



# LYMPSTONE PARISH COUNCIL

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29<sup>th</sup> November 2022

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 5<sup>th</sup> December 2022 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 will be available on entry.

The agenda and all attachments can be found online at [www.lympstone.org](http://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](http://lympstone.org)*

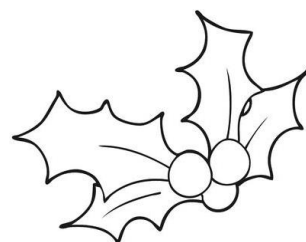
Miss L Tyrrell  
Clerk to the Parish Council

## AGENDA

	Public session	7.30
22/142	<b>INFORMATION: Apologies</b>	7.45
22/143	<b>ACTION: Minutes</b> To confirm the minutes of the PC meeting held on the 7 <sup>th</sup> November 2022 and the PC planning meeting held on the 17 <sup>th</sup> November 2022 attached.	7.50
22/144	<b>INFORMATION: To receive any Declarations of Interest</b>	7.55
22/145	<b>Clerk's Report (see attachments):</b> <b>ACTION:</b> i) <b>Casual vacancies</b> – One vacancy remains, there has been three emails of interest. ii) <b>Contracts, Equality, Grants Policies, H&amp;S Statement and Working Groups Terms of Reference</b> - To agree and approve the reviewed policies previously circulated to all Cllrs. iii) <b>Correspondence received</b> – To make recommendations for cremation memorial inscription. iv) <b>Play area refurbishment</b> – Site meeting date with Eibe to be confirmed.	8.00

	<b>INFORMATION:</b> v) <b>Herald Editor vacancy</b> – To receive an update. vi) <b>Notice of conclusion of audit</b> - Annual Governance & Accountability Return for the year ended 31 March 2022. Received and added to the website. vii) <b>Finance</b> – Payments / Financial summary / Budget report viii) <b>Clerk's Action List</b>	
22/146	<b>INFORMATION: Reports from the Chairman, East Devon District Councillors and Devon County Councillors</b> if any.	<b>8.10</b>
22/147	<b>LPC Budget 2023/24</b> – Finance committee to make their recommendations and agree the proposed budget and precept.	<b>8.15</b>
22/148	<b>LVHCIO grant application</b> – Finance committee to make their recommendation.	<b>8.20</b>
22/149	<b>ACTION: Community Hub meeting 28<sup>th</sup> November</b> – Cllr Linfoot to report on the meeting and next steps. Finance committee to propose a budget for the Kings Coronation.	<b>8.25</b>
22/150	<b>ACTION: Planning applications</b> <b>22/2554/FUL</b> and <b>22/2555/LBC</b> - Single storey rear extension, alterations to fenestration, installation of 4 x rooflights, replacement of composite slate roof with natural slate roof, erection of ancillary garden structures, removal of existing rooflights and demolition of existing rear extensions at Eleanors.	<b>8.30</b>
22/151	<b>INFORMATION: Planning decisions</b> (see attached)	<b>8.35</b>
22/152	<b>INFORMATION: Reports of Committees</b> Any reports requiring a decision are attached. <b>Finance and Advisory Committee</b> - Cllr Hill (C), Cllr Atkins (VC), Cllr Payne, Cllr Tyrrell <b>Assets and amenities committee</b> - Cllr Atkins (C), Cllr Tyrrell (VC), Cllr Hill, Cllr Staddon. <b>Environment committee</b> - Cllr Tyrrell (C), Cllr Staddon (VC), Cllr Beatty, Cllr Francis, Cllr Moffatt. <b>Planning and transport committee</b> - Cllr Linfoot (C), Cllr Francis (VC), Cllr Beatty, Cllr Moffatt. <b>Community committee</b> - Cllr Linfoot (C), Cllr Staddon (VC), Cllr Francis, Cllr Payne.	<b>8.40</b>
22/153	<b>DISCUSSION: Items for the next Agenda</b>	<b>8.50</b>

***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 7<sup>TH</sup> NOVEMBER 2022.**



PRESENT:	
<b>Councillors</b>	D Atkins, D Beatty, S Francis, K Hill, N Linfoot (Chairman), M Moffatt, J Payne and L Staddon
<b>Clerk</b>	Miss L Tyrrell
<b>County Councillors</b>	J Trail and R Scott
<b>District Councillors</b>	B Ingham and G Jung
<b>Public</b>	13 members

**Public session**

The Chairman welcomed all present and invited members of the public to speak.

A member of the public asked to speak on a planning application and the Chairman invited them to speak at the time of the application.

**22/125 Apologies**

Cllr D Tyrrell due to other commitments.

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

*RESOLVED that the Apologies were approved by the PC.*

**22/126 Minutes**

Cllr Atkins proposed the minutes of the PC meeting held on the 3<sup>rd</sup> October were accurate. Cllr Staddon seconded. Unan.

*RESOLVED that the minutes of the PC meeting held on the 3<sup>rd</sup> October 2022 be confirmed as a correct record and signed by the Chairman.*

**22/127 To receive any Declarations of Interest**

None

**22/128 Clerk's Report (see attachments):**

### **22/128.1 Casual vacancies**

The Clerk explained that no notification for an election had been called and it was now up to the PC to co-opt new members. The Clerk had received one application of interest. Cllr Linfoot proposed that Mr Murray was co-opted onto the PC with immediate effect. Cllr Payne seconded. Unan. Mr Murray joined the PC. He signed and read out loud the declaration of acceptance of office and declaration of acceptance of the code of conduct.

*RESOLVED that Mr Murray was co-opted on to the PC with immediate effect.*

### **22/128.2 LPC Budget 2023/24**

The Clerk presented the PC draft budget for 2023/24. Cllr Hill proposed to review the proposed budget after the Chancellors announcement on the 17<sup>th</sup> November 2022. He added that the Finance Committee could bring recommendations to the PC meeting in December. Cllr Atkins seconded. Unan.

*RESOLVED that the Finance committee would review the draft budget and bring to the next PC meeting for approval.*

### **22/128.3 Child Protection, Complaints, Co-option, Digital and social media and PC job description Policies**

The Clerk presented reviewed policies, previously circulated for approval. Cllr Linfoot proposed to approve the reviewed policies. Cllr Hill seconded. Unan.

*RESOLVED that the reviewed Child Protection, Complaints, Co-option, Digital and social media and PC job description Policies were approved.*

### **22/128.4 Correspondence received**

The Clerk read Mr Ridges letter (point i) previously circulated to all Cllrs:

- (i) *It would be nice if the Parish Council endorsed the work of the Representative Trustees that their predecessors had appointed.*

Cllr Atkins explained he would on behalf of the Parish Charity, report annually to the PC at the Annual Parish Meeting (APM). Cllr Linfoot added that Mr Ridge had thoroughly answered any misconceptions. Cllr Hill highlighted that the PC had no power to be involved with the running of the charity. Cllr Linfoot proposed to write a letter of thanks and request an annual report to be submitted at the APM. Cllr Staddon seconded. Unan. Cllr Atkins abstained.

*RESOLVED that the Clerk would write a letter of thanks to the trustees of the Parish Charity and ask for an annual report at the APM.*

### **22/128.5 Play area refurbishment**

Cllr Linfoot felt that Eibe had provided a service and although there were a few outstanding issues, proposed to pay 90% of the invoice. Cllr Hill felt Option 2 of the PC solicitor's recommendation was to get a cost for repairs, deduct the cost from the bill as a retention fee. The Clerk highlighted the issue of the insurance backed warranty. Cllr Hill and Cllr Atkins agreed this was a concern. Cllr Linfoot proposed to pay 90% and reiterate the reassurance of an insurance backed warranty. Cllr Staddon seconded. Unan. Cllr Hill abstained.

*RESOLVED that the Clerk would get a quote of outstanding works to deduct from the total bill as a retention cost. Up to 90% of the invoice to be paid.*

Cllr Linfoot suggested that the PC met with representatives of Eibe on site. Cllr Atkins added that the managing director should also be invited and present.

#### **22/128.6 Poppy wreath**

Cllr Payne proposed Cllr Staddon to represent the PC. Cllr Atkins seconded. Unan.

*RESOLVED that Cllr Staddon would represent the PC and lay the poppy wreath on Armistice Day.*

#### **22/128.7 Annual review of the History society grant**

Cllr Atkins explained that the history society continued to do a valuable service of keeping history alive in Lymestone and proposed to fully support the grant application. Cllr Linfoot seconded. Unan.

*RESOLVED that the history society's grant application of £225.00 was awarded in full.*

#### **22/128.8 Herald Editor vacancy**

The Clerk explained that the current editor was present and invited him to speak. Mr Hilton explained that there was potentially one expression of interest, and he would confirm before the next issue of the Herald. If this interest was not successful, then the Herald production from January would have a remission for a few months. Cllr Murray thanked Mr Hilton for all his hard work and dedication to the monthly newsletter. Cllr Hill fully shared his heartfelt thanks to Mr Hilton and believed the Herald was a 'vital organ' to build and inform the community.

#### **22/128.9 Notice of conclusion of audit**

The Clerk explained that this had still not been received and would chase up with the national external auditor.

#### **22/128.10 Finance**

Cllr Atkins proposed to approve the payments and receipts. He noted the financial summary and budget report. Cllr Beatty seconded. Unan.

*RESOLVED that the following payments be approved:*

#### **Payments – October 2022**

03/10/22	3058	P Corcos - LFRG equipment reimbursement	£64.26
03/10/22	3059,60,61	Staff costs	£2,600.39
03/10/22	3062	Cllr Keith Hill - expenses reimbursement	£22.98
03/10/22	3063	SLCC Membership renewal 22-23	£186.00
03/10/22	3064	ALRUG subscription renewal	£5.00
03/10/22	3065	DG Atkins travel reimbursement	£38.35
03/10/22	3066	J Cowe - (Cleaning public toilets Sept 22)	£450.00
03/10/22	3067	A Western - Sept 22	£390.00
04/10/22	DD	EDF ENERGY REFERENCE: 671024465401 (Toilets)	£42.00
17/10/22	DD	EDF ENERGY REFERENCE: 671079829166 (YC)	£142.00
17/10/22	DD	EDF ENERGY REFERENCE: 671079829135 (YC)	£50.00
17/10/22	DD	EDFENERGY CUST PLC REFERENCE: 9208111111 (Candys field)	151.71
31/10/22	DD	Plusnet REF: PNET3453454-1 (YC)	£32.78

### Receipts – October 2022

03/10/2022	FPI	Herald Advert	15
10/10/2022	500039	Dignity c/o Crew Funeral	415.00
10/10/2022	FPI	Herald Advert	25.00
11/10/2022	500040	R Gegg - ashes	276.00
12/10/2022	FPI	Herald Advert	45.00
13/10/2022	FPI	Herald Advert	45.00
15/10/2022	FPI	Herald Advert	25.00
18/10/2022	FPI	Herald Advert	135.00
18/10/2022	FPI	Herald Advert	25.00
18/10/2022	FPI	Herald Advert	9.00
19/10/2022	FPI	The Globe Inn payment for reusable cups at the Jubilee	471.00
19/10/2022	FPI	The Globe Inn contribution towards the Jubilee	50.00
31/10/2022	DC	Herald Advert	100.00

### Financial Summary – October 2022

Current Account		
Opening balance at 1st April 2022		156,502.80
Receipts		£74,191.59
Total receipts		£230,694.39
less, Payments		£69,895.79
Net balance		£160,798.60
Unpresented cheques		£0.00
Receipts not on statement		£0.00
	Balance at Bank	£160,798.60

### Budget reports – October 2022

Expenditure			
Code	Item	Budget	Spent
G	VAT	£5,000.00	£4,403.14
H	S137	£100.00	£0.00
I	Other Grants	£1,000.00	£1,080.00
J	Clerk's Salary	£15,000.00	£15,402.39
K	Clerks Expenses	£900.00	£1,125.92
L	Office expenses	£1,000.00	£605.97
M	Village Hall Hire	£0.00	£900.50
N	Chairman's Allowance	£200.00	£0.00
O	Subs	£1,000.00	£621.00
P	Courses, Travel etc	£1,000.00	£484.57
Q	Insurance, Audit, Elections	£3,500.00	£1,784.88
R	Miscellaneous	£2,000.00	£6,789.18
S	Herald Printing	£5,000.00	£2,890.00
T	A Western	£6,000.00	£3,337.50
U	Grass and hedge cutting	£2,000.00	£280.00
V	Other Maintenance	£5,000.00	£2,880.00
W	General tree work inc Candys Field	£1,000.00	£1,390.00

X	Bin emptying	£750.00	£770.83
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	£654.74
AC	Toilets inc: wages, consumables, rates, elec, utilities, repairs	£7,000.00	£8,096.44
AD	Flood equipment and Maintenance	£300.00	£514.83
AE	LFRG expenses	£400.00	£31.95
AF	Gulliford Cemetery	£600.00	£140.00
AG	Burial Ground	£1,000.00	£0.00
AH	Youth Club Building Maintenance	£1,000.00	£174.58
AI	YC Utilities	£1,600.00	£915.34
AJ	Website etc	£500.00	£148.00
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	£4,517.71
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	£9,956.12
	Total	£80,686.00	£65,492.45
	Add VAT		£4,403.14
	Total		£69,895.59

Code	Receipts - Budget Performance 2022-2023	Budget	Actual
F	Precept	47,500.00	47,500.00
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	2,456.00
K	Burial fees	2,000.00	2,378.00
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	670.00
P	Website adverts	0.00	0.00
Q	Parishes Together	1,500.00	0.00
R	External Grants	1,000.00	15,000.00
S	VAT Refund	5,000.00	4,611.55
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	1,393.50
Y	Woodbury PC (Gulliford BG grass cutting)	100.00	0.00
Z	Gulliford Burial Ground	0.00	0.00

AA	FLOS	10,000.00	175.00
	Total	75,160.00	74,191.59
	Allocated balances 31st March 2022	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	£3,350.00
	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	3350

#### **22/128.11 Clerk's Action List**

Cllr Hill added that the Clerks annual review was due and would need to be discussed.

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

#### **22/129 LVHCIO planning application**

Mr Hilton from the tennis club was present and spoke. He explained that the joint project between the VHCIO and tennis club was to reduce hazards and improve the disabled access to all levels of the village hall and improve the outdoor space. He added that the tennis club had been slowly building reserves towards this project. He added that the tennis club had 200 members and 50 junior coaching sessions. The club wanted to branch out and encourage participation for the 13-18yr olds with the additional attraction of an outdoor table tennis facility. The entire outside area would create an improved access for all.

Cllr Hill explained that historically when the VHCIO was originally set up, the PC had to transfer the title deeds of the property and future funding would not be asked of the PC by the CIO. He felt if a grant was awarded, a disabled access grant could be considered. Mr Lyons, the tennis club treasurer was present and added that he was also the Chair of the pre-school and knew for a fact that parents would be delighted with the improved access. Cllr Beatty highlighted that there was perfectly good alternative access around the field for members of the public to use. She was also concerned with the safety of decking and whether the VH damp course would be affected. She also questioned the two pathways created instead of remaining with one to keep the cost down. Mr Hilton explained that due to the increment of the slope, two new pathways had to be created. He felt that the increase distance in access around the field was not acceptable. He added that the decking would be a composite decking so much safer and would not affect the damp course. Cllr Moffatt agreed that even composite decking became slippery. Cllr Murray added that the improvements now would benefit everyone as the area would only increase in footfall and ultimately hazards would also increase. Cllr Linfoot proposed that the Finance committee should discuss this further. Cllr Atkins seconded. Unan.

*RESOLVED that the finance committee would discuss the grant application in more detail.*



Cllr Linfoot added that both Mr Hilton and Mr Lyons should be invited to the finance committee meeting. Cllr Atkins explained that the PCs budget was planned in October and would be short of funds. He believed that the project had not considered the additional VAT cost and other areas which had price hike increases. He felt the cost proposed was underestimated. Mr Hilton agreed and added that realistically the figures were underestimated, they were now working with another contractor to re-cost the project.

## **22/130 Reports from the Chairman, East Devon District Councillors and Devon County Councillors**

The Chairman read his report:

*I'm aware that there has been a number of PC committee meetings in the last 2 months, and a number of important issues addressed. Thanks to all involved for the hard work. On a similar theme, I would like to thank Councillors Payne and Staddon and Mrs Briggs for the hard work they are putting in to convert the storeroom in the Hub to a usable workspace. I would like to thank Cllr Staddon for representing the PC and attending the opening of Yonder Wood. Finally, I would like to praise, Mr & Mrs Russell, Cllr Hill and RBL builders for the views available over the rebuilt wall to the Village Green. A vast improvement on what went before.*

County Cllr Trail explained that a locality grant of £500 had been awarded to the community hub for their monthly community meals. He asked the Clerk to apply for the £500 towards the maintenance of the football pitches in Candys Field. He would send her the locality form link. County Cllr Scott explained that he could support the VHCIO and tennis club with advice to help make decking safe to use in all weather conditions. Cllr Linfoot invited both County Cllrs to LPCs open public session on the 19<sup>th</sup> Oct regarding the East Devon Local Plan review.

District Cllr Jung read his report:

*The Consultation for the East Devon Local Plan will be live by close of today. Please can everyone look at it, consider it and submit to the questionnaire.*

*What's different to this new Local Plan? Its basically a "Local Plan meets Climate Change!" The last local plan that was only signed off in 2016, did not have many of the important initiatives to protect us from Climate Change, because these important policies were rejected at an early stage as many of the policies did not comply to the then Government's thinking. Zero carbon housing, Biodiversity, Tree Planting, Coastal Change initiatives and Flood protection, Clean Energy Production with Solar and Wind, Battery storage. Recycling and Waste and using waste to generate Community Heating systems were in their early stages, Gas boilers were considered the norm and doing away with the combustion engine was a pipe dream.*

*How things change in 6 years! The World is a very different more fragile World now!*

*Most people will look at the Local Plan and check what development is going to affect their property. However, the consultation is not about NIMBY ism!*

*The New Local Plan is not just about resolving the Housing Emergency, but it must cover Climate Change Emergency, The Biodiversity Emergency, and every other Emergency. This consultation is just the start and Infrastructure, Biodiversity, Nature conservation and landscape protection locations will follow in a second consultation later next year.*

*It's not a simple case of people voting and the sites that the residents don't want will be discarded. and other sites having less objections going forward. My view is, it's vital to protect as much of our countryside, not only for its Biodiversity benefit but also for food production. We haven't the brown field sites, so we have to build on greenfield. So, we have to make our remaining farmland more productive, plus more accessible, plus more woodland, plus more Biodiversity all at the same time! I understand the headline "We don't want another Goodmores Farm" and I understand the frustration and desire to regenerate Exmouth Town Centre as an alternative. Yes, it's a long-term desire but its vastly more complicated to building a new housing estate on a field! We have to provide some housing in the interim whilst a town centre masterplan is formulated and enacted on. The last Masterplan didn't provide much inertia!*

*The key negative driver to many of the sites being put forward within this consultation, especially the ones within the gap between Exmouth and Lympstone.*

*The green Lympstone, Exmouth Gap provides a valuable corridor that separates these 2 distinct communities, it's vital to prevent cohesion creating one big urban mass, vital to protect each community's identity and character, and most importantly it proves a natural green corridor linking the important natural habitats of the Exe Estuary and the Pebblebed heaths. Lose the gap you lose the unique benefit this area can provide.*

*So, its not simply a NO to a specific site but the key to stopping development is WHY development must not proceed at that location.*

Cllr Scott asked Cllr Jung why EDDC did not consider planning the infrastructure first then build the houses around it. He felt he did not hear enough about drainage, flooding, jobs and transport. Cllr Scott explained that infrastructure needed bidding for, so it was necessary to know in advance of development not after. Cllr Jung explained that he had asked this before and was told that the houses had to come first then the infrastructure was planned around the development. Cllr Linfoot asked why the two brown field sites along Courtlands Lane were not considered for development. Cllr Jung explained that brown field sites were ex industrial, and these sites were agricultural and would not provide enough homes to meet government needs.

Cllr Ingham explained that every individual must reply to the public consultation regarding the Easy Devon local plan review. Plan the response carefully. Look at the big picture and list eloquent reasons as a whole. Must consider strategic planning including the infrastructure. He felt the planning department was linear in their thinking and not creating a wholistic approach. The officers should consider the future and in 100 years from now. Individual responses must consider what was and was not acceptable. The current strategy was unacceptable and not coherent. Cllr Jung felt a new town would offer new school, Drs and sewage system. Cllr Ingham added that the public consultation closing date had been postponed until 15<sup>th</sup> January 2023.

## **22/131 East Devon Local Plan Review**

Cllr Francis explained that the PC would be hosting an open public consultation to view the areas put forward by EDDC for development. This would take place on Saturday 19th November 10.30am – 3.30pm. Cllr Francis highlighted that she was waiting on EDDC public consultation to open online to view the areas. There would be a working group meeting to plan and prepare the public consultation. It was vital that the PCs report was guided by Parishioners responses and views. It was also imperative that members of the public made their own individual responses to EDDC. Cllr Linfoot asked Cllr Jung if Lympstone would benefit from any CIL money from building on the Woodbury side of the Lympstone boundary as this development would affect Lympstone and its infrastructure not Woodbury. Cllr Jung explained there was nothing official and that would have to be negotiated with Woodbury Parish Council. A member of the public added that legally, the CIL money would go to Woodbury. Another member of the public added that if legally the money went to Woodbury then Lympstone must assume they would receive zero. Cllr Atkins felt a meeting with LPC, WPC and ETC was necessary to discuss this finer detail. A member of the public added that as well as providing questionnaires to Parishioners to complete, individuals must respond online. Green wedges must be kept to protect the different location identities. Parishes must identify their own recommended locations. Cllr Staddon suggested door to door canvassing may also be an option. Mr Dalley, a representative of the North East Exmouth residents group was present and explained that they had set up a website: [www.no-more-goodmores.co.uk](http://www.no-more-goodmores.co.uk)

All information from the proposed areas and public consultation could be found here. The group would be completing a leaflet drop to the Brixington area. They had already dropped leaflets to the smaller 'rat run' roads off Hulham Road. On the 26<sup>th</sup> of November in Brixington Church, the group would be hosting their own public meeting to discuss the proposals. He felt that all EDDC were focused on fringe development rather than open

areas already within Exmouth. Cllr Jung explained that areas in Exmouth were not suitable due to flood zones and SSSI status. Cllr Ingham believed that a new town of 6-8,000 houses could be accommodated but felt EDDC only wanted to deliver the first tranche of 2,500 new homes. A member of the public raised awareness to the fact that EDDC had not met their five-year land fill sites and therefore additional land would be classed as 'windfall sites'.

### **22/132 Community Hub meeting 28<sup>th</sup> November 6-8pm**

Cllr Linfoot explained that there was a meeting planned for groups and clubs to attend. There must be volunteers in place for the Kings Coronation to be held in May 2023. Mrs Lyons was writing to individuals and the Clerk would be inviting representatives of clubs and groups in Lymptone to attend. Cllr Linfoot explained that at this meeting, it would establish who would do what at the Coronation and he would report an update at the next PC meeting.

### **22/133 Boundary stone and sign**

In Cllr Tyrrells absence, the Clerk read his report:

*On behalf of LPC, I would like to thank Councillor Trail for his efforts to try and locate the boundary stone that was just off the Lymptone side of Dinan Way. We spent nearly 2 hours searching the contractors maps and talking with the contractors on the new construction site at Goodmores farm. We spent time scrabbling around the underground and over fences looking for the boundary stone to no success. Moving forward, I would like to propose that through Cllr Trail LPC request a near future onsite meeting with DCC to locate a suitable site for a replacement boundary stone.*

*Cllr D Tyrrell*

Cllr Atkins proposed that a location for a new boundary stone was discussed and to be agreed with DCC. Cllr Staddon seconded. Unan.

*RESOLVED that the Clerk write to Cllr Trail to arrange a site meeting with LPC representatives and DCC officers.*

### **22/134 New notice board under the railway arch in The Strand**

The Clerk presented the three quotes received. Cllr Linfoot felt the most cost effective and efficient should be considered. He proposed the recycled plastic quote to be accepted due to the longevity and the damp conditions under the railway arch. Cllr Hill seconded. Unan.

*RESOLVED that the Clerk follow up with the fitting cost of the recycled plastic notice boards.*

The Clerk raised the issue of the other groups who had notice boards to contribute towards the cost of the new boards. It was agreed to investigate financial support available from other groups.

### **22/135 Planning applications**

**22/2206/FUL** - Replace the four front windows of the property with matching style UPVC windows, retaining the existing stone cills at Myrtle Cottage.

Cllr Linfoot proposed to support the application. Cllr Payne seconded. Unan.

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

**22/2310/TCA** - T1, Ash : remove low hanging branch to the east with cut diameter of 15cm and reshape the crown to provide a more aesthetic aspect: estimated diameter of cuts to less than 75mm, reducing crown by 1.5 - 2m ; The diameter of the cut to the low extended branch to the east will be 15cms and the crown will be reduced by 1.5 - 2.0 metres all round with cuts no larger than 75mm at Southerleigh.

Cllr Atkins proposed to support the application. Cllr Moffatt seconded. Unan.

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

**22/2005/LBC** - Extension on east elevation and the creation of new door opening between dining room and new extension at Southerleigh.

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

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

**22/2006/LBC** - Reconfigure existing bathroom on second floor to create ensuite for bedroom 4, including removal and construction of partition walls; new door opening into ensuite from bedroom 4 and creation of new cupboard onto landing at Southerleigh.

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

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

**22/2190/FUL** - Erection of two storey 6-bed detached dwelling with associated landscaping and works to the front boundary wall at Highcliffe Bungalow.

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

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

**22/1980/LBC** - install 6no. solar PV on rear north west elevation and 4no. solar PV on single storey rear south west elevation at Ferndale.

Cllr Linfoot proposed to support the application in line with the conservation officer recommendations. Cllr Atkins seconded. Unan.

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

**22/2415/FUL** - Single storey rear extension, conversion of roofspace to habitable use to include a rear dormer and Juliet balcony with alterations to fenestration at 6 Birch Road.

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

*RESOLVED that a site meeting would be arranged before submitting a recommendation from LPC.*

The Chairman requested permission from all members of the Council for an extension to the meeting. Unan.

**22/2410/RES** - Application for approval of reserved matters (appearance, landscaping, layout and scale) for the construction of a single storey dwelling following outline application (20/0933/OUT) at Land South of Underhill Close.

A member of the public explained the planning history regarding this site. He added that the new plans showed a raise in height of the ground level. The new build was larger with more rooms than the originally approved plans. Cllr Jung added that the original plan was refused by EDDC but overruled by the planning inspectorate. Cllr Murray highlighted the larger the property the larger the permitted development would be. Cllr Linfoot proposed to object due to the new planning application not complying with the original one storey plan approved by the planning inspectorate. Cllr Hill seconded. Unan. Cllr Atkins abstained.

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

## **22/136 Planning decisions**

*RESOLVED that the EDDC decisions were noted.*

## **22/137 Reports of Committees**

### **Finance and Advisory**

Cllr Hill reiterated that the finance committee would need to meet as soon as possible to discuss the following items: LPC budget 23/24, VHCIO grant application, Clerks review and the Kings Coronation.

### **Assets and Amenities**

Cllr Atkins explained that the Assets committee had met on 1<sup>st</sup> Nov and identified the urgent work necessary in the burial ground. The cherry tree was dying and needed removing, 3ft needed taking off the boundary hedge. Due to the urgent specialist work and for health and safety reasons, Cllr Atkins suggested standing orders were stood down, he believed it was necessary to get this work completed asap and was awaiting a cost. This work had to be completed at this time of year before the weather and season changed so as not to wait for another year.

### **Environment committee**

Cllr Staddon had represented the PC and attended the opening of Yonder Wood. She explained that Cllr Jung was also present, and he had planted the first tree. She added that the Woodlands Trust had great ideas and plans set out for the future, the views were amazing, and the saplings planted were well protected. She added that local schools were getting involved and this week, Lympstone Primary School would be planting trees. She added that it was well worth a visit once opened to the public.

Cllr Staddon read Cllr Tyrrell's report:

*On the 18th of October 2022 Councillors Atkins, Staddon, Tyrrell, Mr John Brewer from Lympstone Flood Resilience Group and our Clerk Lucy Tyrrell met with three representatives from SWW to discuss the problems regarding sewage in the village. In my opinion we had a very proactive meeting with a very brisk walk from the Saddlers Arms car park down to the Green with numerous stops on the way to view and explain issues.*

*The team from SWW listened, took on board our concerns and answered what they could and promised to look into issues highlighted that they didn't have the answers to. I believe it was a building bridges meeting with a two-way understanding of problems that SWW face and what impact it has on the Parish.*

*I brought the SWW team back up through the nursery site and through the Mill and their complements could not have been higher with what the PC had achieved with such a proactive development and a site that they had never heard of before where the Parish had gained such a generous donation of land for the benefit of all Parishioners.*

*The meeting lasted almost three hours and I would like to propose a letter of thanks from the PC to be sent to Vicky Garner and her team for their time and attendance.*

*Cllr D Tyrrell*

Cllr Staddon added that it had been a very successful and productive meeting. She proposed to write a letter of thanks from the PC. Cllr Linfoot seconded. Unan.

*RESOLVED that the Clerk draft a letter of thanks to SWW.*

Cllr Atkins added that from the main road and along Longmeadow Road there was an increased flow of water than needed investigating.

### **Planning and transport**

Cllr Linfoot reported that he had spoken with Ms Jill Elson from Exmouth Community Transport who provided community transport at a reasonable cost. He explained that unfortunately volunteers now needed additional special insurance to use their own vehicle. He added that there was also Exmouth Community Car Service and Driving Miss Daisy in the area. He would collate and provide information for the website and facebook page.

### **Community**

Cllr Payne had met with Mr Hilton from Hilton Barton Architects to discuss drawings for a new build of the Youth Club building. She presented the drawing to all Cllrs. The vision was a 'community building' rather than just a youth club. The building would encompass an exercise room, youth club, sensory room, meeting room, events room, PC office, hot desk space, community kitchen and café facility.

Cllr Payne explained that the next steps would be a public consultation. Mr Lyons added that funding was critical and to test the interest first with current users. The building would ideally be financially self-sufficient. A business plan would be produced and how to manage it. A commercial strategy would be developed.

### **22/138 Items for the next Agenda**

LPC Budget 2023/24

Report on the Kings Coronation

Meeting closed at **10.00pm**

Chairman:

Date:

**MINUTES OF A LYMPSTONE PARISH COUNCIL PLANNING MEETING HELD IN  
THE VILLAGE HALL AT 2.00PM ON THURSDAY 17<sup>TH</sup> NOVEMBER 2022.**

<b>PRESENT:</b>	
<b>Councillors</b>	D Atkins, D Beatty, S Francis, K Hill, N Linfoot (Chairman), and M Moffatt
<b>Clerk</b>	Miss L Tyrrell
<b>Public</b>	2 members

**Public session**

The Chairman invited members of the public to speak at the time each planning application was discussed by the Parish Council.

**22/139 Apologies**

Cllr Murray, Payne, Staddon and Tyrrell due to other commitments.

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

*RESOLVED that the Apologies were approved by the PC.*

**22/140 To receive any Declarations of Interest**

None.

**22/141 Planning applications**

**22/2415/FUL** - Single storey rear extension, conversion of roofspace to habitable use to include a rear dormer and Juliet balcony with alterations to fenestration at 6 Birch Road.

The Chairman explained that a site visit had been held and Cllrs had viewed the surrounding properties. He recommended and proposed to support the application. Cllr Beatty seconded. Unan.

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

**(Amended plan) 22/1583/FUL** - Construction of two new dwellings and off road parking at Meadowgate.

A member of the public spoke on this application. She highlighted the speed of the road was 30mph and not 20mph. The access to the site still did not consider the clash of other vehicles and pedestrians. The visibility to the road from the access remained poor. The

fact that a fire engine was not able to access the site must be considered. The hedgerow still needed to be re-established.

Another member of the public wanted to know what the community parking area meant. She added that the independent report did not back up the claims made by Highways. The access still crossed a public footpath. The right of pedestrians was being removed. The access was not safe and posed a danger to the public. Only the neighbours had access to the back of properties, there was no other public benefit.

Cllr Atkins raised the point that the site was not in the development area. The garden was currently not included in the BUAB. Cllr Linfoot felt the site was still not suitable due to the access issues. Cllr Linfoot went through each point on LPCs planning checklist and proposed the previous PCs objection remained with a sentence added regarding the BUAB. The site also contravened EDDC's planning policy regarding access to this site as unsuitable. Cllr Francis seconded. Unan.

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

**22/2428/FUL** - Erection of 6 no. temporary guest shepherd-hut units with supporting services boiler housings and timber pond boardwalk at Lympstone Manor Hotel.

Cllr Hill felt LPCs previous objection to the original retrospective planning application should remain. Cllr Linfoot went through each point on LPCs planning checklist and felt the PC should object unless the planting and landscaping negated the impact to the area of scientific interest and biodiversity. Cllr Francis seconded. Unan.

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

Meeting closed at **3.40pm**

Chairman:

Date:



**22/145 Clerk's Report (see attachments):**

**ACTION:**

**Casual vacancies** – One vacancy remains, there has been three emails of interest.

**Contracts, Equality, Grants Policies, H&S Statement and Working Groups Terms of Reference** - To agree and approve the reviewed policies previously circulated to all Cllrs.

**Correspondence received** – To make recommendations for cremation memorial inscription.

**Play area refurbishment** –

**INFORMATION:**

**Herald Editor vacancy** –

**Notice of conclusion of audit** - Annual Governance & Accountability Return for the year ended 31 March 2022. Received and added to the website.

### Section 3 – External Auditor Report and Certificate 2021/22

In respect of **LYMPSTONE PARISH COUNCIL – DV0234**

#### 1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

#### 2 External auditor report 2021/22

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

#### 3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

*PKF Littlejohn LLP*

Date

03/08/2022

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

Annual Governance and Accountability Return 2021/22 Form 3

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### Finance - Payments / Financial summary / Budget report

#### Payments – November 2022 **TO BE ADDED**

03/10/22	3058	P Corcos – LFRG equipment reimbursement	£64.26
03/10/22	3059,60,61	Staff costs	£2,600.39

#### Receipts – November 2022 **TO BE ADDED**

03/10/2022	FPI	Herald Advert	15
10/10/2022	500039	Dignity c/o Crew Funeral	415.00

#### Financial Summary – November 2022 **TO BE ADDED**

Current Account	
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Opening balance at 1st April 2022	156,502.80
Receipts	£74,191.59
Total receipts	£230,694.39
less, Payments	£69,895.79
Net balance	£160,798.60
Unpresented cheques	£0.00
Receipts not on statement	£0.00
Balance at Bank	£160,798.60

### Budget reports – November 2022 **TO BE ADDED**

Expenditure			
Code	Item	Budget	Spent
G	VAT	£5,000.00	£4,403.14
H	S137	£100.00	£0.00
	Total	£80,686.00	£65,492.45
	Add VAT		£4,403.14
	Total		£69,895.59

Code	Receipts - Budget Performance 2022-2023		
		Budget	Actual
F	Precept	47,500.00	47,500.00
G	Council Tax support grant	0.00	0.00
H	CIL	0.00	0.00
AA	FLOS	10,000.00	175.00
	Total	75,160.00	74,191.59
	Allocated balances 31st March 2022	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	£3,350.00
	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	3350

### Clerk's Action List – November 2022 **TO BE ADDED**

Month and Minute	Response	Date Actioned
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## 22/151 Planning decisions

Date	Planning Application	LPC	EDDC
10/8/22 expires 2/9/22	22/1691/FUL - Erection of a two storey 4-bed detached dwelling and demolition of existing dwelling as part of existing application No. 22/0445/FUL.at 1 Birch Road.	7/9 Support	9/11 APPROVED
7/2/22 expires 21/2/22	Amended plan: 21/0751/FUL - 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	15/2 Object	10/11 WITHDRAWN
7/10/22 expires 30/10/22	22/2204/FUL - Conversion of roof space to habitable use to include a rear dormer, 3 x roof lights and rear roof extension. Replacement front porch extension, single storey side extension and single storey rear extension to include demolition of an outbuilding and rear conservatory at 43 Glebelands.	19/10 Support	16/11 APPROVED
4/10/22 expires 4/11/22	22/2183/PVJ - Installation of solar photovoltaic (PV) at St Peters School **NB Not a planning application**	No response	24/11 PVJ Prior Approval Refused