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LYMPSTONE PARISH COUNCIL

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3rd May 2022

To All Members of the Parish Council

You are summoned to attend an annual meeting of Lympstone Parish Council, to be held **7.30pm on Monday 9th May 2022 in the Committee 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. Occasionally, new material has to be added to the Agenda after the publication date – for the latest version please visit the website lympstone.org

Miss L Tyrrell
Clerk to the Parish Council

AGENDA

22/58	ACTION: Election of Chairman for 2022/2023	7.30
22/59	ACTION: Election of Vice Chairman for 2022/2023	7.35
22/60	ACTION: Declarations of Office all Cllrs to re-sign their declarations of Office and acceptance of receiving and sending emails for 2022/2023	7.40
	Public session	7.45
22/61	INFORMATION: Apologies	8.00
22/62	ACTION: Minutes To confirm the minutes of the APM and PC meeting held on the 4 th April 2022 attached.	8.05
22/63	INFORMATION: To receive any Declarations of Interest	8.10

22/66	<p>Clerk's Report (see attachments): ACTION:</p> <ul style="list-style-type: none"> i) End of Year Accounts 2021/2022 – Clerk and Chairman to sign off LPC end of year accounts for 2021/22. ii) Annual Audit 2021/22 Internal Auditor's certificate attached. iii) Annual Audit 2021/22 Governance Statement. iv) Annual Audit 2021/22 Accounting statements. v) Notice of public rights. vi) 2021/2022 Meeting Dates – Provisionally approve PC meetings dates for 2022/2023. vii) Committees – Confirm the agreed committees and members. viii) Old play equipment in Candys Field – PC to decide next steps for removed play equipment. <p>INFORMATION:</p> <ul style="list-style-type: none"> ix) Cllr Vacancy - The Clerk has notified EDDC of a Cllr vacancy on the PC. x) Internal Auditor Meeting – Clerk to report xi) Finance - Payments / Financial summary / Budget report xii) Clerk's Action List 	8.15
22/65	INFORMATION: Reports from the Chairman, East Devon District Councillors and Devon County Councillors if any.	8.25
22/66	INFORMATION: Community Asset – to receive an update from Cllr Hill and Cllr Atkins (if any)	8.30
22/67	<p>INFORMATION: Planning applications</p> <p>22/0850/OUT - Outline application with some matters reserved (access) for the erection of a single dwelling with associated development and demolition of outbuilding and glasshouse at Southtown House.</p> <p>22/0565/FUL and 22/0599/LBC - Conversion of first floor storage to holiday flat with amended ground floor access at Store And Garage Adjoining Strand House. (Amended plan)</p> <p>22/0912/FUL - Addition of first floor with alteration to fenestration at The Workshop.</p> <p>22/0852/FUL - Erection of agricultural storage building at Great Loxhill.</p> <p>22/0958/FUL - Conversion of existing garage attic with addition of rooflights and side dormer window to form new home office at Ashdown, Marley Hayes.</p>	8.35
22/68	INFORMATION: Planning decisions (see attached)	8.40
22/69	<p>INFORMATION: Reports of Committees</p> <p>Any reports requiring a decision are attached.</p> <p>Planning including trees and hedges – Cllr Linfoot, Cllr Tyrrell and Cllr Francis</p> <p>Parish paths, bridleways, rural and village footways and roads – Cllr Beatty, Cllr Francis and Cllr Staddon</p> <p>Assets, buildings, land and finance – Cllr Atkins, Cllr Hill, Cllr Tyrrell and Cllr Payne</p> <p>Community – Cllr Linfoot, Cllr Francis, Cllr Payne and Cllr Staddon</p> <p>Environment – Cllr Staddon and Cllr Tyrrell</p> <p>LPC Cllrs, staffing and compliance - All Cllrs and Clerk</p>	8.45
22/70	DISCUSSION: Matters raised by Councillors	8.50

**MINUTES OF A LYMPSTONE PARISH COUNCIL MEETING HELD IN
THE VILLAGE HALL AT 7.30PM ON MONDAY 4th APRIL 2022.**

PRESENT:	
Councillors	D Atkins, D Beatty, S Francis, K Hill, N Linfoot, J Payne, L Staddon and D Tyrrell
Clerk	Miss L Tyrrell
County Councillors	R Scott
District Councillors	B Ingham and G Jung
Public	8 members

Public session

The Chairman invited members of the public to speak. No members of the public asked to speak.

22/39 Apologies

Cllr C Eastley and Cllr R Eastley due to ill health.

County Cllr J Trail due to annual leave.

Cllr Atkins proposed to approve the apologies. Cllr Payne seconded. Unan.

RESOLVED that the Apologies were approved by the PC.

22/40 Minutes

Cllr Atkins proposed that the Part B PC meeting held on 4th March and the PC meeting held on the 7th March 2022 accurate. Cllr Beatty seconded. Unan.

RESOLVED that the Part B PC meeting held on 4th March and the PC meeting held on the 7th March 2022 be confirmed as a correct record and signed by the Chairman.

22/41 To receive any Declarations of Interest

Cllr Payne declared a personal interest with 22/0445/FUL.

Cllr Linfoot declared a pecuniary interest with 22/0655/FUL.

Cllr Tyrrell declared a personal interest with item 22/44.

The Clerk declared a pecuniary interest with item 22/44.

These were recorded in the book.

22/42 Sgt Stonecliffe

The Chairman welcomed Sgt Stonecliffe to the meeting and invited him to speak. Sgt Stonecliffe introduced himself and explained he was the neighbourhood sergeant for the area. He thanked Cllr Linfoot for the invitation to the meeting and presented the following reports of crime in Lympstone:



Crimes Recorded - 01/04/2021 to 29/03/2022 - KE3L

Offence	Recorded Crime 01/04/2021 to 29/03/2022	Recorded Crime 01/04/2020 to 29/03/2021	Recorded Crime % Difference
Violence with Injury	11	9	22.2%
Violence without Injury	12	8	50.0%
Stalking and Harassment	4	15	-73.3%
Rape	1	3	-66.7%
Other Sexual Offences	5	5	0.0%
Burglary Dwelling	8	4	100.0%
Burglary Non-Dwelling	1	0	-
Bicycle Theft	2	0	-
All Other Theft Offences	4	2	100.0%
Criminal Damage	10	6	66.7%
Public Order Offences	6	6	0.0%
Possession of Weapons	1	0	-
Trafficking of Drugs	1	0	-
Possession of Drugs	2	0	-
Other Offences	2	0	-
Total	70	58	20.7%

Non Notifiable Offences	10	3	233.3%
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Incidents Recorded - 01/04/2021 to 29/03/2022 - KE3L

Incident Closing Category	Incidents - 01/04/2021 to 29/03/2022	Incidents - 01/04/2020 to 29/03/2021	Incidents % Difference
Anti Social Behaviour	8	34	-76.5%
Crime Not Recorded	1	4	-75.0%
Crime Recorded	34	25	36.0%
Public Safety	74	70	5.7%
Transport	50	51	-2.0%
Total	167	184	-9.2%

Sgt Stonecliffe pointed out that anti-social incidents had reduced due to Covid19. He had noted the recent online reports for the public toilets in Lypstone and the request for a heightened police presence in the village. He explained that burglary stood out with 100% increase, but he believed this was not a local person but a career criminal travelling through. Cllr Hill asked about Operation Scorpion and Sgt Stonecliffe explained that currently the police's largest concern was the growth of cannabis and the increased produced strength. He added that Ketamin and alcohol abuse was also a major concern. He had visited the village three times in the last three weeks; two criminal and one to visit the reception class in the local primary school. Sgt Stonecliffe explained that overall, the crime figures in Lypstone were low because people became easily identifiable. He worked closely with the Youth Intervention officers. He added that currently the police had very little community involvement due to Covid19, but they would be back out and about again soon. Sgt Stonecliffe explained that there had been a reduction in PSCOs but they were still viable to provide a service. He added that any calls to 999 or 101 was triaged and assessed. Sgt Stonecliffe explained that both the Clerk and Cllr Linfoot had his contact details if there were any further questions. Cllr Hill asked Sgt Stonecliffe if he would come again to a PC meeting and report. Sgt Stonecliffe explained that he had other Parish and Town Councils to report to but could probably attend every four or six months. He asked the Clerk to let him know the dates of future meetings. He also added that Cllrs could become part of the community safety groups and he would send the Clerk the details. He encouraged all present to visit the polices Facebook page and share posts.

22/43 Clerk's Report

22/43.1 Candy's Field Maintenance plan.

Cllr Atkins explained that the plan was laid out clearly however, he felt it could be dealt with in more detail at a committee meeting. He proposed that if the committees were agreed, the plan was discussed with a further report brought back to the PC. Cllr Linfoot seconded. Unan.

RESOLVED that the plan would be discussed and reported back to full council by the 'Assets, buildings, land and finance' committee.

22/43.2 Candy's Field play area refurbishment.

The Clerk explained that the original start date had been 11th April but she had received an email to explain that unfortunately the installer had pulled out and this would now postpone the start date. Eibe had asked if kit could be delivered and stored onsite in the meantime. Cllr Payne expressed her concerns of insurance and Cllr Tyrrell was concerned how long kit would be stored for. Cllr Payne felt the Clerk should explain to Eibe that the PC did not want to receive delivery until a new installer was found.

The Clerk presented the proposed welcome sign for the new play areas kindly designed by Mr Sissons. She explained that Mr Sissons had also sourced local sign makers, Miller Signs, to sponsor the board. Cllr Linfoot felt that 'please respect our play area' should be in a larger font. Cllr Beatty wanted the names of donors on the board. The Clerk explained that monetary donations received would be provided on a separate board. Members of the public felt the notice should be more positive and changed 'our' to 'your' play area. Cllr Jung requested 'What 3 Words' should be added and emergency contact numbers. Cllr Linfoot added that 'dogs on leads' should be removed as there are signs stating this around the field already.

The Clerk queried District Cllr Jung about the S106 funding from EDDC as LPC had been waiting since Dec 21 for the money. Cllr Jung asked the Clerk to copy him into any correspondence sent to EDDC.

22/43.3 Committees incorporating working groups

Cllr Atkins explained that depending on what needed discussing the committees should meet at least once every three months. Cllr Tyrrell shared his concerns of the PC not completing issues discussed. Cllr Hill suggested the 'assets, buildings, land and finance' committee met immediately to discuss Candy's Field. The Clerk reminded all Cllrs to bring any recommendations discussed back to the PC. The Clerk also explained that the committees and members would be a work in progress and should be fluid to change and adapt as necessary. The following suggested committees and members was agreed:

- 1. Planning including trees and hedges – Cllr Linfoot, Cllr Tyrrell and Cllr Francis**
 - a. *Subcommittee* – East Devon Local Plan and Lymptone Neighbourhood plan
- 2. Parish paths, bridleways, rural and village footways and roads – Cllr Beatty, Cllr Francis and Cllr Staddon**
 - a. *Subcommittee* – Getting around group,
 - b. *Subcommittee* - EET
- 3. Assets, buildings, land and finance – Cllr Atkins, Cllr Hill, Cllr Tyrrell and Cllr Payne**
 - Including NT field management, grants (both received and awarded) and football club
 - a. *Subcommittee* – Facilities and Estates/Amenities:
FLOS, LPC cemetery, The Hub, The Green, The Rag, Green open space at the Nurseries site, The Public toilets. Benches,
 - b. *Subcommittee* - Gulliford Joint committee and FOBGB
- 4. Community – Cllr Linfoot, Cllr Francis, Cllr Payne and Cllr Staddon**
 - a. *Subcommittee* – Communications,
 - b. *Subcommittee* - Youth Club/The Hub, Village Hall, CTCRM, Community Hub group,
- 5. Environment – Cllr Staddon and Cllr Tyrrell**
 - a. *Subcommittee* - Exe Estuary, Wotton Brook, Emergency Plan, Allotments, Exe estuary trail,
 - b. *Subcommittee* – LFRG,
- 6. LPC Cllrs, staffing and compliance**
 - All Cllrs and Clerk

22/43.4 Public toilets and vandalism/anti-social behaviour

The Clerk reported that since the new locks had been installed there had been no further vandalism or anti-social behaviour reported. The Clerk presented the CCTV quote from Castle CCTV. Cllr Linfoot proposed to accept the quote. Cllr Hill seconded. Unan.

RESOLVED That the Clerk contact Castle CCTV and accept the quote for CCTV installation at the public toilets.

22/43.5 Replacement Oak tree

The Clerk explained that due to the felling of the old dead Oak, EDDC had requested a replacement Oak to be planted in Candy's Field. This one would be protected and continue the TPO from the old tree. Cllr Atkins proposed that Cllr Tyrrell source a suitable replacement Oak tree to be planted in the Autumn. Cllr Francis seconded. Unan.

RESOLVED that Cllr Tyrrell would identify a suitable replacement Oak tree.

Cllr Atkins pointed out that the Jubilee tree planted by EDDC in Candy's Field was a poor specimen. Cllr Tyrrell agreed and asked District Cllr Jung to view the tree.

22/43.6 Grant Application

Cllr Linfoot proposed to support the grant from the PTFA, Lymestone Primary School in full. Cllr Tyrrell seconded. Unan.

RESOLVED that the PC would support the PTFA grant application for £500 in full.

22/43.7 Correspondence received re Memorial tree

Cllr Tyrrell explained that Cliff Field was an exposed field on the estuary. He proposed a Holm or Lucombe Oak tree was suitable to withstand the elements. He also suggested planting the tree away from the footpaths and in the centre of the triangular area at the lower part of the field. He explained that the family would need to be aware of regularly watering the sapling in the first few years and ensure it was staked and protected. Cllr Atkins seconded. Unan.

RESOLVED that the Clerk let the family know that their request was agreed and make the necessary recommendations.

22/43.8 DALC Cllr training session

The Clerk confirmed that a whole Cllr training session had been arranged with DALC for Thursday 19th May 10am – 12.45pm in the Meeting room of the village hall. The Clerk asked for an idea of literature required from Cllrs. It was agreed that 10 copies of all three books on offer were ordered.

22/43.9 Finance

The Clerk reported that LPCs financial year had ended on the 31st March and the bank account balanced LPCs expenditure and receipts spreadsheet. A more detailed end of year accounts would be provided at the next PC meeting. The Clerk had also arranged to meet with the internal auditor on 28th April. Cllr Atkins proposed to approve the payments and receipts. He noted the financial summary and budget report. Cllr Linfoot seconded. Unan.

RESOLVED that the following payments be approved:

Payments – March 2022:

02/03/22	DD	Plusnet REF: PNET3453454-1 (YC)	£29.99
04/03/22	DD	EDF ENERGY REFERENCE: 671024465401 (Toilets)	£14.00
05/03/22	2947	HMRC - Income tax and NI	£278.47
05/03/22	2948	L Tyrrell - wages Feb 22	£1,545.77
05/03/22	2949	L Tyrrell - expenses Jan 22	£226.07

05/03/22	2950	DG Atkins Grass cutting Inv no 19	£336.00
05/03/22	2951	DG Atkins Hedge and grass cutting Inv no 20	£432.00
05/03/22	2952	DG Atkins Hedge cutting Inv no 21	£444.00
05/03/22	2953	Optima Graphics Inv 26669	£553.00
05/03/22	2954	Optima Graphics Inv 26676	£72.00
05/03/22	2955	Tempcon Instrumentation Ltd Acc ref: ZZLIM014	£744.93
05/03/22	2956	A Western - grass cutting Feb 22	£195.00
15/03/22	DD	EDF ENERGY REFERENCE: 671079829135 (YC)	£50.00
15/03/22	DD	EDF ENERGY REFERENCE: 671079829166 (YC)	£97.00
15/03/22	DD	EDFENERGY CUST PLC REFERENCE: 9208111111 (Candys field)	£31.24
30/03/22	DD	Plusnet REF: PNET3453454-1 (YC)	£29.99

Receipts – March 2022:

02/03/2022	FPI	Herald Advert - The Glo Inn	200
04/03/2022	DC	Lottery Grant (Jubilee cream tea event)	9836
04/03/2022	FPI	Herald Advert - WP Downes	50
04/03/2022	FPI	Herald Advert - HNC Accounting	18
10/03/2022	DC	HMRC VTR REFERENCE: XTV126000100158	2564.87
10/03/2022	FPI	Herald Advert - Passmore DJ	75
11/03/2022	DC	DevonCC (School Hire - Candys Field)	400
16/03/2022	FPI	LFC Inv No: LT/38	200
23/03/2022	FPI	Herald Advert - RODNEY SPILLER	100
25/03/2022	FPI	Orchard Memorials (Chapman memorial)	130
27/03/2022	FPI	Herald Advert - Peter Tosh Opticia	25

Financial Summary Report			
Current Account			
Opening balance at 1st April 2021		95,828.47	
Receipts		£134,088.58	
Total receipts		£229,917.05	
less, Payments		£73,666.99	
Net balance		£156,250.06	
Unpresented cheques		£252.74	
Receipts not on statement		£0.00	
	Balance at Bank	£156,502.80	
Unpresented cheque info:			
23/02/22	(2945)Eric's Knob and Lock Shop - replaced lock at public toilets		£112.74
23/02/22	(2946)Gulliford joint committee - gulliford burial ground contribution		£140.00

Budget Monitoring 2021 - 2022			
Expenditure			
Code	Item	Budget	Spent

G	VAT	£4,000.00	£2,821.87
H	S137	£100.00	£100.00
I	Other Grants	£1,000.00	£2,490.94
J	Clerk's Salary	£11,000.00	£17,174.47
K	Clerks Expenses	£900.00	£791.88
L	Office expenses	£1,200.00	£815.65
M	Village Hall Hire	£0.00	£63.50
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	£2,525.80
S	Herald Printing	£4,500.00	£5,497.00
T	A Western	£3,500.00	£4,713.50
U	Grass and hedge cutting	£1,000.00	£1,300.00
V	Other Maintenance	£1,500.00	£6,219.04
W	General tree work inc Candys Field	£500.00	£605.00
X	Bin emptying	£750.00	£735.83
Y	Handyman	£4,000.00	£0.00
Z	Notice Boards - Maintenance	£100.00	£335.00
AA	Play Equipment Mtce	£1,000.00	£214.55
AB	Lighting in Candy's field	£800.00	£571.17
AC	Toilets inc: wages, consumables, rates, elec, utilities, repairs	£5,000.00	£6,633.64
AD	Flood equipment and Maintenance	£300.00	£870.70
AE	LFRG expenses	£400.00	£79.48
AF	Gulliford Cemetery	£800.00	£140.00
AG	Burial Ground	£500.00	£0.00
AH	Youth Club Building Maintenance	£500.00	£362.47
AI	YC Utilities	£1,000.00	£1,852.47
AJ	Website etc	£500.00	£157.50
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	£187.68
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	£13,286.57
	Total	£63,924.00	£70,595.12
	Add VAT		<u>£2,821.87</u>
	Total		£73,416.99

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	400.00

J	Herald Adverts	4,000.00	5,886.00
K	Burial fees	2,000.00	2,293.00
L	Lympstone FC re Cliff Field	50.00	200.00
M	Flower beds	0.00	0.00
N	Western power re Wayleaves	10.00	7.54
O	Miscellaneous (eg refunds)	0.00	270.00
P	Website adverts	0.00	0.00
Q	Parishes Together	1,500.00	0.00
R	External Grants	0.00	12,713.90
S	VAT Refund	5,000.00	2,564.87
T	Youth Club	1,500.00	1,767.49
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	131,835.63
	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 Conveniences	5000	£3,133.63
	Play area	20,000	0
	Emergency funding	5000	0
	Total allocated balances	40500	3343.1

22/43.10 Clerk's Action List

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

22/44 Clerks expenses

The Clerk and Cllr Tyrrell left the room.

The Chairman told the Clerk on her return to the room that this item would be discussed in more detail with an accountant with the finance committee and reported back to full Council.

22/45 Report from the Chairman, EDDC and DCC Cllrs.

The Chairman informed all present that he had met with Alison Hernandez, Police and Crime commissioner, in March and learnt about the police initiative 'Operation Scorpion'.

East Devon District Cllr Jung reported that there was an issue installing electric vehicle charging points and the village car park would have these hopefully installed in May.

Devon County Cllr Scott had nothing further to report.

22/46 Community Asset

Cllr Atkins asked the Clerk to read the response received from the agent dealing with the sale of the Methodist Hall:

23/3/22

Dear Lucy

Following on from your offer email dated 9 March 2022 I have consulted with the relevant parties and am instructed to thank you for the offer and to advise that it is not accepted. The plan is in due course to test the wider market.

Thank you for your interest.

Regards

Lloyd

Lloyd Smale FRICS - Chartered Surveyor

RICS Registered Valuer

Carter Geering Property Consultants

Cllr Atkins was concerned with the wording 'in due course' and had contacted Nick Wright, EDDC Economy Practice Manager, to discuss the restrictions that could be put on the community asset, Nick Wright had suggested to apply for a pre application. Cllr Atkins wrote to Chris Rose, EDDC development manager, for ideas to keep the building in community use. Cllr Linfoot asked what this would achieve. Cllr Atkins replied that if they applied for planning permission to redevelop the site, they would know how long planning would place restrictions on the site which would then help them to discuss and negotiate further with the Methodist church and save them two or three thousand pounds. Cllr Linfoot questioned this approach and felt if this course of action wasn't verging on misfeasance, it wasn't following the Nolan principles of honesty and integrity. Mr Stratford explained that as the building was registered as a community asset then a pre application could be applied for to hold discussions. A member of the public spoke and felt that a community asset should be preserved. Cllr Linfoot interjected and explained that the member of the public was not a member of the Council, and it should be discussed only by the PC as the PC was the responsible body. Cllr Beatty felt that no more money should be offered and to wait until the building was on the open market. Cllr Jung added that even if the PC got the recommendations from EDDC planners then the Methodist Church would not have to pass the information on. He added that the Parish Council should seek legal advice. Cllr Hill explained that the PC had done this. Cllr Linfoot felt it was morally wrong to put restrictions on a building to sell it. Cllr Hill explained that the onus was on the PC to get the building as a community asset, and as the Methodist Church had not played fair in setting a price, the PC were justified in seeking restrictions on the site. Cllr Atkins proposed to wait until the reply from EDDC before discussing further. Cllr Hill reiterated a group interested in hiring the hall all year round for children with specific needs. County Cllr Scott interjected and felt the council was not deciding as a body, it needed to be a PCs decision not individuals. All Cllrs had to have their opinions heard. Cllr Atkins explained that he was only finding information. Cllr Hill added that it was a data gathering exercise. Mr Stratford explained that the 'friends of the Methodist Hall' was only giving information and not making decisions. Cllr Linfoot wanted it minuted that he felt uncomfortable with a letter from Cllr Atkins sent to EDDC. Cllr Tyrrell added that the last letter the PC received from EDDC stated they could not help further and now Chris Rose believed he could. Cllr Atkins reiterated that the PC would not act until the response from Chris Rose was received.

22/47 Trees along the Avenue

Cllr Tyrrell explained the trees along the Avenue needed pollarding. He had looked at the NT and LPC agreement and believe the PC only managed Avenue and Cliff fields and not the Avenue itself. Cllr Atkins proposed to write to the NT and challenge the ownership of the Avenue and the pollarding of the trees. Cllr Tyrrell seconded. Unan.

RESOLVED that the Clerk write to NT and raise the issue of the trees along the Avenue.

22/48 East Devon Local Plan Review

Cllr Linfoot explained that there were public drop-in sessions planned for 29th April 2-9pm and 30th April 9am-1pm in the meeting room. All maps of the area and proposed sites would be displayed with questionnaires for the public to complete. The drop-in sessions would be advertised in the Herald, on notice boards, on the website and Facebook page. He invited the District and County Cllrs to come along. District Cllr Jung explained that the Woodbury parish council drop-in sessions began this week, and he would feedback with pointers after. Cllr Francis gave Cllr Jung a draft copy of LPCs questionnaire. The Clerk asked for volunteers to support during the drop-in sessions; Cllr Staddon, Beatty and Tyrrell offered to help.

22/49 Lympstone Football Club

Both Cllr Atkins and Cllr Staddon had nothing to report.

22/50 Planning applications

22/0475/TRE - T1 - Pinus Sylvestris (Scotts Pine) remove to stump Reason of work - Heavy lean embankment tree with previous identification of heave (see attached report, Apex Survey). Basal holes undermining tensile side of tree. Recommend removal due to possible wind throw and hang up by main road side at Tanglewood, Marley Drive.

Cllr Linfoot proposed to support. Cllr Atkins seconded. Unan.

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

22/0514/FUL - Proposed single storey rear extension to form a conservatory at St Peters School

Cllr Beatty proposed to support. Cllr Linfoot seconded. Unan.

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

Cllr Tyrrell proposed to write to St. Peters School for their traffic plan due to the backed-up traffic through the surrounding lanes to the entrance and exit of the school. Cllr Payne seconded. Cllr Hill, Francis, Linfoot, Staddon also supported. Cllr Beatty objected. Cllr Atkins abstained.

RESOLVED that the Clerk write to St Peters School for a copy of their traffic plan.

22/0546/FUL - Ground mounted photovoltaic panel array at Chatterpark .

Cllr Atkins proposed to support. Cllr Linfoot seconded. Unan.

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

22/0565/FUL and 22/0599/LBC - Conversion of first floor storage to holiday flat with amended ground floor access at Store and Garage Adjoining Strand House.

Cllr Atkins proposed to object due to development in the conservation area and limited access to the site. Cllr Linfoot proposed to support. Cllr Francis seconded. Cllr Beatty, Payne and Staddon supported. Cllr Atkins and Cllr Tyrrell objected. Cllr Hill abstained.

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

22/0600/FUL - Single storey side extension, two storey side/rear extension and construction of a 3 x bay detached garage with associated first floor annexe at Candys.

Cllr Atkins proposed to support. Cllr Beatty seconded. Unan.

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

21/3265/FUL - Erection of a two-bedroom semi-detached cottage at Leighton Cottage.

A member of the public spoke on this application and shared his concerns of the location of the site and traffic safety issues.

Cllr Hill proposed to object due to over development of the site. He also highlighted the major highway safety concerns because of the immediate dangerous road junction and vehicular access to and from the site. Cllr Linfoot seconded. Unan.

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

22/0445/FUL - Two storey side and rear extension to include creation of roof accommodation, widening of driveway and alterations to fenestration at 1 Birch Rd (Amended plan)

Cllr Linfoot proposed to support. Cllr Staddon seconded. Cllr Atkins, Hill, Beatty and Francis. Cllr Tyrrell objected.

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

22/0655/FUL - Single storey side/rear extension and first floor extension above existing garage to include a side dormer at 7 Gulliford Close.

Cllr Payne proposed to support. Cllr Beatty seconded. Unan.

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

22/0657/FUL - Construction of deck to the rear of existing bungalow at 13 Underhill Crescent.

Cllr Atkins proposed to support. Cllr Payne seconded. Unan.

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

22/51 Planning decisions

RESOLVED that the EDDC decisions were noted.

Cllr Atkins proposed to postpone remaining items and close the meeting. Cllr Hill seconded. Unan.

Cllr Linfoot asked before the closure of the meeting that he had the NP review document returned from Angela King, EDDC NP Officer, and proposed that it be added to the website for members of the public. He added that all Cllrs had previously received a copy of this document. Cllr Tyrrell seconded. Unan.

RESOLVED that the NP review document be added to the website.

RESOLVED that the meeting was closed.

Meeting closed **10.20pm**

Signed:

Date:

Clerk's Report:**ACTION:**

- i) **End of Year Accounts 2021/2022** – Clerk and Chairman to sign off LPC end of year accounts for 2021/22.

Current Account				
Opening balance at 1st April 2021		95,828.47		
Receipts		£134,088.58		
Total receipts		£229,917.05		
less, Payments		£73,666.99		
Net balance		£156,250.06		
Unpresented cheques		£252.74		
Receipts not on statement		£0.00		
	Balance at Bank 31/3/22	£156,502.80		
Unpresented cheque info:				
23/02/22	(2945)Eric's Knob and Lock Shop - replaced lock at public toilets			£112.74
23/02/22	(2946)Gulliford joint committee - Gulliford burial ground contribution			£140.00
				£252.74

- ii) **Annual Audit 2021/22 Internal Auditor's certificate** attached.

- iii) **Annual Audit 2021/22 Governance Statement.**

- iv) **Annual Audit 2021/22 Accounting statements.**

- v) **Notice of public rights.**

- vi) **2021/2022 Meeting Dates** – Provisionally approve PC meetings dates for 2022/2023.

Meeting Dates 2022/23

Meetings of the Parish Council will be held at 7.30pm in the Committee Room at the Village Hall. The Agendas are posted on the notice boards about five days before each meeting and any changes to the programme or additional meetings will also be advertised on the Notice Boards.

The Public are welcome to attend and will be given the opportunity to comment.

Council Meetings

Dates of meetings for May 2022 – May 2023:

Monday 9 May 2022

Monday 6 June 2022

Monday 4 July 2022

Monday August 2022 – no meeting

Monday 5 September 2022

Monday 3 October 2022

Monday 7 November 2022

Monday 5 December 2022

Monday 9 January 2023

Monday 6 February 2023

Monday 6 March 2023

Monday 3 April 2023 including the Annual Parish Meeting

vii) Committees – Confirm the agreed committees and members.

7. Planning including trees and hedges – Cllr Linfoot, Cllr Tyrrell and Cllr Francis

a. *Subcommittee* – East Devon Local Plan and Lympstone Neighbourhood plan

8. Parish paths, bridleways, rural and village footways and roads – Cllr Beatty, Cllr Francis and Cllr Staddon

a. *Subcommittee* – Getting around group,

b. *Subcommittee* - EET

9. Assets, buildings, land and finance – Cllr Atkins, Cllr Hill, Cllr Tyrrell and Cllr Payne

- Including NT field management, grants (both received and awarded) and football club

a. *Subcommittee* – Facilities and Estates/Amenities:

FLOS, LPC cemetery, The Hub, The Green, The Rag, Green open space at the Nurseries site, The Public toilets. Benches,

b. *Subcommittee* - Gulliford Joint committee and FOBGB

10. Community – Cllr Linfoot, Cllr Francis, Cllr Payne and Cllr Staddon

a. *Subcommittee* – Communications,

b. *Subcommittee* - Youth Club/The Hub, Village Hall, CTCRM, Community Hub group,

11. Environment – Cllr Staddon and Cllr Tyrrell

a. *Subcommittee* - Exe Estuary, Wotton Brook, Emergency Plan, Allotments, Exe estuary trail,

b. *Subcommittee* – LFRG,

12. LPC Cllrs, staffing and compliance

- All Cllrs and Clerk

viii) Old play equipment in Candys Field – PC to decide next steps for removed play equipment.

ix) Cllr Vacancy - The Clerk has notified EDDC of a Cllr vacancy on the PC.

x) Internal Auditor Meeting – Clerk to report

28th April 2022 at 5pm

Meeting with Penny Clapham, Internal auditor and LPC Clerk, Lucy Tyrrell.

Overall, Penny was very happy with all the information provided to her. She was very pleased that she could locate everything online and glad to see policies and risk assessments were all up to date. She fully approved of the way I laid the finances out and felt the spreadsheet was very clear and easy to follow.

She has made the following recommendations:

- There is too much money in the TSB account and therefore the PC should open a new bank account to include the PC's allocated funds up to the value of £85,000 (as this money is then protected and secure by the financial services should anything happen to TSB). She has made a recommendation of an online bank which specialises in charities and Parish Councils.
- Update LPCs standing orders.
- PC phone for Clerk to use for work purposes.

xi) Finance - Payments / Financial summary / Budget report

Payments – April 2022

06/04/2022	2945	Eric's Knob and Lock Shop - replaced lock at public toilets	£112.74
04/04/2022	DD	EDF ENERGY REFERENCE: 671024465401 (Toilets)	£14.00
05/04/2022	2957	J A Morrish - Tree work in Avenue and Candys Field	£900.00
05/04/2022	2958	Partybench Ltd (Jubilee)	£3,175.20
05/04/22	2959	South West Event Hire Ltd (Jubilee)	£2,269.20
05/04/22	2960	Heart Performing Arts - Pixie Maz Parties (Jubilee)	£170.00
05/04/22	2961	Vicki Drinkwater (Hivis.co.uk - Jubilee)	£90.41
05/04/22	2962	EDDC - Inv no 50064280 (Waste collection)	£325.00
05/04/22	2963	Express Fire In no SI-501 (YC fire safety)	£90.00
05/04/22	2964	Westcountry Rivers Trust Inv No INV-2686	£1,296.00
05/04/22	2965	P Corcos (LFRG equipment - Exeter Tool Shop)	£442.80
05/04/22	2965	P Corcos (LFRG equipment - Only Branded Ltd)	£78.39
05/04/22	2966	LVHCIO (Community Hub Lunch)	£66.00
05/04/22	2967	Optima Graphics Topsham Ltd -Inv no: 26724	£565.00
05/04/22	2968, 2969	Staff costs	£1,775.99
05/04/22	2970	HMRC (tax and NI Mar 22)	£344.94
05/04/22	2971	Mrs J Cowe (Public toilets cleaning Feb and Mar 22)	£1,035.00
05/04/22	2972	DALC membership 22-23 Inv No: 3829	£486.12
05/04/22	2973	A Western - March 22	£461.50
05/04/22	2974	DG Atkins - expenses Mar 22	£34.65
19/04/22	DD	EDFENERGY CUST PLC REFERENCE: 9208111111 (Candys field)	£33.19
19/04/22	DD	EDF ENERGY REFERENCE: 671079829135 (YC)	£50.00
19/04/22	DD	EDF ENERGY REFERENCE: 671079829166 (YC)	£40.00

Receipts – April 2022

01/04/2021	DC	EDDC - Precept + C tax support	23,500.00
11/04/2022	500034	R Gegg (burial fee)	415.00
11/04/2022	500034	Western Power wayleaves	7.54
26/04/2022	FPI	Herald Advert	21.00
27/04/2022	FPI	Herald Advert	75.00

Financial Summary – April 2022

Current Account		
Opening balance at 1st April 2022		156,502.80
Receipts		£24,268.54
Total receipts		£180,771.34
less, Payments		£13,856.13
Net balance		£166,915.21
Unpresented cheques		£0.00
Receipts not on statement		£0.00
Balance at Bank		£166,915.21

Budget reports – April 2022

Budget Monitoring 2022 - 2023			
Expenditure			
Code	Item	Budget	Spent
G	VAT	£5,000.00	£1,364.10
H	S137	£100.00	£0.00
I	Other Grants	£1,000.00	£1,080.00
J	Clerk's Salary	£15,000.00	£2,031.54
K	Clerks Expenses	£900.00	£23.40
L	Office expenses	£1,000.00	£65.99
M	Village Hall Hire	£0.00	£0.00
N	Chairman's Allowance	£200.00	£0.00
O	Subs	£1,000.00	£430.00
P	Courses, Travel etc	£1,000.00	£0.00
Q	Insurance, Audit, Elections	£3,500.00	£0.00
R	Miscellaneous	£2,000.00	£34.65
S	Herald Printing	£5,000.00	£565.00
T	A Western	£6,000.00	£461.50
U	Grass and hedge cutting	£2,000.00	£0.00
V	Other Maintenance	£5,000.00	£75.00
W	General tree work inc Candys Field	£1,000.00	£900.00
X	Bin emptying	£750.00	£270.83
Y	Handyman	£0.00	£0.00
Z	Notice Boards - Maintenance	£500.00	£0.00
AA	Play Equipment Mtce	£500.00	£0.00
AB	Lighting in Candy's field	£800.00	£31.53
AC	Toilets inc: wages, consumables, rates, elec, utilities, repairs	£7,000.00	£1,142.20
AD	Flood equipment and Maintenance	£300.00	£446.55
AE	LFRG expenses	£400.00	£0.00
AF	Gulliford Cemetery	£600.00	£140.00
AG	Burial Ground	£1,000.00	£0.00
AH	Youth Club Building Maintenance	£1,000.00	£0.00
AI	YC Utilities	£1,600.00	£85.50
AJ	Website etc	£500.00	£0.00
AK	Adverse weather	£200.00	£0.00

AL	Gully cleaning and jetting	£2,000.00	£0.00
AM	Parishes Together	£1,500.00	£0.00
AN	Community Hub Projects	£2,000.00	£66.00
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	Lottery Grant (Jubilee)	£9,836.00	£4,782.34
	Total	£80,686.00	£12,632.03
	Add VAT		<u>£1,364.10</u>
	Total		£13,996.13

Code	Receipts - Budget Performance 2022-2023		
		Budget	Actual
F	Precept	47,500.00	23,750.00
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	6,000.00	96.00
K	Burial fees	2,000.00	415.00
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	1,000.00	0.00
S	VAT Refund	5,000.00	0.00
T	Youth Club	1,500.00	0.00
U	VHMC car park	0.00	0.00
V	MoD Community Covenant	0.00	0.00
W	DCC error	0.00	0.00
X	Community Hub Projects Income	100.00	0.00
Y	Woodbury PC (Gulliford BG grass cutting)	100.00	0.00
Z	Gulliford Burial Ground	0.00	0.00
AA	FLOS	10,000.00	0.00
	Total	75,160.00	24,268.54
	Allocated balances 31st March 2021	Budget	Spent
	Elections	3000	0
	Reserve for Village hall car park	1500	0
	NP Projects	3000	0
	Works to Youth Club	10000	0
	Public Conveniences	5000	£0.00
	Play area	20,000	0
	Emergency funding	5000	0

	Field maintenance eg fences, ground repairs	10000	0
	Building funding re Community Purchase	10000	0
	Total allocated balances	67500	0

xii) Clerk's Action List – April 2022

Month and Minute	Response	Date Actioned
Jan - 22/4.7	The Clerk would get the necessary paperwork for two new bank signatories	22/4
April - 22/43.2	Clerk let Eibe know kit cannot be stored on site	5/4
	Clerk let RS know amendments to Candys play area signage	25/4
April - 22/43.4	The Clerk contact Castle CCTV and accept the quote for CCTV installation at the public toilets.	
April - 22/43.7	The Clerk let the family know that their request was agreed to plant a memorial tree and make the necessary recommendations.	14/4
April – 22/43.8	Order 10 copies of all three books on offer from DALC.	5/4
April - 22/47	Clerk write to NT and raise the issue of the trees along the Avenue.	20/4
April - 22/48	Include drop in session dates and times in Herald and notice boards	6/4
April - 22/50 Planning Application	22/0475/TRE - T1 - Pinus Sylvestris (Scotts Pine) remove to stump Reason of work - Heavy lean embankment tree with previous identification of heave (see attached report, Apex Survey). Basal holes undermining tensile side of tree. Recommend removal due to possible wind throw and hang up by main road side at Tanglewood, Marley Drive. Recommendation: Support	<i>5/4 Clerk send the recommendations from LPC to EDDC.</i>
	22/0514/FUL - Proposed single storey rear extension to form a conservatory at St Peters School. Recommendation: Support	
	22/0546/FUL - Ground mounted photovoltaic panel array at Chatterpark. Recommendation: Support	
	22/0565/FUL and 22/0599/LBC - Conversion of first floor storage to holiday flat with amended ground floor access at Store and Garage Adjoining Strand House. Recommendation: Support	
	22/0600/FUL - Single storey side extension, two storey side/rear extension and construction of a 3 x bay detached garage with associated first floor annexe at Candys. Recommendation: Support	
	21/3265/FUL - Erection of a two-bedroom semi-detached cottage at Leighton Cottage. Recommendation: Object	
	22/0445/FUL - Two storey side and rear extension to include creation of roof accommodation, widening of driveway and alterations to fenestration at 1 Birch Rd (Amended plan) Recommendation: Support	
	22/0655/FUL - Single storey side/rear extension and first floor extension above existing garage to include a side dormer at 7 Gulliford Close. Recommendation: Support	
	22/0657/FUL - Construction of deck to the rear of existing bungalow at 13 Underhill Crescent. Recommendation: Support	
Additional actions:		
PC meeting		4/4
Minutes from PC meeting		5/4
Herald Report		5/4
Submitted LPC planning responses to EDDC		5/4
Internal auditor documents		7/4
AGAR forms		25,26/4
Internal auditor meeting		28/4
Drop in sessions		29,30/4

22/64 Planning decisions

Date	Planning Application	LPC	EDDC
1/11/21 Expires: 24/11/21	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	7/12 Object	20/4 REFUSED
28/1/22 expires: 20/2/22	22/0161/FUL - Single storey rear and front extension at Highfield 12 Underhill Close	11/2 Object	13/4 APPROVED
7/2/22 Expires 2/3/22	22/0209/FUL - Single storey side extensions, single storey front extension, demolition of existing side extension and conservatory and addition of first floor with alterations to fenestration at Coles, Hulham Rd	15/2 Support	12/4 APPROVED
9/3/22 expires 8/4/22	22/0514/FUL - Proposed single storey rear extension to form a conservatory at St Peters School	5/4 Support	14/4 APPROVED
24/3/22 Expires 7/4/22	22/0445/FUL - Two storey side and rear extension to include creation of roof accommodation, widening of driveway and alterations to fenestration at 1 Birch Rd	5/4 Support	21/4 APPROVED
25/3/22 expires 17/4/22	22/0655/FUL - Single storey side/rear extension and first floor extension above existing garage to include a side dormer at 7 Gulliford Close	5/4 Support	22/4 APPROVED
15/2/22 expires 18/3/22	22/0162/FUL Proposed erection of replacement classroom at St Peters School	10/3 Support	23/4 APPROVED
8/3/22 expires 8/4/22	22/0475/TRE - T1 - Pinus Sylvestris (Scotts Pine) remove to stump Reason ofr work - Heavy lean embankment tree with previous indentification of heave (see attached report, Apex Survey). Basal holes undermining tensile side of tree. Recommend removal due to possible wind throw and hang up by main road side at Tanglewood, Marley Drive.	5/4 Support	28/4 APPROVED
28/3/22 expires 20/4/22	22/0657/FUL - Construction of deck to the rear of existing bungalow at 13 Underhill Crescent.	5/4 Support	28/4 APPROVED
22/3/22 expires 22/4/22	22/0600/FUL - Single storey side extension, two storey side/rear extension and construction of a 3 x bay detached garage with associated first floor annexe at Candys.	5/4 Support	29/4 APPROVED