



# LYMPSTONE PARISH COUNCIL

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7<sup>th</sup> May 2024

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 13th May 2024 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](http://www.lympstone.org).  
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Miss L Tyrrell  
Clerk to the Parish Council

## AGENDA

24/55	<b>ACTION: Election of Chairman for 2024/2025</b>	<b>7.30</b>
24/56	<b>ACTION: Election of Vice Chairman for 2024/2025</b>	<b>7.35</b>
24/57	<b>ACTION: Declarations of Office</b> all Cllrs to re-sign their declarations of Office, Code of Conduct and acceptance of receiving and sending emails for 2024/2025. All Cllrs to receive a new declaration of interest form.	<b>7.40</b>
	<b>Public session</b>	<b>7.45</b>
24/58	<b>INFORMATION: Apologies</b>	<b>8.00</b>
24/59	<b>ACTION: Minutes</b> To confirm the minutes of the PC meeting held on the 8 <sup>th</sup> April 2024 (attached pgs 3-11) and the minutes of the PC planning meetings held on the 16 <sup>th</sup> and 30 <sup>th</sup> April 2024 (attached pgs 12-17).	<b>8.05</b>
24/60	<b>INFORMATION: To receive any Declarations of Interest</b>	<b>8.10</b>

24/61	<p><b>Clerk's Report (see attachments):</b>  <b>ACTION:</b></p> <ul style="list-style-type: none"> <li><b>i) End of Year Accounts 2023/2024</b> – Clerk and Chairman to sign off LPC end of year accounts for 2023/24 (attached pgs 18-19).</li> <li><b>ii) Annual Audit 2023/24 Internal Auditor's certificate</b></li> <li><b>iii) Annual Audit 2023/24 Governance Statement</b></li> <li><b>iv) Annual Audit 2023/24 Accounting statements</b></li> <li><b>v) Notice of public rights</b></li> <li><b>vi) Lypstone Primary School PTA grant application</b></li> </ul> <p><b>INFORMATION:</b></p> <ul style="list-style-type: none"> <li><b>vii) Internal Auditor Meeting</b></li> <li><b>viii) Casual Vacancy and Co-option of Parish Councillors</b> - There are two 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.</li> <li><b>ix) Finance</b> – Payments / Financial summary / Budget report</li> <li><b>x) Clerk's Action List</b></li> </ul>	8.15
24/62	<p><b>INFORMATION: Reports from the Chairman, East Devon District Councillors and Devon County Councillors</b> if any.</p>	8.25
24/63	<p><b>INFORMATION: TPO on Trees at Higher Marley Road</b> – to receive an update on the trees and their protected status.</p>	8.30
24/64	<p><b>ACTION: Planning applications</b></p> <p><b>24/0773/LBC</b> - Retention of the following work: replacement fire surround in sitting room; re-configure ensuite and bathroom at first floor; re-configure ground floor utility room to create utility, toilet and cloakroom and the removal of wall between kitchen and dining room at Claremont, Church Road.</p> <p><b>24/0744/LBC</b> - Replace 1no. first floor sash window on front (south) elevation at Claremont, Church Road.</p>	8.35
24/65	<p><b>INFORMATION: Planning decisions</b></p>	8.40
24/66	<p><b>ACTION: Reports of Committees</b>  The following Committee Chairman, Vice Chairman and members to be agreed and approved: Assets and amenities, Community, Environment, Finance and Advisory, Planning and transport.</p> <p><b>Assets and amenities committee</b> – Cllr Atkins to report on the committee meeting held on 9<sup>th</sup> May 2024.</p> <p><b>Community committee</b> – Cllr Linfoot to report an update on the Parish Party to held in June and the purchase of a marquee. Cllr Gale-Hasleham to report an update regarding the community payback scheme,</p> <p><b>Environment committee</b> – Cllr Culhane to report on the CIWEM and Stormwater Shepherds webinar held on 8<sup>th</sup> May 2024.</p>	8.45
24/67	<p><b>DISCUSSION: Items for the next Agenda</b></p>	8.50

**MINUTES OF A LYMPSTONE PARISH COUNCIL MEETING HELD IN  
THE VILLAGE HALL AT 7.30PM ON MONDAY 8<sup>TH</sup> APRIL 2024.**

PRESENT:	
<b>Councillors</b>	S Culhane, S Francis, R Gale-Hasleham, K Hill, N Linfoot (Chairman) and L Staddon
<b>Clerk</b>	Miss L Tyrrell
<b>County Councillors</b>	J Trail and R Scott
<b>District Councillors</b>	B Ingham and G Jung
<b>Public</b>	3 members

**Public session**

Mrs Lyons explained that the planned Open gardens event in June was well underway, and programmes had been produced. She asked if the PC would consider purchasing card readers for community events for groups in the village to borrow. District Cllr Ingham explained that a separate bank account would also be necessary for groups to use. The Clerk explained that she would have to first seek advice from DALC/SLCC/internal auditor.

A resident explained that he had written to EDDC tree Officer regarding TPOs on trees within and around a planned development site to which he had received no response. He asked the PC if they could help follow this query up. District Cllr Jung asked the resident to write to him with all the details and he would enquire.

**24/39 Apologies**

Cllr Atkins, Minter and Payne due to other commitments.

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

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

**24/40 Minutes**

Cllr Linfoot proposed the minutes of the PC meeting held on the 4<sup>th</sup> March were accurate Cllr Staddon seconded. Unan.

*RESOLVED that the minutes of the PC meeting held on the 4<sup>th</sup> March 2024 be confirmed as a correct record and signed by the Chairman.*

Cllr Linfoot proposed the minutes of the PC planning meeting held on the 19<sup>th</sup> March were accurate Cllr Francis seconded. Unan.

*RESOLVED that the minutes of the PC planning meeting held on the 19<sup>th</sup> March 2024 be confirmed as a correct record and signed by the Chairman.*

**24/41 To receive any Declarations of Interest**

None.

**24/42 Clerk's Report:**

**24/42.1 2024/2025 Meeting dates**

The Clerk presented the following dates for PC meetings to be held May 2024-May 2025: Monday 13 May 2024, Monday 3 June 2024, Monday 1 July 2024, Monday August 2024 – no meeting, Monday 2 September 2024, Monday 7 October 2024, Monday 4 November 2024, Monday 2 December 2024, Monday 6 January 2025, Monday 3 February 2025, Monday 3 March 2025, Monday 7 April 2025 (to include the Annual Parish Meeting at 7pm), Monday 12 May 2025.

Cllr Linfoot proposed to approve the PC meeting dates for May 2024-May 2025. Cllr Gale-Hasleham seconded. Unan.

*RESOLVED that the PC meeting dates for May 2024-May 2025 including the Annual Parish meeting were approved.*

#### **24/41.2 Heathfield Allotments Trust (HAT)**

The Clerk asked the PC to approve the list of HAT trustees for the next four years.

Cllr Linfoot proposed to approve the list of HAT trustees. Cllr Francis seconded. Unan.

*RESOLVED that the list of trustee names for Heathfield Allotments Trust was approved by the PC for the next four years.*

#### **24/41.3 Reviewed LPC policies**

The Clerk presented the following reviewed policies:

**Cemetery Policy** – Cllr Linfoot proposed to approve the reviewed policy. Cllr Staddon seconded. Unan.

**Councillor expenses Policy** – Cllr Linfoot proposed to approve the reviewed policy. Cllr Gale-Hasleham seconded. Unan.

**Disciplinary Policy** – Cllr Linfoot proposed to approve the reviewed policy. Cllr Staddon seconded. Unan.

**Email usage Policy** – Cllr Linfoot proposed to approve the reviewed policy. Cllr Francis seconded. Unan.

**Freedom of Information and Publications Policy** – Cllr Linfoot proposed to approve the reviewed policy. Cllr Staddon seconded. Unan.

**Training and development Policy** – Cllr Linfoot proposed to approve the reviewed policy. Cllr Francis seconded. Unan.

**Quotation and Tenders Policy** – Cllr Linfoot proposed to approve the reviewed policy. Cllr Staddon seconded. Unan. Cllr Hill abstained.

*RESOLVED that the following reviewed policies were approved to be published on the website: Cemetery, Cllr expenses, Disciplinary, Email usage, FOI and publications, training and development, Quotation and Tenders.*

#### **24/41.4 Finance – Payments / Financial summary / Budget report.**

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

*RESOLVED that the following payments be approved:*

#### **March 2024 - Bank Account Reconciled Statement**

##### **Current Account**

Statement Number	12	Bank Statement No.	12
Statement Opening Balance	£236,809.11	Opening Date	01/03/24
Statement Closing Balance	£223,360.19	Closing Date	31/03/24
True/ Cashbook Closing Balance	£223,360.19		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
08/01/24	3289	Remembrance Day blank cartridges	55.00	0.00	236,754.11

25/01/24	3295	Edge IT Systems Ltd	98.40	0.00	236,655.71
05/02/24	3301	Jemmy Ltd	350.00	0.00	236,305.71
04/03/24	3303	Lympstone Village Hall CIO	94.00	0.00	236,211.71
04/03/24	3304	Optima Graphics Topsham Ltd	769.00	0.00	235,442.71
04/03/24	3305	Hilton Barnfield Architects	900.00	0.00	234,542.71
04/03/24	3306	Gulliford Joint Committee	600.00	0.00	233,942.71
04/03/24	3307	Confidential staff costs	430.52	0.00	233,512.19
04/03/24	3308	Confidential staff costs	2,052.73	0.00	231,459.46
04/03/24	3309	Confidential staff costs	108.30	0.00	231,351.16
04/03/24	3310	Source For Business	165.41	0.00	231,185.75
04/03/24	3311	JD Maintenance Services	331.85	0.00	230,853.90
04/03/24	3312	Dartmoor Tree Surgeons Ltd	1,764.00	0.00	229,089.90
04/03/24	3313	PC maintenance contractor	820.00	0.00	228,269.90
04/03/24	3314	Public toilet cleaning	1,365.00	0.00	226,904.90
04/03/24	3315	Exmouth Drain Clearance	190.00	0.00	226,714.90
04/03/24	DD 4/3/24 (401)	EDF Energy Ref: 671024465401 (Toilets)	88.00	0.00	226,626.90
06/03/24	DEVONCC5157127	Devon County Council	0.00	400.00	227,026.90
08/03/24	EDF 671024465401	EDF Energy	0.00	444.08	227,470.98
15/03/24	DD 15/03/23 (135)	EDF Energy Ref: 671079829135 (YC)	119.00	0.00	227,351.98
15/03/24	DD 15/03/24 CF	EDF Energy Ref: 9208111111 (Candys Field)	224.46	0.00	227,127.52
15/03/24	DD 15/03/24 YC 166	EDF Energy Ref: 671079829166 (YC)	38.00	0.00	227,089.52
19/03/24	3316	Lympstone Village Hall CIO	110.00	0.00	226,979.52
19/03/24	3317	Cllr expenses	60.50	0.00	226,919.02
19/03/24	3318	Reformed Plastics (UK) Ltd	1,284.00	0.00	225,635.02
19/03/24	3319	Devon County Council	500.00	0.00	225,135.02
19/03/24	3320	Woodbury Parish Council	210.83	0.00	224,924.19
19/03/24	3321	Optima Graphics Topsham Ltd	769.00	0.00	224,155.19
19/03/24	3322	Lympstone Village Hall CIO	1,000.00	0.00	223,155.19
19/03/24	3323	Cllr expenses	390.00	0.00	222,765.19
20/03/24	FPI 20Mar24	Dignity Funerals	0.00	415.00	223,180.19
21/03/24	FPI 21/3/24	Herald advert	0.00	135.00	223,315.19
27/03/24	FPI 27 03 24	Williams & Triggs Stone Mason	0.00	45.00	223,360.19
<b>Uncleared and unrepresented effects</b>					
18/05/23	3176	BT Payphones	1.00		223,359.19
22/08/23	3212	Devon Wildlife Consultants	1,100.00		222,259.19
02/10/23	3212	Devon Wildlife Consultants	-1,100.00		223,359.19
06/11/23	3262	Royal British Legion	100.00		223,259.19
19/12/23	3279	Jemmy Ltd	350.00		222,909.19

28/03/24	3176	BT Payphones	-1.00	222,910.19
28/03/24	3262	Royal British Legion	-100.00	223,010.19
28/03/24	3279	Jemmy Ltd	-350.00	223,360.19
Total uncleared and unrepresented			0.00	0.00
Total debits / credits			14888	1439.08

Reconciled by Lucy Tyrrell

### **1<sup>st</sup> March 2023 – 28<sup>th</sup> March 2024 - Financial Statement – Cashbook**

Statement of receipts and payments between 01/04/23 and 28/03/24 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

#### **Ordinary Accounts**

Current Account	£164,857.47
Total	£164,857.47

RECEIPTS	Net (£)	Vat (£)	Gross (£)
Council			
10 Precept	48,500.00	0.00	48,500.00
15 CIL	90,953.11	0.00	90,953.11
20 DCC re Candys Field	400.00	0.00	400.00
25 Herald Adverts	5,162.00	0.00	5,162.00
30 Burial Fees	3,559.00	0.00	3,559.00
35 Lymp FC	0.00	0.00	0.00
40 Flower Beds	0.00	0.00	0.00
45 Wayleaves	7.54	0.00	7.54
50 Misc	1,109.08	0.00	1,109.08
55 Web adverts	0.00	0.00	0.00
60 Parishes Together	0.00	0.00	0.00
65 External grants	1,220.00	0.00	1,220.00
70 YC Rech	1,446.95	0.00	1,446.95
75 VHMC	0.00	0.00	0.00
80 MoD Comm Cov	0.00	0.00	0.00
85 DCC error	0.00	0.00	0.00
90 Community Hub	0.00	0.00	0.00
95 Woodbury PC	133.50	0.00	133.50
99 VAT refund	6,377.57	0.00	6,377.57
100 Guildford BG	0.00	0.00	0.00
105 FLOS	0.00	0.00	0.00
Council Total	158,868.75	0.00	158,868.75

Total Receipts	158,868.75	0.00	158,868.75
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PAYMENTS	Net (£)	Vat (£)	Gross (£)
Council			
1000 Confidential	29,478.06	0.00	29,478.06
1005 Confidential	2,657.96	36.00	2,693.96
1015 Village Hall hire	1,510.00	0.00	1,510.00
1020 Chairman's Allowance	0.00	0.00	0.00
1025 Subscriptions	1,906.37	411.30	2,317.67
1030 Courses, travel etc	454.84	62.12	516.96
1035 Insurance, Audit, Electricity	2,366.73	126.00	2,492.73
1040 Misc	3,376.55	587.54	3,964.09
1045 Herald Printing	7,398.00	0.00	7,398.00
1050 PC Maintenance Contractor	7,990.00	0.00	7,990.00
1055 Grass cutting	0.00	0.00	0.00

1060 Other maintenance	5,463.21	288.70	5,751.91
1065 General tree work	5,315.75	1,063.15	6,378.90
1070 Bin emptying	848.33	169.67	1,018.00
1075 Handyman	0.00	0.00	0.00
1080 Notice boards - maintenance	0.00	0.00	0.00
1085 Play equipment	120.00	0.00	120.00
1090 Lights in CF	1,828.44	91.40	1,919.84
1095 Toilets	8,197.72	245.82	8,443.54
1100 Flood equip maintenance	141.04	21.45	162.49
1105 LFRG expenses	493.55	17.77	511.32
1110 Gulliford cemetery	810.83	0.00	810.83
1115 Burial Ground	70.00	0.00	70.00
1120 YC Maintenance	1,050.00	200.00	1,250.00
1125 YC Utilities	2,385.09	119.29	2,504.38
1130 Website etc	497.00	0.00	497.00
1135 Adv Weath	0.00	0.00	0.00
1140 Gully Emptying	0.00	0.00	0.00
1145 Parishes Together	0.00	0.00	0.00
1150 Hub Projects	9,089.70	1,342.94	10,432.64
1155 Cont VH Car Park	0.00	0.00	0.00
1160 DCC / DCF Funding	0.00	0.00	0.00
1165 YC Recharge	0.00	0.00	0.00
1170 Emergency Fund	0.00	0.00	0.00
1180 FLOS	113.50	22.70	136.20
2000 S137 Funding	0.00	0.00	0.00
2010 Other Grants	1,997.51	0.00	1,997.51
9999 VAT Payments	0.00	0.00	0.00
Council Total	95,560.18	4,805.85	100,366.03
Total Payments	95,560.18	4,805.85	100,366.03

Closing Balances

**Ordinary Accounts**

Current Account	£223,360.19
	£223,360.19
Total	£223,360.19

**24/41.5 Clerk's Action List**

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

**24/43 Reports from the Chairman, East Devon District Councillors and Devon County Councillors.**

Before the Chairman read his report, he updated all present with the unfortunate news that he had received a letter of resignation from Cllr Moffatt. He proposed a letter of thanks was sent to Mr Moffat. Cllr Staddon seconded. Unan.

*RESOLVED that the Clerk write a letter of thanks and send to Mr Moffat on behalf of the PC.*

The Chairman read his report:

*Recently the Parish Council published a reminder of the civility and respect campaign which refers to those working in every level of Government and Council, be it paid or unpaid. In particular Parish Councillors are volunteers who commit many hours of their free time working to improve village amenities and life. I would ask that Parishioners check what areas the Council are*

responsible for, and in the first instance raise your query by emailing the Clerk. Please try to avoid raising issues in the street, particularly if councillors are with their families.

Last meeting the PC agreed to send a letter to a number of councillors and MP's raising the PC concerns over the wholesale removal of Green Wedges in East Devon. Council leader Mr Arnott replied on the 22nd March, explaining the planning position and the need to have a supply of land to build houses. I have drafted the following reply:

Dear Councillor Arnott,

Thank you for your reply of the 22nd March, addressing our concerns over the removal of green wedges.

We as a Parish Council understand the requirement that EDDC have to build over 900 houses a year to comply with Government figures. We are fully aware of the need to display a five-year supply of housing land (currently four years in East Devon), in order that current EDDC and neighbourhood plans are complied with.

The new EDDC plan, which is suspended, had the prospect of over 500 houses being built within our Parish boundaries. For a Parish with current 820 houses, this is excessive. We have had a preliminary meeting to commence preparation for Lympstone's new Neighbourhood Plan (due 2026), in order that we can assess the village housing need, and how the current infrastructure would cope with extra demand.

The Green wedges in and around Lympstone have been one of the 'defences' to prevent spread of large developments and ensure there is no coalescence with Exmouth, Woodbury or Exton. We are aware that the Council voted against the proposal to remove 77% of Green Wedge across East Devon. However, this discussion will now move to workshops with the planning department explaining the criteria and methodology for their proposals.

It would greatly assist the Parish Council if two councillors from our planning committee involved in the Neighbourhood Plan be allowed to attend and observe a workshop.

Nicholas Linfoot, Chair, Lympstone Parish Council

District Cllr Jung added that the local plan was not suspended and discussions regarding the green wedges had gone back to Officers.

The Chairman removed the wording 'which is suspended' and proposed that this response was sent from LPC to leader of EDDC, Cllr Arnott. Cllr Francis seconded. Unan.

*RESOLVED that the Chairman would send the reply to Cllr Arnott on behalf of LPC.*

#### **24/44 Planning applications**

None received.

Cllr Culhane asked what was the timeline for a case for appeal? Cllr Ingham explained there was no official determined time.

#### **24/45 Planning decisions**

*RESOLVED that the EDDC decisions were noted.*

#### **24/46 Reports of Committees**

**24/46.1 Assets and amenities committee** – Cllr Atkins (C), Cllr Staddon (VC), Cllr Francis, Cllr Hill

Cllr Linfoot reported that he had spoken with the contractors regarding the paths in the cemetery and a start date. The contractor explained the start date would be weather



pending but hopefully in the next week or so. Cllr Culhane felt the work had been advertised in the public domain, so members of the public had now been made aware of proposed works. Cllr Linfoot reiterated the planned work and proposed all planned work went ahead as originally quoted. Cllr Francis seconded. Unan.

*RESOLVED that the contractors are informed that work will go ahead as originally quoted.*

Cllr Culhane shared a concern of drainage along the paths. The Clerk explained she would have to ask the contractor.

**24/46.2 Planning and Transport committee – Cllr Linfoot (C), Cllr Francis (VC), Cllr Culhane and Cllr Minter**

Cllr Francis reported:

*On March 8<sup>th</sup> Cllr Minter and I attended a planning workshop hosted by the Devon Branch of the national charity Campaign to Protect Rural England.*

*Candidly, the charity hoped to inform participants and hopefully gain new members by illustrating a free service, they provide, to members which offers advice and/or assistance (either to member local councils or individual members) with writing planning responses or appealing planning applications. If the PC wished to consider membership it would cost £60 per year. I believe the Devon branch currently has around 70 PC members but I think these are mainly from Mid and North Devon Districts.*

*The workshop was run by an independent freelance planning consultant Jo Widdecombe who regularly consults for cases the charity takes up. Jo took everyone through general planning procedures and where to look for points that can make valid objections in responses.*

*Jo started us off with a practical exercise of matching real photos from a finished development to points on the planning drawing that was submitted by a developer. You probably won't be surprised to learn that it was extremely difficult and scores throughout the room were quite low. We were quite proud to achieve 50%! The exercise did illustrate how hard it is to get a sense of what a development will actually be and look like from the plans submitted by an applicant.*

*Jo went on to describe the key indicators she looks for when working on a plan that can legitimately be used for objections to a submission. She always looks at: The Development Plan, NPPF and material considerations, e.g. light, removal of soil*

*She uses: The Design Access Statement, Planning Statement, Plan Detail and Supplementary Detail matching them against her go to resources of Building for a Healthy Life, Manual for Streets 2 and National Design Guide.*

*Jo suggests, in circumstances of plans being submitted, for example, against the shortfall in land supply where there are indications the application will be approved on these grounds, that asking for conditions in your response was very legitimate and a viable addition. Jo also felt citing points previous Planning Appeal judgements was valid to include in a response to an application.*

*Jo also outlined how difficult and confusing it can be to make sense of the changing and emerging policies from central government, let alone then using them and how many hours putting together a response can take. Jo did recommend making points in responses in a concise way.*

*It was good to meet other local representatives who face the same or similar issues and challenges that we do. Overall, we found the whole presentation informative and worth attending.*

Cllr Linfoot proposed that LPC join CPRE and review after a year. Cllr Staddon seconded. Unan.

*RESOLVED that LPC become members of CPRE.*

Cllr Linfoot reported on the initial NP working group meeting held on 11<sup>th</sup> March 2024. He explained that Angela King, EDDC Neighbourhood Planning Officer, Planning Policy Team

had been present and was a useful member to express an interest in the group. He explained that there had been a review of the current plan and highlighted the fact that the village had exceeded their expected number of houses that the plan had made provision for, but these were not all the type and design the plan had set out. He added that the current plan was over two years old and as EDDC's emerging Local Plan was due to be submitted by June 2025 – it was necessary and advantageous to have the new LNP ready. He explained that a more detailed rewrite might not be able to meet this deadline, but the original plan provided an excellent template from which to begin working. Cllr Linfoot explained that the next step was to hold a half-day intensive workshop to identify the major points that mattered and would be concentrated on e.g. Green Wedges, houses (where and how many and what type), environment, services and infrastructure (schools, doctors, traffic), etc. Find a Facilitator who could organise, brief people, keep work on track and tie into the public consultations. Collaborate with Woodbury – this might also facilitate the creation of a new SANGS area. He highlighted the fact that Local Plans set strategic policies and NPs had to work within these. A public workshop would be held where participants used Post-it notes to comment on key areas. Cllr Culhane added that Lympstone was considered a 'service area' as it had public access to the train and bus but felt Lympstone did not have the infrastructure to sustain this. Cllr Jung explained that SANGS areas should be promoted in the respect of 'areas not for development would be supported by considering a SANGS area'. He explained that land designated for development would last for five years whereas land not designated would last for two years. A member of the public highlighted that the NP must include the areas for protection and ensure the Parish boundary and Planning boundary was clearly identified and adhered to.

**24/46.3 Community committee – Cllr Staddon (C), Cllr Payne (VC), Cllr Culhane, Cllr Francis and Cllr Linfoot**

Cllr Gale-Hasleham reported that on the 7<sup>th</sup> March he had met with Cllr Linfoot and Dean Clarke (Lead of community pay back scheme). He added that the PC must provide materials and the community pay back scheme would provide the skills and manpower. The following areas were identified for potential future work:

- The Hub building to be maintained and renovated.
- Road/street clearing – but mindful of the H&S implications involved along the highway.
- Gardening club and enhance community green areas.
- Beach clean.
- Front Meadow.
- Phone box book swap.

Cllr Gale-Hasleham had previously circulated the contract and asked the PC to sign and then a rolling contract would be implemented with the probation service. He added that the scheme carried its own insurance.

Cllr Linfoot proposed the PC to sign the contract for the scheme. Cllr Francis seconded. Unan.

*RESOLVED that the contract would be signed and returned to the probation service.*

Cllr Culhane asked if the scheme could support LFRG with their workload. Cllr Gale-Hasleham would find out.

Cllr Hill proseed that the Clerk and Cllr Gale-Hasleham represented the PC and had the authority to sign documents to allow the scheme to move forward. Cllr Francis seconded. Unan.

*RESOLVED that the Clerk and Cllr Gale-Hasleham would take the lead on the scheme with the probation service.*

Cllr Hill reminded all present that the Police Crime and Commissioner elections were on the 2<sup>nd</sup> May.

**24/47 Items for the next Agenda**

TPO update regarding the trees at Higher Marley Road.

Meeting closed: **9.15pm**

Chairman:

Date:

**PLANNING MINUTES OF A LYMPSTONE PARISH COUNCIL MEETING HELD IN THE  
VILLAGE HALL AT 7.30PM ON MONDAY 16<sup>TH</sup> APRIL 2024.**

PRESENT:	
<b>Councillors</b>	D Atkins, S Culhane, S Francis, R Gale-Hasleham, K Hill, N Linfoot (Chairman), A Minter and L Staddon
<b>Clerk</b>	Miss L Tyrrell
<b>County Councillors</b>	None
<b>District Councillors</b>	None
<b>Public</b>	1 member

**Public session**

The Chairman asked the member of the public present to speak on the relevant planning application at the time of the item.

**24/48 Apologies**

Cllr Payne due to other commitments.

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

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

**24/49 Declarations of Interest**

Cllr Atkins declared a personal interest with planning application 23/2632/MFUL.

This was recorded in the book.

**24/50 Planning Applications**

AMENDED PLAN: **23/2632/MFUL** - Proposed siting of a dairy building and hardened access track at Thorne Farm.

The Chairman read out the previous PC objection to the application. He referred to the comments made by Lympstone Flood Resilience Group (LFRG) and Lympstone Water Quality Group (LWQG); he asked the applicant present about the one-off flood issue. The applicant explained that due to the excessive rainfall during the building work, the disturbance of soil had caused the wash. She added that even if the site had been left as a field there would have been the same water runoff. She explained that they had now added silt fencing and sediment traps to reduce pollution from runoff. It should be completed and sealed by August. The water in future would run off into the attenuation tank and used for the stock. Cllr Culhane asked about the water pollution reported to the EA in February and March 2024 which had been investigated. She had been told that the EA had asked for pollution measures and if any other measures were planned. The applicant explained that the EA was happy that this was a short-term issue and wouldn't happen again. Cllr Culhane asked about the planned trees to be planted – was this for screening and/or flooding prevention? The applicant explained that they had been told this was necessary to offset the development. Cllr Culhane felt that additional tree planting could have been considered for natural flood management and stated that there was funding available to landowners for this purpose. She referred to the LWQG report which highlighted a lack of water pollution assessment. The applicant explained that they only submitted the statutory documents to EDDC for the site and not the area. Cllr Culhane added that the site could not be viewed in isolation and must look at the risk to the community. The applicant explained that appropriate measures were in place. Cllr Atkins

added that the flooding risk had immensely improved in the area over the last 60years. He explained that DCC had laid a pipe under the A376 to improve drainage, but the pipe was failing. A pond had been filled in and created a diversion in the water runoff which was causing the issue. He felt DCC should deal with this. Cllr Minter asked the size of the additional attenuation tank. The applicant explained that the tank under the development was a slurry store, the additional tank was for the water runoff. This had a slow-release flow rate. She added that the tank was 20,000litres capacity and will always hold 1,000 litres. All water would be run through a UV lamp to use for the stock. The additional water could be mixed with the slurry and spread on the land. Cllr Minter asked if the deposited soil further on the field would add to the velocity of water. The applicant explained that the amount of rainfall would remain the same irrespective of the topography, they were allowed to put soil elsewhere on their land. Additional spoil from this development would be used for infill and half the amount of what had been removed previously. They wanted to grow additional hedges and plant more trees to screen. The Chairman felt the applicant had greatly improved the flood plan and the EA had approved systems being added. He proposed to support. Cllr Culhane felt the planning application contravened the National Planning Policy Framework (NPPF), Section 2 on achieving sustainable development and Section 15 on conserving and enhancing the natural environment, and the East Devon Local Plan, EN14 on the control of pollution and EN18 on the maintenance of water quality and quantity. She added that the EA were advisors whereas NPPF were planning law. Cllr Linfoot highlighted the fact that the PC had not seen the EAs report, but the applicant had assured the PC that she was compliant. Cllr Atkins explained that the EA was a statutory authority to report to EDDC planning authority and not the PC. The applicant also added that the EA had explained their findings would be confidential and she was concerned how much was known about the EA findings and their development. Cllr Francis felt that a lot of the concerns had been mitigated with the amended application and EDDC would ultimately make the final decision from advice received from the appropriate authorities. Cllr Linfoot proposed to support. Cllr Francis seconded. Cllrs Minter, Hill and Gale-Hasleham also supported the proposal. Cllr Staddon abstained, and Cllr Culhane objected.

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

Meeting closed at **8.15pm**

Chairman:

Date:

**PLANNING MINUTES OF A LYMPSTONE PARISH COUNCIL MEETING HELD IN THE  
VILLAGE HALL AT 6.00PM ON TUESDAY MONDAY 30<sup>TH</sup> APRIL 2024.**

PRESENT:	
<b>Councillors</b>	S Culhane, S Francis, R Gale-Hasleham, K Hill, N Linfoot (Chairman), A Minter, J Payne and L Staddon
<b>Clerk</b>	Miss L Tyrrell
<b>County Councillors</b>	None
<b>District Councillors</b>	None
<b>Public</b>	1 member

**Public session**

The Chairman asked the member of the public present to speak on the relevant planning application at the time of the item.

**24/52 Apologies**

Cllr Atkins due to other commitments.

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

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

**24/53 Declarations of Interest**

None

**24/54 Planning Applications**

**24/0732/FUL** and **24/0733/LBC** - Erection of a side elevation, oak framed garden room at Sowden Cottage Sowden Lane.

Cllr Payne proposed to support the application but in line with EDDC Conservation Officer's recommendations. Cllr Linfoot seconded. Cllr Culhane, Francis, Gale-Hasleham, Hill and Staddon also supported the proposal. Cllr Minter abstained.

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

**24/0674/FUL** - Construction of two dwellings at Land At 22 Underhill Crescent.

The applicant was present and read his report regarding the application:

*The planning application before you relates to land that forms part of, 22 Underhill Crescent, Lympstone.*

**EDDC Draft Local Plan**

*A few years ago, EDDC invited landowners to put forward parcels of land for potential housing.*

*As a result, my wife and I put forward our land at 22 Underhill Crescent suggesting that it might be suitable for 4 or 5 houses. To our surprise the draft EDDC Local plan proposed that our land would be suitable for 14 houses. We believe that 14 houses would be a significant overdevelopment of our site. This planning application proposes to develop the west area of the site for 2 houses.*

**Site – Drawing Nos 1423.15 and 1423.16**

*The proposed development site is enclosed to the west by a house and garden known as "Highfield", to the north by houses and gardens of nos. 16 and 18 Underhill Crescent, to the east an earth bank, hedge, and the garden of 22 Underhill Crescent, and to the south an earth bank and hedge.*

***The site is enclosed on 3 sides by residential land and properties, and as such is considered within a residential site curtilage.***

Beyond the Southern earth bank and hedge boundary is an agricultural field, which is also the start of the coastal preservation area. The site is not located in the coastal preservation area. The site is accessed via a private driveway to the northwest, under which is located a foul water sewer connection. The site is approximately level, not subject to flooding and comprises of poor agricultural grassland. It is proposed that all rainwater run-off from the house roofs, drives and parking areas will be retained within the site area via infiltration and rain garden planting. Water, electricity, telecommunications, and other services are located at the southern end of Underhill Close. Connection to these services would cause minimal disruption to neighbouring properties. At present the site is located within the Green Wedge and outside the Built-up Area Boundary, as designated in the current LNP.

### **Main Planning Requirements Applicable to the Proposed Development**

Currently, planning at the site is subject to the requirements of the EDDC Local Plan 2013 - 2031 and the LNP, which expires in 2026. However, planning policies are in the process of change and in the developing EDDC Local plan from 2020 – 2040, this application site has been identified as a **preferred allocation site for 14 houses; the plan also locates the site outside the proposed Green Wedge area and within the Lympstone Built-up Area Boundary.**

This preferred allocation clearly indicates that the principle of development of the site is deemed acceptable, fully sustainable, retains the rural Village identity, and enhances the boundary between Lympstone and Exmouth. In addition, at the heart of planning is the National Planning Policy Framework 2023. This requires a presumption in favour of sustainable development, which should be seen as a foundation for both plan making and decision taking. What is proposed in this planning application is a fully sustainable development in line with the NPPF.

However, if this planning application is to depend on the existing criteria detailed in the **current** Lympstone Neighbourhood plan, the following points **concerning objectives and policy**, are relevant and support this planning application:

1. Current LNP accepts that there will be evolution and development within Lympstone. This is also envisaged in the developing EDDC Local plan.

#### **SECTION 5 – HOUSING**

2. LNP Policy 2 - The site is not isolated in the countryside and should be considered as infill that would relate well to the surrounding housing.
3. LNP Policy 3 – Although the site is in the current Green Wedge, the development will cause no harm to the character of the area and is justified because it is sustainable and in a residential site curtilage.
4. LNP Policy 4 – the proposal provides 2 new family homes either for a family with children or a family with an elderly relative.
5. LNP Policy 5 and 6 – the application relates to a small-scale development of fewer than 10 dwellings, that reflects the existing density and pattern of surrounding area.
6. LNP Policy 7 – the development follows the guidance set out in the Village Design Statement.
7. LNP Policy 8 – The proposed houses will have an energy efficiency in excess of current National standards.

#### **SECTION 7 - GETTING AROUND**

8. LNP Policy 11 – Each house will have 2 off road parking spaces, reducing on street parking. Houses are located near the Exe Estuary Trail, the railway station, Village centre and existing pavements.

#### **SECTION 9 – ENVIRONMENT, SUSTAINABILITY AND DESIGN QUALITY**

9. LNP Policy 12 – Proposal takes into account landform, layout building orientation and landscaping to minimise energy consumption.
10. LNP Policy 13 – Development will use renewable and low carbon energy resources.
11. LNP Policy 14 – Houses will not increase flood risk.

*There are 17 policy requirements specified in the current LNP, 11 of which are applicable to this planning application. I believe that all 11 applicable policy requirements are complied with in this application.*

*The completed site would consolidate the pattern of development at the Village edge without harm to the character and appearance of the Green Wedge.*

#### **Refuse Collection Bins**

*One question that has arisen by this application is the potential use of the driveway access by waste recycling vehicles. I have contacted the EDDC Waste Recycling Department and reviewed their website. Their advice is clear. Waste recycling vehicles will not use the driveway to the houses for the collection of waste bins. The collection point for waste bins will be on the kerbside at the south end of Underhill Close, where the edge of the private driveway meets the public highway.*

#### **Site Visit**

*Finally, councillors, before you make recommendations on this planning proposal, I would invite you all to visit the site and assess at first hand the merits of this planning application.*

Queries raised by Cllrs (*and answered by the applicant*):

- Does the site occupy the entire area in red? *Yes*
- What are the sizes of the houses? *Three or Four bedrooms*
- Did you consider including a mix of houses? *No, as only wanted to keep the development small.*
- Is the access drive a single track drive? *Yes*
- Would deliveries access the properties? *Yes, as it would be a private drive.*
- What does the blue area denote? *Currently that area is our garden but both the red and blue area combined was the total land that EDDC would put forward for potential development.*
- Have you plans for the blue area? *No, we would like it to remain a garden and it is currently an area used for grazing horses.*
- What is the size of the red area? *Just under ½ an acre.*

Cllr Linfoot felt the design was excellent and did lend itself to infill. However, the PC must be consistent, and the land was currently outside the BUAB and in the Green Wedge. Cllr Culhane raised the point that a low-profile building design was preferred by the Planning Inspectorate (ref appeal for the adjacent land south of Underhill Close ref APP/U1105/W/21/3282445), she explained that the inspector had approved this based on it being predominantly a single storey home with an annex designed to accommodate an elderly demographic.

Cllr Francis added that from the public consultation this plot received the 2<sup>nd</sup> highest favourable area for EDDC local plan potential sites for development. Cllr Hill felt the development proposed was low density and he would encourage what had been put forward rather than a developer control the site. The applicant explained that he was not developing the site personally but would oversee and control the build. He would keep what was proposed. He also added that there was a plan to include trees to use up rainwater and provide screening.

Cllr Linfoot proposed to support the two buildings development. Recent applications (24/0725 and Blue Hayes) had been approved adjacent to the site and LPC was aware this was a favoured site from members of the public. He added that although the site was outside the BUAB and in the current Green Wedge, the development would cause no harm to the character of the area and justified because it was sustainable and in a residential site curtilage (NPPF Sec. 9, 11 and 12, LNP Policy 3). Cllr Staddon seconded. Cllr Francis, Hill and Payne also supported the proposal. Cllrs Culhane, Gale-Hasleham and Minter abstained.

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



**24/0725/VAR** - Removal of conditions 4 (Glazing), 5 (Permitted development, Curtilage Structures), 6 (Permitted Development, Gates, fences and walls), 7 (Permitted Development, extensions and hard surfacing), 8 (Privacy screen), 9 (Void space), 10 (Windows in north elevation) and 11 (Use of flat roof) of Planning Permission 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 Car Park Land South Of Underhill Close.

Cllr Culhane felt that as the applicant had not provided justified reasons to remove the conditions, the PC could not support the proposed variations. She proposed to object to the application. Cllr Gale-Hasleham seconded. Unan.

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

Meeting closed at **6.55pm**

Chairman:

Date:

## 24/61 Clerks Report

End of Year Accounts 2023/2024

# Bank Account Reconciliations Summary

Start of year 01/04/23

### Current Account

Statement Number	Opening Balance	Statement Balance	True/ Cashbook	Opening Date	Closing Bank Date	
1	£164,857.47	£186,493.83	£185,988.76	01/04/23	30/04/23	1
2	£186,493.83	£202,908.33	£202,737.33	01/05/23	31/05/23	2
3	£202,908.33	£193,769.10	£193,768.10	01/06/23	30/06/23	3
4	£193,769.10	£190,228.75	£187,467.75	01/07/23	31/07/23	4
5	£190,228.75	£181,298.01	£178,576.48	01/08/23	31/08/23	5
6	£181,298.01	£199,188.95	£198,087.95	01/09/23	30/09/23	6
7	£199,188.95	£187,257.83	£185,443.19	01/10/23	31/10/23	7
8	£187,257.83	£244,641.70	£244,282.00	01/11/23	30/11/23	8
9	£244,641.70	£238,065.89	£235,131.64	01/12/23	31/12/23	9
10	£238,065.89	£234,795.99	£233,234.91	01/01/24	31/01/24	10
11	£234,795.99	£236,809.11	£235,854.71	01/02/24	29/02/24	11
12	£236,809.11	£223,360.19	£223,360.19	01/03/24	31/03/24	12

## Financial Summary - Cashbook

Summary of receipts and payments between 01/04/23 and 31/03/24 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

### Ordinary Accounts

Current Account	£164,857.47
Total	£164,857.47

RECEIPTS	Net	Vat	Gross
Council	£158,868.75	£0.00	£158,868.75
Total Receipts	£158,868.75	£0.00	£158,868.75
PAYMENTS	Net	Vat	Gross
Council	£95,560.18	£4,805.85	£100,366.03
Total Payments	£95,560.18	£4,805.85	£100,366.03

Closing Balances

### Ordinary Accounts

Current Account	£223,360.19
Total	£223,360.19

Reserve Balances	
Elections	£3,000.00
Village Hall car park	£1,500.00
NP Projects	£3,000.00
Youth Club	£10,000.00
Public Conveniences	£5,000.00
Play Area refurb	£20,000.00
Emergency funding	£5,000.00
Field maintenance	£10,000.00
Building funding	£10,000.00
CIL Funding	£86,694.07
Reserves	£154,194.07

Signed  
Chair

Clerk / Responsible Financial Officer

**\*TO BE ADDED\***  
**Annual Audit 2023/24 Internal Auditor's certificate**

## Section 1 – Annual Governance Statement 2023/24

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 2024, that:

	Agreed		"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.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	
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.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	
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.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	
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.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>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.</i>	
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>	
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.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	
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	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
	✓		✓	

**\*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:

13 MAY 2024

and recorded as minute reference:

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

Chair

Clerk

www.lympstone.org

## Section 2 – Accounting Statements 2023/24 for

### LYMPSTONE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	156,250	167,120	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	47,500	48,500	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	RESTATED 187,579 to 189,841	103,991	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	29,429	29,478	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	197,042	66,082	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	RESTATED 164,858 to 167,120	224,051	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	164,858	223,360	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	182,798	194,763	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).
<b>For Local Councils Only</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
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 exclude any Trust transactions.

I certify that for the year ended 31 March 2024 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

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

as recorded in minute reference:

Signed by Chair 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 2024**

**Local Audit and Accountability Act 2014 Sections 26 and 27  
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p><b>1. Date of announcement 27<sup>th</sup> May 2024 (a)</b></p> <p><b>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.</b></p> <p><b>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 2024, these documents will be available on reasonable notice by application to:</b></p> <p>(b) Lucy Tyrrell, Clerk and RFO to Lympstone Parish Council At: lympstonepc@gmail.com</p> <p>commencing on (c) <u>Monday 3 June 2024</u></p> <p>and ending on (d) <u>Friday 12 July 2024</u></p> <p><b>3. Local government electors and their representatives also have:</b></p> <ul style="list-style-type: none"><li>• The opportunity to question the appointed auditor about the accounting records; and</li><li>• 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.</li></ul> <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p><b>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:</b></p> <p><b>PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD (<a href="mailto:sba@pkf-l.com">sba@pkf-l.com</a>)</b></p> <p><b>5. This announcement is made by (e) Lucy Tyrrell, Clerk and RFO to Lympstone Parish Council</b></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>

## April 2024 - Bank Account Reconciled Statement

### Current Account

Statement Number	13	Bank Statement No.	13
Statement Opening Balance	£223,360.19	Opening Date	01/04/24
Statement Closing Balance	£245,179.50	Closing Date	30/04/24
True/ Cashbook Closing Balance	£241,875.76		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
02/04/24	FPI EDDC 2/4/24	East Devon District Council	0.00	26,068.75	249,428.94
04/04/24	DD EDF401 4/4/24	EDF Energy Ref: 671024465401 (Toilets)	63.00	0.00	249,365.94
08/04/24	3324	Lympstone Village Hall CIO	36.00	0.00	249,329.94
08/04/24	3325	Confidential	430.52	0.00	248,899.42
08/04/24	3326	Confidential	2,052.73	0.00	246,846.69
08/04/24	3327	Confidential	113.70	0.00	246,732.99
08/04/24	3328	Optima Graphics Ltd	705.00	0.00	246,027.99
08/04/24	3330	Devon Association of Local Councils	686.18	0.00	245,341.81
08/04/24	3331	JD Maintenance Services	319.25	0.00	245,022.56
08/04/24	3332	LFRG	54.00	0.00	244,968.56
08/04/24	3333	PC Maintenance Contractor	450.00	0.00	244,518.56
10/04/24	FPI Spiller 10/4/24	Herlad Advert	0.00	200.00	244,718.56
15/04/24	500072	Herald Advert/Wayleaves payments	0.00	142.54	244,861.10
15/04/24	DD EDF135 15/4/24	EDF Energy Ref: 671079829135 (YC)	119.00	0.00	244,742.10
15/04/24	DD EDF166 15/4/24	EDF Energy Ref: 671079829166 (YC)	78.00	0.00	244,664.10
16/04/24	3334	Cllr expenses	39.40	0.00	244,624.70
16/04/24	3335	Express Fire	217.20	0.00	244,407.50
16/04/24	DD EDF111 16/4/24	EDF Energy Ref: 92081111111 (Candys Field)	238.00	0.00	244,169.50
17/04/24	FPI OM 17/4/24	Orchard Memorials	0.00	320.00	244,489.50
22/04/24	500073	Herald Advert	0.00	55.00	244,544.50
22/04/24	FPI INV 24/017	Herlad Advert	0.00	135.00	244,679.50
23/04/24	FPI 23/4/24	Herlad Advert	0.00	500.00	245,179.50

### Uncleared and unrepresented effects

18/05/23	3176	BT Payphones	1.00		245,178.50
22/08/23	3212	Devon Wildlife Consultants	1,100.00		244,078.50
02/10/23	3212	Devon Wildlife Consultants	-1,100.00		245,178.50
06/11/23	3262	Royal British Legion	100.00		245,078.50
19/12/23	3279	Jemmy Ltd	350.00		244,728.50
28/03/24	3176	BT Payphones	-1.00		244,729.50

28/03/24	3262	Royal British Legion	-100.00		244,829.50
28/03/24	3279	Jemmy Ltd	-350.00		245,179.50
30/04/24	3336	Lympstone Village Hall CIO	122.00		245,057.50
30/04/24	3337	CPRE Devon	60.00		244,997.50
30/04/24	3338	Cllr expenses	15.75		244,981.75
30/04/24	3339	ROSPA Playsafety Ltd	151.20		244,830.55
30/04/24	3340	Confidential	434.88		244,395.67
30/04/24	3341	Confidential	2,166.62		242,229.05
30/04/24	3342	Confidential	130.80		242,098.25
30/04/24	3343	PVM Supplies	222.49		241,875.76
		<b>Total uncleared and unrepresented</b>	<b>3303.74</b>	<b>0.00</b>	
		<b>Total debits / credits</b>	<b>8905.72</b>	<b>27421.29</b>	

Reconciled by Lucy Tyrrell

### **1<sup>st</sup> April 2024 – 30<sup>th</sup> April 2024 - Financial Statement – Cashbook**

Statement of receipts and payments between 01/04/24 and 30/04/24 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

#### **Ordinary Accounts**

Current Account	£223,360.19
<b>Total</b>	<b>£223,360.19</b>

RECEIPTS	Net (£)	Vat (£)	Gross (£)
Council			
10 Precept	26,068.75	0.00	26,068.75
15 CIL	0.00	0.00	0.00
20 DCC re Candys Field	0.00	0.00	0.00
25 Herald Adverts	1,025.00	0.00	1,025.00
30 Burial Fees	320.00	0.00	320.00
35 Lymp FC	0.00	0.00	0.00
40 Flower Beds	0.00	0.00	0.00
45 Wayleaves	7.54	0.00	7.54
50 Misc	0.00	0.00	0.00
55 Web adverts	0.00	0.00	0.00
60 Parishes Together	0.00	0.00	0.00
65 External grants	0.00	0.00	0.00
70 YC Rech	0.00	0.00	0.00
75 VHMC	0.00	0.00	0.00
80 MoD Comm Cov	0.00	0.00	0.00
85 DCC error	0.00	0.00	0.00
90 Community Hub	0.00	0.00	0.00
95 Woodbury PC	0.00	0.00	0.00
99 VAT refund	0.00	0.00	0.00
100 Guildford BG	0.00	0.00	0.00
105 FLOS	0.00	0.00	0.00
<b>Council Total</b>	<b>27,421.29</b>	<b>0.00</b>	<b>27,421.29</b>
<b>Total Receipts</b>	<b>27,421.29</b>	<b>0.00</b>	<b>27,421.29</b>



PAYMENTS	Net (£)	Vat (£)	Gross (£)
Council			
1000 Confidential	5,084.75	0.00	5,084.75
1005 Confidential			
1005/1 Confidential	204.00	0.00	204.00
1005/2 Confidential	40.50	0.00	40.50
1005 Total	244.50	0.00	244.50
1015 Village Hall hire	158.00	0.00	158.00
1020 Chairman's Allowance	0.00	0.00	0.00
1025 Subscriptions	660.00	86.18	746.18
1030 Courses, travel etc	39.40	0.00	39.40
1035 Insurance, Audit, Electricity	0.00	0.00	0.00
1040 Misc	15.75	0.00	15.75
1045 Herald Printing	705.00	0.00	705.00
1050 PC Maintenance Contractor	450.00	0.00	450.00
1055 Grass cutting	0.00	0.00	0.00
1060 Other maintenance	319.25	0.00	319.25
1065 General tree work	0.00	0.00	0.00
1070 Bin emptying	0.00	0.00	0.00
1075 Handyman	0.00	0.00	0.00
1080 Notice boards - maintenance	0.00	0.00	0.00
1085 Play equipment	126.00	25.20	151.20
1090 Lights in CF	226.67	11.33	238.00
1095 Toilets	245.41	40.08	285.49
1100 Flood equip maintenance	54.00	0.00	54.00
1105 LFRG expenses	0.00	0.00	0.00
1110 Gulliford cemetery	0.00	0.00	0.00
1115 Burial Ground	0.00	0.00	0.00
1120 YC Maintenance	181.00	36.20	217.20
1125 YC Utilities	187.62	9.38	197.00
1130 Website etc	0.00	0.00	0.00
1135 Adv Weath	0.00	0.00	0.00
1140 Gully Emptying	0.00	0.00	0.00
1145 Parishes Together	0.00	0.00	0.00
1150 Hub Projects	0.00	0.00	0.00
1155 Cont VH Car Park	0.00	0.00	0.00
1160 DCC / DCF Funding	0.00	0.00	0.00
1165 YC Recharge	0.00	0.00	0.00
1170 Emergency Fund	0.00	0.00	0.00
1180 FLOS	0.00	0.00	0.00
2000 S137 Funding	0.00	0.00	0.00
2010 Other Grants	0.00	0.00	0.00
9999 VAT Payments	0.00	0.00	0.00
Council Total	8,697.35	208.37	8,905.72
Total Payments	8,697.35	208.37	8,905.72
Closing Balances			
<b>Ordinary Accounts</b>			
Current Account			£241,875.76
			£241,875.76
Total			£241,875.76

## Lympstone Primary School PTA grant application

### Application for a Grant

<b>Name of Organisation:</b>  Lympstone PTA
<b>Contact Details:</b>  Susan Briggs cowsplat@hotmail.com 07731808663
<b>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.</b>  We are local primary school and provide education 4-11yr olds. We currently have 182 children on roll.
<b>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.</b>  Our school is integral to the local community, the majority of local families and Armed forces families based at CTCRM come our school. We work with The Village Hall to ensure we have daily access to communal space and we work closely with the church, using the building every Friday for our collective worship and welcoming the Church team to our Christian events and activities.
<b>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.</b>  We need to our replace our toilets which are old, broken and not really fit for use. Over 100 children access our main toilets daily and there are some who refuse to use them due to the smell, the decor and the fact that they feel like frightening rooms.
<b>If the grant is for a particular project, what is the total cost and where is the balance coming from.</b>  The total cost is just over £34,000. The rest of the money will come from saved capital money, our school energy grant and PTFA fundraising which has taken place over the last 2 years.  We are short £2,500
<b>Do you have a constitution? If so, please supply a copy.</b>  <b>Accounts. Please supply a copy of your last set of accounts and give details of your current account balance.</b>  We can only spend capital grant money on this type of project and we are using all of ours towards the final cost. Our current capital balance is £15,596.
<b>Policies - If your Organisation deals with people, please list the policies you have in place to ensure that they are protected.</b>  Safeguarding Whistleblowing Equality Capability Discipline Complaints Finance Health and Safety
<b>Dated:</b> 03/05/2024  <b>Signed:</b> Susan Briggs  <b>Position in organisation:</b> PTA Chair

**Clerk's Action List - Lymstone Parish Council: Clerks Action List – April 2024**

Month and Minute	Response	Date Actioned
April - Public	Seek advice regarding card readers for community groups.	16/4
April - 24/42.1	Send 2024/2025 PC Meeting dates to VHCIO booking.	10/4
April - 24/41.2	Send Carrie Darby approved names of trustees for Heathfield Allotments Trust (HAT)	10/4
April – 24/41.3	Send approved policies to the webmaster: Cemetery, Cllr expenses, Disciplinary, Email usage, FOI and publications, training and development, Quotation and Tenders.	18/4
April - 24/43	Clerk write a letter of thanks and send to Mr Moffat on behalf of the PC.	10/4
April - 24/43	Clerk prepare Chairman's letter to Cllr Arnott on behalf of LPC.	10/4
April - 24/46.2	Clerk to join LPC as a member of CPRE.	30/4
April - 24/46.3	Clerk to sign and return community pay back scheme contract on behalf of the PC to the probation service.	1/5
April 24/50	AMENDED PLAN: 23/2632/MFUL - Proposed siting of a dairy building and hardened access track at Thorne Farm. <i>Recommendation: Support</i>	18/4
April Part B	Actions	25/4,
April PC Plan -planning applications	<b>24/0732/FUL</b> and <b>24/0733/LBC</b> - Erection of a side elevation, oak framed garden room at Sowden Cottage Sowden Lane. <i>Recommendation: Support</i>	Recommendations sent to EDDC
	<b>24/0674/FUL</b> - Construction of two dwellings at Land At 22 Underhill Crescent. <i>Recommendation: Support</i>	
	<b>24/0725/VAR</b> - Removal of conditions 4 (Glazing), 5 (Permitted development, Curtilage Structures), 6 (Permitted Development, Gates, fences and walls), 7 (Permitted Development, extensions and hard surfacing), 8 (Privacy screen), 9 (Void space), 10 (Windows in north elevation) and 11 (Use of flat roof) of Planning Permission 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 Car Park Land South Of Underhill Close. <i>Recommendation: Object</i>	
Additional actions:		
Timetabling Candys and Cliff field use – ongoing		
Nurseries site open space – ongoing		
PC meet agenda published		2/4
Internal auditor preparation		5/4
PC meeting		8/4
Minutes		9/4
Herald report		10/4
PC Plan meet and Part B PC meeting agenda published		10/4
PC Plan meet and Part B PC meeting		16/4
Minutes		17/4
PC Plan meeting agenda published		24/4
PC plan meet		30/4



## **Lympstone Parish Council Committee Notice**

Lympstone Parish Council approved the following committees on Monday 2<sup>nd</sup> Oct 23.

<b>Assets and Amenities committee</b>	Cllr Atkins (C) Cllr Staddon (VC) Cllr Francis Cllr Hill
<b>Community committee</b>	Cllr Staddon (C) Cllr Payne (VC) Cllr Culhane Cllr Francis Cllr Linfoot
<b>Environment committee</b>	Cllr Culhane (C) Cllr Staddon (VC) Cllr Minter
<b>Finance and Advisory Committee</b>	Cllr Hill (C) Cllr Atkins (VC) Cllr Minter Cllr Payne
<b>Planning and Transport committee</b>	Cllr Linfoot (C) Cllr Francis (VC) Cllr Culhane Cllr Minter

*NB: Lympstone Parish Council Chair and Vice Chair are ex-officio of all committees.*

**All committee meetings and agenda items will now be posted on the website only.**

Please check the website regularly for updates as members of the public are welcome to attend committee meetings.

**24/64 Planning decisions**

Date	Planning Application	LPC	EDDC
4/3/24 expires 27/3/24	24/0224/FUL - Renovation works including lifting roof, adding new cladding, new windows and door, balcony and ground floor window box/extension at Spinnaker	25/3 Object	20/4 APPROVED
15/12/23 expires 7/1/24 ext 10/1/24	23/2386/FUL - Proposed dwelling and off-road parking and double garage within the garden. (Revision of 23/0847 to add a basement level to the dwelling) at Meadowgate Church Road Lympstone Devon EX8 5JU	10/1 Object	4/5 APPROVED