



LYMPSTONE PARISH COUNCIL

Clerk to the Council: Miss L Tyrrell
c/o Minnows,
Longmeadow Road,
Lympstone, Devon EX8 5LF
Tel: 07890717081

Chairman: Cllr Nick Linfoot
Tel: 07751 307107

Email: lympstonepc@gmail.com
www.lympstone.org

28th March 2023

To All Members of the Parish Council

You are summoned to attend a meeting of Lympstone Parish Council, to be held **7.30pm on Monday 3rd April 2023 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.

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

	Public session	7.30
23/23	INFORMATION: Apologies	7.45
23/24	ACTION: Minutes To confirm the minutes of the PC meeting held on the 6 th March 2023 (attached) and the minutes of the Assets and Amenities committee meeting held 27 th February 2023 (attached).	7.50
23/25	INFORMATION: To receive any Declarations of Interest	7.55
23/26	INFORMATION: Wildlife Festival 3rd June – Planned and presented by the Wild About Lympstone Group.	8.00
23/27	Clerk's Report (see attachments): ACTION: i) 2023/2024 Meeting Dates – To approve the attached PC meeting dates May 2023 - May 2024 ii) Correspondence Received – Sycamore Class, Lympstone Primary School (attached)	8.05

	<p>INFORMATION:</p> <p>iii) Finance – Payments / Financial summary / Budget report</p> <p>iv) Clerk's Action List</p>	
23/28	<p>INFORMATION: Reports from the Chairman, East Devon District Councillors and Devon County Councillors if any.</p>	8.15
23/29	<p>ACTION: Planning applications</p> <p>23/0478/FUL - Proposed single storey extension to north elevation (front) at Pine Hollow.</p> <p>23/0550/TRE - T1: group of 3 Leylandii - fell to allow for planting of new mixed species native hedge at Coles, Hulham Road.</p> <p>23/0577/FUL - Single storey rear extension, first floor side extension over existing garage, conversion of garage to habitable use and enlargement of rear dormer with removal of existing front gable and replacement pitched roof at 11 Highcliffe Close.</p> <p>23/0618/TCA - T1, Ash: fell. (Replace with two new planted standards of suitable species.) at Oak Cottage.</p> <p>23/0458/LBC - Install log burning stove and flue on South West elevation at Orchard Barn.</p> <p>23/0611/VAR - Variation of condition no.2 (Approved Drawings) of application 18/2426/FUL to allow for minor relocation of store and omission of plant room/ bin/log store and GSPH and the addition of solar panels at River Lea.</p>	8.20
23/30	<p>INFORMATION: Planning decisions (see attached)</p>	8.25
23/31	<p>INFORMATION: Reports of Committees</p> <p>Any reports requiring a decision are attached.</p> <p>Finance and Advisory Committee - Cllr Hill (C), Cllr Atkins (VC), Cllr Payne.</p> <p>Assets and amenities committee - Cllr Atkins (C), Cllr Hill, Cllr Staddon. Cllr Lewis to report on the pollarding of the trees along The Avenue.</p> <p>Environment committee - Cllr Staddon (VC), Cllr Beatty, Cllr Francis, Cllr Moffatt.</p> <p>Planning and transport committee - Cllr Linfoot (C), Cllr Francis (VC), Cllr Beatty, Cllr Moffatt. Cllr Linfoot to report on the onsite meetings with developers regarding sites LP_GH/ED/72 and LP_GH/ED/73</p> <p>Community committee - Cllr Linfoot (C), Cllr Staddon (VC), Cllr Francis, Cllr Payne. Cllr Payne to report on the consultation sessions regarding the Hub building. Cllr Linfoot to present the publicity for Kings Coronation event on 6th May.</p>	8.30
23/32	<p>DISCUSSION: Items for the next Agenda</p>	8.35

**MINUTES OF A LYMPSTONE PARISH COUNCIL MEETING HELD IN
THE VILLAGE HALL AT 7.30PM ON MONDAY 6TH MARCH 2023.**

PRESENT:	
Councillors	D Atkins, D Beatty, S Francis, K Hill, N Linfoot (Chairman), M Moffatt, J Payne and L Staddon
Clerk	Miss L Tyrrell
County Councillors	J Trail and R Scott
District Councillors	G Jung and B Ingham
Public	2 members

Public session

Cllr Linfoot welcome all present and invited members of the public to speak.

A resident introduced himself and explained that he was interested in learning more about the water quality in the Wotton Brook.

23/14 Apologies

Cllr Lewis due to other commitments.

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

RESOLVED that the Apologies were approved by the PC.

23/15 Minutes

Cllr Atkins proposed the minutes of the PC meeting held on the 6th February were accurate
Cllr Hill seconded. Unan.

RESOLVED that the minutes of the PC meeting held on the 6th February 2023 be confirmed as a correct record and signed by the Vice Chairman (Acting Chairman for the 6th February PC meeting).

23/16 To receive any Declarations of Interest

Cllr Staddon declared a personal interest with Planning application 22/1394/FUL.
This was recorded in the book.

23/17 Clerk's Report:

23/17.1 LPC Financial controls and risk management

The Clerk presented the reviewed financial controls and risk management documents. Cllr Linfoot proposed to approve the documents. Cllr Atkins seconded. Unan.

RESOLVED that LPCs financial controls and risk management documents were approved.

Cllr Atkins referred to the PCs financial regulations and felt three tenders above £500 were untenable in the current financial climate. He proposed the limit should be raised to £1000 plus VAT for the PC to be more successful in getting contractors to quote. Cllr Hill seconded. Unan.

RESOLVED that the financial regulations limit for three tenders to be raised to £1000 plus VAT. (Ref: LPC Financial regulations - 1.14, 4.1, 4.5, 4.8, 11.1)

23/17.2 Risk assessments

The Clerk presented the reviewed risk assessments for all PC property. She referred to Cllr Lewis' email and highlighted the points he had raised. The Clerk explained that the risk assessments were working documents that needed amending sometimes as and when new risks presented throughout the year due to the public use of the property. Cllr Linfoot proposed to accept and approve the reviewed risk assessments. Cllr Staddon seconded. Unan.

RESOLVED that the risk assessments for PC property were approved.

23/17.3 Approve CIL spending.

The Clerk highlighted the report, previously circulated to all Cllrs which stated what CIL money could be spent on. The following spent money was presented to be approved for allocated CIL funds: three community picnic benches and three seat benches, safety fencing between the primary school, public footpath and car park, CCTV at the public toilets, shortfall in funds raised for the children's play area and trim trail, burial ground hedge, avenue field gate, public toilets maintenance, the Hub building maintenance and the Herald printing.

The Clerk presented future CIL funds to be considered for: The Hub building roof repair, Community notice board under the railway arch, Front Meadow, trees, burial ground repairs (paths and levelling graves).

Cllr Linfoot proposed the spent money to be allocated and he proposed the community notice board quote was accepted. Cllr Staddon seconded. Unan.

RESOLVED that the spent money was funded by CIL.

RESOLVED that the community notice board quote was accepted.

23/17.4 Internal Auditor contract

The Clerk reported that she had signed and returned the internal auditor contract on behalf of the PC. The internal auditors charge had raised from £50 to £65, and the Clerk felt this was still very good value for money. This was unanimously agreed. She explained that she would be meeting with the internal auditor at the beginning of May.

23/17.5 Finance

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 – February 2023

05/02/23	3113	Mr P Corcos - LFRG Welly boots	£200.00
05/02/23	3114	LVHCIO INV-0607 (LPC Part B meet) (replaces cheque no 3109)	£16.00
05/02/23	3115	Optima Graphics Topsham Ltd Inv 27216	£614.00
05/02/23	3116, 17, 18	Staff costs	£2,441.90
05/02/23	3119	PCE Technology Ltd Inv 1002 (LFRG grant awarded for radios)	£1,500.00
06/02/23	DD	EDF ENERGY REFERENCE: 671024465401 (Toilets)	£88.00
10/02/23	3120	Lympstone History Society (LPC grant awarded)	£225.00
10/02/23	3121	LVHCIO INV-0620 (Community Hub lunches)	£60.00
15/02/23	DD	EDF ENERGY REFERENCE: 671079829166 (YC)	£33.00
15/02/23	DD	EDF ENERGY REFERENCE: 671079829135 (YC)	£52.00
15/02/23	DD	EDFENERGY CUST PLC REFERENCE: 9208111111 (Candys field)	£144.00

Receipts – February 2023

15/02/2023	DC	EDDC CIL 2022	93,008.52
17/02/2023	DC	DD Refund	39.05
21/02/2023	FPI	Stripe Payment - Hub desk	9.30
28/02/2023	FPI	Internment of ashes (x2)	406.00

Financial Summary – February 2023

Opening balance at 1st April 2022	156,502.80
Receipts	£215,437.72
Total receipts	£371,940.52
less, Payments	£200,796.51
Net balance	£171,144.01
Unpresented cheques	£0.00
Receipts not on statement	£0.00
Balance at Bank	£171,144.01

Budget reports – February 2023

Expenditure			
Code	Item	Budget	Spent
G	VAT	£5,000.00	£22,003.38
H	S137	£100.00	£0.00
I	Other Grants	£1,000.00	£1,968.84
J	Clerk's Salary	£15,000.00	£24,419.94
K	Clerks Expenses	£900.00	£1,325.01
L	Office expenses	£1,000.00	£1,013.97
M	Village Hall Hire	£0.00	£1,263.00
N	Chairman's Allowance	£200.00	£200.00
O	Subs	£1,000.00	£621.00
P	Courses, Travel etc	£1,000.00	£484.57
Q	Insurance, Audit, Elections	£3,500.00	£2,184.88
R	Miscellaneous	£2,000.00	£7,166.93
S	Herald Printing	£5,000.00	£5,918.00
T	A Western	£6,000.00	£3,898.00
U	Grass and hedge cutting	£2,000.00	£1,550.00
V	Other Maintenance	£5,000.00	£3,846.94
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	£1,206.93
AC	Toilets inc: wages, consumables, rates, elec, utilities, repairs	£7,000.00	£10,301.18
AD	Flood equipment and Maintenance	£300.00	£1,964.83
AE	LFRG expenses	£400.00	£147.60
AF	Gulliford Cemetery	£600.00	£330.00
AG	Burial Ground	£1,000.00	£1,000.00

AH	Youth Club Building Maintenance	£1,000.00	£1,134.72
AI	YC Utilities	£1,600.00	£1,381.16
AJ	Website etc	£500.00	£183.00
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	£4,533.46
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
AT	FLOS Playarea refurbishment	0.00	£88,632.32
	Total	£85,686.00	£178,793.23
	Add VAT		<u>£22,003.38</u>
	Total		£200,796.61

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	93,008.52
I	DCC re Candys Field	400.00	0.00
J	Herald Adverts	6,000.00	4,025.00
K	Burial fees	2,000.00	2,793.00
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	709.05
P	Website adverts	0.00	0.00
Q	Parishes Together	1,500.00	0.00
R	External Grants	1,000.00	17,490.00
S	VAT Refund	5,000.00	4,611.55
T	Youth Club	1,500.00	32.35
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	43,867.21
	Total	75,160.00	215,437.72
	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	845.14
	Public Conveniences	5000	£3,350.00
	Play area	20,000	20,000
	Emergency funding	5000	0
	Field maintenance eg fences, ground repairs	10000	0
	Building funding re Community Purchase	10000	0
	Total allocated balances	67500	24195.14

23/17.6 Clerk's Action List

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

23/18 Reports from the Chairman, East Devon District Councillors and Devon County Councillors

The Chairman read his report:

There has been a tremendous amount of work carried out across the various Committee's in the last month. My thanks to councillors for their time and commitment which will in the next few months bring a number of improvements around the village.

The garden club have suggested the village support the national clean week; I fully endorse the initiative. The PC will hopefully contribute to posters to advertise the week and hope that all will take time to improve the street scene where they live.

Finally, arrangements are almost complete for the Coronation party on the 6th May in Candy's Field, with a final meeting on the 20th of March. Flyers advertising the event will be ready for the start of April.

County Cllr Trail explained that new bus timetables had been issued and the change would begin from April. He explained that Goodmores development had a new show home open. Viewings were available 10th and 11th March, booking was advised and available online.

District Cllr Jung read his report:

I would just like to say thank you to you the Parish Council and residents of Lympstone for the last 4 years. Is it really 4 years ago I was elected a District Councillor!

So much has happened what with Covid, Fuel Crisis and the concerns on the emerging local plan, plus many planning applications that we have supported, and others not generally supported.

Today is the last time I can speak freely prior to the election as April is leading up to the District Council Elections on 4th May and we go into what's called Purdah, which means I cannot use my position as a councillor for what can be considered to be electioneering.

These local elections are for both Parish and District, and therefore it's an opportunity for absolutely anyone to get involved in what is the most important issues for your village or your own area.

Eight years ago, I didn't like how things were being run in my area, and therefore I joined the Parish Council, and then stood as a District Councillor, not to win a seat but just to give the sitting councillor a bloody nose! 8 years later I'll be standing again, because unfortunately I finished the job I started!

In the last 4 years I have been leading the council on Environmental, Flood, Coastal Protection, biodiversity, and woodland creation, plus Recycling and Waste and Streetscene operations. It's been challenging but rewarding.

By working with partners and landowners we have seen Coastal protection schemes start or in the process to the value of over £60M. Seaton, Sidmouth and Exmouth, coastal or estuary protection plus the exciting re-alignment on the Lower Otter Estuary.

With Biodiversity what better way to symbolise that, than re-introducing the Beaver into our countryside initially on the Otter.

With woodland creation, we are aiming to increase the tree canopy in the Clyst Valley by 200% and we have the Woodland Trust new "Yonder Oak Wood" just up the road, plus tree planting throughout the district.

Regarding Recycling and Waste, East Devon is number one in the Country for the least amount of residual recycling, and we don't send anything to landfill, but we need to recycle even more!

Obviously, I haven't done this by myself, and I have officers and staff who have risen to the challenges which I and the leadership have set, to make East Devon into a great place to live, and work plus to protect and enhance our special beautiful landscape.

Whether it's at Parish or District Level I do hope people will come forward, to help continue the work myself and others are doing.

A final point on this year's election, please remember you are required to take Photo ID when you go to the polling station.

23/19 Planning applications

23/0378/TCA -T1, Crab Apple : crown lift to 2m above path ground level, tip prune over entire canopy to tidy and contain, thin canopy by up to 10%: maximum diameter of cuts of 25mm. Reason for works: Minimal works to contain tree, appropriate management for tree in small Garden at Eleanors.

Cllr Linfoot proposed to support the application with a caveat that work is completed at the right time of the year. Cllr Atkins seconded. Unan.

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

AMENDED PLAN: 22/1394/FUL - Construction of a pedestrian bridge at 6 Longbrook Lane.

Cllr Linfoot proposed to support the application in compliance with EA guidelines. Cllr Payne seconded. Unan.

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

23/20 Planning decisions

RESOLVED that the EDDC decisions were noted.

23/21 Reports of Committees

Finance and Advisory

Cllr Hill reported that LPC now owned Front Meadow. He explained that the next action was to meet with Mr and Mrs Russell, RBL Homes and the Church to discuss finer details. Cllr Hill reported that he was reviewing the PC banking methods with the Clerk. He also mentioned that the Methodist Hall had been purchased by a private individual as an investment to develop in the future.

Assets and Amenities

Cllr Atkins reported that the committee had met and discussed the following:

Safety of the Rag. Since the cliff rock fall it was imperative that a fence was erected to keep the public away from the hedge on the edge of the Cliff. He had received a quote to erect wooden posts with stock wire two foot away from the hedge. The entrance would be widened to accommodate this. He had spoken with a DCC engineer who felt that this was the best course of action as the Rag may only last another fifteen years before being washed away, he had added that a storm could shorten this life span. Cllr Linfoot felt due to health and safety this work needed to be completed as soon as possible and proposed to accept the quote. Cllr Atkins seconded. Unan.

RESOLVED that Cllr Atkins would arrange the necessary work with immediate effect.

Public Notice. Cllr Atkins referred to Cllr Lewis' public notice to explain the urgent phased pollarding of trees in the Avenue and proposed the notice was published. Cllr Staddon seconded. Unan.

RESOLVED that the Clerk would add the notice to noticeboards and the website. Cllr Francis would add the information to the Facebook page.

Trees in Front Meadow. Cllr Atkins felt the trees would be best planted in the Autumn for optimum success for survival. He would like Mr Tyrrell, the tree warden to view and advise on the health of the large Oak and report back.

Cemetery. Cllr Atkins reported that the dying cherry tree had been removed from the Rose Garden area. The removed tree roots had left the pathway uneven. He had asked RBL to quote to remove the current slabs and replace with a smooth finish. Cllr Atkins reported that he had met with both Mr Morrish (contractor) and Mr Pring (grave digger) about removing the heaped soil in the corner of the burial ground. They all agreed that the hedge should be laid, and the bank strengthened with the soil. A small heap of soil would be left to top and fill the sunken grave in the corner. He added that Mr Pring had suggested filling and levelling all graves across the graveyard as these were all looking uneven. Both Mr Pring and Mr Morrish had public liability insurance cover for £5million.

Hedge behind pre-school. Cllr Atkins explained that Cllr Lewis had viewed the hedge and there would be a long-term plan to replant the hedge.

Environment

Cllr Staddon read her report:

I've been incredibly fortunate in the last few weeks to have been part of several environmental meetings.

Firstly, the Exe Management Forum. A body set up to recognise parties and groups with a shared interest in the Exe. Several different focuses, from Farm management to aid flood resilience and water quality, to sediment movement and the navigation channels in the Exe along with increasing the Harbour Authority Powers to keep users safe. There was talk on the Pacific oysters and how they may have become invasive in some places and the success of the Estuary wildlife areas.

I also had the chance of meeting our LFRG in conjunction with the West Country Rivers Trust & the DRIP (Devon Resilience Innovation Project). DRIP looks into nature-based ways for flood resilience, thus improving river flow and flood management and increasing natural habitats. We are hoping to see this project encourage NFM up stream in the Wotton Brook as well as closer monitoring of the Brook levels & wildlife around.

I have also very much been part of the planting at The Old Dairy and Yonder Oak Wood. Both have had volunteers locally and further afield along with the school involved, yonder Oak Wood are up to about nine thousand trees which is a remarkable effort by all.

Just to finish this roll of looking after the environment, the school have had a tremendous week of becoming change makers by becoming involved in all things as a community to help with the local environment. They have litter picked in the Fields and the foreshore, tree planted and carried out CSI at the Brook with the help of West Country Rivers Trust to help learn about water quality and ways to help encourage people to think about their use of water.

County Cllr Trail added that the harbour patrol will begin again from 15th April to 3rd October. It was a new fully kitted rib to patrol the River Exe every weekend and bank holiday. The Exe Estuary Management Partnership had a new member of staff to work with. There would be a user group meeting soon and Cllr Trail would report on updates and progress of the Exe Estuary. County Cllr Scott added that there would be a DRIP meeting in Exton on Thursday at 5.30pm and invited representatives of the PC to attend.

District Cllr Jung added that the Woodlands Trust was working with LFRG. He explained that regarding SWW sewage outflows, it was currently unknown how often they were open and how much was entering the Exe. New Government policy would make the water companies electronically monitor this. Currently the beaches were checked for cleanliness once a fortnight by the EA. Under the new policy, EDDC would be instantly informed to decide whether a beach should be closed or kept open. This would affect how EDDC managed the beaches.

Cllr Linfoot added that LFRG had requested an additional £200 of funding to their allocated expenses budget. He proposed that this was approved and an additional £200 to be allocated for flood wardens to be first aid trained. Cllr Staddon seconded. Unan.

RESOLVED that £200 was allocated to LFRG expenses and £200 towards first aid training.

Community

Cllr Francis read her report:

This was a regular scheduled monthly meeting of the Webmasters but Lucy and I were invited to attend as there were specific points that need to be brought to Council.

In December there had been issues with Upcoming Events and the attached calendar on Lympstone.org. The problems were caused by a new 'plug-in' that was incompatible with the format of the Homepage. The regular consultant for the website redesigned the Homepage and solved that particular issue and in the view of the Webmasters has improved the Homepage but it is a compromise solution.

However, as in most things, the update/improvement has led to new plug-ins and necessitated other changes. The Webmasters are conscious of the fact that accessing the site from a smartphone does not display in the same way as from a tablet or home computer.

The problem with website display in different formats is one that the Webmasters consider important and requires a rewrite of some of the software. The Webmasters seek Council's approval to spend the remaining amount of this year's budget and probably their allocation from next year's budget to commission the Consultant to adapt the software so people are getting the best from Lympstone.org and make the website fully accessible on all platforms.

The website does not normally require significant amounts spent on it and the Webmasters spend a lot of unpaid time and energy to make it as comprehensive and accessible as possible. Sometimes an investment of budget is needed and it may be the one they are requesting will only be a Homepage rewrite.

Can Council support the additional work and for the Webmasters to proceed with meeting the Consultant to investigate with budget available of what will be involved/needed.

Cllr Linfoot felt the website was vital to the community to convey important information and the update was necessary. He proposed that up to £500 was allocated towards the upgrade and the webmaster to return to the PC if more funding was required. Cllr Staddon seconded. Unan.

RESOLVED that the website would have £500 allocated towards an upgrade of the system.

Cllr Linfoot also proposed that a letter of thanks was written to the webmasters for all their voluntary work. Cllr Payne seconded. Unan.

RESOLVED that a letter of thanks from the PC was sent to Mr Young and Mrs Turner.

Cllr Linfoot reported an update on the final design for the mugs for the Kings coronation. He presented the following costs for 300 mugs:
Standard mug design £1,598.40

LPC wording on the rear of mug £1,818.00
LPC wording on base of mug £1,918.00

Cllr Hill felt LPC wording was important to retain for historical value. Cllr Beatty felt the standard design was the best value for money. Cllr Linfoot proposed to order the standard design. Cllr Payne seconded. Cllrs Beatty, Francis, Staddon and Moffatt supported the proposal. Cllr Hill objected, and Cllr Atkins abstained.

RESOLVED that 300 standard mug designs would be ordered for the children of the Parish for the Kings coronation.

23/22 Items for the next Agenda

Cllr Atkins and Cllr Hill to report on the meeting with LVHCIO to resolve parking.
Cllr Payne to report on the Hub open consultation sessions.
Cllr Francis to report on planning meetings.

Meeting closed at **8.40pm**

Chairman:

Date:

Minutes of Assets committee meeting
Monday 27th February 2023 6pm
Councillors Atkins (chair), Hill, Lewis, Staddon, Beatty & Linfoot

23/1 No apologies

23/2 Minutes of last assets meeting proposed as correct and accurate by Councillor Atkins, seconded by Councillor Hill. Passed unanimously.

23/3 Candy's management review

The plan proposed by Councillor Lewis was discussed.

A) Air ambulance access must be maintained

B) The path that cuts across Candy's Field will be managed, but not resurfaced.

C) Hedge behind preschool. The hedge can't be removed as it was part of planning to create a barrier between the preschool and the houses. Councillor Lewis proposed that the hedge be managed/cut back during the year in preparation for selected planting in the Autumn.

Action- Councillor Lewis to prepare a specification for work required. (Proposed Councillor Atkins, seconded Councillor Beatty, Unanimous)

D) Ground under the Oak tree with the swing.

A discussion took place re the swing which is regularly removed and then replaced. Major Latham to be spoken to and asked to issue an update to the Marine staff not to replace, (will speak on March 20th).

The 2 picnic benches are regularly moved over to the tree, a quote will be obtained to place concrete pads down to pin the benches to.

Action- Councillor Atkins to obtain a quote to complete work (proposed Councillor Linfoot, seconded Councillor Hill, Unanimous).

E) Jubilee Oak to be monitored over the summer, if no improvement a replacement sourced and planted in the Autumn.

F) The tree that was protected by a TPO will be replaced in the autumn.

23/4 Trees in Front Meadow.

Councillor Lewis discussed the trees, at this time a Lucombe Oak not available at this time (will be available in autumn). Councillor Lewis also reported that the main Oak has a particular fungus (ganoderma) which is untreatable and an indicator of poor plant health, so any planting should be successional.

Councillor Lewis has 3 proposals, but after further discussion it was agreed that a meeting with RBL, the Russell's, the church and the PC to discuss altogether and then act on.

Action Lucy to arrange a meeting ASAP. (Councillor Atkins proposed, seconded Councillor Beatty, Unanimous).

23/5 Avenue Trees

Councillor Lewis highlighted that several Trees required work/pollarding for safety reasons. Councillor Beatty raised concerns about Wrens nesting, Councillor Lewis will ensure impact to the nesting sites will be minimal.

Action- Councillor Lewis to contact Dartmoor Trees who have quoted £1400 and available in March to arrange the work (Proposed Councillor Linfoot, seconded Councillor Hill Unanimous)

23/6 Temporary membership of the assets committee was discussed, and it was proposed Councillor Lewis join (pre-election).
(Proposed Councillor Atkins, seconded Councillor Hill, Unanimous)
Councillor Lewis then had to leave to attend an appointment.

23/7 Kissing Gate Cliff Field

Discussion on report from Skinners re repair or cut a new gate.
It was proposed that a new gate is built, in the design of the old gate, but is replaced on the field as a gate (like Avenue Field) and not try to replicate/replace the curved fencing (proposed Councillor Atkins, seconded Councillor Staddon, Unanimous)
Lucy to inform Skinners to go ahead with the build.

23/8 Rag safety fence

Councillor Atkins discussed a quote he had to install a fence, which would consist of wood posts and stock wire. The entrance would be opened up to allow the fence to stretch straight across. Quote was for £1284 (approximately).
It was agreed that this was needed as we approach the summer, and people will want to use it.
(Councillor proposed work be carried out, seconded Councillor Staddon, Unanimous)

23/9 Cemetery work

The policy on burial was discussed, it was agreed that only qualified gravedigger be allowed to work in the Cemetery.
That the secretary has discretion on implementing the fees when deciding double fees (not for people who have lived the majority of their life in Lympstone).
If two sets of ashes are to be interred in one casket, the second set will be charged 50% of the burial fee.
Proposed Councillor Hill seconded Councillor Atkins Unanimous in support of above.

Hedge between Cemetery and village hall will be layered outside of the nesting season.

The path was discussed, a quote will be obtained from RBL to remove the bricks and replace with a concrete path (narrower than present). Councillor Atkins has this in hand.

A survey is under way of the headstones, those that have sunk, families will be contacted, if not quotes obtained to correct.

Mr Pring will be told the soil in the corner must be moved ASAP.

Main gates will be inspected, Mr Morrish will correct the gate posts to ensure they close properly. Consideration to have the gates rubbed down and repainted (Councillor Atkins to report back).

23/10 Avenue Field footpath (NE corner to SE corner)

The Getting around Group suggestion was discussed.
It was not clear who may use this footpath and how often.
Proposed that Councillor Atkins obtain a quote to open the hedge up and install a gate (same as new gate far end).
(Proposed Councillor Linfoot, seconded Councillor Staddon, Unanimous).

Items for next agenda.

Solar lights in Front Meadow

Additional bench in Front Meadow

Petanque pitch

Meeting concluded **7.35pm**

Chairman:

Date:

23/26 Clerks Report**2023/2024 Meeting Dates****Council Meetings****Dates of meetings for May 2023 – May 2024:**

Thursday 18 May 2023 (to include the Annual Parish Meeting at 7pm)

Monday 5 June 2023

Monday 3 July 2023

Monday August 2023 – no meeting

Monday 4 September 2023

Monday 2 October 2023

Monday 6 November 2023

Monday 4 December 2023

Monday 8 January 2024

Monday 5 February 2024

Monday 4 March 2024

Monday 8 April 2024 (to include the Annual Parish Meeting at 7pm)

Monday 13 May 2024

Correspondence Received:

Lympstone C of E Primary School

School Hill
Lympstone
Devon
EX8 5JY

01395 266580

Headteacher: Mrs Emily Mellor



Let all that you do be done in love (1Corinthians 16:14)

10th March 2023

Dear Parish Council Members,

Re: Making Watton Brook healthy again

We have recently been learning about the impact humans have on our world and lots of us are very worried about it. We have decided we want to do something about it: we want to become "Change-Makers".

Our class (Sycamore Class: Year 2) recently visited Watton Brook, our village stream. We want to be able to paddle and play in it. We want to be able to have science lessons there and go pond-dipping. We want to be able to walk along it and see wildlife and beauty. But at the moment it is too polluted to play safely in (there's a sign up warning us not to paddle), and not much seems to live there.

With permission from you, and with help from the Westcountry Rivers Trust, we carried out some tests on the water and spotted good and bad things in the stream. We felt really sad that the only wildlife we found was a dead frog, and that we found more dog poo bags than water plants.

We have made some posters to encourage people in our village to stop throwing their litter in the stream and to look after their drains (so that fewer pollutants enter the brook). We displayed these in school when our parents picked us up. We are planning to go back every half term to test the water. We have written to some people that we think might support the brook (Like Mr Simon Jupp MP). But we'd like to do more!

We wondered whether we could display some of our posters around the village. We also wondered whether you had any more ideas about how we can support cleaning up the brook. We would love to hear from you!

Thank you for listening to us.

Yours faithfully,

Sycamore Class, Lympstone Primary School (and our teacher, Mrs Alison Boswell)

admin@lympstone-primary.devon.sch.uk Tel: 01395 266580 Fax: 01395 273826



Finance - Payments / Financial summary / Budget report

Payments – March 2023

05/03/23	3122	Jurassic Fibre - Inv no: JFLAR-089005 (The Hub)	£42.00
05/03/23	3123	Source for Business (Public toilets water 19/11/22-15/2/23)	£159.13
05/03/23	3124	Optima Graphics Topsham Ltd Inv: 27261 (Herald printing)	£614.00
05/03/23	3125	LVHCIO INV-0649 (Assets 27/2) INV-0637(Com hub 20/3)	£32.00
05/03/23	3126	CANCELLED	£0.00
05/03/23	3127, 28,29	Staff costs HMRC - Tax and NI Feb 23	£2,368.76
05/03/23	3130	Michael Clarke Inv no: SI-6550 (Public toilets lights)	£135.60
05/03/23	3131	J Morrish - Inv: 89,90,91 (replaces cheque no 3103)	£2,200.00
05/03/23	3132	Eibe - Rocker Installation	450.00
05/03/23	3133	J Morrish - Inv: 4, 5, 6 ,7	1,700.00
05/03/23	3134	Simon Long - 1St Class Fibre Glass Roofing (YC roof)	2,700.00
05/03/23	3135	J Cowe - public toilet cleaning Jan - Feb 23	930.00
06/03/23	DD	EDF ENERGY REFERENCE: 671024465401 (Toilets)	88.00
09/03/23	3136	Guliford Burial Ground (LPC contribution)	£600.00
09/03/23	3137	Mrs M Mockler - The green bulbs and plants	£70.00
14/03/23	3138	PJ & JM Lee (Safety Fence at the Rag) INV-167	£1,284.00
15/03/23	DD	EDF ENERGY REFERENCE: 671079829166 (YC)	£33.00
15/03/23	DD	EDF ENERGY REFERENCE: 671079829135 (YC)	£52.00
15/03/23	DD	EDF ENERGY CUST PLC REFERENCE: 9208111111 (Candys field)	£131.28
17/03/23	3139	N Linfoot (reimbursement of fridge van hire deposit for Coronation)	£75.00
17/03/23	3140	Fitzpatrick Woolmer (Community notice boards)	£8,256.00
17/03/23	3141	Express Fire - YC fire safety checks Inv: SI-1586	£102.00
17/03/23	3142	M Skinner (cliff field and burial ground gates)	£1,137.50
17/03/23	3143	J Payne - reimbursement for Hub rebuild prints (Copyrite)	£315.00
17/03/23	3144	DGA expenses Jan - Mar travel reimbursements	£45.00
20/03/23	3145	N Linfoot - Chairmans allowance 2022-23	£113.00
20/03/23	3146	N Linfoot - reimbursement for Coronation mugs (Impact China)	£1,614.38
20/03/23	3147,48	Staff Costs L Tyrrell- wages Mar 23 and backpay 1/4/22 - 31/3/23	£3,094.14

Receipts – March 2023

01/03/2023	FPI	Internment of ashes	8.00
03/03/2023	DC	HMRC VTR REFERENCE: XTV126000100158	17,633.39
03/03/2023	FPI	Herald Advert	45
10/03/2023	500042	R Gegg (burial fee)	415
11/03/2023	FPI	Herald Advert	135
13/03/2023	FPI	Herald Advert	135
15/03/2023	DR	DCC - Primary school use of Candys Field	400
20/03/2023	FPI	Herald Advert	24
21/03/2023	500043	Herald Advert	55
21/03/2023	500043	Real and Son - Memorial	130
21/03/2023	FPI	Herald Advert	100
31/03/2023	SO	Herald Advert	25

Financial Summary – March 2023

Current Account	
Opening balance at 1st April 2022	156,502.80
Receipts	£235,079.11
Total receipts	£391,581.91

less, Payments	£226,766.44
Net balance	£164,815.47
Unpresented cheques:	
3122 Jurassic Fibre	£42.00
Receipts not on statement	£0.00
Balance at Bank	£164,857.47

Budget reports – March 2023

Expenditure			
Code	Item	Budget	Spent
G	VAT	£5,000.00	£23,999.61
H	S137	£100.00	£0.00
I	Other Grants	£1,000.00	£1,968.84
J	Clerk's Salary	£15,000.00	£29,428.58
K	Clerks Expenses	£900.00	£1,575.27
L	Office expenses	£1,000.00	£1,217.97
M	Village Hall Hire	£0.00	£1,295.00
N	Chairman's Allowance	£200.00	£400.00
O	Subs	£1,000.00	£621.00
P	Courses, Travel etc	£1,000.00	£484.57
Q	Insurance, Audit, Elections	£3,500.00	£2,184.88
R	Miscellaneous	£2,000.00	£7,509.93
S	Herald Printing	£5,000.00	£6,532.00
T	A Western	£6,000.00	£3,898.10
U	Grass and hedge cutting	£2,000.00	£1,550.00
V	Other Maintenance	£5,000.00	£6,734.44
W	General tree work inc Candys Field	£1,000.00	£1,640.00
X	Bin emptying	£750.00	£770.83
Y	Handyman	£0.00	£0.00
Z	Notice Boards - Maintenance	£500.00	£6,880.00
AA	Play Equipment Mtce	£500.00	£0.00
AB	Lighting in Candy's field	£800.00	£1,331.39
AC	Toilets inc: wages, consumables, rates, elec, utilities, repairs	£7,000.00	£11,434.75
AD	Flood equipment and Maintenance	£300.00	£1,964.83
AE	LFRG expenses	£400.00	£147.60
AF	Gulliford Cemetery	£600.00	£930.00
AG	Burial Ground	£1,000.00	£1,750.00
AH	Youth Club Building Maintenance	£1,000.00	£3,919.72
AI	YC Utilities	£1,600.00	£1,465.56
AJ	Website etc	£500.00	£214.35
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	£5,953.78
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
AT	FLOS Playarea refurbishment	0.00	£89,007.32
	Total	£85,686.00	£202,766.83
	Add VAT		<u>£23,999.61</u>
	Total		£226,766.44

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	93,008.52
I	DCC re Candys Field	400.00	400.00
J	Herald Adverts	6,000.00	4,444.00
K	Burial fees	2,000.00	3,982.00
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	709.05
P	Website adverts	0.00	0.00
Q	Parishes Together	1,500.00	0.00
R	External Grants	1,000.00	17,490.00
S	VAT Refund	5,000.00	22,244.94
T	Youth Club	1,500.00	32.35
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	43,867.21
	Total	75,160.00	235,079.11
	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	845.14
	Public Conveniences	5000	£3,350.00
	Play area	20,000	20,000
	Emergency funding	5000	0
	Field maintenance eg fences, ground repairs	10000	0
	Building funding re Community Purchase	10000	0
	Total allocated balances	67500	24195.14

Clerk's Action List – March 2023

Month and Minute	Response	Date Actioned
May 22/64.9	Investigate purchasing a new phone for work use.	
Feb 23/4.3	Clerk would find room availability for the following dates at 7pm in the VH: 10 th , 11 th , 16 th , 17 th , 18 th , 23 rd , 24 th May 2023.	13/3 booked 18/5
Feb 23/5.2	Clerk would arrange a meeting for all to assess Church Road and view the issues.	Tbc
23/17.1	Update financial regulations limit for three tenders to be raised to £1000 plus VAT. (Ref: LPC Financial regulations - 1.14, 4.1, 4.5, 4.8, 11.1)	9/3
Mar 23/17.3	Community notice board quote was accepted.	14/3
Mar 23/18	Let garden club know the PCs decision re keep Britain clean initiative	14/3
March 23/19 Planning Applications	23/0378/TCA -T1, Crab Apple : crown lift to 2m above path ground level, tip prune over entire canopy to tidy and contain, thin canopy by up to 10%: maximum diameter of cuts of 25mm. Reason for works: Minimal works to contain tree, appropriate management for tree in small Garden at Eleanors. <i>Recommendation: Support</i> AMENDED PLAN: 22/1394/FUL - Construction of a pedestrian bridge at 6 Longbrook Lane. <i>Recommendation: Support</i>	<i>7/3 send recommendations from LPC to EDDC.</i>
March 23/21	Clerk would add the pollard notice to noticeboards and the website.	9/3
March 23/21	£200 was allocated to LFRG expenses and £200 towards first aid training.	8/3
March 23/21	Website would have £500 allocated towards an upgrade of the system.	8/3
March 23/21	Letter of thanks to webmaster.	14/3
Additional actions:		
Timetabling Candys and Cliff field use – ongoing		
Nurseries site open space – ongoing		
PC meeting Minutes		6/3 7,8/3
Herald report		7,8/3
Meet with M Skinner, NL and DGA re Gate at Cliff field		9/3
Defibrillator reports online x2		9/3
Community Hub meeting for Kings coronation Minutes		20/3 21/3
Save the date posters		28/3

23/29 Planning decisions

Date	Planning Application	LPC	EDDC
13/10/22 expires 4/11/22	22/2206/FUL - Replace the four front windows of the property with matching style UPVC windows, retaining the existing stone cills at Myrtle Cottage.	8/11 Support	8/3 REFUSED
12/12/22 expires 4/1/23	22/2547/FUL and 22/2548/LBC - Single storey rear infill extension at Underhill House	21/12 Support	9/3 APPROVED
13/12/22 expires 12/1/23	22/2683/FUL - Installation of a roof-mounted solar PV system on one of the roof slopes of the sports hall at St Peters Preparatory School.	21/12 Support	9/3, 14/3 APPROVED
20/1/23 expires 12/2/23	23/0109/FUL - Proposed 2 storey side extension, single storey rear extension, new porch at Kuni Kirei.	8/2 Support	9/3 APPROVED
27/10/22 expires 18/11/22	22/2190/FUL - Erection of two storey 6-bed detached dwelling with associated landscaping and works to the front boundary wall at Highcliffe Bungalow.	9/11 Support	17/3 APPROVED
15/2/23 expires 1/3/23	22/2555/LBC and 22/2554/FUL - 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.	7/3 Support	17/3 APPROVED
22/2/23 expires 8/3/23	AMENDED PLAN: 22/1394/FUL - Construction of a pedestrian bridge at 6 Longbrook Lane.	7/3 Support	22/3 APPROVED

