon asked if the younger children could use the Cliff field now the seniors didn't. Cllr Tyrrell explained that the issue was that Candys Field was a recreational field who all members of the public to use and the PC had to consider every body's safety. The conflict of interest was between the field being open to all users not one group. He added that the trees in Candys field were all protected, and the balls being kicked into trees and compacting the soil around them could ultimately affect their growth and cause them to die. He felt only one pitch should be used in the field at any one time. The community must consider the PCs dilemma for all users. The FC do have Cliff field to play on. The parking

was an issue for the car users, and they must find somewhere else to park or do not bring the car.
The Chairman reiterated that Candys field was never intended for sports pitches, but the bottom line was that all parties wanted to see the youth play sport. All users must appreciate and respect the land. Cllr Beatty felt that the field was only busy before and after school, she felt the field was quiet the rest of the time. The field had permanent structures on certain parts and organised group used designated areas. Cllr Atkins added that the PCs Clerk must be copied into all correspondence. County Cllr Scott interjected and explained that at the meeting between both parties on the 18th Oct the FC agreed to rotate the pitches and the PC would remove the permanent goal posts. He wanted to know how the PC intended to let the FC continue to play. Cllr Atkins reiterated the need for a fixture list. Cllr Scott suggested a PC representative to communicate with the FC. He added that the FC needed to know if they could continue after 5th November, and how the PC would stop play regardless on a shared space. A member of the public suggested that a "letter of intent" be sent to the FC on receipt of a fixture list. Cllr Scott added that a decision needed to be made at this meeting. The Chairman added that PC representatives would meet FC representatives to go through the contract and the FC could confirm the agreement of this. The Chairman proposed that on receipt of a fixture list and between now and the next PC meeting a contract would be finalised. In the interim Saturday league matches could continue on a weekly basis in agreement with the PC. Cllr Beatty seconded. Cllr Payne and Cllr C Eastly supported. Cllr Atkins, R. Eastly and D Tyrrell abstained.

RESOLVED that Saturday morning matches could continue on an agreed weekly basis.
RESOLVED that on receipt of a fixture list, the PC and FC would finalise the new contract by the PC meeting in December 2021.

21/115 Planning applications
21/2613/FUL - Proposed side extension and rear extension at 7 Gulliford Close.

Cllr Atkins proposed to object to the planning application due to the overdevelopment and out of keeping aesthetics to the area. He was also concerned with the proposal being built over the attenuation tank. Cllr Beatty seconded. Unan.

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

21/2609/FUL - Single storey rear extension with new zinc roof and alterations to fenestration at Sowden Brake, Hulham Road.

Cllr Atkins proposed to support the planning application. Cllr Hill seconded. Unan.

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

21/2588/FUL - Demolition of existing garage with replacement two-storey extension and construction of a new garage at Beechcroft, Marley Drive.

Cllr Hill proposed to support the application if the sewage system for the house was efficient for additional excess foul water. Cllr Atkins seconded. Unan.

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

21/2681/FUL - Retrospective planning to replace 1.8m lower fence to 2.8m fence height at 42 Jackson Meadow.

Cllr Hill proposed to support the application subject to the erected fence being in line with building regulations. Cllr C Eastley seconded. Cllr Beatty, R Eastly, J Payne, L Staddon and Cllr Tyrrell were also in favour; Cllr Atkins objected.

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

21/2729/FUL and 21/2730/LBC - Proposed new photovoltaic panels to be situated on the inner south facing roof pitch at Thornbury.

Cllr Hill proposed to support the application. Cllr Tyrrell seconded. Unan.

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

21/0626/FUL – Amended plans: Construction of replacement rear extension (revised scheme to approved applications 18/1211/FUL and 19/0435/FUL) to allow raise in height of extension in lieu of drainage works; erection of boundary fence to roadside elevation and **21/0614/LBC** – Amended plans: Extension on rear north elevation (Revised scheme under application 19/0436/LBC) and repairs to original roof structure; construction of fence along south west boundary and gate along south boundary at 1 Lower Harefield Drive.

Cllr Hill proposed to object to the planning application due to the design not in keeping with the existing listed building authenticity and did not conform with the design recommendations of Lympstone Neighbourhood Plan. Cllr Tyrrell seconded. Unan. Cllr Beatty abstained.

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

21/2317/VAR - Variation of condition 2 (approved plans) of 21/0490/FUL (Proposed new dwelling and car port) to allow the installation of a Packaged Sewage Treatment Plant at Land adj to 21 Strawberry Hill.

All Cllrs agreed that now another option was possible they unanimously agreed that another option to lay a suitable pump system through the field to connect to the main sewage system should be considered rather than a soak away.

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

21/0751/FUL – Amended plans: Siting of six shepherds huts with external decking, 3 boiler houses/log stores, one with decking area, and associated infrastructure (retrospective application) at Lympstone Manor Hotel.

All Cllrs agreed to object as previously stated from LPC. LPC remain concerned with the main foul drainage system and how this will effectively work into a current pressurised system. LPC have read the applicants responses to the previous objection and still object due to:
* the unclear plans for the sewage and runoff water.
* the increased traffic and the overdevelopment of the green wedge.
* the proposal being in the coastal preservation zone
* listed building consent is required for the site.

Cllr Atkins proposed that the meeting continued until 10pm. Unan.

21/116 Planning decisions

RESOLVED that the EDDC decisions were noted.

21/117 Reports of Lead Councillors:

Facilities and Estates

Community Asset - Methodist Hall: Cllr Atkins reported the new guidelines regarding community asset purchases. He explained the PC would need to remain open and transparent with the public and full support of the community was necessary to successfully bid and secure the building as a community asset. It was agreed that there should be a community working party created to generate and maintain the interest for the Parish. He explained that the first step was to inform the public which the PC had done in the last months Herald. He proposed that additional information regarding the creation of a working party and funding should be added to this month's Herald. Unan.

RESOLVED that the Clerk add this additional information to the Herald.

Communications

Website: The Clerk reported that there was still no link Cllr for the website. She added that both the Chair and Clerk had been invited to meet this month with Mr Young to discuss the website.

Transport and Parking

Mr Stratford from the Getting Around Group reported on the recent traffic and parking surveys undertaken in the Parish. He added that the Getting Around Group were very much looking forward to working in conjunction with the Active Travel initiative.

Community

Friends of Lympstone Open Spaces: Cllr Payne reported that she had submitted a grant application to the Marines Charity for funding towards the play area in Candy's Field. She should be able to report at the next meeting if her application had been approved or not.

CTCRM: Cllr Atkins proposed Cllr Payne to be the new link Cllr. Unan.

RESOLVED That Cllr Payne would be the CTCRM link Cllr for the PC.

Police Advocate: Cllr Hill reported that he would be attending a seminar in due course to meet senior police officers in the County and discuss local issues.

Heritage and Structure

Gulliford Joint Committee and Friends of Gulliford Burial Ground: Cllr Staddon reported that the open day at Gulliford Burial Ground had been a huge success and the work completed had transformed the burial site. She thanked all the volunteers for their ongoing, committed effort and perseverance with the project. All made possible with the secured funding from the Heritage Lottery Fund. This completed work would now preserve the history and artefacts of the site for many future generations to learn about and enjoy. It was unanimously agreed that Cllr Beatty and Cllr Staddon would join and represent LPC on the Gulliford Joint Committee with Woodbury PC.

RESOLVED that Cllr Beatty and Cllr Staddon would join and represent LPC on the Gulliford Joint Committee.

Finance, Grants, Funding and Compliance - To discuss a new burial ground policy, fees and risk assessment. This was agreed to be postponed to the PC meeting December 2021 due to time constraints.

21/118 Items for the next Agenda

LFRG 10min item to report on progress from the group.
Clerk to present LPCs budget to submit to EDDC.
Clerks pay scale and workload.
Football Club.
Burial ground fees, policy and risk assessment.
CSI advanced water testing kit
Exeter Port Authority contribution

Meeting closed **10.05pm**

Chairman: Date:

21/122 **Clerk's Report (see attachments):**

ACTION

i) **Contracts, Equality, Grants Policies, H&S Statement and Working Groups Terms of Reference** – to agree and approve LPC's Policies previously circulated to all Cllrs.

ii) **LPC Budget 2022/23** – Present budget previously circulated to all Cllrs and approve precept.

iii) **Play Area refurbishment** – Agree the possibility of Eibe order before Xmas.

iv) **Correspondence received**

INFORMATION:

v) **Annual CIL Report**

Reporting April 2020 to December 2021

A	Total CIL income carried over from previous years	1,825.90 (Frozen asset)
B	Total CIL income received (receipts-Oct 21)	55,126.87
C	Total CIL spent (expenditure)	0
D	Total CIL repaid following a repayment notice	0
E	**Total CIL retained at year end (A+B+C+D)**	**55,126.87**

CIL Expenditure:

Item/Purpose:	Amount Spent
NIL	
Total Spent	**0**

vi) **Casual Vacancy –** EDDC have notified LPC that no election has been called and it is now up to the PC to co-opt.

vii) **PCs Xmas meal** – notify and invite members of the public.

viii) **Finance** – Payments / Financial summary / Budget report

Payments – November 2021:

01/11/21	2894	L Tyrrell - wages Oct 2021	£1,414.60
01/11/21	2895	L Tyrrell - expenses Oct 2021	£249.04
01/11/21	2896	HMRC - Income tax and NI	£216.95
01/11/21	2897	Optima Graphic Topsham Ltd Inv: 26458	£593.00
01/11/21	2898	Printer Basics (LFRG - Alan Burton)	£42.40
01/11/21	2899	FOGBG - copyrite printing	£50.00
01/11/21	2900	A Coles - expenses for GBG open day	£26.00
01/11/21	DD	Plusnet REF: PNET3453454-1 (YC)	£29.99
04/11/21	DD	EDF ENERGY REFERENCE: 671024465401 (Toilets)	£14.00
15/11/21	DD	EDF ENERGY REFERENCE: 671079829166 (YC)	£97.00
15/11/21	DD	EDF ENERGY REFERENCE: 671079829135 (YC)	£32.00
17/11/21	2901	A Western	£455.00
17/11/21	2902	J Cowe - cleaning public toilets	£1,290.00
17/11/21	2903	The Poppy Appeal	100.00
17/11/21	2904	P Corcos - LFRG essential equipment	£28.94
17/11/21	2905	Fry and Son - Metal fence supplies	£712.80
17/11/21	2906	CANCELLED	0.00
17/11/21	2907	IPM Fittings Ltd - Metal Fence Supplies	£1,858.85
17/11/21	2908	Lympstone History Society - LPC grant	£225.00

17/11/21	2909	Source for Business (SWW Public toilets 4/9/21-3/11/21)	£281.19
17/11/21	2910	Mr P Corcos - VHCIO Rm hire for LFRG	£16.00
30/11/21	DD	Plusnet REF: PNET3453454-1 (YC)	£29.99

Receipts – November 2021:

03/11/2021	FPI	Herald Advert - R Sissons	75.00
09/11/2021	500029	R Gegg - burial fee for S Spiller	415.00
09/11/2021	500029	R Gegg - ashes internment for S Canning	276.00
15/11/2021	FPI	Herald Advert - JPG Interiors	15.00
17/11/2021	FPI	Herald Advert - Swan Inn	100.00
24/11/2021	FPI	D Mountain - donation towards play area	1,409.00
26/11/2021	FPI	Herald Advert - Twist and Shout	100.00
29/11/2021	FPI	Herald Advert - Topsham Community Association	75.00

Financial Summary Report:	
Opening balance 1st April 2021:	**95,828.47**
Total receipts (1st April 2021 to 3oth November 2021)	**115,273.82**
Total Payments (1st April 2021 to 30th November 2021)	**47,235.48**
Running balance as of 31st October 2021:	**163,866.81**
Balanced carried forward at 30/11/21:	**163,866.81**

	Budget Monitoring 2021 - 2022		
Expenditure			
Code	**Item**	**Budget**	**Spent**
G	VAT	£4,000.00	£2,326.74
H	S137	£100.00	£100.00
I	Other Grants	£1,000.00	£1,908.00
J	Clerk's Salary	£11,000.00	£9,266.51
K	Clerks Expenses	£900.00	£461.93
L	Office expenses	£1,200.00	£543.39
M	Village Hall Hire	£0.00	£14.00
N	Chairman's Allowance	£200.00	£85.00
O	Subs	£650.00	£586.00
P	Courses, Travel etc	£500.00	£60.00
Q	Insurance, Audit, Elections	£3,500.00	£1,855.28
R	Miscellaneous	£1,000.00	£2,432.00
S	Herald Printing	£4,500.00	£3,231.00
T	A Western	£3,500.00	£3,825.50
U	Grass and hedge cutting	£1,000.00	£0.00
V	Other Maintenance	£1,500.00	£2,339.04
W	General tree work inc Candys Field	£500.00	£0.00
X	Bin emptying	£750.00	£472.50
Y	Handyman	£4,000.00	£0.00

Z	Notice Boards - Maintenance	£100.00	£0.00
AA	Play Equipment Mtce	£1,000.00	£214.55
AB	Lighting in Candy's field	£800.00	£518.62
AC	Toilets inc: wages, consumables, rsates, elec, utilities, repairs	£5,000.00	£4,688.48
AD	Flood equipment and Maintenance	£300.00	£249.92
AE	LFRG expenses	£400.00	£51.33
AF	Gulliford Cemetery	£800.00	£0.00
AG	Burial Ground	£500.00	£0.00
AH	Youth Club Building Maintenance	£500.00	£362.47
AI	YC Utilities	£1,000.00	£1,197.01
AJ	Website etc	£500.00	£132.50
AK	Adverse weather	£200.00	£0.00
AL	Gully cleaning and jetting	£2,000.00	£285.00
AM	Parishes Together	£1,500.00	£0.00
AN	Community Hub Projects	£3,000.00	£0.00
AO	Cont to repairs to VH Car Park	£500.00	£0.00
AP	DCC Funding	£0.00	£0.00
AQ	YC Recharge	£0.00	£0.00
AR	Emergency funding	£5,000.00	£0.00
AS	Gulliford BG (HLF)	£5,024.00	£8,385.04
	Total	£63,924.00	£43,265.07
	Add VAT		£2,326.74
	Total		£45,591.81

Code	**Receipts - Budget Performance 2021-2022**		
		Budget	Actual
F	Precept	47,000.00	47,000.00
G	Council Tax support grant	0.00	0.00
H	CIL	0.00	55,126.87
I	DCC re Candys Field	400.00	0.00
J	Herald Adverts	4,000.00	3,787.00
K	Burial fees	2,000.00	1,196.00
L	Lympstone FC re Cliff Field	50.00	0.00
M	Flower beds	0.00	0.00
N	Western power re Wayleaves	10.00	7.54
O	Miscellaneous (eg refunds)	0.00	0.00
P	Website adverts	0.00	0.00
Q	Parishes Together	1,500.00	0.00
R	External Grants	0.00	2,877.90
S	VAT Refund	5,000.00	0.00
T	Youth Club	1,500.00	263.55
U	VHMC car park	411.00	0.00
V	MoD Community Covenant	0.00	0.00
W	DCC error	0.00	0.00
X	Community Hub Projects Income	0.00	0.00
Y	Woodbury PC (Gulliford BG grass cutting)	100.00	0.00
Z	Gulliford Burial Ground	6,650.00	0.00
AA	FLOS	0.00	3,605.96

	Total	68,621.00	113,864.82
	Allocated balances 31st March 2021	**Budget**	**Spent**
	Elections	2000	0
	Reserve for Village hall car park	1500	0
	NP Projects	6000	0
	Works to Youth Club	1000	209.47
	Public Conviences	5000	£3,133.63
	Play area	20,000	0
	Emergency funding	5000	0
	Total allocated balances	40500	3343.1

ix) Clerk's Action List - <u>LPC: Clerks Action List – November 2021</u>

x)

Month and Minute	Response	Date Actioned
Mar – 21/21.1	**Trees in Candys Field** – Clerk visit Candys field with Lympstone tree warden and discuss the necessary work. (Autumn 21)	
Oct - 21/96.2	A new bespoke made gate would be costed for Cliff Field. DCC would be contacted for more information regarding a metal gate.	Emailed 11/11
Oct - 21/100	That Lympstone Parish Council's Chairman and Clerk board be moved to the Youth Club.	18/11
Nov - 21/111	Clerk let the History Society know their grant application had been awarded in full - £225 and reviewed annually.	1/11
Nov - 21/111	Clerk to follow up meeting with Simon Jupp MP	9/11
Nov 21/114 Planning applications	**21/2613/FUL** – Proposed side extension and rear extension at 7 Gulliford Close. *3/11 Recommendation:* Object LPC object to this planning application due to the overdevelopment and out of keeping aesthetics to the area. LPC are also concerned with the proposal being built over the attenuation tank.	*3/11, 4/11, 8/11, Clerk send the recommendations from LPC to EDDC.*
	21/2609/FUL – Single storey rear extension with new zinc roof and alterations to fenestration at Sowden Brake, Hulham Road. *4/11 Recommendation:* Support	
	21/2588/FUL – Demolition of existing garage with replacement two-storey extension and construction of a new garage at Beechcroft, Marley Drive. *8/11 Recommendation:* Support LPC want to highlight that they support the application if the sewage system for the house is efficient for additional excess foul water.	
	21/2681/FUL – Retrospective planning to replace 1.8m lower fence to 2.8m fence height at 42 Jackson Meadow. *8/11 Recommendation:* Support LPC support subject to the erected fence being in line with building regulations.	
	21/2729/FUL and 21/2730/LBC – Proposed new photovoltaic panels to be situated on the inner south facing roof pitch at Thornbury. *4/11 Recommendation:* Support	
	21/0626/FUL – Amended plans: Construction of replacement rear extension (revised scheme to approved applications 18/1211/FUL and 19/0435/FUL) to allow raise in height of extension in lieu of drainage works; erection of boundary fence to roadside elevation at 1 Lower Harefield Drive. **21/0614/LBC** – Amended plans: Extension on rear north elevation (Revised scheme under application 19/0436/LBC) and repairs to original roof structure; construction of fence along south west boundary and gate along south boundary. *8/11 Recommendation:* Object LPC objects to the planning application due to the design not in keeping with the existed listed building authenticity and does not conform with the design recommendations of Lympstone Neighbourhood Plan.	
	21/2317/VAR – Variation of condition 2 (approved plans) of 21/0490/FUL (Proposed new dwelling and car port) to allow the installation of a Packaged Sewage Treatment Plant at Land adj to 21 Strawberry Hill. 8/11 LPC would like to highlight that another option to lay a suitable pump system through the field to connect to the main sewage system should be considered rather than a soak away.	
	21/0751/FUL – Amended plans: Siting of six shepherds huts with external decking, 3 boiler houses/log stores, one with decking area, and associated infrastructure (retrospective application) at Lympstone Manor Hotel. *8/11 Recommendation:* **Object** LPC remain concerned with the main foul drainage system and how this will effectively work into a	

	current pressurised system. LPC have read the applicants responses to the previous objection and still object due to: * the unclear plans for the sewage and runoff water. * the increased traffic and the overdevelopment of the green wedge. * the proposal being in the coastal preservation zone * listed building consent is required for the site.	
Nov - 21/116	Clerk to add further information regarding the Methodist Hall to the Herald.	2/11
Additional actions:		
PC meeting Minutes from PC meeting 4/10/21		1/11
Herald Report		2/11
Emailed planning west with agreed planning decisions		3/11,
New fence and gates communication		8/11
HLF finances online portal final report		9, 23/11
LPC budget 2022/23		11 - 16/11
Draft Policies – Contracts, Equality, Grants, H&S, Working groups		12/11
Zoom meeting – LPC, Eibe and FLOS Minutes		23/11
Website meeting with Mr Young and Cllr Hill		30/11
Monthly PC Defib report x2		30/11
Gulliford Joint committee meeting Minutes		1/12

21/115. Planning decisions

Date	Planning Application	*LPC*	EDDC
20/7/21 Expires 12/8/21	21/1448/FUL - Creation of a new vehicular access into the northern garden from Longmeadow Road at Longbrook Cottage	11/8 Object	18/11 APPROVED
17/9/21 Expires 10/10/21	21/2459/FUL - Removal and raising of roof, front pitched roof dormers and side flat roof dormers, and alterations to external materials at 1 Meadow Close	6/10 Support	2/11 APPROVED
26/10/21 Expires: 9/11/21	21/0626/FUL – Amended plans: Construction of replacement rear extension (revised scheme to approved applications 18/1211/FUL and 19/0435/FUL) to allow raise in height of extension in lieu of drainage works; erection of boundary fence to roadside elevation at 1 Lower Harefield Drive. 21/0614/LBC – Amended plans: Extension on rear north elevation (Revised scheme under application 19/0436/LBC) and repairs to original roof structure; construction of fence along south west boundary and gate along south boundary.	8/11 Object	27/11 APPROVED
14/6/21 Expires 7/7/21	21/1560/FUL - Rebuild of barn to approved conversion under application 18/0478/FUL at Atlantis.	24/6 Support	27/11 APPROVED