



LYMPSTONE PARISH COUNCIL

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

Chairman: Cllr Nick Linfoot
Tel: 07751 307107

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

12th May 2023

To All Members of the Parish Council

You are summoned to attend a meeting of Lymestone Parish Council, to be held **7.30pm on Thursday 18th May 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

23/33	ACTION: Election of Chairman for 2023/2024	7.30
23/34	ACTION: Election of Vice Chairman for 2023/2024	7.35
23/35	ACTION: Declarations of Office all Cllrs to re-sign their declarations of Office and acceptance of receiving and sending emails for 2023/2024. All Cllrs to receive a new declaration if interest form.	7.40
	Public session	7.45
23/36	INFORMATION: Apologies	8.00
23/37	ACTION: Minutes To confirm the minutes of the PC meeting held on the 3 rd April 2023 (attached pgs 3-11), the minutes of the Assets and Amenities committee meeting held 24 th April 2023 (attached pgs 12-14) and the minutes of the Finance and Advisory Committee meeting held on 5 th May 2023 (attached pgs 15-16).	8.05
23/38	INFORMATION: To receive any Declarations of Interest	8.10
23/39	Clerk's Report (see attachments): ACTION: i) End of Year Accounts 2022/2023 – Clerk and Chairman to sign off LPC end of year accounts for 2022/23. ii) Annual Audit 2022/23 Internal Auditor's certificate attached pg 17. iii) Annual Audit 2022/23 Governance Statement attached pg 18. iv) Annual Audit 2022/23 Accounting statements attached pg 19.	8.15

	<p>v) Notice of public rights attached pg 20.</p> <p>vi) Grant application received – Wild About Lymestone group (attached pgs 21-22)</p> <p><i>INFORMATION:</i></p> <p>vii) Internal Auditor Meeting – Clerk to report including accountancy packages.</p> <p>viii) Casual Vacancy and Co-option of Parish Councillors - There are three Councillor vacancies on the Parish Council. There has been no request for an election. It is now open for the Council to co-opt. The casual vacancies will be advertised in the usual way (see attached advert pg 23).</p> <p>ix) Finance – Payments / Financial summary / Budget report (attached pgs 24-27)</p> <p>x) Clerk's Action List (attached pg 27)</p>	
23/40	INFORMATION: Reports from the Chairman, East Devon District Councillors and Devon County Councillors if any.	8.25
23/41	<p>ACTION: Planning applications</p> <p>23/0958/FUL - Proposed two-storey extension, porch and alterations including replacement garden terrace at 11 Meadow Close.</p> <p>23/0965/FUL - Conversion of part of garage block outbuilding, workshop and office combined to form accommodation ancillary to Fairlawn House; retention of garage at Fairlawn House Orchard Close.</p> <p>22/2410/RES - Application for approval of reserved matters (appearance, landscaping, layout and scale) for the construction of a predominantly single storey dwelling following outline application (20/0933/OUT) (pursuant to the grant of outline planning permission appeal ref APP/U1105/W/21/3282445) at Land South Of Underhill Close.</p> <p><i>DISCUSSION: Local Housebuilder, 3West Group</i> who are based in Woodbury, are proposing to build 42 new homes (including 14 affordable homes), on land that adjoins the northern edge of the village. The land sits within a triangle of land that is contained by Glebelands and Gulliford Close on its southern edge, whilst Meeting Lane and Strawberry Hill contain the land along its other boundaries. Public consultation link: lympstoneconsultation.co.uk/ (closes on the 19th May).</p>	8.30
23/42	INFORMATION: Planning decisions (see attached pg 28)	8.35
23/43	<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. Cllr Hill to report on the committee meeting.</p> <p>Assets and amenities committee - Cllr Atkins (C), Cllr Hill, Cllr Staddon. Cllr Atkins to report from meetings at Front meadow and Committee meeting.</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.</p> <p>Community committee - Cllr Linfoot (C), Cllr Staddon (VC), Cllr Francis, Cllr Payne. Cllr Staddon to report an update on the BT telephone box outside the Swan.</p>	8.40
23/44	DISCUSSION: Items for the next Agenda	8.45

**MINUTES OF A LYMPSTONE PARISH COUNCIL MEETING HELD IN
THE VILLAGE HALL AT 7.30PM ON MONDAY 3RD APRIL 2023.**

PRESENT:	
Councillors	D Atkins, 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
Public	5 members

Public session

No members of the public wished to speak.

23/23 Apologies

Cllr Beatty and Francis due to other commitments.

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

RESOLVED that the Apologies were approved by the PC.

23/24 Minutes

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

RESOLVED that the minutes of the PC meeting held on the 6th March 2023 be confirmed as a correct record and signed by the Chairman.

Cllr Linfoot proposed the minutes of the Assets and Amenities committee meeting held on the 27th February were accurate. Cllr Atkins seconded. Unan.

RESOLVED that the minutes of the Assets and Amenities committee meeting held on the 27th February 2023 be confirmed as a correct record and signed by the Chairman.

23/25 To receive any Declarations of Interest

Cllr Atkins declared a personal and pecuniary interest with Planning application 22/0577/FUL.

This was recorded in the book.

23/26 Wildlife Festival 3rd June

Mary Truell and Rebecca Abrahams both from the 'Wild About Lympstone' group were present to talk about the planned wildlife festival. They made the following points:

- Wild About Lympstone group was set up a year ago.
- Devon Wildlife Trust had challenged local groups to do something to support wildlife.
- The Wild About Lympstone group had received lots of interest and successful ideas.
- Wanted to now celebrate the achievements in the Church.
- Main aim of the festival was to get people talking about all kinds of wildlife and nature.
- Timings were approx. 10am – 3pm with talks from many people including Harry Barton from Devon wildlife trust. Arts and crafts activities would be taking place, local musicians would be playing, tea and cake would be available.
- Many people had offered to help including leading walks around the village and the local school had been invited to join in.
- More ideas were welcomed to enhance the current natural beauty of Lympstone including fundraising suggestions and volunteers.

- Next steps were to enhance future nature and wildlife and to share best practice.
- From end of April the running order for the day would be finalised and publicised.
- Would like the PC to support the group and festival in spreading the word.

23/26 Clerk's Report:

23/26.1 2023/2024 Meeting Dates

Cllr Atkins proposed the 2023/2024 dates for the coming municipal year. Cllr Linfoot seconded. Unan.

RESOLVED that the dates for the 2023/2024 municipal year were approved.

23/26.2 Correspondence Received

The Clerk read the correspondence received from Sycamore Class, Lymptstone Primary School regarding the state of Wotton Brook and their posters designed to display around the village. The posters were circulated amongst all present.

Cllr Linfoot proposed that the PC pay for another dog poo bin to encourage dog owners to dispose of their dog waste responsibly. District Cllr Jung explained that EDDC could not physically empty more bins. Cllr Lewis felt that people needed educating to take their dog waste with them. County Cllr Trail explained that he had also received correspondence from Sycamore Class and was arranging a meeting with the school, County Cllr Scott and a representative from the Exe Estuary Management Partnership who was responsible for water quality. He added that if posters were put up then they must be displayed on private land as Devon County Council were clamping down on notices on public footpaths and highways. Cllr Payne suggested that space could be made to display posters in the PC, community and CTC notice boards. She also suggested that the school could create their own Change Makers Council to report to the Parish Council. Cllr Linfoot proposed to display the posters in the notice boards and, with permission, on private land. Cllr Hill seconded. Unan.

RESOLVED that the Clerk would let the school know their posters could be displayed in the PC, community, and CTC notice boards and, with the appropriate permission, on private land/gardens along the Brook.

23/26.3 Finance

The Clerk explained that the end of year spreadsheet tallied with the bank balance and she would report to the PC in May after meeting with the internal auditor. The Clerk added that the first payment of the precept had been successfully received on the 3rd April. Cllr Atkins added that he wanted a finance committee meeting to be held before the Annual Meeting in May. 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 – 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 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 –March 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

23/27.4 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:

This is the last meeting of the year. Thank you for the time and commitment Councillors have put in this year, a special thanks to Di who steps down for a well-earned rest. Thank you to Devon County Councillors and East Devon Councillors for the advice and support during the year. Finally

thank you to Lucy, without her hard work, commitment, and advice I and the rest of the PC would not have got anything done this year.

County Cllr Trail explained that Highways had received an email from a resident asking for a notice for 'dogs on leads' along the Exe Estuary Trail. He added that no more notices would be added as this was not enforceable. He highlighted that the Trail was a shared space and people must respect all users. The Exe Estuary Trail had gates removed but not outside CTCRM for safety reasons. County Cllr Scott recognised all the hard work that Parish Cllrs did and thanked them all for doing a great job.

District Cllr Jung read his report:

The administration that I represent as a District Councillor has been severely criticised recently by a locally distributed leaflet. I feel I need to defend some of the accusations.

*There was a reference to the **governance review**, which is strictly confidential therefore I am unable to discuss that.*

*The leaflet said that there is a lack of progress on **Climate Change**. I would agree Internationally that's correct, but I need to defend East Devon's work.*

- *Over £70 million spent or agreed to be spent on Flood and Coastal protection by ourselves and partners.*
- *Hundreds of Thousands of trees planted by ourselves and other stakeholders in the district.*
- *We are now 5th nationally in Recycling at 61% up 5 places.*
- *Our Street-scene vehicles are going electric.*
- *We have received well over £12m in funding to finally provide the promised Green Energy for Cranbrook and Exeter's new community around Pinhoe.*
- *Our biggest challenge is our Recycling and Waste 60 odd vehicles which run on diesel. We have tested various vehicles, but our rural hilly district is proving a difficult, but we will achieve our goal of zero carbon emissions.*

The leaflet said we were wrong by pulling out of the Greater Exeter Plan. Sorry but I stood 4 years ago against the Plan as the amalgamation of the housing numbers, meant extra development in our area, and no clear delivery for East Devon infrastructure strategy but only for Exeter itself. It said that EDDC leaders want to carry on with high housing numbers. That's totally untrue! Yes, nationally we are in a housing crisis, but between 2010 and 2020 East Devon housing grew by 13.9% the national average 6%. The previous administration excelled in house building and the government algorithm required more growth on top of growth. How stupid was that! 75% of East Devon is protected AONB which means the 25% unprotected area gets the lion's share of housing. We need a sensible figure, but we need other areas to take their responsibility too.

The leaflet finishes by saying that East Devon's administration on Pollution is "crazy and irresponsible" by not talking to our MP. Well, that's again totally untrue, as I have attended meetings and corresponded to our MPs (there are 3!) My problem is the government seems to be singling out water companies alone for the pollution, but that's not the whole story. Agricultural and Industrial practices, as well as private sewage systems also pollute our waters. It is estimated that in some rivers the agricultural runoff alone accounts to around 70% of the pollution. This is why East Devon District Council is supporting a Citizen Science project for volunteers to take water samples from water courses in association with the Rivers Trust and the EA. This will help monitor where pollution is occurring and to identify the location of the pollutant. The strategy to use volunteers is in part to replace the roll of the EA who have seen their budget severely cut by Central Government which has meant they are unable to carry out their monitoring due to staff cuts. Our MP wants to fine Water Companies for pollution incidents but it's already common practice for fines by "civil sanction orders" by EA. There have been 2 recent incidents in this Ward.

Note

In 2019 an unpermitted waste operation in Woodbury resulted civil action order of £82,000 to North Devon Biosphere Foundation, and the farmer promised to restore the site, obtain advice from a consultant, and cease all movements of waste.

In 2020, A local Business Park and farm operation was also found to be operating without an environmental permit for both a water discharge activity and waste operation. It related to sewage

pollution and the burning of waste at Woodbury Salterton. A civil action order of £25000 and they were required to implement of a new farm waste management strategy.

Over the last few years, I and officers have been working with SWW and the first result is the live reporting of Pollution incidents through a new Website WaterFit. It also shows planned infrastructure spending which shows £30M to be spent improving Exmouth infrastructure shortly. So, we are getting there with SWW, but I feel the strategy to cut EA monitoring was erroneous and short-sighted.

23/29 Planning applications

23/0478/FUL - Proposed single storey extension to north elevation (front) at Pine Hollow. Cllr Linfoot proposed to support the application. Cllr Atkins seconded. Unan.

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

23/0550/TRE - T1: group of 3 Leylandii - fell to allow for planting of new mixed species native hedge at Coles, Hulham Road.

Cllr Lewis had viewed the site and reported to support the application with the planting to be completed in the autumn to improve establishment success and recommend a simple irrigation system to be installed - eg leaky hose. Cllr Linfoot seconded. Unan.

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

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.

Cllr Linfoot proposed to support the application. Cllr Moffatt seconded. Cllr Payne, Staddon and Lewis supported. Cllr Hill abstained.

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

23/0618/TCA - T1, Ash: fell. (Replace with two new planted standards of suitable species.) at Oak Cottage.

Cllr Lewis had viewed the site and recommended that the PC did not support at this stage, he felt that an independent inspection and assessment was necessary. He felt it was important to wait and see the health of the tree when it came into leaf. District Cllr Jung added that an EDDC tree officer would be submitting their recommendation. Cllr Linfoot seconded. Unan.

Cllr Atkins abstained as he felt that a site meeting was necessary for this application. He also added that the PC could not 'approve' applications only submit a recommendation of 'support' or 'object' as consultees to EDDC.

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

23/0458/LBC - Install log burning stove and flue on South West elevation at Orchard Barn.

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

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

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.

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

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

23/30 Planning decisions

Cllr Atkins felt that the attachments for members of the public should be made more accessible. The Clerk explained that all attachments were included under the agenda on the website for members of the public to view.

RESOLVED that the EDDC decisions were noted.

23/31 Reports of Committees

Assets and Amenities

Cllr Lewis reported that the pollarding of the Lime trees along the Avenue had taken place on the 20th March. He was happy with the work completed and it all had gone smoothly. He felt that most habitats had been retained and there was little visual impact. Cllr Atkins added that it was him who had highlighted the issue of the trees in the first instance.

Planning and transport

Cllr Linfoot gave a brief summary of Cllr Francis' reports to the PC:

GH/72 Land North of Meeting Lane

Planning committee met with the landowners Mr and Mrs Parkes. They outlined their vision for the fields with approximately 131 houses being built, which would be a housing density of 15 an acre (many developments are 20 plus houses an acre). They are keen to be involved in the development and wish to work with builders who would build the type of houses they would want to live in. Approximately 7 acres would be given over to green space, and a proposed access/egress in Nutwell Road, with footpath connecting to Meeting Lane/ Glebelands.

GH/73 Land South of Meeting Lane

Planning committee met with Nick Yeo and colleagues from 3 West development. They outlined their plans for the fields, with 42 houses being built, with a mixture of 1/2/3/4/5 houses and bungalows. Vehicle access from both Meeting Lane and Strawberry Hill, and pedestrian access to Strawberry Hill, Meeting Lane and Glebelands. A pond/attenuation tank in the field next to Meeting Lane. They stated they were to run a web-based consultation very soon, with the intention to submit a planning application this Spring.

A member of the public added that he didn't think the 3West development would be submitting anything soon due to delays at their Goodmores development site. He also added that run off water from the site still needed to be discussed with him as it ran over his land. District Cllr Jung explained that EDDC could not demonstrate a five year land supply but policy had changed and EDDC could prove a four year land supply but it was not law yet. Housing numbers still had to be provided by the Government. Cllr Linfoot felt that after the elections, a meeting was needed with Woodbury Parish Council and Exmouth Town Council to discuss housing needs.

Community

Cllr Payne explained the Hub new building consultations had not taken place due to user groups not being able to make the set dates. It was agreed that an open session would be held in the Hub building on Coronation day for all members of the public to view the plans. Post-it notes would be available for people to comment.

Cllr Linfoot presented the 'Save the date' poster for the Kings Coronation event which had been put up around the village, on the website, PC facebook page and in the Herald. He added that a more detailed poster would be published nearer the time.

Cllr Hill explained that there would be a meeting held between LPC and the Church to go through the lease and define the agreement regarding the Church car park. He added that all parties: LPC, RBL Homes, the Church, Mr and Mrs Russell, would be meeting on 18th April.

23/32 Items for the next Agenda

Phone box outside the Swan.

Follow up reports from meetings – Assets committee, Finance committee and Front meadow.

Meeting closed at **8.41pm**

Chairman:

Date:

Assets meeting Monday 24th April 2023

Committee room

Councillors Atkins (chair), Hill, Staddon, Lewis, Linfoot, Francis, Payne and Beatty.
No public present.

23/12 No apologies received.

23/13 Minutes of previous meeting approved in full Council meeting in March.

23/14 Matters arising from last meeting:

Oak tree by the playpark.

Councillor Atkins read through a number of messages from 2019 re previous work carried out on the Oak. Councillor Lewis confirmed that this work was not on the part of the tree that now is the area of concern. A number of views were aired as to whether the tree should be completely removed or remedial work carried out to save the tree.

EDDC Arboriculture Tree Manager Alistair Jeans is to view the tree later this week.

It was proposed by Councillor Linfoot that the booking with Dartmoor Tree Surgeons for Tuesday 2nd May be confirmed. This would be for either removal of the tree or remedial work, depending on directions from EDDC.

This was seconded by Councillor Lewis. Unanimous except Councillor Atkins who abstained.

It was agreed that the play park remain shut and repeat the advice on Facebook to avoid until the situation is rectified.

23/15. Front Meadow

Extra posts around Church car park, being installed this week.

Two extra Oak trees are not required/wanted, a smaller tree will be planted to either replace a dying tree, or in an agreed area near the Brook. (For the Lupton family).

Two extra benches will be installed down by The Brook, so that the view back up to the Church can be enjoyed.

Fence by the Brook, posts are being replaced and normal wire replaces barbed wire.

Bollards. The request for battery powered App operated bollards was discussed.

Councillor Hill stated that he had discussed the issue with Mr Stratford, he had emphasised that the Church was getting an extremely good deal with the car park, and if the Church required these Bollards, they should pay.

It was unanimously agreed that if the Church requires these, they should pay.

Solar Lights. Agreed that they are not required at this time. Action. Lucy to write to Mr Wood, thank him for his quote, but decision has been made not to install at this time.

Dogs in Front Meadow. It was discussed whether dogs should be on leads, and whether this would assist re dog excrement. It was agreed that dogs should be allowed off lead.

Councillor Hill proposed that signs be erected by Church entrance and Wotton Brook entrance to encourage users to respect the space and clear up after dogs, seconded by Councillor Beatty. Unanimous agreement.

Action wording on sign to be agreed.

Councillor Hill updated re the Lease, all parties are reviewing copies, and it will then go to the Solicitors for preparation for signatures.

23/16. Parish Council Cemetery

The gates are off and away for repair, hopefully back in next four weeks.

Hedge between Cemetery and Parish Hall will be laid in the Autumn (commencing October).

Burial Fees, this will pass to the finance Committee to discuss.

Offer of Bench to be installed in the corner was unanimously supported. Proposed by Councillor Atkins, seconded by Councillor Hill, Unanimous.

The state of the paths around the Cemetery was discussed.

Rich from RBL had inspected the path and stated they were not correctly laid (base not correct). He supplied a quote of several thousand pounds to remove and replace with a concrete path all round. It was agreed that this type of path would make it far easier for those with mobility restrictions to visit the Cemetery.

Action. 2 further quotes to be obtained for this work by Councillor Linfoot.

23/17. Parish Council Maintenance Contractor

Councillor Atkins explained that Mr Weston had retired, and at this time Mr Morrish had taken over the duties this year and was being paid for this. It was intended to offer a five-year contract, for a full specification of work that Councillor Atkins had prepared. Mr Morrish had submitted a quote for this work. Councillor Linfoot suggested that as this is for a 5-year contract, it would be correct and fair to advertise this and invite further quotes before making a decision.

It was agreed that this was the correct course of action, and Mr Morrish be asked to continue his work this year.

Adverts to be placed in The Herald, Facebook and Web site.

Action Councillor Atkins to liaise with Lucy to formulate an advert and provide a list of work required.

23/18. Candy's and Cliff Field maintenance.

It was agreed that we continue as we are awaiting Councillor Lewis finalising an inspection/ maintenance plan.

23/19. Goal posts on Cliff Field

Present position not successful:-

Lots of youths are attending the Field to use the posts. (From outside Lymptstone, it can be quite unpleasant, with loud music and bad language).

Locks are broken and posts are pulled out across the path obstructing walkers.

One goal post is broken and dumped behind the lock ups.

Excess wear of grass in this area which is now a muddy unpleasant area.

It was proposed that the Football club be asked to remove the goalposts from Cliff Field, within a week after the last game. Not to be returned till September. (This hopefully will allow the grass to recover, and take away the attraction to attend the Field from elsewhere). If not done the Council will arrange removal.

Proposed Councillor Atkins, seconded Councillor Lewis.

Councillor Staddon abstained, all others voted in support.

Action. Lucy to write to Lymptstone Football Club and inform them of the request.

23/20. Hedge East Side of Candy's Field
Hedge to be laid in October (same time as Cemetery hedge)

23/21. Avenue Field trees.

It was agreed that the work carried out so far has been successful with more light on the Path.

Further work to be carried out in the Autumn in line with Councillor Lewis's plan.

Proposed by Councillor Hill, seconded by Councillor Linfoot, that 3 quotes be obtained for the next stage of work in Autumn. Unanimous.

Action Councillor Lewis to obtain 3 quotes.

23/22. Gate in fence Avenue Field by Burgmanns Hill.

The suggestion to place a gate in the north side of the fence abutting Burgmanns Hill was discussed. This was to take pedestrians off Burgmanns Hill and link footpaths.

An approximate cost of £1950 was suggested for supply and fit of a kissing gate.

Councillor Linfoot felt it was not required as it would probably be used infrequently, and only during dry weather in the better months.

Councillor Staddon felt it would take pedestrians off Burgmanns Hill, link footpaths and improve safety.

It was discussed at length, and it was agreed that it was not supported (Councillor Hill supported the installation).

23/23 Pétanque pitch

All agreed that this was a good suggestion, however it was felt that there was not an ideal location for a pitch. Councillor Hill who has lived in France, stated that pitches there were in the centre of the village, and were a focal point, with benches to watch and café and bars to obtain refreshments.

The area behind The Saddlers was discussed as a possibility, Councillor Atkins stated he would enquire if placement of a pitch here was possible.

Action. Lucy to reply to Mrs Bates, update her re the discussions and ask if she has any suggestions re location.

23/24. Items for next agenda.

Update on Church car park.

Meeting concluded at 8.05 pm

Chairman:

Date:

MINUTES OF A LYMPSTONE PARISH COUNCIL FINANCE AND ADVISORY COMMITTEE MEETING
HELD IN THE VILLAGE HALL AT 10.30AM ON FRIDAY 5TH MAY 2023.

PRESENT:	
Councillors	D Atkins, K Hill (Chairman of Committee), N Linfoot and J Payne
Clerk	Miss L Tyrrell
Internal Auditor	P. Clapham
Public	None

Public session

None present.

F&A 23/1 Apologies

Cllr Staddon due to other commitments.

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

RESOLVED that the Apologies were approved by the PC.

F&A 23/2 To receive any Declarations of Interest

None

F&A 23/3 Internal Auditor

Penny Clapham was pleased to sign off the accounts for Lympstone Parish Council. She explained that her role was not just checking the finances but viewing the website, reading all minutes, checking public statutory notices and legal duties were accurate and in place, risk assessments, policies and insurance details.

F&A 23/4 Financial Processes of the Council

Cllr Hill proposed to move the PC banking systems electronically. Penny highly recommended Unity Trust bank which was set up for Councils. She felt two bank accounts was plenty, a deposit and a savings account. The administrator was only able to view and move money between accounts. She explained the Clerk should not be a signatory. The signatories authorise the payments. The Clerk was the administrator and authorised person to speak with the bank. Penny also added that money within the bank account could be budgeted and allocated to different headings within the Clerks accounting system. Penny recommended using Unity Trust for a current account and CCLA as a savings account.

Cllr Linfoot proposed two accounts, one with Unity Trust and one with CCLA. Cllr Payne seconded. Unan.

RESOLVED that the Clerk would begin the process of transferring bank accounts.

F&A 23/5 LPC Receipts and expenditure Spreadsheet

It was agreed that the Clerk would investigate an accountancy package and report back to full council.

F&A 23/6 CIL money

Cllr Hill explained that this would be clearly demarked on an accountancy package. He felt that the precept must increase next year. Penny explained that there must be a minimum of a precept amount kept in the bank account. Cllr Hill felt the budget would be much clearer with an accountancy package.

Cllr Atkins believed EDDC needed to be informed of new extended properties in the Parish for CIL purposes.
Penny explained that both the district and county council needed to be informed of any new bank details.

F&A 23/7 Items for the next Agenda

None

Meeting closed at **11.45am**

Chairman:

Date:

23/39 Clerks Report

Annual Internal Audit Report 2022/23

LYMPSTONE PARISH COUNCIL

www.lympstone.org

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick 'not covered')			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

05/05/2023

Name of person who carried out the internal audit

P.E. CLAPHAM SA(HWS) PSLCC

Signature of person who carried out the internal audit



Date

05/05/2023

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

LYMPSTONE PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		Yes	No*	*Yes' means that this authority:
	Yes	No*			
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓				prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓				made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓				has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓				during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓				considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓				arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓				responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓				disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A		has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
				✓	

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

18 MAY 2023

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

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Section 2 – Accounting Statements 2022/23 for

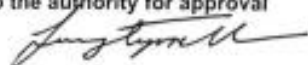
LYMPSTONE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	95,828	156,250	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	47,000	47,500	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	87,089	187,579	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	17,174	29,429	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	56,493	197,042	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	156,250	164,858	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	156,250	164,858	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	174,148	182,798	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)				The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

05 MAY 2023

I confirm that these Accounting Statements were approved by this authority on this date:

18 MAY 2023

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

Smaller authority name: **Lympstone Parish Council**

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF
UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023
Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement Friday 10 June 2022(a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2022, these documents will be available on reasonable notice by application to:</p> <p>(b) Lucy Tyrrell, Clerk and RFO to Lymspton Parish Council c/o Minnows, Longmeadow Rd, Lympstone, EX8 5LF Tel: 07890717081 Email: Lympstonepc@gmail.com</p> <p>commencing on (c) <u>Monday 05 June 2023</u></p> <p>and ending on (d) <u>Friday 14 July 2023</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none">• The opportunity to question the appointed auditor about the accounting records; and• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD (sba@pkf-l.com)</p> <p>5. This announcement is made by (e) Lucy Tyrrell – Clerk and RFO to LPC</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

APPLICATION FOR A GRANT

<p><i>Name of organisation:</i> Wild About Lympstone</p>
<p><i>Contact details:</i> Rebecca Abrahams, rebecca_abrahams@yahoo.com</p>
<p><i>Please tell us about your organisation. We would like to know what area you cover, who uses your facilities and how often and how your group is run.</i></p> <p>Wild About Lympstone (WAL) established last year and aims to support a wilder, greener, more nature-friendly Lympstone. The group works to nurture and grow individual efforts to make Lympstone a greener place where wildlife and people can benefit and thrive. The springboard for this was Devon Wildlife Trust's new Wilder Community Initiative. WAL is supported by DWT.</p> <p>WAL is open to all and keen to engage with as many Lympstone residents as possible. Our meetings are ad hoc. We have begun with regular articles in the Herald, questionnaires to encourage residents to share their current efforts and knowledge around wildlife and nature, and are currently organising a whole village Wildlife Festival on 3 June.</p>
<p><i>Please tell us about the support your organization has in the community and any measures you take to ensure all sections of the community are included in your activities.</i></p> <ul style="list-style-type: none"> • We have a central 'CORD' WAL group of 5 (Mary Truell, Rebecca Abrahams, Mary Turner, Sally Burton and Judy Joss). • We have wide readership of our articles in the Lympstone Herald, which goes out to the whole community. • We extended an initial invitation to the whole community to share nature/wildlife friendly activities currently underway in the village. We received back 20-30 questionnaires. • We have established an online Wildlife Watch Facebook site for anyone in the community and beyond to share their sightings and joy of the natural world. In a few months this has gathered as many as 83 members with regular postings. • We are currently organising our first wildlife festival (3 June) – open to the whole of Lympstone as well as other interested local folk and groups. The response has been phenomenal. We already have over 50 local people involved - volunteering their time to either run stalls, displays, activities, or help behind the scenes with logistics, raffles and refreshments and hope for a high turn out on the day. • We all have regular informal chats with a wide range of villagers keen to share with us their wildlife sightings and ideas for further action. • We have presented to the Parish Council and have their support for the event. Two of the councillors are very kindly participating (without their PC hats on!) in the event.
<p><i>Please say what you want the money for and how you know there is a need for your activity. If this is to buy equipment, LPC can buy this and donate it to your Group. This is usually more cost effective.</i></p> <p>We might have asked the Community Hub for support but understand from Lucy that we must now apply via the Parish Council who now run the Hub.</p> <p>We are asking for some money/ support in relation to the delivery of, and follow on from, our Lympstone Wildlife Festival Event. This is the first of its kind in the village and proves to be an exciting, fun and beneficial event for wildlife and us all. The need and support for this is clear – evidenced by having the privilege of a talk from Harry Barton (CEO of Devon Wildlife Trust), to the incredible number, diversity and generosity of people eager to take part in making the day a success. Please see the village website for more information on the day's programme of events. https://www.lympstone.org/event/lympstone-wildlife-</p>

festival

We'd like to ask:

- For a modest amount of money should the event make a loss (which we don't expect) to cover the costs of refreshments (tea/coffee/cakes), printing, obtaining adequate resources required to ensure the smooth running of activities on the day.
- To put our posters on the PC notice boards
- For PC support with their insurance for activities not covered by the church (ie outdoor activities on the green etc)

If the grant is for a particular project, what is the total cost and where is the balance coming from.

This is to support the Lympstone Wildlife Festival – Sat 3 June 10-3pm. This is being run predominantly on a voluntary basis and is dependent on the generosity of local people's time. There is not a specific budget.

We have secured £140 from Devon Wildlife Trust to support a small amount of printing/resource costs for the event, as well as some seed funding for our next steps – implementing priority community wildlife/nature projects for Lympstone.

This request is to help support any additional costs we incur running this fabulous event for the community, as well as some wider support with advertising and insurance.

Do you have a Constitution? If so, please supply a copy.

No

Accounts. Please supply a copy of your last set of accounts and give details of your current account balance.

At the moment we have none.

The DWT funding mentioned above is currently being transferred into a separate NatWest account in my name – Rebecca Abrahams. Any other monies secured will be added to this account and I will keep an accurate record of all expenditure over coming months.

Policies - If your Organisation deals with people, please list the policies you have in place to ensure that they are protected.

N/A



NOTICE OF VACANCY FOR A PARISH COUNCILLOR

There is a vacancy for a Parish Councillor on Lymington Parish Council. Anyone interested in filling this casual vacancy should write to the Clerk at **lympstonepc@gmail.com** or contact a Parish Councillor saying why they would like to become a Councillor and the skills and experience they could offer. Please note: Councillors do commit many hours a week towards Parish Council business.

Applications will be considered at the next meeting of the Parish Council.

Main Duties and Responsibilities

- To participate constructively in the government of the Parish of Lymington.
- To participate fully in the formation and scrutiny of the Parish Council's policies, budgets, strategies and service delivery.
- To ensure, with other councillors, that the Parish Council is properly managed.
- To keep up to date with significant developments affecting the Parish Council at local, regional and national levels.
- To be accessible and to represent effectively the interests of the Parish for which the Councillor is elected and deal with Parishioners enquiries, representations and complaints.
- To represent the whole electorate; listen, and then represent the views of the whole community when discussing council business and working with outside bodies.
- To take an active part in the Parish Council's arrangements to build community capacity and promote measures that contribute to the well-being and positive development of the Parish.
- To attend Parish Council meetings, committees and working groups to which the Councillor is appointed.
- To prepare for meetings and take responsibility for being properly informed about the issues to be discussed.
- To take part in meetings and form sound judgements based on what is best for the community and then abide by majority decisions.
- To represent the Parish Council on outside bodies to which the Councillor is appointed.
- To undertake specific responsibilities agreed and allocated by the Parish Council, and to provide reports at Parish Council meetings when required.
- To abide by the Parish Councils Standing Orders and Code of Conduct.
- Trust in the Clerks advice and information provided as they are the Responsible Officer

To be eligible to apply for this position:

- *You must be registered on the electoral role for at least 12 months.*
- *You must not hold a criminal record.*

*Lucy Tyrrell
Clerk to Lymington Parish Council, January 2023*

Finance - Payments / Financial summary / Budget report

Payments – APRIL 2023

04/04/23	DD	EDF ENERGY REFERENCE: 671024465401 (Toilets)	£88.00
05/04/2023	3149	LVHCIO - Inv No: 0636 (Com hub lunches)	£44.00
05/04/2023	3150	EDDC - Inv No: 50069306 (Waste collection 1/4/23-31/3/24)	£358.00
05/04/2023	3151	Reimbursement for LFRG (weather data online)	£46.75
05/04/2023	3152	Dartmoor Tree Surgeons Ltd Inv No: 9111	£1,404.00
05/04/2023	3153	Optima Graphics Topsham Ltd	£710.00
05/04/2023	3154	Playsafety Ltd (inspection 30/3/23) Inv No: 69554	£136.20
05/04/2023	3155	Staff costs March 2023	£888.31
05/04/2023	3156	Public toilets cleaning Mar 23	£555.00
17/04/2023	DD	EDF ENERGY REFERENCE: 671079829135 (YC)	£52.00
17/04/2023	DD	EDF ENERGY REFERENCE: 671079829166 (YC)	£134.00
17/04/2023	DD	EDFENERGY CUST PLC REFERENCE: 9208111111 (Candys field)	£142.02
18/04/2023	3157	DALC - Membership renewal 2023-24 Inv No: 3157	£505.07
18/04/2023	3158	LVHCIO - Inv No: 0686 (Assets com meet)	£12.00

Receipts – APRIL 2023

02/04/2023	FPI	Herald Advert	135
03/04/2023	DC	EDDC - Precept	24,250.00
05/04/2023	FPI	Herald Advert	75.00
10/04/2023	FPI	Herald Advert	25.00
11/04/2023	FPI	Herald Advert	40.00
12/04/2023	FPI	Herald Advert	135.00
15/04/2023	FPI	Herald Advert	54.00
19/04/2023	FPI	Youth Club - utilities for 22/23	1,437.66
20/04/2023	FPI	Herald Advert	6.00
24/04/2023	FPI	Herald Advert	9.00
30/04/2023	FPI	Herald Advert	40.00

Financial Summary – APRIL 2023

Opening balance at 1st April 2023	164,857.47
Receipts	£26,215.95
Total receipts	£191,073.42
less, Payments	£10,561.27
Net balance	£180,512.15
Unpresented cheques	£0.00
Receipts not on statement	£0.00
Balance at Bank	£180,512.15

Budget reports – April 2023

Expenditure			
Code	Item	Budget	Spent
G	VAT	£5,000.00	£665.71
H	S137	£100.00	£0.00

I	Other Grants	£1,000.00	£0.00
J	Clerk's Salary	£27,000.00	£3,581.31
K	Clerks Expenses	£2,000.00	£102.00
L	Office expenses	£1,000.00	£133.92
M	Village Hall Hire	£1,500.00	£240.00
N	Chairman's Allowance	£200.00	£0.00
O	Subs	£1,500.00	£445.99
P	Courses, Travel etc	£1,000.00	£0.00
Q	Insurance, Audit, Elections	£2,500.00	£0.00
R	Miscellaneous	£2,500.00	£256.83
S	Herald Printing	£6,000.00	£1,278.00
T	J Morrish	£6,500.00	£0.00
U	Grass and hedge cutting	£2,000.00	£0.00
V	Other Maintenance	£5,000.00	£0.00
W	General tree work inc Candys Field	£3,000.00	£2,340.00
X	Bin emptying	£1,000.00	£298.33
Y	Handyman	£0.00	£0.00
Z	Notice Boards - Maintenance	£5,000.00	£0.00
AA	Play Equipment Mtce	£500.00	£0.00
AB	Lighting in Candy's field	£2,000.00	£134.92
AC	Toilets inc: wages, consumables, rates, elec, utilities, repairs	£15,000.00	£755.10
AD	Flood equipment and Maintenance	£500.00	£38.96
AE	LFRG expenses	£500.00	£0.00
AF	Gulliford Cemetery	£600.00	£0.00
AG	Burial Ground	£12,000.00	£0.00
AH	Youth Club Building Maintenance	£1,000.00	£0.00
AI	YC Utilities	£2,500.00	£176.70
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	£4,000.00	£0.00
AO	Cont to repairs to VH Car Park	£500.00	£0.00
AP	DCC Funding	£0.00	£0.00
AQ	YC Recharge	£0.00	£0.00
AR	Emergency funding	£5,000.00	£0.00
AS	Lottery Grant (Jubilee)	£0.00	£0.00
AT	FLOS Playarea refurbishment	0.00	£113.50
	Total	£122,100.00	£9,895.56
	Add VAT		<u>£665.71</u>
	Total		£10,561.27
Date	CIL Budget 2021 - 2023	Budget	Spent
	CIL money from 21/22	52,132	
18/10/2021	3 community picnic benches and 3 seat benches		2,000
21/12/2021	Safety fence between sch, public fpath, car park (materials, labour)		5,162
Apr 21 - Mar 22	Public toilets maintenance		1,804
Apr 21-Mar 22	The Hub building maintenance		362
Apr 21 - Mar 22	Herald Printing		5,497

	CIL money c/f	37,307	
	CIL money from 22/23	93,008.52	
	Total	130,315.05	
06/06/2022	CCTV at public toilets		£3,350.00
17/11/2022	Play area and trim trail shortfall in fundraising		£22,000.00
05/01/2023	Burial ground hedge		£1,000.00
23/01/2023	Avenue field gate and posts		£560.33
Apr 22 - Feb 23	Public toilets maintenance		£1,806.18
Apr 22-Feb 23	The Hub building maintenance		£1,134.72
Apr 22 - Feb 23	Herald Printing		£5,918.00
05/03/2023	The Hub roof repair		£2,700.00
14/03/2023	Safety fence at The Rag		£1,284.00

Code	Receipts - Budget Performance 2023-2024	Budget	Actual
F	Precept	48,500.00	24,250.00
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	3,000.00	190.00
K	Burial fees	2,500.00	0.00
L	Lympstone FC re Cliff Field	0.00	0.00
M	Flower beds	0.00	0.00
N	Western power re Wayleaves	10.00	0.00
O	Miscellaneous (eg refunds)	0.00	0.00
P	Website adverts	0.00	0.00
Q	Parishes Together	1,000.00	0.00
R	External Grants	1,000.00	0.00
S	VAT Refund	9,500.00	0.00
T	Youth Club	1,500.00	1,446.95
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	0.00	0.00
	Total	67,610.00	25,886.95
	Allocated balances 31st March 2023	Budget	Spent
	Elections	3000	0
	Reserve for Village hall car park	2000	0
	NP Projects	2000	0
	Works to Youth Club	6455	0
	Public Conveniences	5000	£0.00
	Play area	0	0
	Emergency funding	5000	0

	Field maintenance eg fences, ground repairs	10000	0
	Building funding re Community Purchase	10000	0
	Cil money carried from 21/22	52,132	0
	Cil money carried from 22/23	93,008.52	0
	Total allocated balances	188595.95	0

Lympstone Parish Council: Clerks Action List – April 2023

Month and Minute	Response	Date Actioned
May 22/64.9	Investigate purchasing a new phone for work use.	
Feb 23/5.2	Clerk would arrange a meeting for all to assess Church Road and view the issues.	Tbc
April 23/26.2	Let the school know their posters could be displayed in the PC, community, and CTC notice boards and on private land/gardens along the Brook.	20/4
April 23/29 Planning Applications	23/0478/FUL - Proposed single storey extension to north elevation (front) at Pine Hollow. <i>Recommendation: Support</i>	4/4 send recommendations from LPC to EDDC.
	23/0550/TRE - T1: group of 3 Leylandii - fell to allow for planting of new mixed species native hedge at Coles, Hulham Road. <i>Recommendation: Support</i>	
	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. <i>Recommendation: Support</i>	
	23/0618/TCA - T1, Ash: fell. (Replace with two new planted standards of suitable species.) at Oak Cottage. <i>Recommendation: Object</i>	
	23/0458/LBC - Install log burning stove and flue on South West elevation at Orchard Barn. <i>Recommendation: Support</i>	
	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. <i>Recommendation: Support</i>	
Additional actions:		
Timetabling Candys and Cliff field use – ongoing		
Nurseries site open space – ongoing		
PC meeting Minutes		3/4 4/4
Herald report		4/4
Defibrillator reports online x2		9/3
Meet with LPC, Church, B&J Russell, RBL Homes at Front Meadow Minutes		18/4
Asset committee meeting agenda and published		18/4
Finance and advisory committee meeting agenda and published		28/4

23/42 Planning decisions

Date	Planning Application	LPC	EDDC
22/8/22 expires: 14/9/22	22/1834/TRE T13 : crown lift the lower branches on the field side to the same height as the house side, to even up the balance of the tree; remove all epicormic growth from the tree; thin the crown out by 20% cuts no greater than 75mm T12 : Remove all epicormic growth from the tree; thin the crown out by 20% cuts no greater than 75mm at Marley Oak Marley Hayes	12/9 Object	4/4/23 SPLIT DECISION
21/2/23 expires 16/3/23	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.	7/3 Support	4/4 APPROVED
7/3/23 expires 6/4/23	23/0478/FUL - Proposed single storey extension to north elevation (front) at Pine Hollow	4/4 Support	15/4 APPROVED
27/1/23 expires 19/2/23	23/0145/FUL - To construct a new dormer window above the garage on the rear side, and construct a single storey, ground floor rear extension behind the garage at 3 Withalls Gardens.	8/2 Support	25/4 APPROVED
23/3/23 expires 15/4/23	23/0458/LBC - Install log burning stove and flue on South West elevation at Orchard Barn	4/4 Support	11/5 APPROVED