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LYMPSTONE PARISH COUNCIL

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29th August 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 4th September 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
23/69	INFORMATION: Apologies	7.45
23/70	ACTION: Minutes To confirm the minutes of the PC meetings held on the 3 ^d and 17 th July (attached pgs. 3 – 21)	7.50
23/71	INFORMATION: To receive any Declarations of Interest	7.55
23/72	ACTION: Casual Vacancy – There is one casual vacancy on the PC. It is now up to the PC to co-opt a new member. There has been one applications of interest.	8.00
23/73	Clerk's Report (see attachments): ACTION: i) Correspondence received – From County Cllr Trail and LPC becoming members of the Exe Estuary Management Partnership (EEMP). ii) 2022/23 AGAR Section 3 – Notice of Conclusion of Audit, external auditor report and certificate (Pgs. 22-23) iii) PC Laptop – Consideration of a new Clerk's laptop as recommended by the webmaster.	8.05

	<p>Grant request from the film society – for the conversion of old film to new (Attached pg. 24)</p> <p>INFORMATION:</p> <p>v) Finance – Payments / Financial summary / Budget report (attached pgs. 25-28)</p> <p>vi) Clerk's Action List (attached pg. 29)</p>	
23/74	<p>INFORMATION: Reports from the Chairman, East Devon District Councillors and Devon County Councillors if any.</p>	8.15
23/75	<p>ACTION: Contract management and work specification – to agree a way forward on future work in the Parish.</p>	8.20
23/76	<p>DISCUSSION: 20 is Plenty – Cllr Linfoot to report on the scheme.</p>	8.25
23/77	<p>INFORMATION: Carbon Literacy – Cllr Culhane to report 'What it means for us?'</p>	8.30
23/78	<p>ACTION: Planning applications</p> <p><i>None to 29/8 – please check the website for any updates.</i></p>	8.35
23/79	<p>INFORMATION: Planning decisions (Attached pg.30)</p>	8.40
23/80	<p>INFORMATION: Reports of Committees</p> <p>ACTION: Committee members – To agree the proposed structure of committees and members previously circulated.</p> <p>Any reports requiring a decision are attached.</p> <p>Assets and amenities committee -</p> <p>Cllr Atkins to report on the committee meeting 31st July 2023.</p> <p>Cllrs to discuss the provision of a business notice board under the railway arch.</p> <p>Cllr Lewis to recommend the planting and siting of possible two new trees:</p> <p>(1) A replacement for TPO Oak tree and (2) A replacement for Queens Jubilee.</p> <p>Clerk to report on the Gulliford burial ground joint meeting 20th July 2023.</p> <p>Community committee -</p> <p>Cllr Francis to report on the meeting with the webmasters 31st August 2023.</p>	8.45
23/81	<p>DISCUSSION: Items for the next Agenda</p>	8.55

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

PRESENT:	
Councillors	D Atkins, S Francis, K Hill, A Lewis, N Linfoot (Chairman) J Payne and L Staddon
Clerk	Miss L Tyrrell
County Councillors	J Trail and R Scott
District Councillors	B Ingham and G Jung
Public	9 members

Public session

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

A resident asked when permission had been sought to redirect the public footpath through the Mill. County Cllr Scott explained that no permission had been sought and it was being investigated by DCC. The resident felt the diversion was over the top and unnecessary. She added that the Mill owner should also consider the overgrown Brook and if there was a flash flood the water would have no where to go and urgently needed cutting back. The Chairman asked the Clerk to contact LFRG about this.

A member of the public raised item 23/63 and asked why the wider village and not been consulted on the plans proposed. Cllr Staddon explained that an initial consultation with immediate neighbours had been held then a future consultation would be planned for the entire Parish. Cllr Linfoot explained that full plans needed to be proposed then a series of public consultations could be held. Cllr Staddon reminded all present that the current building was open for anyone to view.

23/54 Apologies

Cllr M Moffatt due to work commitments.

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

RESOLVED that the Apologies were approved by the PC.

23/55 Minutes

Cllr Atkins proposed the minutes of the PC meeting held on the 5th June were accurate Cllr Francis seconded. Unan.

RESOLVED that the minutes of the PC meeting held on the 5th June 2023 be confirmed as a correct record and signed by the Chairman.

Cllr Atkins proposed the minutes of the Assets and Amenities committee meeting held on the 19th June 2023 were accurate. Cllr Staddon seconded. Unan.

RESOLVED that the minutes of the Assets and Amenities committee meeting held on the 19th June 2023 be confirmed as a correct record and signed by the Chairman.

23/56 To receive any Declarations of Interest

None.

23/57 Casual Vacancy

The Chairman explained that there had been two applications of interest.

Cllr Atkins proposed that Mr Minter and Ms Culhane were co-opted onto the PC with immediate effect. Cllr Linfoot seconded. Unan. Mr Minter and Ms Culhane joined the PC.

They both signed and read out loud the declaration of acceptance of office and declaration of acceptance of the code of conduct.

RESOLVED that Mr Minter and Ms Culhane were co-opted on to the PC with immediate effect.

23/58 Clerk's Report:

23/58.1 Financial Regulations

The Clerk presented the reviewed financial regulations.

Cllr Linfoot proposed to approve the reviewed financial regulations policy. Cllr Staddon seconded. Unan.

RESOLVED that the reviewed financial regulations policy was approved.

Cllr Atkins added that he would like the finance committee to review the regulations again once the bank account had been changed.

23/58.2 Finance – Payments / Financial summary / Budget report

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

RESOLVED that the following payments be approved:

Payments – JUNE 2023

05/06/23	3179	EDGE IT systems Ltd - 5 year package	£1,071.60
05/06/23	3180,81, 82	Staff costs	£2,834.35
05/06/23	3183	Optima Graphics Topsham Ltd - Invoice No: 27403	£568.00
05/06/23	DD	EDF ENERGY REFERENCE: 671024465401 (Toilets)	£88.00
15/06/23	3184	Source for business - Toilets 16/2/23-16/5/23	£123.03
15/06/23	3185	Reformed Plastics (UK) Ltd (3 new benches)	£1,800.00
15/06/23	3186	LVHCIO - Inv-0749 (com hub lunches) Inv-0768 (AAC meet)	£76.00
15/06/23	3187	J Cowe - Toilets cleaning May 23	£465.00
15/06/23	3188	East Exe Electrical Ltd Inv: 2745 (Youth Club)	£204.00
15/06/23	3189	Martyn Skinner - Inv: MJS2100A, MJS2140	£1,437.50
15/06/23	DD	EDF ENERGY REFERENCE: 671079829166 (YC)	£134.00
15/06/23	DD	EDF ENERGY REFERENCE: 671079829135 (YC)	£52.00
15/06/23	DD	EDFENERGY CUST PLC REFERENCE: 9208111111 (Candys field)	£152.37
26/06/23	DD	EDF ENERGY REFERENCE: 671079829135 (YC)	£245.38

Receipts – JUNE 2023

04/06/2023	FPI	Herald Advert	7.00
14/06/2023	FPI	Herald Advert	25.00
14/06/2023	FPI	Herald Advert	250.00

Financial Summary – JUNE 2023

Opening balance at 1st April 2023	164,857.47
Receipts	£51,507.23
Total receipts	£216,364.70
less, Payments	£22,596.58

Net balance	£193,768.12
Unpresented cheques	£0.00
Receipts not on statement	£0.00
Balance at Bank	£193,768.12

Budget reports – June 2023

Expenditure			
Code	Item	Budget	Spent
G	VAT	£5,000.00	£1,239.19
H	S137	£100.00	£0.00
I	Other Grants	£1,000.00	£0.00
J	Clerk's Salary	£27,000.00	£6,301.06
K	Clerks Expenses	£2,000.00	£204.00
L	Office expenses	£1,000.00	£146.52
M	Village Hall Hire	£1,500.00	£324.00
N	Chairman's Allowance	£200.00	£0.00
O	Subs	£1,500.00	£1,338.99
P	Courses, Travel etc	£1,000.00	£0.00
Q	Insurance, Audit, Elections	£2,500.00	£116.20
R	Miscellaneous	£2,500.00	£1,757.83
S	Herald Printing	£6,000.00	£1,846.00
T	J Morrish	£6,500.00	£0.00
U	Grass and hedge cutting	£2,000.00	£0.00
V	Other Maintenance	£5,000.00	£1,467.50
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	£421.00
AC	Toilets inc: wages, consumables, rates, elec, utilities, repairs	£15,000.00	£2,025.29
AD	Flood equipment and Maintenance	£860.00	£38.96
AE	LFRG expenses	£860.00	£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	£220.00
AI	YC Utilities	£2,500.00	£763.21
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	£1,635.00
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	£122,820.00	£21,357.39
	Add VAT		£1,239.19
	Total		£22,596.58
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 fundrasing		£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 maintenace		£1,806.18
Apr 22-Feb 23	The Hub buiding maintence		£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
15/06/2023	Cliff field ornate kissing gate and burial ground gate		£1,437.50
15/06/2023	Two new benches in Front Meadow		£900.00
	Community notice boards		

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	22,738.28
I	DCC re Candys Field	400.00	0.00
J	Herald Adverts	3,000.00	1,148.00
K	Burial fees	2,500.00	875.00
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	720.00
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	51,178.23
	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	14,825
	Cil money carried from 22/23	93,008.52	42,090.73
	Total allocated balances	188595.95	56,915.73

23/58.3 Clerk's Action List

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

23/58.4 Correspondence received.

The Clerk kindly asked to read a letter submitted late to the PC from a resident:

Dear All,

May I on behalf of my Little Team (CORD) of organisers and, indeed of all the "collaborators helping to make a success of the Wildlife Festival on 3rd June, thank the Lympstone Parish Council for their most generous support and encouragement. Cllr Staddon has written a most heart-warming tribute in this month's Herald.

which has made our efforts so worthwhile to try to expand our ideas for future village engagement in helping wildlife. Thank you so much, Lisa.

We were so delighted too that Cllr Jeff Trail from DCC had joined us with interest and encouragement for future enterprises to help Nature's struggling survival. Many thanks.

Remembering our newly crowned King, a dedicated lover of wildlife, who has sent us a charming card of good wishes, it was most heartening to see and to hear the enjoyment amongst our Lympstonians on a beautiful Summer's Day with a wealth of new, positive Thoughts and new initiatives evolving for even far greater action to Protect our wildlife.

Any more of these new suggestions always greatly received. Let our Lympstone Parish Lead!

Profound thanks to everyone.

Mary Truell

Cllr Linfoot proposed that the PC write a letter of congratulations and thanks to Mrs Truell for the event. Unan.

RESOLVED that the PC respond with a letter of congratulations.

23/59 Reports from the Chairman, East Devon District Councillors and Devon County Councillors

The Chairman read his report:

Thanks and well done to Lucy for ordering and arranging the fitting of the new noticeboards under the railway arch. They have massively improved the area, and importantly lock as we recently had an incident at the noticeboard opposite School Hill. Some idiot opened the noticeboard and threw the notices across the road, our thanks to the parishioner who tidied them up.

This weekend Cliff Field hosts the Hospiscare charity walk and Picnic. I hope all partaking have a good day.

As we head into the summer, we look forward to the regular summer events, School sports day, Shakespeare in the garden, sailing club regatta, Garden Club summer show and the Furry Dance (if I've missed any I apologise in advance) I hope they go well and the sun shines on you.

Congratulations to our two new councillors and thank you for volunteering.

A big thanks to all Councillors for the work so far this year. We head into our summer break, but undoubtedly we will be meeting at either committee meetings or full Council meetings to discuss planning applications.

Have a good summer.

District Cllr Jung read his report:

Lympstone PC 03.07.2023 - Bio diversity

Slowly it's been recognised by government that Nature is in decline, with new national policies finally obtaining support and filtering down to County and District Level.

East Devon District Council will now be required by the new Environment Act to start delivering Biodiversity Net Gain duties this November.

What does this mean? Basically, any development from November above 10 houses and from next April any development will need to demonstrate that the development will provide a net gain of 10% Biodiversity from the existing site. Our new emerging local plan will it is hoped will increase the percentage to 20%. This will bring forward brown field sites and less productive land forward first. If sites cannot provide a net gain, then developers will be required to do this off site, but there will be an incentive to do it locally.

We have actually 2 major emergencies, our dwindling Nature, and our changing Climate. We have declared a Climate Emergency, but we have not yet declared a Nature Emergency. Yet we know that without reversing the dramatic decline in Nature we have little chance in achieving zero carbon any time in the future!

Enhancing and reversing the declining trend to Nature goes hand in hand with Climate Change.

Our ecological work already assists on current planning applications plus involved in the multi-agency, multi county River Axe catchment area where at present no building work can proceed due to nutrient neutrality, (basically the river is dying!) plus supporting our already strong nature recovery work, plus working on a new Tree Policy, and shortly our emerging Nature Recovery Plan along with Devon County Council.

As I see it, we want to boost nature and work with nature to tick as many boxes as possible.

In no particular order

- Flood resilience*
- Fish Passage.*
- Increase Biodiversity,*
- Reduce invasive species and increase native species*
- Carbon offsetting*

- Woodland creation.
- Increase public access (which benefits Habitat Mitigation)
- Reduce hard engineering.
- Reduce Soil Erosion.
- Cleaner rivers and coastal waters.

We already have the Seaton Wetlands, which last week had the fabulous news that Avocets have successfully bred there, (the first in Devon for 175 years!) and Sand Martins now nesting, we have the Lower Otter being returned to a natural salt marsh estuary again after 200 years and the emerging Clyst Valley Regional Park, plus we are already protecting the Pebblebed Heaths and the Exe Estuary, but with the help of Biodiversity net gain we will be able to do so much more.

Recent Flooding

An area around Newton Poppleford was severely affected by the recent floods with over 100 properties damaged.

Early Assessment would seem this storm was very intensive, far higher than normal, and no amount of preventive measures would have much effect.

The multi-Agency response worked well, and I would like to thank Devon County staff and East Devon staff for there contribution in the clear up and recovery work.

DCC as the local flood authority are now busy working on finalising a report on the reasons for the flooding, the damage, and lessons learnt. I was pleased that representatives from Lympstone Flood Team have been involved in the recovery briefings and the report will provide help and assistance to all resilience groups once published.

The Chairman asked Cllr Jung who measured the 10-20% biodiversity? Cllr Jung explained that this would be the EDDC ecology officer. The developers would first assess then the ecology officer would assess. Cllr Minter asked where the net gain off site would be expected by developers? Cllr Jung explained that the off set would be close to the site being developed. Cllr Culhane asked if a point framework was used? Cllr Jung explained it was and had proved to work well. Cllr Minter enquired if it was simply a developer ticking as many boxes as possible? Cllr Jung added that it could only be judged by outcomes and conservationists believed this worked. Cllr Culhane asked how the EDDC ecological work and Nature Recovery Plan dove tailed with current building developments? Cllr Jung explained due to housing needs and climate change it had to work. Cllr Culhane asked for a timescale for the local plan review to be completed. Cllr Jung explained that it could not be completed until the government released their targets.

Cllr Atkins asked if the electric charging points in the car park were working. Cllr Jung was not entirely sure but understood they were.

District Cllr Ingham added with offsetting and previous developers he had a cynical mind. He added that it was important to search for correct evidence. Cllr Ingham explained that EDDC had their first strategic planning committee meeting, and the government was still to deliver on housing numbers. He believed there was hope for local authorities to set own housing numbers and it had been a challenge to identify alternative strategies.

County Cllr Trail, on behalf of himself and County Cllr Scott, welcomed the two new members to the PC. He explained that with upcoming events planned for the summer there had been no submission to Highways for any road closures. He apologised for not letting the PC know about the new speed camera installed at Courtlands Cross but he had not been informed himself to pass on the information in time. He explained that two cameras monitored traffic speed; the other two cameras had been installed at the request of the police. He explained that all revenue raised went straight to the Treasury. County Cllr Scott added that all data from the cameras could be submitted to the PC.

Cllr Linfoot explained that he had attended the 20mph seminar and added that this would be raised again in September for the PC to investigate.

No police report had been received.

23/61 Memorial planting

Cllr Lewis reported that in his experience there were issues with planting individual trees for a particular cause eg if the tree died or was diseased etc it was a very emotive area to deal with. He suggested that the PC should receive donations towards memorial tree planting instead. Cllr Lewis added that an overall review of planting trees in the Parish was necessary. The Chairman reminded all present that last year a copse in Candys field had been discussed and this idea should be revisited. He proposed a location for this initiative be discussed at the next assets committee meeting. Unan.

RESOLVED that a suitable area in Candy's field was identified for trees by the Assets committee.

23/62 Planning applications

23/1095/LBC - Proposed Replacement Render to Front and Rear Elevations, (Part Replacement Render to Rear Elevation of Haymore Thatch), Proposed Replacement Casement Windows W.7 and W.8, Proposed Replacement 10 Panel Glazed Door D.2, Proposed Replacement Stable Door D.3, and Proposed Replacement Windows and Door to Garden Room at Town Dairy Cottage Church Road.

Cllr Linfoot proposed to support the planning application in line with the conversation officers' recommendations. Cllr Francis seconded. Unan.

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

23/0859/LBC - Proposed replacement steps (between C18 cottage and C19 rear extension) including alterations to realign partition and reposition bathroom door at Town Dairy Cottage Church Road.

Cllr Linfoot proposed to support the planning application in line with the conversation officers' recommendations. Cllr Francis seconded. Unan.

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

23/1194/LBC - Remove a contemporary partition within the upstairs master bedroom and provide an en-suite to second bedroom at first floor, and installation of vent slate on north elevation at 2 Nutwell Cottages Exmouth Road.

Cllr Linfoot proposed to support the planning application. Cllr Staddon seconded. Unan.

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

23/1259/FUL - Provision of silage clamp at Thorne Farm, Exmouth Road.

Cllr Lewis reported that this proposal was a more environmentally conscious choice and supported the application.

A resident asked where the storm water would go as he was concerned with flooding issues further down the village. The applicant explained that the rainwater would go to the Brook and the foul water would go to a tank. They had considered and mitigated flooding issues.

Cllr Linfoot proposed to support the planning application. Cllr Atkins seconded. Cllrs Culhane, Francis, Hill, Lewis, Payne and Staddon supported. Cllr Minter abstained.

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

23/63 Planning decisions

RESOLVED that the EDDC decisions were noted.

District Cllr Jung mentioned that the temporary car park application was going to committee next week for full discussion.

The Chairman explained that 3West planning application was now live and as the consultation expiry date was 23rd July, he proposed that there was a full PC meeting to discuss this application on 17th July at 7pm in the function room of the village hall. Unan.

RESOLVED that an extraordinary meeting for planning application 23/1269/MFUL would be held 17th July at 7pm in the function room.

23/64 Reports of Committees

23/64.1 Assets and amenities committee

Cllr Atkins reported that there was an increased use of the public toilets due to the Exe Estuary Trail. He proposed that a grant request of £1000 to both EDDC and DCC was applied for to support the PC providing the public convenient facilities. Unan.

RESOLVED that the Clerk apply for two grants of £1000 to EDDC and DCC.

Cllr Atkins reported that the overgrown trees beside the public toilets needed felling. Cllr Lewis felt that the trees needed trimming not removing.

Cllr Staddon explained the nettles behind the pre-school urgently needed cutting down.

Cllr Linfoot felt both gate posts at Avenue Field needed urgently replacing. Cllr Atkins seconded. Unan.

RESOLVED that both posts would be replaced with new wooden posts.

Cllr Atkins explained an advert was necessary for a play equipment inspector and the wood play equipment was badly splitting.

He reported that the Jubilee oak tree was dead and must be replaced in the Autumn. The Clerk explained that another Oak tree was necessary to replace the fallen Oak tree with the TPO.

The Chairman proposed that the Clerk circulate two adverts, one for a handyman and one for a play inspector in the Herald. Cllr Payne seconded. Unan.

RESOLVED that the Clerk draft two adverts to publish.

Cllr Atkins explained that the VH had made their position on room hire clear, but the future tarmacking of the car park still needed to be discussed and this would have to be added to the next Assets Committee agenda.

Cllr Lewis reported on a potential weed action day in the Parish for all residents to get together and clear their weeds along their properties in September. District Cllr Jung explained anyone who worked on the road needed specific training. The Chairman felt that due to this reason the initiative would not be able to proceed.

23/64.2 Planning and transport committee

Cllr Francis read her report on the EDDC webinar she attended, held on 15th June 23 regarding the East Devon Local Plan review:

Next Steps with East Devon Local Plan Webinar June 15th 2023

The purpose and content of the webinar was to explain how the numbers and housing requirements for the district are calculated and are necessary to achieve Central Government dictated policies.

The whole process as it was explained is extremely complicated and full of acronyms, planning jargon and existing planning regulations. The slide show presentation they used will be available to view.

Michael Gove's much published and welcomed announcements of taking account of local community's views don't seem to have filtered through to the actual numbers local authorities are being asked to provide at the present time. It was felt even if there was a change in government Labour's announcements seem to indicate they too would support high building numbers to meet the perceived housing shortage and demand.

East Devon feels that because approximately two thirds of the district is designated AONB there is no alternative but to locate the vast majority of numbers of houses expected of them in the west towards Exeter. It was also mentioned this had advantages for employment and transport links. They have calculated 910 new homes for East Devon per year will be necessary to meet their target. They also feel, if I understood correctly, they do not have grounds to challenge this figure for the district as most local authorities are being expected to meet high targets.

*It did become clear if any challenge to the expected numbers or any development site was mounted then there must be clear, strong, **verifiable** supporting evidence to do so. A strong case for any **exceptional circumstance** has to be made. Strong really means **unique** because other areas also have concerns about infrastructure, coastline or biodiversity. The officers were at pains to point out challenging the numbers from Central Government came with risks. East Devon is very focused on demonstrating they have a robust plan will stand up to Inspectors scrutinizing the evidence provided to illustrate they have fulfilled the brief of meeting the required need of housing numbers locally.*

As a consequence of this, it seems, they are continuing with their concept of Principle Centres and Local Centres for Development. Unfortunately, Lympstone is still counted as a Local Centre and the number of houses expected of us remains high.

The Feedback from the Public Consultation resulted in comments that could be anticipated and they broadly expected. 3,500 responses were received through the 'Portal'. 94% of those responses were from local residents and 60% of responses were made by people 55 years and over. The numbers proposed were challenged, the majority of proposed sites received objections with infrastructure concerns, loss of green/agricultural spaces and affordability being cited most frequently. Some sites/proposals including building 'new towns' received support but these were not quantified during the presentation. The results were passed over relatively quickly and there was no indication if any of the public's views or concerns had been taken on board or taken into account for the next stages of finalizing the Local Plan.

Neighbourhood Plans are important but do not over rule any other way of meeting the housing need. Again, if any of the Parishes who have an adopted NP wish to use them to oppose or challenge any particular aspect of the new Local Plan there must be strong verifiable evidence in support.

The next steps in the process are more planned webinars and a Strategic Planning Committee meeting is scheduled in July 2023. It is likely that it will take another 2 to 3 years before the new plan for East Devon is adopted.

I'm not sure how residents are supposed to accept or understand the very complex process of how and why these steps and decisions are taken. Practically, possibly the only thing we can do currently is work on evidence gathering.

The Chairman felt a meeting was necessary with Woodbury Parish Council (WPC) and Exmouth Town Council (ETC) to work together regarding future planning developments. Cllr Atkins proposed a meeting including EDDC and DCC representatives. Cllr Linfoot seconded. Unan.

RESOLVED that a meeting with WPC and ETC would be arranged.

23/64.3 Community committee

Cllr Payne updated all on creating a history box in the newly adopted BT telephone box (outside the Swan) and asked Cllrs to agree the next action. She explained the total cost for a complete conversion would be approx £1500 and this could come from CIL funding. Cllr Payne proposed a maximum budget of £1800. Cllr Linfoot seconded. Cllrs Atkins, Francis, Hill, Lewis, Minter and Staddon supported. Cllr Culhane abstained.

RESOLVED that a maximum budget of £1800 was agreed to convert the phone box to a Lympstone history box.

Cllr Payne reported that an initial public consultation for immediate neighbours and user groups had been held on 20th June for the proposed rebuild of the Hub building. Many residents came and everyone was very positive about the proposals. Cllr Payne proposed that £4,500 was now agreed for full drawings and set of plans for future public consultations. Cllr Linfoot seconded. Cllrs Culhane, Francis, Lewis, Hill and Staddon supported. Cllr Atkins objected, and Cllr Minter abstained.

RESOLVED that £4,500 would be allocated towards full drawings and plans for a new Hub building.

23/65 Items for the next Agenda

Contract management and work specification.

Meeting closed **9.50pm**

Chairman:

Date:

**MINUTES OF A LYMPSTONE PARISH COUNCIL MEETING HELD IN
THE VILLAGE HALL AT 7.00PM ON MONDAY 17TH JULY 2023.**

PRESENT:	
Councillors	D Atkins, S Culhane, S Francis, A Lewis, A Minter, M Moffatt, N Linfoot (Chairman) J Payne and L Staddon
Clerk	Miss L Tyrrell
County Councillors	J Trail and R Scott
District Councillors	B Ingham and G Jung
Public	30 members

Public session

The Chairman welcomed all present and read his statement:

Good evening.

This is a full Parish Council meeting called to discuss the planning application submitted by 3West to build 42 houses in the fields off Meeting Lane. The meeting is primarily for the Parish Council to decide if it supports or objects to the application, but an important part of that process is to listen to and consider the views of the Parishioners. However, it is important that all who either support or object to this application, submit their own response to East Devon Planning, by this Sunday, (the 23rd July).

I am chairing the meeting this evening but will abstain from the vote as I live in Gulliford Close.

This application is outside the Built-up area Boundary, and although described as green wedge in the 2015 East Devon Plan, is now considered 'countryside' by East Devon District Council.

This meeting will be run as per the DALC guidelines, with the Public being provided first opportunity to make a statement or pose questions to the 3 West representative. Each person has a maximum of 3 minutes to make a statement, or list questions. If you are here as part of a group or family, I would ask that you appoint a representative to state your views. I would request that speakers are not interrupted, and people await their opportunity to speak. If a particular subject is raised, I will ask if there are any other questions on the same subject before inviting a reply from 3West.

Once the public session is closed, the Councillors will then have an opportunity to speak or ask questions.

Prior to the public session commencing, I would like to clarify a couple of points re comments contained in the planning application and press.

3 West have stated on the application that consultation has taken place to date but have not detailed the response to the consultations. On several occasions 3West stated that they have been asked by EDDC to develop the field and are in possession of a letter from the planning department.

The letter referred to in the planning application in August 2022, refers to your submission (under the call for land scheme) during the EDDC planning period. It references your submission and states a scheme with: -

No more than 40 houses

Entrance on Meeting Lane

Preservation of hedgerows

Would be considered by EDDC.

Since then, the EDDC plan has been suspended.

I along with Councillors Staddon and Francis met with 3West representatives in March this year. At this meeting you explained your scheme and referenced your letter from EDDC planning.

At that meeting, we made it clear that :-

The field was outside the BUAB

In the Green Wedge (as described in the East Devon Plan)

That we would object to wholesale removal of hedgerows

That we objected/considered it dangerous to have an entrance in Strawberry hill.

Mr. Billings from 3West attended the Parish Council meeting on the 18th May. Again, Councillors reinforced the view that this was outside the current BUAB and repeated their objections to an entrance of Strawberry Hill and destruction of hedgerows and trees.

Finally, I note from your own consultation results that 4 responses were in favour of the development. 840 houses in the village were canvassed, this amounts to less than half a per cent of the Parish who support the application.

3West are keen to say they have consulted. On the Local Government website on housing, there is a paragraph: -

What is consultation?

'Consultation is technically any activity that gives local people a voice and an opportunity to influence important decisions. It involves listening to and learning from local people before decisions are made or priorities are set.'

Your plans ignore the response received after your meeting with EDDC planning. They have not changed in 2 meetings with Lympstone Parish Council, or your own housing survey.

The Chairman explained that the meeting would be recorded for minute taking purposes. He explained that he had written to the Clerk and requested Council to grant a dispensation for Chairing the meeting. Cllr Francis proposed that the dispensation was granted. Cllr Culhane seconded. Unan.

RESOLVED that a dispensation was granted for the Chairman to Chair the meeting.

Members of the public, including Lympstone Flood Resilience Group, raised the following concerns:

- Water run-off from the site would only add to an already existing flooding issue along Meeting Lane – proposed plans did not eliminate this. It would be irresponsible to support this without further discussion.
- The current flooded roads were impassable.
- Drainage in situ was already unreliable.
- The planned attenuation pond was close to the banks which leaked.
- The plastic crate system proposed also leaked.
- Many impermeable areas proposed on drawings must be addressed.
- Current sewage systems already overloaded and cannot cope, where was the additional sewage going to go?
- Meeting Lane was a 60mph highway which was dangerous to add the development entrance to.
- Entrance to Strawberry Hill was a dangerous and difficult access to navigate. Extremely narrow road.
- Harefield crossroads was an incredibly dangerous junction on to the A376.
- Exit from village by the Saddlers Arms traffic lights was already congested. Often caused blocking of minor roads and A376.
- Each house would increase traffic flow and congestion.
- It would increase traffic along already dangerous highways.
- Layout of site had not considered neighbouring properties privacy. Would cause noise pollution and disturb a peaceful environment.
- Outside BUAB.
- Contravene LNP and current EDDC local plan.
- In coastal preservation zone.
- Land had been redesigned as 'countryside' and no longer green wedge – when was the public consultation for this? - District Cllr Jung added that this site had never been green wedge.
- Over time, the hedgerows had been slowly destroyed.
- Damaging to wildlife.

- Lack of public consultation.
- Layout of plan ensured houses were segregated and divisive. Did not promote community cohesion.
- Affordable housing proposed were small.
- No footway or paved access from development to surrounding village.
- Overdevelopment of site.

Nick Yeo, director from 3West was present and introduced himself, his flooding and highway experts and architect. James Blyth, flooding risk and drainage engineer explained that 3West was focused on site impact to the environment and had improved the sites drainage. He added that the runoff water went to a Highway gully along Meeting Lane to the Nutwell estate and out to the Exe. It had been designed with a 100year rainfall event. The site, even once developed, would not produce anymore run off than current field. They had calculated additional 45% rainfall and with the non-permeable areas the site would discharge less than the green field site. Nick Yeo had undertaken underground investigation and the water runoff from the site would be improved as the water was collected, stored on site and the discharge controlled.

Mrs Bates, Clerk to Woodbury Parish Council read WPCs response to EDDC regarding the application:

This development is situated on the boundary of the Parishes of Lympstone and Woodbury.

Currently this is outside the existing built-up area boundary of Lympstone; it's within the Coastal Preservation Area and is not in the East Devon District Council Local Plan.

The proposal is somewhat failing in being a well-designed development, it is not sympathetic nor of benefit to Lympstone village, its residents or to those in the neighbouring parish of Woodbury.

We have major concerns with the drainage of this site; the potential levels and the proposal to culvert a watercourse behind Plot 19 is against DCC culvert policy (culverts only permitted for essential access).

Discharge is into a watercourse within the site boundary, but there does not appear to be any information about the downstream drainage system in relation to the ownership, capacity and condition. With the history of flooding within Lympstone and issues with the current old infrastructure, this development could exacerbate the current issues or if there is not capacity add to it.

This proposal is actually two developments in one with poor access to the site, additionally, Strawberry Hill is a narrow lane that cannot accommodate an additional access which is also unnecessary and would ruin an existing Devon Bank / ancient hedgerow.

Lowering biodiversity and wildlife corridor between the River Exe SSSI site and the pebble bed heath (AONB)

Incohesive community with an us / them divide

No footway link with existing village along Strawberry Hill.

Strawberry Hill is extremely narrow and this access would be dangerous to other road users and pedestrians.

Meeting Lane is slightly wider, but access and visibility is still of concern.

Harefield Cross a difficult junction to navigate, this proposed development will cause additional traffic to this location.

If this development is favoured by EDDC then there is an easily remedy to not having two developments / accesses. By rotating the 5 executive dwellings by 180 degrees and having an access drive in-between plots 35 and 36 with their garages relocated to the rear of their plot. This would still provide exclusivity but be more cohesive with the whole site; the Devon Bank / ancient hedgerow would remain and safety concerns eliminated from Strawberry Hill.

This proposal is of unimaginative basic design, the layout is lacking thought; with the open space not planned to its fullest potential, neither does it bring additional facilities to enhance the existing village; there are no speed calming measures (a 20-mph scheme would be a benefit to the village); nor an enhanced gateway to the village incorporating the 17th Century historic Dissenters Gulliford Burial Ground.

Woodbury Parish Council will not be supporting this application on the above grounds and will also be supportive of Lympstone Parish Council with their observations.

3West Highways expert explained that he had met with officers from Devon County Council and viewed the constraints. They had agreed the access along Meeting Lane and there would be a footway and some hedge removed for safe visibility. The current guidance meant houses had frontage along the Strawberry Hill side. DCC and their safety team felt it was essential to have an access along Strawberry Hill. The access entrance would enhance the road and vehicular activity. Nick Yeo explained it was a new regulation not to have the rear garden facing a road as a matter of privacy and it was good advice to have the frontage of properties facing the road to create the right frontage to enter the village. A resident highlighted that the proposed new road layout would pass the rear gardens to existing properties. Nick Yeo added that the draft allocation for the site was 46 properties and 3West was proposing 42. The site could potentially host 70 properties. He explained that the developer was duty bound to enhance biodiversity on site. The hedgerows were a failing issue when the site had been originally purchased by 3West. They would be planting new hedgerows. He added that a community engagement was not necessary but 3West had chosen to interact and work with the community.

23/66 Apologies

Cllr K Hill due to work commitments.

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

RESOLVED that the Apologies were approved by the PC.

23/67 To receive any Declarations of Interest

Cllr N Linfoot declared a personal interest.

Cllr D Atkins declared a personal and contractual interest.

This was recorded in the book.

23/68 Planning application

23/1269/MFUL - Construction of 42 residential units (14 affordable), new vehicular accesses from Meeting Lane and Strawberry Lane, pedestrian access onto Meeting Lane, associated internal roadways, SUDS features and landscaping at Land South Of Meeting Lane Lympstone.

Policies:

Cllr Francis read her statement and questions:

Housing development policy and guidance is currently undergoing change. East Devon has an Emerging Local Plan but existing plans, the East Devon Local Plan and Lympstone Neighbourhood Plan, are still in effect. All this has to be set against and delivered within the National Planning Framework and targets set to meet the perceived housing need hence the whole area is very complex, often subjective and sometimes even contradictory.

A key point that also needs to be considered urgently and clarified by EDDC is the status of these applications coming forward after the 'call for sites' in advance of the emerging plan being adopted. Will these sites and GH/ED/73 be treated as 'windfall' sites and included in current housing numbers, expectations and therefore not considered in the emerging new local plan as early arrival sites – which would mean even more housing numbers would be asked of Lympstone?

One of the core principles of the National Planning Framework is a genuinely plan led system empowering local people to shape their surroundings.

Did 3West have this as one of their core principles when making their development plan for GH/ED/73?

Nick Yeo explained that 3West had considered both the housing needs for the area and EDDC housing needs.

Point 66 of the National Planning Policy Framework states “Applicants will be expected to work closely with those directly affected by their proposals to evolve designs that take account of the views of the community.”

When you first approached the PC, you had already approached East Devon in ‘the call for sites’ and came to the site meeting with the plan we see before us. Is this really taking account of the views of the community, especially when so many of our Neighbourhood Plan statements do not seem to have been taken into account?

Nick Yeo explained that 3West had first engaged with LPC in February. 3West had a considered approach to the design. He accepted the points raised regarding the access to the site. They had taken all formal consultation with interested parties into account.

GH/ED/73 is outside the BUAB. Strategy 35 of current East Devon Local Plan states exception sites of mixed affordable and open market schemes at villages and outside of BUAB for up to or around 15 dwellings will be allowed where there is a proven local need demonstrated through an up-to-date robust housing needs survey. Affordable housing must account for at least 66% need.

In view of this how do you justify the size of your proposed development, your percentage of affordable housing and overriding Policy 5 of our Neighbourhood Plan preferring smaller scale developments? Is 1/3 affordable housing sufficient to meet this flexibility for development outside the BUAB?

Nick Yeo explained that the number of dwellings proposed bought it inline with EDDC local plan. EDDC had encouraged the developer as it was a responsible plan.

The other Councilors have more questions and concerns. Councillor Jung is always asking us ‘how many houses we want and where we want them’. Whilst we may have to eventually and reluctantly accept some development the plans that are subsequently agreed by EDDC have to demonstrate they have listened to and truly address these concerns and issues and views of the community and show they have listened.

Cllr Minter added that EDDC local plan was an emerging plan. The current LNP and EDDC local plan should be adhered to. The emerging plan was under review and did not carry any weight. You could not rely on something that was not approved. LNP asked for affordable and single storey homes which was not proposed. The current design could not be supported as it was not in any current plan. If it was accepted, then it would not be a democratic process. Nick Yeo explained that there was a majority mix of 1//2/3 bedroom properties proposed. There was two ground floor maisonettes and two bungalows. Other accommodation was easily adaptable.

Cllr Minter added that an appropriate mix of properties from 3West differed from that of what the plans showed, or the PC and residents viewed.

Highways, flooding, infrastructure, and drainage:

Cllr Payne read her statement and questions:

Why are there two entrances? There is no need for this. Both roads are narrow and traffic for this many houses will mean congestion, poor visibility and speeding issues, complacency (60 percent of all fatal motoring accidents occur on country roads).

There is no allowance for road parking only drives. We have to be realistic; most people travel by car and have two cars per household. Visitors have nowhere to park so will use the road. There will be no safe passing area as the roads are too narrow. Properties have been crammed in.

If the development does go ahead have they considered only government/key workers? Teachers, Military, Nurses and Doctors (NHS), Fire service etc... It would be unique and will still achieve the sales desired. Setting a standard for the future. Still leaving out the 5-bedroom developments.

Nick Yeo explained that they could not restrict who a property was sold to.

Cllr Payne asked if they could be available to local people. There was no need for five-bedroom properties. How adaptable was the development plan to allow for more affordable houses?

Cllr Staddon explained that she worked at the local school and would often take pupils, on foot, around the village. She read her statement and questions:

Please note that National Statistics state 'Most people will walk to a destination, that is less than one mile'. Great news, however, this doesn't take into consideration traffic or pavement links. To include families and disabled users and access.

While one exit out of Meeting Lane will have a pathway to link the village, Strawberry Hill is down to have a shared surface, that being of a road. As of yet, no conversation has happened with Gulliford Close Management Committee to change this.

Highway Safety has reported (see appendix 3.32 of planning) they see no pattern of collisions of pedestrians at the crossroads of Meeting Lane, this is part of the route you would take from the new Development to reach St Peters (stated as a 10 min walk).

What has not been taken into consideration is the likelihood of a pedestrian using the 'on foot' method to reach St Peters, most within the village would not want to cross at this point, we ask ourselves why?

Also, to be considered is the cycle access to Tesco, stated as 17 minutes, they're right we have a cycle link to Exmouth, but this does not at present link us to the upper side of Exmouth by 17 minutes on a bike.

My point here being, a car is still needed to make these small journeys, until road safety or cycle links improve, thus added journeys within the village.

The Meeting Lane junction with the A376 has an average of 3,148 cars that pass on a morning peak time. (Road Traffic Count)

The New Development has parking for 118 cars, with a matrix worked to estimate a movement of 202 cars in a 12-hour period. Are these cars exiting Meeting Lane?

Although it will only have a 1.5% uplift of traffic, it could see a lot of cars waiting at peak times to exit right here on the A376, would this then push those who wish not to 'Run the Gauntlet' on this junction to the Saddlers?

The Saddlers junction has already become overused, it is a pocket for pollution as cars wait at the traffic lights.

A group called Vision Zero South West, that consist of emergency service providers and councillors striving for a reduction in speed on roads, have already classed the A376 as one of Devon's most dangerous roads and although the statistics provided by 3West have flagged up a limited number of RTC in past few years, VZSW have monitored 7 RTC over a 5 year period with 4 needing the air ambulance, all on our stretch of A376.

To make vision adequate for the 'private access' of Strawberry Hill, a substantial amount of hedgerow would have to be removed for this to be safe. Again, removing mature hedgerows for cars.

The NHS is pushed to its limits, in our area, we in Exmouth are oversubscribed by 443. It has been suggested that to cater for the new development, that the matrix of 42 house x 2.19 people per dwelling would need extra GP space of 7.36m² and at a cost of £627 per patient. I'm not sure this takes into account extra doctors or the lack of space to increase the already cramped surgeries.

My last point is the local school. Whilst they are not full to capacity, in September, two-year groups will be, this is a current trend locally in particular year groups. They have limited funding with already limited resources. Out of interest they have 182 pupils starting in

September and their capacity is 210. This does not take into account transient pupils from military backgrounds that start midway during terms.

County Cllr Trail explained that the County Cllrs had not met with 3West but welcomed the opportunity. County Cllr Scott explained that there would be no traffic lights installed at Harefield cross. He explained that permission would not have been given to use Highways drains. He would like to know which officers were met and the actions that were agreed before commenting further as this would have been an agreement in principle. Questions on drainage needed answering and he was not in favour of the site access points.

Cllr Moffatt asked if solar panels and heat pumps were planned into the development? Nick Yeo explained they were. Cllr Moffatt expressed a concern for the removal of hedges which had taken hundreds of years to establish and how that could possibly be replaced. Exactly what flora and fauna would be lost? Nick Yeo explained that the position of the hedges at access points to the site would be lost but visibility hedges would be pulled back. There would be an ecology report online to view.

Cllr Atkins explained that he could not comment regarding water run off through Nutwell estate due to family connections and had nothing further to add.

Biodiversity, ecology, protected trees and hedges:

Cllr Lewis noted that T4 marked on the map had 'good future potential' therefore, why was it being felled? Nick Yeo explained that it was an unavoidable access location and would save the other trees. Cllr Lewis questioned why the Ash in decline had not been targeted instead of felling a healthy tree? Nick Yeo explained the site access had been considered and this was the optimum design. Cllr Lewis felt that the tree inspection regime produced was light and how would the trees be protected? Nick Yeo explained that the arboriculturist would consider this and he would look at improving it.

Cllr Culhane added that she had requested the full ecology plan from 3West and had not received anything. The data submitted online was out of date. The site required a full biodiversity plan, providing EDDCs expected 20% biodiversity. Nick Yeo explained that 20% was not feasible for this site and 10% biodiversity was a government expectation. Cllr Culhane added that a developer could not cherry pick preferences from different policies according to their needs and what was doable. She explained that there were bats and birds nesting on the site. It was a priority to protect these habitats in such a sensitive area. An independent study was necessary. The hedges had been flailed so much that the species identified was poor but would not have been before the hedges were destroyed.

Nick Yeo explained that the supporting ecology report had been submitted by consultants and the EDDC ecology officer would query if this was not correct. Cllr Culhane asked for the ecology report date be checked. She also asked if a grey water scheme had been considered as this would help soak up surface water. Nick Yeo could not commit to this but would investigate it. Cllr Culhane asked for a development timescale if permission was granted. Nick Yeo explained a construction programme would be 18 months.

Housing stock, renewable energy and water harvesting

Cllr Minter reiterated that the planning design needed a mix of houses not segregated ones. It needed a cohesive mix for both families and elderly residents to create a sense of community. He also asked if renewables had been considered. Nick Yeo explained everything, but grey water, was considered for the new developments.

Cllr Lewis added that the infrastructure for watering new trees proposed must be considered to ensure they survived eg using grey water. Nick Yeo explained that 3West had a duty of care to look after new trees and replace them if they died.

District Cllr Ingham felt all points were rational and reasonable. He encouraged the developers to listen to what had been raised. District Cllr Jung thanked 3West, the PC and the residents for attending. He explained that a proposal must be considered as EDDC could not demonstrate a five-year land supply. EDDC biodiversity plan would set targets and begin in November. EDDC preferred 'pepper pot' housing developments.

Nick Yeo explained that the pedestrian link to Gulliford Close was led by DCC not 3West. 3West primary pedestrian link was on Meeting Lane. He added that it would be great to have ongoing meetings with LPC. He felt it was a missed opportunity not to have shown the design as the architect was present. He stood by the proposed scheme and the application was with EDDC. He wanted everyone to get something out of the scheme.

Cllr Minter proposed to object to the planning application due to the lack of biodiversity and ecology preservation, outside BUAB, flooding concerns, access to highways, contravened LPC and EDDC local plan policies. Cllr Culhane seconded. Unan.

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

Meeting closed **9.05pm**

Chairman:

Date:

23/73 Clerks Report

ii) 2022/23 AGAR Section 3 – Notice of Conclusion of Audit, external auditor report and certificate.

Lympstone Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2023

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for Lympstone Parish Council for the year ended 31 March 2023 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Lympstone Parish Council on application to:	
(a) <u>LUCY TYRELL</u> <u>Clerk + RFO to Lympstone Parish Council</u> <u>c/o Minnows, Longmeadow Rd, Lympstone</u> <u>EX8 5LF</u>	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(b) <u>10am - 2pm (Mon-Fri)</u>	(b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any person on payment of £ <u>2</u> (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) <u>Lucy Tyrell</u> <u>LUCY TYRELL - CLERK + RFO TO LYMPSTONE P.C.</u>	(d) Insert the name and position of person placing the notice
Date of announcement: (e) <u>7th August 2023</u>	(e) Insert the date of placing of the notice

Section 3 – External Auditor's Report and Certificate 2022/23

In respect of **Lympstone Parish Council – DV0234**

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2022/23

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

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

None

3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

31/07/2023

iv) Grant request from the film society – for the conversion of old film to new.

APPLICATION FOR A GRANT

<p>Name of organisation: Brian Mather as custodian of the Village film archive</p>
<p>Contact details: Brian Mather 01273 833333 brian.mather@villagefilmarchive.co.uk Hill Top Farm, Hill Top, Bingley, Leeds LS23 7BQ</p>
<p>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 have maintained for the last 18 years a comprehensive collection of films dated from 1930 to the present day of the village. The aim is to make it available to all via the internet and at a place where anyone may view when that place is made available.</p>
<p>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 have given, free of any charge, a number pf talks about the films and shown them to many village groups and societies including the Film Society, Sailing Club, History Society, Friends of the Church, and TAP..</p>
<p>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. A film has come into the position of the society which is 90 years old. Kit was the film belonging to John and Jill Newton of Two Jays Burgmann's Hill. Their old projector which I have is the same vintage but without a lamp and lined with asbestos This means the projector is unsafe and it would be sensible to have this historic film restored by a specialist company. The cost would not exceed £60 and would give the village a precious resource of 30minutes + of film.</p>
<p>If the grant is for a particular project, what is the total cost and where is the balance coming from. The total cost will not exceed £60. If the Hub is not prepared to support the whole cost I could ask the Film Society and History Society to contribute but the whole village will be able to benefit from viewing the film on the internet</p>
<p>Do you have a Constitution? If so, please supply a copy. I feel this is not applicable because the film will belong to the village by being on the website</p>
<p>Accounts. Please supply a copy of your last set of accounts and give details of your current account balance. N/A As above</p>

v) Finance – Income / Expenditure / Financial summary / Budget report

July 2023 Bank Account Reconciled Statement

Current Account

Statement Number	4	Bank Statement No.	4
Statement Opening Balance	£193,769.10	Opening Date	01/07/23
Statement Closing Balance	£190,228.75	Closing Date	31/07/23
True/ Cashbook Closing Balance	£187,467.75		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)
03/07/23	3190, 3191, 3192	Staff Costs	2,838.66	0.00
03/07/23	3193	Bagwells Ltd	418.81	0.00
03/07/23	3194	Castle CCTV Ltd	115.50	0.00
03/07/23	3196	D.G. Atkins	66.15	0.00
04/07/23	DD 4/7/23 (401)	EDF Energy Ref: 671024465401 (Toilets)	88.00	0.00
07/07/23	3197	Lympstone Village Hall CIO	60.00	0.00
07/07/23	3198	Optima Graphics Topsham Ltd	710.00	0.00
11/07/23	FPI	Herald Advert	0.00	15.00
14/07/23	500066	Multiple Suppliers/ Customers	0.00	472.54
17/07/23	3199	Lympstone Village Hall CIO	30.00	0.00
17/07/23	3200	Mrs Jo Cowe	915.00	0.00
17/07/23	DD 17/7/23 (135)	EDF Energy Ref: 671079829135 (YC)	119.00	0.00
17/07/23	DD 17/7/23 CF	EDF Energy Ref: 9208111111 (Candys Field)	148.77	0.00
17/07/23	DD 17/7/23 YC 166	EDF Energy Ref: 671079829166 (YC)	134.00	0.00
17/07/23	FPI	Herald Advert	0.00	10.00
18/07/23	FPI	Herald Advert	0.00	25.00
19/07/23	FPI	Herald Advert	0.00	25.00
21/07/23	FPI	Herald Advert	0.00	450.00
24/07/23	FPI	M Sillifant & Sons	0.00	1,106.00

Uncleared and unrepresented effects

18/05/23	3176	BT Payphones	1.00	
03/07/23	3195	J. Morrish	2,760.00	
		Total uncleared and unrepresented	2761.00	0.00

August 2023 Bank Account Reconciled Statement

Current Account

Statement Number	5	Bank Statement No.	5
Statement Opening Balance	£190,228.75	Opening Date	01/08/23
Statement Closing Balance	£181,298.01	Closing Date	31/08/23
True/ Cashbook Closing Balance	£178,576.48		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)
03/07/23	3195	J. Morrish	2,760.00	0.00
01/08/23	3201	Workwear Express	106.62	0.00
01/08/23	3202, 3203, 3204	Staff Costs	2,863.95	0.00
04/08/23	DD 4/8/23 (401)	EDF Energy Ref: 671024465401 (Toilets)	88.00	0.00
08/08/23	3205	Optima Graphics Topsham Ltd	568.00	0.00
08/08/23	3206	PKF Littlejohn LLP	756.00	0.00
08/08/23	3207	Hilton Barnfield Architects	600.00	0.00
08/08/23	3208	J & S Forestry	340.80	0.00
08/08/23	3209	Lympstone Village Hall CIO	60.00	0.00
15/08/23	DD 15/08/23 (135)	EDF Energy Ref: 671079829135 (YC)	119.00	0.00
15/08/23	DD 15/08/23 YC 166	EDF Energy Ref: 671079829166 (YC)	134.00	0.00
15/08/23	DD 15/8/23 CF	EDF Energy Ref: 9208111111 (Candys Field)	152.37	0.00
22/08/23	3211	Lympstone Village Hall CIO	302.00	0.00
22/08/23	3214	Exmouth Drain Cleaning	95.00	0.00
30/08/23	FPI	Herald Advert	0.00	15.00

Uncleared and unrepresented effects

18/05/23	3176	BT Payphones	1.00	
22/08/23	3210	Zurich Municipal	1,620.53	
22/08/23	3212	Devon Wildlife Consultants	1,100.00	
Total uncleared and unrepresented			2721.53	0.00

Budget Headings View – July and August 2023

Heading no Income	Committee	Description	2023/24	Actual Net
10	COUN	Precept	£48,500.00	£24,250.00
15	COUN	CIL	£0.00	£22,738.28
20	COUN	DCC re Candys Field	£400.00	£0.00
25	COUN	Herald Adverts	£3,000.00	£2,017.00
30	COUN	Burial Fees	£2,500.00	£1,981.00
35	COUN	Lymp FC	£0.00	£0.00
40	COUN	Flower Beds	£0.00	£0.00
45	COUN	Wayleaves	£10.00	£7.54
50	COUN	Misc	£0.00	£465.00
55	COUN	Web adverts	£0.00	£0.00
60	COUN	Parishes Together	£1,000.00	£0.00
65	COUN	External grants	£1,000.00	£720.00
99	COUN	VAT refund	£9,500.00	£0.00
70	COUN	YC Rech	£1,500.00	£1,446.95
75	COUN	VHMC	£0.00	£0.00
80	COUN	MoD Comm Cov	£0.00	£0.00
85	COUN	DCC error	£0.00	£0.00
90	COUN	Community Hub	£100.00	£0.00
95	COUN	Woodbury PC	£100.00	£0.00
100	COUN	Guildford BG	£0.00	£0.00
105	COUN	FLOS	£0.00	£0.00
<u>Expenditure</u>				
1000	COUN	Confidential	£27,000.00	£11,385.81
1005/1	COUN	Confidential	£2,000.00	£408.00
1015	COUN	Village Hall hire	£1,500.00	£776.00
1020	COUN	Chairman's Allowance	£200.00	£0.00
1025	COUN	Subscriptions	£1,500.00	£2,785.90
1030	COUN	Courses, travel etc	£1,000.00	£0.00
1035	COUN	Insurance, Audit, Electricity	£2,500.00	£746.20
1040	COUN	Misc	£2,500.00	£1,823.98
1045	COUN	Herald Printing	£6,000.00	£3,124.00
1050	COUN	J Morrish	£6,500.00	£2,760.00
1055	COUN	Grass cutting	£2,000.00	£0.00
1060	COUN	Other maintenance	£5,000.00	£1,751.50
1065	COUN	General tree work	£3,000.00	£2,340.00
1070	COUN	Bin emptying	£1,000.00	£298.33
1075	COUN	Handyman	£0.00	£0.00
1080	COUN	Notice boards - maintenance	£5,000.00	£0.00
1085	COUN	Play equipment	£500.00	£0.00

1090	COUN	Lights in CF	£2,000.00	£708.88
1095	COUN	Toilets	£15,000.00	£3,657.84
1100	COUN	Flood equip maintenance	£860.00	£38.96
1105	COUN	LFRG expenses	£860.00	£88.85
1110	COUN	Gulliford cemetery	£600.00	£0.00
1115	COUN	Burial Ground	£12,000.00	£0.00
1120	COUN	YC Maintenance	£1,000.00	£920.00
1125	COUN	YC Utilities	£2,500.00	£1,247.02
1130	COUN	Website etc	£500.00	£0.00
1135	COUN	Adv Weath	£200.00	£0.00
1140	COUN	Gully Emptying	£2,000.00	£0.00
1145	COUN	Parishes Together	£1,500.00	£0.00
1150	COUN	Hub Projects	£4,000.00	£2,851.67
1155	COUN	Cont VH Car Park	£500.00	£0.00
1160	COUN	DCC / DCF Funding	£0.00	£0.00
1165	COUN	YC Recharge	£0.00	£0.00
1170	COUN	Emergency Fund	£5,000.00	£0.00
1175	COUN	Lottery Grant (Jubilee)	£0.00	£0.00
1180	COUN	FLOS	£0.00	£113.50
2000	COUN	S137 Funding	£100.00	£0.00
2010	COUN	Other Grants	£1,000.00	£0.00
9999	COUN	VAT Payments	£5,000.00	£0.00
1005	COUN	Confidential	£3,000.00	£932.38
1005/2	COUN	Confidential	£1,000.00	£524.38
Income Total			£67,610.00	
Expenditure Total			£122,820.00	

vi) Clerk's Action List - Lympstone Parish Council: Clerks Action List – July and Aug 2023

Month and Minute	Response	Date Actioned
July – Public session	Clerk to contact LFRG to investigate overgrown vegetation in the Brook.	4/7
July - 23/58.4	Clerk to draft a letter from the PC of congratulations and thanks to Mrs Truell.	6/7
July 23/62 Planning Applications	23/1095/LBC - Proposed Replacement Render to Front and Rear Elevations, (Part Replacement Render to Rear Elevation of Haymore Thatch), Proposed Replacement Casement Windows W.7 and W.8, Proposed Replacement 10 Panel Glazed Door D.2, Proposed Replacement Stable Door D.3, and Proposed Replacement Windows and Door to Garden Room at Town Dairy Cottage Church Road. <i>Recommendation: support</i>	4/7 send recommendations from LPC to EDDC.
	23/0859/LBC - Proposed replacement steps (between C18 cottage and C19 rear extension) including alterations to realign partition and reposition bathroom door at Town Dairy Cottage Church Road. <i>Recommendation: support</i>	
	23/1194/LBC - Remove a contemporary partition within the upstairs master bedroom and provide an en-suite to second bedroom at first floor, and installation of vent slate on north elevation at 2 Nutwell Cottages Exmouth Road. <i>Recommendation: support</i>	
	23/1259/FUL - Provision of silage clamp at Thorne Farm, Exmouth Road. <i>Recommendation: support</i>	
23/63	Arrange an extraordinary meeting for planning application 23/1269/MFUL would be held 17 th July at 7pm in the function room.	6/7
23/64.1	Clerk apply for two grants of £1000 to EDDC and DCC. Clerk draft two adverts to publish maintenance contractor and play equipment inspector.	6/7
64.2	Clerk to arrange a meeting with WPC and ETC.	Emailed WPC 18/7
July 23/68 Planning application	23/1269/MFUL - Construction of 42 residential units (14 affordable), new vehicular accesses from Meeting Lane and Strawberry Lane, pedestrian access onto Meeting Lane, associated internal roadways, SUDS features and landscaping at Land South Of Meeting Lane Lympstone. <i>Recommendation: Object</i>	20/7 send recommendation from LPC to EDDC.
14/7	23/0599/FUL - To install a garden room at Lympstone Primary School. <i>28/7 Recommendation: Support</i>	
21/7	23/1445/CPE - Certificate of lawfulness to establish that the construction of a terrace to be used for agricultural purposes took place in excess of 4 years ago at The Workshop, <i>10/8 Recommendation: Object</i>	
27/7	23/1563/FUL - To build a new driveway onto Burgmann's Hill from Two Jays and Cranham, replacing the current vehicle access into the two properties. The existing Cranham drive would be blocked up and a new bank and hedge grown in its place at Two Jays. <i>10/8 Recommendation: Object</i>	
Additional actions:		
Timetabling Candys and Cliff field use – ongoing		
Nurseries site open space – ongoing		
Meet with notice board key holders		3/7, 6/7, 22/8
PC meeting		3/7
Minutes		4/7
Herald report		6/7
Defibrillator reports online x2. New defib pads installed.		26/7
Additional defib check re The Strand		22/8
Edge it training		19/7, 27/7, 9/8
Gulliford Joint committee meeting		20/7
Meet with DY – new email for Edge IT		7/8
PC agenda published		29/8
Meet with DY, MT and SF re website		31/8

23/79 Planning decisions

Date	Planning Application	LPC	EDDC
25/5/23 expires 17/6	23/0861/LBC - Replace existing UPVC lean-to wall with glass and timber at Rose Cottage	Support	12/7 APPROVED
2/5 expires 25/5	23/0958/FUL - Proposed two-storey extension, porch and alterations including replacement garden terrace at 11 Meadow Close.	Object	15/7/23 APPROVED
10/5 expires 24/5	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	Object	22/7/23 APPROVED
14/6/23 expires 7/7/23	23/1095/LBC - Proposed Replacement Render to Front and Rear Elevations, (Part Replacement Render to Rear Elevation of Haymore Thatch), Proposed Replacement Casement Windows W.7 and W.8, Proposed Replacement 10 Panel Glazed Door D.2, Proposed Replacement Stable Door D.3, and Proposed Replacement Windows and Door to Garden Room at Town Dairy Cottage Church Road.	Support	22/7/23 APPROVED
14/6/23 expires 7/7/23	23/0859/LBC - Proposed replacement steps (between C18 cottage and C19 rear extension) including alterations to realign partition and reposition bathroom door at Town Dairy Cottage Church Road.	Support	22/7/23 APPROVED
31/5/23 expires 23/6/23	23/1086/FUL - Provision of replacement livestock building retrospective at Thorne Farm.	Support	26/7 APPROVED
26/6/23 expires 18/6/23	23/1074/FUL - Proposed steel frame building for relocation of Garden Centre restaurant and retail space (Class E) at Kings Garden Centre	Support	10/8 APPROVED
20/6/23 expires 13/7/23	23/1259/FUL - Provision of silage clamp at Thorne Farm, Exmouth Road.	Support	19/8 APPROVED
14/7/23 expires 6/8/23	23/0599/FUL - To install a garden room at Lypstone Primary School.	Support	19/8 APPROVED
15/6/23 expires 8/7/23	23/1194/LBC - Remove a contemporary partition within the upstairs master bedroom and provide an en-suite to second bedroom at first floor, and installation of vent slate on north elevation at 2 Nutwell Cottages Exmouth Road.	Support	25/8 APPROVED