LYMPSTONE PARISH COUNCIL

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28th 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 3rd June 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.
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**
24/68	*INFORMATION:* **Apologies**	**7.45**
24/69	*ACTION:* **Minutes** To confirm the minutes of the PC meeting held on the 13th May 2024 (attached pgs 3-14).	**7.50**
24/70	*INFORMATION:* **To receive any Declarations of Interest**	**7.55**
24/71	**Clerk's Report (see attachments):** *ACTION:* **i) Annual Audit 2023/24 Internal Auditor's certificate** (attached pg 15) **ii) Annual Audit 2023/24 Governance Statement** (attached pg 16) **iii) Annual Audit 2023/24 Accounting statements** (attached pg 17) **iv) Notice of public rights** (attached pg 18) **v) Lympstone Water Quality Group grant application** (attached pg 19-20) **vi) Correspondence received** – DCC PROW Officer footpath No.1 diversion **vii) LPC Standing Orders –** to approve the reviewed document previously circulated. **viii) LPC Code of Conduct -** to approve the reviewed document previously	**8.00**

	circulated. *INFORMATION:* **ix) Internal Auditor Meeting** – Clerk to report. **x) Finance** – Payments / Financial summary / Budget report **xi) Clerk's Action List**	
24/72	*INFORMATION:* **Reports from the Chairman, East Devon District Councillors and Devon County Councillors** if any.	**8.10**
24/73	*ACTION:* **Planning applications** **24/0921/FUL** - Construction of first floor extension and new external materials at Sowden Orchard. **24/0802/FUL** - Construction of new storage building in front of property, 400mm extension to boundary fence and retrospective permission for a small extension to rear garden terrace at Tadpoles Longmeadow Road. **24/0721/FUL** - The erection of two detached dwellings with integral double garages, to include associated hard and soft landscaping at Land North East Of Grange Close.	**8.20**
24/74	*INFORMATION:* **Planning decisions**	**8.25**
24/75	*ACTION:* **Reports of Committees** **Assets and amenities committee** – Cllr Atkins to report on the site meeting with Eibe on 3rd June 2024. Cllr Hill to report on LFC contracts. **Community committee** – Cllr Linfoot to report on the Parish Party on the 22nd June. Cllr Minter to report an update on the Beating of Bounds event in September. Cllr Gale-Hasleham to report the start of community pay back scheme. **Planning and Transport committee** – Cllr Linfoot to report on the committee meeting held on 28th May and the planned public drop-in session to be held on 8th June regarding the emerging East Devon Local Plan.	**8.30**
24/76	*DISCUSSION:* **Items for the next Agenda**	**8.35**

MINUTES OF A LYMPSTONE PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL AT 7.30PM ON MONDAY 13TH MAY 2024.

PRESENT:	
Councillors	D Atkins, S Culhane, S Francis, R Gale-Hasleham, K Hill, J Payne, N Linfoot, A Minter, and L Staddon
Clerk	Miss L Tyrrell
County Councillors	R Scott
District Councillors	B Ingham
Public	2 members

24/55 Election of Chairman for 2024/2025

Cllr Linfoot thanked all members for their ongoing help over the last two years including a thank you of support to Cllr Staddon, the Vice Chair, the Clerk, District and County Cllrs. He asked for a proposal of a Chairman. Cllr Atkins proposed Cllr Staddon. Cllr Hill seconded. Unan. Cllr Staddon read out and signed the Chairmans Declaration of Acceptance of Office.

RESOLVED that Cllr Staddon be elected Chairman for the Municipal year.

Cllr Culhane proposed a special thanks to Cllr Linfoot for all his hard work. Unan.

RESOLVED that the PC thanked Cllr Linfoot for his Chairmanship.

24/56 Election of Vice Chairman for 2024/2025

Cllr Staddon asked for a proposal of a Vice Chairman. Cllr Staddon proposed Cllr Francis. Cllr Linfoot seconded. Unan. Cllr Francis read out and signed the Vice Chairman's Declaration of Acceptance of Office.

RESOLVED that Cllr Francis be elected Vice-Chairman for the Municipal year.

24/57 Declarations of Office

All Cllrs re-signed their declarations of Office, Code of Conduct and acceptance of receiving and sending emails for 2024/2025. All Cllrs received a new declaration of interest form to complete and return to the Clerk for EDDC's records.

Public session

No members of the public wished to speak.

24/58 Apologies

County Cllr Trail and District Cllr Jung due to other commitments.
Cllr Staddon proposed to approve the apologies. Cllr Payne seconded. Unan.

RESOLVED that the Apologies were approved by the PC.

24/59 Minutes

Cllr Staddon proposed the minutes of the PC meeting held on the 8th April were accurate Cllr Linfoot seconded. Unan. Cllrs Minter and Payne abstained due to being absent from the meeting.

RESOLVED that the minutes of the PC meeting held on the 8th April 2024 be confirmed as a correct record and signed by the Chairman.

Cllr Staddon proposed the minutes of the PC planning meeting held on the 16th April were accurate Cllr Linfoot seconded. Unan. Cllr Payne abstained due to being absent from the meeting.

RESOLVED that the minutes of the PC planning meeting held on the 16th April 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 30th April were accurate Cllr Staddon seconded. Unan. Cllr Atkins abstained due to being absent from the meeting.

RESOLVED that the minutes of the PC planning meeting held on the 30th April 2024 be confirmed as a correct record and signed by the Chairman.

24/60 To receive any Declarations of Interest
None.

The following item was brought forward due to both District Cllr Ingham and County Cllr Scott having another meeting to attend:

24/62 Reports from the Chairman, East Devon District Councillors and Devon County Councillors
District Cllr Ingham read his report:

The next round of the emerging East Devon Local Plan (eEDLP) is to *explain the designated open areas and some related details being considered before we move onto the next round, which is Regulation 19.*
The last consultations included drop-in sessions for our parish communities. This format is strongly recommended. Ed Freeman of EDDC has offered to provide appropriate maps, drawings, comments if requested by parish councils. This should be done ASAP via planningpolicy@eastdevon.gov.uk.
There will be a webinar discussing this consultation at 7:00pm on Thursday, 16th May to which all parish councillors are invited. Please contact Lucy for details.

To Woodbury and Lympstone Parish Councils
There is a second round of consultation involving green wedges and coastal preservation areas, prior to moving on to the next stage of the eEDLP. Hopefully, the consultation starts tomorrow on Tuesday the 14th May, lasting for six weeks. Therefore, a decision is required on how and where the parish consultations will take place if you consider this event appropriate, led by each parish council.
Each different community will have different issues to consider, and therefore different maps and feed back to deliver to EDDC. Drop-in sessions organised by our Parish Councils will provide them with the information needed for consolidated feedback, plus encourage residents to feed back to EDDC themselves.

The next steps for the emerging Local Plan
There are a number of subjects that need further attention and a round of consultation before EDDC can move onto Regulation 19 for the eEDLP. The subjects for further consultation are:

1. **Designated Neighbourhood Area housing requirements.**

The NPPF National Planning Policy Framework advises that strategic policies should also set out a housing requirement for designated neighbourhood areas which reflects the overall strategy for the pattern and scale of development and any relevant allocations.

2. **Potential additional housing allocations sites.**
   It was agreed that consultation take place on potential additional housing allocation sites. Most of these sites were of a smaller scale though it is relevant to note that land at Mosshayne Lane, Pinhoe (east of the M5) is sizeable, with a potential capacity of around 1,000 dwellings.
3. **Proposed Town centre retail boundaries.**
4. **Proposed employment sites.**
5. **Coastal Preservation Areas.**
   Do you agree with the identified CPAs?
   Do you think potential housing allocations submitted within the CPAs must be rejected?
6. **Clyst Valley Regional Park designated area.**
   It is proposed this designated area will be expanded to include an area between Woodbury Salterton and the proposed new town. The new town location will be shown on the CVRP map for clarity.
7. **Green Wedges.**
   These will be presented the same as the previous East Devon Local Plan, less locations that have been developed. Do you approve of retaining the green wedges?
   Do you think potential housing allocations submitted within the Exmouth Lympstone green wedge must be rejected?
   Do you think all housing allocations in East Devon green wedges should be rejected?

The areas highlighted in yellow are issues affecting the Woodbury & Lympstone Ward

- The primary EDDC format for consultation will use the "Commonplace software" as the online platform for undertaking consultation. However, emails sent to planning policy or handwritten letters if necessary will be considered.
- Each subject matter listed in the report section above will have its own tile on the software. A tile is the equivalent of a separate short document or report. Each subject matter will have a report in pdf format that will be available on the EDDC web site.
- The aim is to make consultation on each topic as simple as possible, inviting written comment via the Commonplace tile/pdf.
- The consultation starts on Tuesday 14th May 2024 and will run it for a six-week period closing date of Wednesday 26th June 2024.
- Feedback on consultation responses is due in August 2024, dependant on the number and complexity of responses received.
- The consultation will also be accompanied by a sustainability appraisal document, that specifically references the items being consulted on, on which comments will also be invited.
- There will be a Commonplace tile and web site pdf for the Sustainability Appraisal.

Later this year, further items will be considered including:

1. **Development site allocations**
2. **Settlement boundaries**
3. **Water cycle study.**

Cllr Linfoot explained that LPC would be holding a public consultation regarding the East Devon Local Plan (EDLP) and combining it with the Lympstone Neighbourhood Plan (LNP) in early June. He would let Cllr Ingham know of the date.

Cllr Culhane asked why Lympstone had been designated as a small town due to having a train station and how could this be challenged. Cllr Ingham explained that this would be difficult to challenge due to the criteria set for settlements with accessibility. He had raised this issue before and would be raising it again. He felt LPC could also highlight this incoherent policy. Cllr Atkins felt that potential building sites were located too far away from the local train station and bus stops so were not safe or practical to access regardless.

County Cllr Scott thanked Cllr Linfoot for his hard work and championing LPC over the last couple of years. He congratulated Cllr Staddon on her new position. Cllr Scott explained that DCC were writing a new code of conduct as the current one was not fit for purpose. He would like to consult further with LPC regarding this. Cllr Scott felt that EDDC should not be asking local Parish Councils to run the public consultations and that EDDC should be doing this themselves. He requested that LPC asked for infrastructure before any new development. Clr Culhane asked about the Exmouth Gateway project to which Cllr Scott explained that after listening to public consultation responses, the idea had been scrapped. A variation application would be submitted to focus on the Dinan Way extension instead.

24/61 Clerk's Report

24/61.1 End of Year Accounts 2023/2024

The Clerk presented the PCs end of year accounts. These were signed by both the Chairman and Clerk. Cllr Staddon proposed the end of year accounts a true and accurate record. Cllr Atkins seconded. Unan.

RESOLVED The Chairman and Clerk signed off LPC's end of year accounts for 2023/24.

The Clerk explained that due to unforeseen circumstances, the Internal Auditor could not make their meeting and therefore the following items would have to be postponed: 24/61.2 – 24/61. 5 and 24/61.7

Cllr Atkins proposed to postpone the items until the June meeting. Cllr Staddon seconded. Unan.

RESOLVED that the Clerk would report on the following postponed items: 24/61.2 – 24/61. 5 and 24/61.7 at the next PC meeting on 3rd June.

24/61.6 Lympstone Primary School PTA grant application

Cllr Staddon declared a pecuniary interest and Cllr Payne declared a personal interest in this item. This was recorded in the book.

Cllr Staddon shared photos of the current state of the school toilets. Cllr Hill felt the children should not be subjected to these conditions and was disappointed that DCC would not provide the funding to upgrade them. Cllr Payne pointed out that the PTA had raised £12,000 towards the necessary funding. Cllr Staddon added that the school had also been saving funds but there was a shortfall of £2,500. Cllr Linfoot realised that the situation was not ideal but with CIL money received he felt the PC could provide £2,500 to improve the facilities. Cllr Culhane was concerned that this application should not set a precedent in a shortfall of funding, but she would support Cllr Linfoot's proposal. Cllr Atkins was concerned that the children had to go outside to access the facilities. Cllr Francis felt £1,000 was a fair and balanced offer and proposed this amount. Cllr Minter supported this proposal. Cllr Linfoot proposed a donation towards the PTA of £2,000. Cllr Atkins seconded. Cllr Culhane, Gale-Hasleham and Hill supported the proposal. Cllr Minter objected, and Cllr Francis abstained.

RESOLVED that the PC would provide £2,000 CIL money towards the PTA application for the school toilets.

Cllr Minter felt in future, funding gaps from larger authorities should be questioned further. Cllr Hill reminded all that the PC would be supporting the PTA in their request and not the school. The Clerk explained she would ask DCC Cllrs for a statement from DCC education department for an answer.

24/61.8 Casual Vacancy and Co-option of Parish Councillors
The Clerk reported that there were two Councillor vacancies on the Parish Council. There had been no request for an election. It was now open for the Council to co-opt. The casual vacancies would be advertised in the usual way. In addition to advertising on the noticeboards, an advert would be added to the Facebook page and website. The shop and village café would also be asked to display a notice.

24/61.9 Finance – Payments / Financial summary / Budget report
The Clerk explained that another recent payment of CIL money had been received last week from the Goodmores development and this would be reported in next months finances. The Clerk asked for another bank signatory, and it was unanimously agreed that Cllr Payne would be added.

RESOLVED that Cllr Payne be added as a LPC bank signatory.

Cllr Hill raised the new financial regulations recently released from NALC and these would be reviewed in a finance committee meeting.
Cllr Atkins 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:

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:	78.00	0.00	244,664.10

		671079829166 (YC)			
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: 9208111111 (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 unpresented 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
		Total uncleared and unpresented	3303.74	0.00	
		Total debits / credits	8905.72	27421.29	

Reconciled by Lucy Tyrrell

1st April 2024 – 30th 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
Total	£223,360.19

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
Council Total	27,421.29	0.00	27,421.29
Total Receipts	27,421.29	0.00	27,421.29

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

Ordinary Accounts

Current Account	£241,875.76
	£241,875.76
Total	£241,875.76

24/61.10 Clerk's Action List

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

24/63 TPO on Trees off Hulham Road *(NB item location corrected and amended from Agenda item '24/63 TPO on Trees at Higher Marley Road')*

Cllr Staddon read the response received from EDDC tree Officer regarding these trees:

Dear all,
I have undertaken a site survey and it is my intention to make a provisional order in due course.

Best regards,
Carl Harrison
Tree Technician
Countryside and Leisure
East Devon District Council

24/64 Planning applications

24/0773/LBC - 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.

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

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

24/0744/LBC - Replace 1no. first floor sash window on front (south) elevation at Claremont, Church Road.

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

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

24/65 Planning decisions

RESOLVED that the EDDC decisions were noted.

24/66 Reports of Committees

Cllr Payne proposed the following Chairman, Vice Chairman and committee members for the Assets and Amenities Committee: Cllr Atkins (C), Cllr Staddon (VC), Cllr Francis, Cllr Hill and Cllr Gale-Hasleham. Cllr Staddon seconded. Unan.

Cllr Staddon proposed the following Chairman, Vice Chairman and committee members for the Community Committee: Cllr Linfoot (C), Cllr Payne (VC), Cllr Francis and Cllr Staddon. Cllr Gale-Hasleham seconded. Unan.

Cllr Payne proposed the following Chairman, Vice Chairman and committee members for the Environment Committee: Cllr Culhane (C), Cllr Staddon (VC) and Cllr Minter. Cllr Minter seconded. Unan.

Cllr Staddon proposed the following Chairman, Vice Chairman and committee members for the Finance and Advisory Committee: Cllr Hill (C), Cllr Atkins (VC), Cllr Minter and Cllr Payne. Cllr Gale-Hasleham seconded. Unan.

Cllr Staddon proposed the following Chairman, Vice Chairman and committee members for the Planning and Transport Committee: Cllr Linfoot (C), Cllr Francis (VC), Cllr Culhane, Cllr Minter and Cllr Gale-Hasleham. Cllr Payne seconded. Unan.

RESOLVED that the following committees were agreed and approved:

Assets and Amenities	**Community**	**Environment** Cllr	**Finance and Advisory**	**Planning and Transport**
Cllr Atkins (C), Cllr Staddon (VC), Cllr Francis, Cllr Hill Cllr Gale-Hasleham.	Cllr Linfoot (C) Cllr Payne (VC) Cllr Francis Cllr Staddon	Culhane (C) Cllr Staddon (VC) Cllr Minter	Cllr Hill (C) Cllr Atkins (VC) Cllr Minter Cllr Payne	Cllr Linfoot (C) Cllr Francis (VC) Cllr Culhane Cllr Minter Cllr Gale-Hasleham

It was noted that Lympstone Parish Council Chair and Vice Chair are ex-officio of all committees. All committee meetings and agenda items would now be posted on the website only.

Assets and amenities committee

Cllr Atkins reported that the Assets and Amenities committee had met on 9th May. He explained that the damaged noticeboard at the top of Wotton Lane was beyond repair and the committee recommended that it would not be replaced but relocated in new safer location once Goodmores development has been completed. Cllr Staddon proposed this recommendation. Cllr Linfoot seconded. Unan.

RESOLVED that the damaged notice board at Wotton Lane would not be replaced.

Cllr Atkins updated the kissing gate situation at Cliff field was in a precarious position due to the cliff fall. He felt it needed further discussion with both the National Trust and Devon County Council to agree next steps. Cllr Culhane had suggested that a solution to consider overcoming the access issue for pushchairs and the mobility impaired would be to move the gate slightly back by approx. three metres. This would ensure there was sufficient room for the traditional kissing gate and an ordinary gate at the side. Cllr Atkins explained new contracts with LPC and LFC were revised and to be signed by the football club in due course. He asked that the community pay back scheme consider clearing the large stones and other debris from around Candys field. He added that the PC contractor would look at

the regular maintenance of the play areas in Candys Field and clear the tree stump of sharp edges. The PC contractor would also install concrete plinths for the picnic benches to be anchored to.
Cllr Staddon proposed that the Clerk write to Eibe for an onsite visit to review the play area. Cllr Atkins seconded. Unan.

RESOLVED That the Clerk write to Eibe and invite to an onsite meeting to view the play equipment.

Cllr Linfoot proposed a new picnic bench for Candy's field to replace the damaged wooden one at the top of Candy's field. Cllr Staddon seconded. Unan.

RESOLVED that the Clerk order a new recycled plastic picnic bench for Candys Field.

Cllr Atkins thanked Cllr Culhane for taking the minutes at the committee meeting.
Cllr Linfoot explained that the contractor for the new paths in the cemetery should begin work in the next couple of weeks.

Community committee
Cllr Linfoot reported an update on the Parish Party being held in Candy's Field on the 22nd June. He explained that County Cllr Scott had arranged for some portaloos free of charge and a first aider had been sought for the event. The party would be a family event with a BBQ, bar and refreshments on offer. Live music was also booked for the afternoon and evening. He added that the agreed party budget was underspent and suggested that a marquee was bought with the remaining money to use for this event and be reused for future community events. He proposed a 4mx6m marquee for £1019. Cllr Gale-Hasleham seconded. Unan.

RESOLVED that a 4mx6m fire resistant marquee was purchased by the PC.

Cllr Payne suggested that this marquee could be stored in the Hub building.
The Clerk presented a draft advertising poster for the party, and this was agreed to be printed and displayed around the Parish.

Cllr Gale-Hasleham reported that he had met with Dean Clarke, the co-ordinator of the community payback scheme, Cllr Linfoot and the Clerk on the 1st May. He reported the following:
The contract had been signed by LPC and returned to the Probation service, and once approved, work could begin. He added that the contract was a rolling contract. The groups would attend once a week (probably Thursdays), up to 7 hrs a day, 9am – 4pm. There would be a ratio of one supervisor to eight offenders. Graffiti and fly tipping could now be fast tracked and dealt with by the scheme. LPC would provide materials and storage. The scheme would provide tools and PPE. LPC had been asked to occasionally donate new tools and equipment (to replace through wear and tear) instead of any monetary contribution. EDDC had been asked and agreed to parking permits for the scheme's vehicle. County Cllr Scott had been given a list of materials to cost. The scheme would write their own risk assessments and provide their own insurance. The list of potential work included: Youth Club Building- both exterior and interior, General Road tidy, Planting out of general areas - to be agreed with the Gardening Club, Beach tidy - removal of any rubbish, Front Meadow - general grass cutting and ground maintenance, Book Swap Kiosk – stripped back and painted, Gully clearance - in consultation with Flood Resilience Group,

Candy's Field - general ground maintenance and removal of stones, Wooden gates at Avenue Field, along The Avenue and Cliff Field to be treated with wood preservative, Undergrowth under the Lime trees on both sides to be cut back and cleared, Scout Hut – clear surrounding overgrowth, Railway bridge (between Cliff field and the Avenue) – clear weeds, Public toilets - external walls to be painted and doors to be re-stained, Public car park – clear weeds and litter pick.
Cllr Culhane requested that no chemicals were used to aid weed clearance.
Cllr Gale-Hasleham explained that the cost of materials required so far had totalled £508 net of VAT and requested a proposed budget of £1,000. Cllr Staddon seconded. Unan.

RESOLVED that the PC would set aside a budget of £1,000 towards the materials for the scheme.

Environment committee

Cllr Culhane reported on the following webinar held on 8th May:

Highway runoff and the water environment May 2024

Report by Stormwater Shepherds (Jo Bradley) and CIWEM (Alastair Chisholm and Catherine Moncrieff)

Aims of the report:

1. Identify the problem caused by pollution from highway outfalls, estimating its scale, nature and cumulative impact
2. Provide meaningful data from sampling and research
3. Raise the profile of highway runoff with highway authorities, the public and decision-makers, and ultimately significantly reduce its harm on the environment.
4. Recommend potential solutions through environmental permitting, funding streams and remediation

Findings:

1. Across the UK's road network, highway runoff washes into the environment every time it rains. Runoff contains pollutants from tyre particles, fuel spills and other vehicle fluids, road surface fragments, sediment and herbicides. These contain heavy metals and toxic chemicals such as polyaromatic hydrocarbons (PAHs) which have shown to be carcinogenic and hormone disrupting to aquatic life.
2. The lack of data on this pollution makes it difficult to alert the relevant responsible authorities on where they should be prioritising action. This report used research from sampling undertaken in the North West of England between 2021 and 2024, as well as older research. The results of the sampling showed that all discharges failed the Environmental Quality Standards (EQS) for several polyaromatic hydrocarbon (PAH) pollutants, which are known to be harmful to aquatic life.
3. Appreciation of the nature and extent of highway pollution is very low despite pollution from towns, cities and transport officially contributing to 18% of water body failures to achieve good status under the Water Framework Directive. This report's findings indicate that harm caused by this pollution is likely to be greater than indicated by the Water Framework Directive figure.
4. The Environment Agency does not have a specific monitoring programme assessing the impact of highway runoff on the water environment. Likewise, National Highways and highway authorities do not routinely monitor the discharges of highway runoff entering the water environment from their network. However, a discharge of polluting matter into a watercourse ordinarily requires a permit under paragraph 4 of schedule 21 to the Environmental Permitting (England and Wales) Regulations 2016.

Recommendations

- Further investigation is needed into the impacts of these polluted discharges on ecological and human health.
- There are widespread treatment technologies and devices for managing highway runoff readily available in the UK. All new road schemes should include good drainage design, and crucially provision for effective monitoring, operation and maintenance of drainage and treatment schemes.
- There are a range of interventions in progress aimed at reducing levels of PAHs in fuel oils and tyres, e.g. extended producer responsibility levies. There must be far greater emphasis on the control of pollutants at their source, including enforcing legislation to control use of PAHs in the manufacture of tyres, and ensuring new Euro 7 Emissions Standards on tyre abrasion limits are properly adopted by manufacturers when they come into force in 2025.
- The EA has the power to require highway authorities to apply for permits for high-risk outfalls from the road network.
- The control of pollution from National Highways' network is a statutory duty, and should be paid for from their core budget.
- The EA's risk assessment model should include a process to prioritise deployment of appropriate treatment for harmful runoff.
- Adopt a catchment-based approach to assessing risk of harm from highway outfalls so that the most polluting sources can be prioritised for remedial action.

Cllr Staddon had attended the webinar and explained that there were major concerns of 25,000 outlays from Motorways leading into the water courses and how pollutants would be separated from the water and where the pollutants would go.
Cllr Culhane advised that Lympstone Water Quality Group had requested funding to help with lab testing road runoff samples.

24/67 Items for the next Agenda

Internal auditor report and AGAR documents.
Progress made on CCLA investment bank.
Reviewed Standing Orders and Code of Conduct.
LWQG grant/proposed budget.
LFC contracts.
Update on the Beating of the Bounds event.

Meeting Closed**: 9.35pm**

Chairman: Date:

24/71 Clerks Report

Annual Audit 2023/24 Internal Auditor's certificate:

Annual Internal Audit Report 2023/24

LYMPSTONE PARISH COUNCIL

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During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")*			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations *(during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).*	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR *(see AGAR Page 1 Guidance Notes).*	✓		

O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

Date(s) internal audit undertaken: 24/5/2024

Name of person who carried out the internal audit: P. CLAPHAM (BA (HONS) PSLCC

Signature of person who carried out the internal audit: [signature]

Date: 24/5/2024

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

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

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

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

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

03/06/2024

and recorded as minute reference:

MINUTE REFERENCE

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

Chair SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

ENTER PUBLI www.lympstone.org PAGE ADDRESS

Section 2 – Accounting Statements 2023/24 for

LYMPSTONE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
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 cash-book 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).*

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				*The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.*
11b. Disclosure note re Trust funds (including charitable)				*The figures in the accounting statements above 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

SIGNATURE REQUIRED

Date 03/06/2024

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

03/06/2024

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Notice of public rights

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
1. Date of announcement 7th June 2024 (a)	
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. **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:**	(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below
(b) Lucy Tyrrell, Clerk and RFO to Lympstone Parish Council At: lympstonepc@gmail.com	(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
commencing on (c) __**Monday 10 June 2024** _____	(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
and ending on (d) ___**Friday 19 July 2024** _____	
3. Local government electors and their representatives also have: • The opportunity to question the appointed auditor about the accounting records; and • The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.	(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.
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: **PKF Littlejohn LLP (Ref: SBA Team)** **15 Westferry Circus** **Canary Wharf** **London E14 4HD** (sba@pkf-l.com)	
5. This announcement is made by (e) Lucy Tyrrell, Clerk and RFO to Lympstone Parish Council	(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority

Lympstone Water Quality Group grant application.

APPLICATION FOR A GRANT

Name of organisation: **Lympstone Water Quality Group**
Contact details: **Sara Davies** **Drakes Cottage, Quay Lane, Lympstone EX8 5HA** **Tel. 07855 344386** **Email: sarabragg@aol.com**
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. **The Lympstone Water Quality Group was formed in December 2023 due to increasing community concerns about the quality of the water in the Wotton Brook and Exe Estuary, and various threats to the water quality, e.g., increasing development including the planned Dinan Way Extension and proposed intensive dairy farm operation, and climate change.** **The aim of the Group is to develop a community-led, catchment-based partnership project to assess, protect, and improve the water quality.** **Good progress has been made already, with the support of the Westcountry Rivers Trust, and the Group has successfully engaged with both external stakeholders (e.g., Environment Agency, South West Water plc, and Woodland Trust), and internal stakeholders (e.g., the Lympstone community and other Lympstone groups).** **The Group (or core project team) currently includes six members (Clem Davies, Caroline Lewis, Barry Lewis, Justin Smallwood, Rebecca Abrahams, and Sara Davies), has links to Lympstone Parish Council via Cllr Lisa Staddon and Cllr Susie Culhane, and an additional 15 community volunteers for water quality monitoring.**
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. **As stated above, the group and project were formed due to increasing community concerns about water quality. Various methods have been used to engage with the community and other community groups, including direct communications with other relevant groups, meetings, and articles in the Lympstone Herald. On 12 February, a meeting was held to discuss the draft project proposal with members of the Lympstone Flood Resilience Group, Lympstone Fishery & Harbour Association, Wild About Lympstone, and Lympstone Primary School. Regular updates have been provided to the Parish Council (including a presentation on 4 March). Articles have been submitted to the Lympstone Herald to engage the community, and this has resulted in 15 members of the community assisting with water quality monitoring. Further communications are planned.**

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.

We are requesting £1,000 to be allocated for the following – see list below. This will enable further progression of the project – particularly in assessing the water quality in the Wotton Brook - before additional support and funding are secured elsewhere (see explanation in the next section of this form).

1. **Analysis of road runoff samples* – 3 x £158 per sample = Total £474**
2. **Other lab analysis (e.g., potential sewage pollution in the brook) – 1 x £100 = Total £100**
3. **Phosphate meter (Hanna HI-713) = 1 x £86 = Total £86**
4. **'Riverfly' invertebrate monitoring kit – 2 x £120 per kit = Total £240**
5. **'Riverfly' training – 4 x £25 per person = Total £100**

GRAND TOTAL = £1,000

Other expenses exist such as meeting venue hire, printing, photocopying, etc. Most of these have been borne by members of LWQG to date (see next section).

** A preliminary agreement for road runoff analysis has been set up with ALS Labs, as recommended by Jo Bradley of Stormwater Shepherds (see quote and details provided). No payment is required until analysis is requested, but the completion of a 'Credit Application Form' by LPC is needed. Upon receipt of this, ALS will send us sample bottles. This will enable us to be prepared for sampling at the appropriate time.*

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

The grant will support the Lympstone Water Quality Project. The equivalent of more than £25,000 has already been spent on the project to date:

- **Westcountry Rivers Trust – at least £10,000 to date (for 2 continuous monitors, 20 x citizen science water quality monitoring kits, training of 20 volunteers, a one-day walkover survey of the Wotton Brook by two WRT advisors, and support in project design and planning.**
- **Stormwater Shepherds (Jo Bradley, specialist on road runoff) – at least £1,000 to date for advice, review of the proposed drainage scheme design for the Dinan Way Extension, and a written assessment (which we used in our communications with DCC).**
- **Lympstone Water Quality Group and additional volunteers – at least £15,000 in volunteer time to date (based on standard rates used by the National Lottery to calculate the value of volunteer time), not including expenses.**

The project is evolving so it is impossible to calculate a total cost. The plan is to secure as much support as possible (in achieving the project objectives) from external stakeholders, including the Environment Agency, South West Water plc, Woodland Trust, and Universities, and to apply for funding from other sources. An expression of interest has already been submitted to the East Devon AONB's Communities Project Fund (delayed due to their staff changes).

Do you have a Constitution? If so, please supply a copy. **No**

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

Policies

If your Organisation deals with people, please list the policies you have in place to ensure that they are protected. **Health and safety risk assessments for water monitoring by volunteers have been completed by Westcountry Rivers Trust and LWQG, and guidance provided directly to volunteers (both verbally and in writing).**

Finance:

May 2024 - Bank Account Reconciled Statement

Current Account

Statement Number	14	Bank Statement No.	14
Statement Opening Balance	£245,179.50	Opening Date	01/05/24
Statement Closing Balance	£331,905.67	Closing Date	31/05/24
True/ Cashbook Closing Balance	£331,607.43		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
30/04/24	3336	Lympstone Village Hall CIO	122.00	0.00	245,057.50
30/04/24	3339	ROSPA Playsafety Ltd	151.20	0.00	244,906.30
30/04/24	3340	Employment	434.88	0.00	244,471.42
30/04/24	3341	Employment	2,166.62	0.00	242,304.80
30/04/24	3342	Employment	130.80	0.00	242,174.00
07/05/24	DC 07 05 24	East Devon District Council	0.00	90,953.10	333,127.10
07/05/24	DD EDF401 7/5/24	EDF Energy Ref: 671024465401 (Toilets)	63.00	0.00	333,064.10
09/05/24	FPI 09/05/24	Herald Advert	0.00	63.00	333,127.10
13/05/24	3344	JD Maintenance Services	107.33	0.00	333,019.77
13/05/24	3345	Optima Graphics Ltd	705.00	0.00	332,314.77
13/05/24	3346	J. Morrish	1,340.00	0.00	330,974.77
13/05/24	FPI 13/5/24	Herald Advert	0.00	100.00	331,074.77
13/05/24	FPI 13/5/24	Herald Advert	0.00	25.00	331,099.77
14/05/24	FPI 14 05 24	Herald Advert	0.00	40.00	331,139.77
15/05/24	DD EDF111 15/5/24	EDF Energy Ref: 9208111111 (Candys Field)	223.88	0.00	330,915.89
15/05/24	DD EDF135 15/5/24	EDF Energy Ref: 671079829135 (YC)	119.00	0.00	330,796.89
15/05/24	DD EDF166 15/5/24	EDF Energy Ref: 671079829166 (YC)	78.00	0.00	330,718.89
21/05/24	FPI 21/05/24	Memorial bench	0.00	485.00	331,203.89
24/05/24	3347	Multiple Suppliers/ Customers	1,683.31	0.00	329,520.58
28/05/24	YC FPI 28 05 24	Lympstone Youth Club-utilities 23/24	0.00	2,385.09	331,905.67

Uncleared and unpresented effects

18/05/23	3176	BT Payphones	1.00		331,904.67
22/08/23	3212	Devon Wildlife Consultants	1,100.00		330,804.67
02/10/23	3212	Devon Wildlife Consultants	-1,100.00		331,904.67
06/11/23	3262	Royal British Legion	100.00		331,804.67
19/12/23	3279	Jemmy Ltd	350.00		331,454.67
28/03/24	3176	BT Payphones	-1.00		331,455.67
28/03/24	3262	Royal British Legion	-100.00		331,555.67
28/03/24	3279	Jemmy Ltd	-350.00		331,905.67

30/04/24	3337	CPRE Devon	60.00		331,845.67
30/04/24	3338	D.G. Atkins	15.75		331,829.92
30/04/24	3343	PVM Supplies	222.49		331,607.43
		Total uncleared and unpresented	298.24	0.00	
		Total debits / credits	7623.26	94051.19	

Reconciled by Lucy Tyrrell

1st April 2024 – 31st May 2024 - Financial Statement – Cashbook

Statement of receipts and payments between 01/04/24 and 31/05/24 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
Total	£223,360.19

RECEIPTS	Net (£)	Vat (£)	Gross (£)
Council			
10 Precept	26,068.75	0.00	26,068.75
15 CIL	90,953.10	0.00	90,953.10
20 DCC re Candys Field	0.00	0.00	0.00
25 Herald Adverts	1,253.00	0.00	1,253.00
30 Burial Fees	805.00	0.00	805.00
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	2,385.09	0.00	2,385.09
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
Council Total	121,472.48	0.00	121,472.48
Total Receipts	121,472.48	0.00	121,472.48

PAYMENTS	Net (£)	Vat (£)	Gross (£)
Council			
1000 Employment	5,084.75	0.00	5,084.75
1005 Employment	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	569.34	110.72	680.06
1045 Herald Printing	1,410.00	0.00	1,410.00
1050 PC Maintenance Contractor	1,790.00	0.00	1,790.00

1055	Grass cutting	0.00	0.00	0.00
1060	Other maintenance	426.58	0.00	426.58
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	439.89	21.99	461.88
1095	Toilets	305.41	43.08	348.49
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	375.24	18.76	394.00
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	849.17	169.83	1,019.00
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		12,713.28	511.96	13,225.24
Total Payments		12,713.28	511.96	13,225.24

Closing Balances

Ordinary Accounts

Current Account	£331,607.43
	£331,607.43
Total	£331,607.43

Clerk's Action List - Lympstone Parish Council: Clerks Action List – May 2024

Month and Minute	Response	Date Actioned
30 April PC Plan - planning applications	**24/0732/FUL** and **24/0733/LBC** - Erection of a side elevation, oak framed garden room at Sowden Cottage Sowden Lane. *Recommendation:* Support	7/5 Recommendations sent to EDDC
	24/0674/FUL - Construction of two dwellings at Land At 22 Underhill Crescent. *Recommendation:* Support	
	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. *Recommendation:* Object	
May – 24/57	LPC declaration of interest forms sent to EDDC	
May - 24/61.6	Let PTA know that a donation of £2,000 from LPC was awarded.	20/5
May - 24/61.6	Ask DCC Cllrs for a statement from DCC education department regarding school toilets.	Emailed 14/5
May 24/61.9	Add Cllr Payne as a bank signatory	
May - planning applications	**24/64 Planning applications** **24/0773/LBC** - 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. *Recommendation: Support*	14/5 Recommendations sent to EDDC
	24/0744/LBC - Replace 1no. first floor sash window on front (south) elevation at Claremont, Church Road. *Recommendation: Support*	
May – 24/66	Update committee member notices and LPC structure	15/5
May – 24/66	Clerk write to Eibe and invite to an onsite meeting to view the play equipment.	20/5
May - 24/66	Clerk order a new recycled plastic picnic bench for Candys Field.	14/5
May – 24/66	Order and print Parish party notices x20	16/5
Additional actions:		
Timetabling Candys and Cliff field use – ongoing		
Nurseries site open space – ongoing		
Meet with Dean Clarke, RGH and NL regarding community service contract.		1/5
PC meet agenda published		7/5
Internal auditor meeting		24/5
PC meeting Minutes		13/5 15/5
Herald report		14/5
Parish party notices and updated committee notices displayed		16/5
Defibrillator checks and report online x 2		16/5
PC meet agenda published		28/5

24/74 Planning decisions

Date	Planning Application	LPC	EDDC
25/7/22 expires 17/8 22	22/1583/FUL - Construction of two new dwellings and off road parking at Meadowgate, Church Road AMENDED PLAN received 12/10/22 expires 26/10/22	*5/8:* Object *Oct 22: Object*	25/5/24 REFUSED