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

PRESENT:	
Councillors	S Culhane, S Francis, R Gale-Hasleham, K Hill, N Linfoot (Chairman) and L Staddon
Clerk	Miss L Tyrrell
County Councillors	J Trail and R Scott
District Councillors	B Ingham and G Jung
Public	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 4th March were accurate Cllr Staddon seconded. Unan.

RESOLVED that the minutes of the PC meeting held on the 4th 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 19th March were accurate Cllr Francis seconded. Unan.

RESOLVED that the minutes of the PC planning meeting held on the 19th 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

Uncleared and unpresented effects

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 unpresented	0.00	0.00	
		Total debits / credits	14888	1439.08	

Reconciled by Lucy Tyrrell

1st March 2023 – 28th 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

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

0.00

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 8th 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 11th 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 7th 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 prosed 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 2nd May.

24/47 Items for the next Agenda
TPO update regarding the trees at Higher Marley Road.

Meeting closed: **9.15pm**

Chairman: Date: