MINUTES OF A LYMPSTONE PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL AT 7.00PM ON MONDAY 1st July 2024.

PRESENT:	
Councillors	D Atkins, S Francis, R Gale-Hasleham, K Hill, N Linfoot, A Minter, J Payne and L Staddon (Chairman)
Clerk	Miss L Tyrrell
County Councillors	J. Trail
District Councillors	B. Ingham and G Jung
Public	3 members

The Chairman opened the meeting with a tribute to the recent loss of former Parish and District Councillor Richard Eastley.

I would like to spend a moment to remember the recent passing of a former Parish and District Cllr Richard Eastley. Richard was a well-respected, upstanding member of the community who epitomised the good standards and values of public life. A gentleman with integrity, honesty, kindness and compassion in everything he did and to all who met him. He will be a very sad loss to our community. The PC sends their heartfelt condolences to Richard's family at this very sad time. Rest in peace dear Richard. Please may we now reflect for a minute's silence.

Public session
A resident asked whether District Cllr Ingham had sent out any more information regarding a planning application on the temporary car park, Underhill. The Clerk explained she had not received any further details. The resident explained that the planning appeal for the application could be found on the Planning inspectors' website but not on EDDC's website. He added that EDDC planning officers had approved all conditions apart from one.

24/77 Apologies
Cllr Culhane and County Cllr Scott due to other commitments.
Cllr Atkins proposed to approve the apologies. Cllr Staddon seconded. Unan.

RESOLVED that the Apologies were approved by the PC.

24/78 Minutes
Cllr Linfoot proposed the minutes of the PC meeting held on the 3rd June were accurate Cllr Gale-Hasleham seconded. Unan.

RESOLVED that the minutes of the PC meeting held on the 3rd June 2024 be confirmed as a correct record and signed by the Chairman.

24/79 To receive any Declarations of Interest
Cllr Staddon and Cllr Payne declared a personal interest with planning application 24/1201/FUL.
Cllr Atkins declared a pecuniary interest with a cheque received from LPC.
This was recorded in the book.

24/80 Clerks report
24/80.1 CIL report
Cllr Staddon proposed to approve the CIL spending for 2023/2024. Cllr Francis seconded. Unan.

RESOLVED that Lympstone Parish Council's CIL report to be sent to EDDC for 2023/24 was approved.

24/80.2 LPC Standing Orders

Cllr Staddon proposed to approve the reviewed LPC Standing Orders. Cllr Payne seconded. Unan.

RESOLVED that LPC reviewed Standing Orders were approved.

24/80.3 LPC Code of Conduct

Cllr Linfoot proposed to approve the reviewed LPC Code of Conduct. Cllr Staddon seconded. Unan.

RESOLVED that LPC reviewed Code of Conduct was approved.

24/80.4 Staff Appraisal

Cllr Hill reported on the recent Staff appraisal with the Clerk and Cllr Linfoot. He listed the agreed objectives and explained that a deputy or assistant to the Clerk may be necessary to consider alleviating the Clerks workload to achieve the CiLCA certificate. He proposed a future Part B meeting for Cllr and Clerk training. He added that the Clerks full appraisal should be completed every November. He proposed the following:

1. To back the statutory pay rise owed to Clerk from April 2023. Cllr Linfoot seconded. Unan.

   RESOLVED that the Clerk would receive the statutory pay rise from April 2023 to 30th June 2024 and paid in July 2024.

2. The Finance and Advisory committee would propose pay scales in December for future budget considerations. Cllr Linfoot seconded.

   RESOLVED that the Finance and Advisory committee would review the staff pay scale every December in time for budget setting.

3. The Clerk would be awarded a grade point in her pay scale from 1st July 2024. Cllr Staddon seconded. Unan.

   RESOLVED that the Clerk would move up the NALC pay scale by one point from 1st July 2024.

24/80.5 Finance – Payments / Financial summary / Budget report

Cllr Minter made the following statement:

On 20 June 2024, Lympstone Parish Council received a demand for payment letter from HMRC dated 10 June 2024.

The letter was requesting payment of unpaid payroll taxes plus interest, dating from August 2020 to March 2024. The payment amount request was for £8,612.18 as follows: Employer's National Insurance Contribution £6,894.04, PAYE £1,054.00 and penalty interest £664.14. HMRC are also accruing penalty interest on the balance at £1.48/day.

The Lympstone Parish Clerk spent an extended time contacting and speaking to HMRC on 25 June 2024. As a result, measures have been put in place to ensure that Employer's

National Insurance Contributions are calculated and paid as part of the monthly payroll process.
I propose that the claimed amount is paid in full at the earliest opportunity and that the Council then appeal the amount relating to PAYE (£1,054) which it is understood has already been paid by LPC, plus any related penalty interest paid. I will take responsibility for drafting the HMRC letter and enclosures.

Cllr Staddon seconded. Unan.

RESOLVED that the total amount would be paid in full with a letter of appeal for the PAYE amount and interest charged.

I also propose that we contact PKF Littlejohn, the external auditors, to inform them of the payment and penalty. I propose that I draft this note to be sent by the Clerk.

Cllr Staddon seconded. Unan.

RESOLVED that a letter would be sent to the external auditors to raise LPCs concerns.

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

RESOLVED that the following payments be approved:

June 2024 - Bank Account Reconciled Statement

Current Account

Statement Number	15	Bank Statement No.	15
Statement Opening Balance	£331,905.67	Opening Date	01/06/24
Statement Closing Balance	£322,275.89	Closing Date	30/06/24
True/ Cashbook Closing Balance	£321,060.25		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
30/04/24	3337	CPRE Devon	60.00	0.00	331,845.67
03/06/24	3348	N. Linfoot – Chairmans allowance	200.00	0.00	331,645.67
03/06/24	3349	R Gale-Hasleham – reimbursement	39.90	0.00	331,605.77
03/06/24	3351	Castle CCTV Ltd	126.00	0.00	331,479.77
03/06/24	3352	Lympstone Village Hall CIO	64.00	0.00	331,415.77
03/06/24	3353	N. Linfoot – reimbursement	41.00	0.00	331,374.77
03/06/24	3354	Penny Clapham	126.20	0.00	331,248.57
03/06/24	3355	Employment cost	467.94	0.00	330,780.63
03/06/24	3356	Employment cost	2,251.81	0.00	328,528.82
03/06/24	3357	Employment cost	250.97	0.00	328,277.85
03/06/24	3358	Reformed Plastics (UK) Ltd	552.00	0.00	327,725.85
03/06/24	3359	Devon County Council	500.00	0.00	327,225.85
03/06/24	3360	PVM Supplies	222.49	0.00	327,003.36
03/06/24	3361	JD Maintenance Services	338.75	0.00	326,664.61
03/06/24	3362	PC contractor	1,355.00	0.00	325,309.61
03/06/24	3363	Alison West - Bespoke Web Designs	1,075.50	0.00	324,234.11

03/06/24	3364	Source For Business	99.78	0.00	324,134.33
04/06/24	DD EDF401 4/6/24	EDF Energy Ref: 671024465401 (Toilets)	63.00	0.00	324,071.33
10/06/24	DDevonCC 5212539	Devon County Council	0.00	1,000.00	325,071.33
13/06/24	FPI 13 06 24	Herald Advert	0.00	135.00	325,206.33
14/06/24	FPI RSOR 14/6/24	Herald Advert	0.00	250.00	325,456.33
17/06/24	DD 17 06 24 E73	EDF Energy A-813EOE73	78.00	0.00	325,378.33
17/06/24	DD 17/6/24 971	EDF Energy A-DOBDO971	119.00	0.00	325,259.33
17/06/24	DD EDF111 17/6/24	EDF Energy Ref: 9208111111 (Candys Field)	230.50	0.00	325,028.83
17/06/24	FPI 17/6/24	Herald Advert	0.00	25.00	325,053.83
20/06/24	3365	Jewson	143.94	0.00	324,909.89
20/06/24	3366	Planning Portal	1,515.00	0.00	323,394.89
20/06/24	3367	Optima Graphics Ltd	808.00	0.00	322,586.89
20/06/24	3368	Lympstone Village Hall CIO	12.00	0.00	322,574.89
20/06/24	3369	Andrew Bolton Action For Life	250.00	0.00	322,324.89
20/06/24	3371	N. Linfoot – reimbursement	46.00	0.00	322,278.89
20/06/24	3372	Lympstone Village Hall CIO	24.00	0.00	322,254.89
20/06/24	3376	L. Staddon – reimbursement	9.00	0.00	322,245.89
26/06/24	FPI 26/6/24	Herald Advert	0.00	30.00	322,275.89

Uncleared and unpresented effects

18/05/23	3176	BT Payphones	1.00		322,274.89
22/08/23	3212	Devon Wildlife Consultants	1,100.00		321,174.89
02/10/23	3212	Devon Wildlife Consultants	-1,100.00		322,274.89
06/11/23	3262	Royal British Legion	100.00		322,174.89
19/12/23	3279	Jemmy Ltd	350.00		321,824.89
28/03/24	3176	BT Payphones	-1.00		321,825.89
28/03/24	3262	Royal British Legion	-100.00		321,925.89
28/03/24	3279	Jemmy Ltd	-350.00		322,275.89
30/04/24	3338	D.G. Atkins	15.75		322,260.14
30/04/24	3343	PVM Supplies	222.49		322,037.65
03/06/24	3350	Edge IT Systems Ltd	632.40		321,405.25
20/06/24	3370	Mrs M Mockler	78.79		321,326.46
20/06/24	3373	1st Lympstone Sea Scouts	50.00		321,276.46
20/06/24	3374	D.G. Atkins	200.00		321,076.46
20/06/24	3375	Sue Francis	16.21		321,060.25
		Total uncleared and unpresented	1215.64	0.00	
		Total debits / credits	12285.42	1440	

Reconciled by Lucy Tyrrell

1st April 2024 – 30th June 2024 - Financial Statement – Cashbook

Statement of receipts and payments between 01/04/24 and 30/06/24 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	1,693.00	0.00	1,693.00
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	1,000.00	0.00	1,000.00
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	122,912.48	0.00	122,912.48
Total Receipts	122,912.48	0.00	122,912.48

PAYMENTS	Net (£)	Vat (£)	Gross (£)
Council			
1000 Employment costs	7,804.50	0.00	7,804.50
1005 Employment costs	495.47	0.00	495.47
1015 Village Hall hire	258.00	0.00	258.00
1020 Chairman's Allowance	200.00	0.00	200.00
1025 Subscriptions	1,187.00	191.58	1,378.58
1030 Courses, travel etc	39.40	0.00	39.40
1035 Insurance, Audit, Electricity	126.20	0.00	126.20
1040 Misc	1,391.40	134.71	1,526.11
1045 Herald Printing	2,218.00	0.00	2,218.00
1050 PC Maintenance Contractor	3,145.00	0.00	3,145.00
1055 Grass cutting	200.00	0.00	200.00
1060 Other maintenance	1,225.33	92.00	1,317.33
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	659.41	32.97	692.38
1095 Toilets	750.85	108.91	859.76
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	562.86	28.14	591.00
1130	Website etc	1,075.50	0.00	1,075.50
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	2,692.96	169.83	2,862.79
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		24,392.88	819.54	25,212.42
Total Payments		24,392.88	819.54	25,212.42

Closing Balances

Ordinary Accounts

Current Account	£321,060.25
	£321,060.25
Total	£321,060.25

24/80.6 Clerk's Action List

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

24/81 Reports from the Chairman, East Devon District Councillors and Devon County Councillors

Cllr Trail congratulated LPC Chair and Vice Chair on their new positions. He sent his sincere condolences to Richard Eastley's family. He added that Richard had helped him with past Parish events, and he had always kept in contact with the family.

Cllr Trail reported that the EEMP senior officer had resigned, and his deputy was also moving on to a new job. He added that the EEMP would continue but the next meeting would probably not be held for another six months whilst new appointments were made. Cllr Trail explained that he had met with PC Cllrs at The Old Rectory and advised that the resident contacted Highways and SWW directly themselves. He asked that he and Stuart Coles, Local Highways Officer be copied into any correspondence sent to Highways. He explained that the road at the Exton traffic lights was in poor condition and should be repaired within the next couple of months. He added that the Dinan Way link road was due to begin works in Nov 2024. This would mean a complete road closure for the A376 and Hulham Road. The Clerks from Exmouth, Woodbury and Lympstone would be invited to a meeting with himself and the Local Highways Officer to report directly back to the affected Councils. All work would be in full DCC control and not external independent contractors. Cllr Trail explained that the marathon held on 30th June along the Exe Trail had been going for the last six years. Permission by the organisers was not necessary but it would have been courtesy for the organisers to forewarn the Councils of the event. He suggested LPC wrote to the organisers to ask that future events which affected the village were known to the Council. District Cllr Jung asked Cllr Trail if the Exmouth Gateway project was now abandoned what would be happening to the money set aside for cycle ways. Cllr Trail added that he would be able to update all further after the general election on

Thursday. He explained that all funding would be going towards the Dinan Way link road extension and surrounding area.
District Cllr Jung reported that the cycle path along Queens driveway was now open. Cllr Trail highlighted the fact that this path was a shared user path and all the assets belonged to EDDC. District Cllr Ingham reported that due to the upcoming election, many meetings had been postponed. He thanked the PC and all members of the public for their responses submitted to the emerging EDDC Local plan public consultation. He added that hopefully Officers should listen and respond accordingly. He felt the level of consultation responses had been good and heartfelt.

The Chair read her report:

Wow, what a busy month we've all had, hardly time to take it all in!
We started this month with EDDC Local Plan consultation, so much hard work and information gathering by Cllr's Francis and Linfoot. They, with Cllr Minter spent four hours on and off to greet and help explain what was meant and how parishioners could respond. Thank you must go to parishioners who attended and shared their thoughts and views, as well as submitting their responses online.
The weekend after brought the Gulliford Burial Ground back into our thoughts with all inspiring talks of nature and well-being. The school mirrored Mr Moffat's talk on insects and understanding how local habitats can vary so much.
The scarecrow trail brought sheer delight and laughter to the village and all those that followed the trail. A mix of all ages from both in and out of the village followed through the trail, the school took classes out to enjoy and whilst doing so, enjoyed the sights, nature and location of our fantastic village. A big, big thank you to Doreen Murray and her team, who made this happen.
Onto Open Gardens, incredible, again, so, so much hard work not just by those organising but those showing their gardens! It was truly a celebration of all that our village embraces. My thanks from both myself and the PC goes out to Linda Lyons and her magical team (I'm hoping they've recovered from putting up the marquee, with its unhelpful instructions!) The work that was put into the event reflected the joy and smiles it brought to all, whilst raising money for Hospiscare.
We ended with our village party, much fun was had, opened by the fabulous Lympstone Academy Brass band, a real treat for an afternoon, followed by the Looseners and Salty Bandits, playing great sounds and creating an awesome atmosphere. The school supported the event with a bbq and bar, a thank you must go to Rich and Ash who bbq'ed all day and not only helped put up the marquee, but turned up to take it down too. And to the PTA team who provided the bar and food and served continuously and tirelessly throughout.
Well, what an amazing village to be able to host these events, it's a true reflection of our village and parishioners.
These events wouldn't happen without the help of so many dedicated volunteers, to Linda Lyons and her team, to Doreen Murray and her team, to the Cllrs and of those that mucked in, to all of those that supported any of these events, Thank you.

The Chair gave an additional thank you to County Cllr Trail and County Cllr Scott for providing the PC with a £1,000 locality grant towards new soffits and fascia boards at the public toilets.

24/82 Planning applications

24/1201/FUL - Single storey porch extension at 19 Underhill Crescent.

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

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

24/83 Planning decisions

RESOLVED that the EDDC decisions were noted.

24/84 Reports of Committees

24/84.1 Assets and amenities committee

Cllr Atkins reported that the new pathways in the cemetery were completed. He highlighted the expansion joints were made from wood and was concerned that these would rot down and become a weed trap. The surplus soil used in the gap of the removed path was not good enough to grow the grass on. He explained that in the Autumn, topsoil would be added on top and grass seeds sown. Cllr Staddon asked if the clay soil should be removed first. Cllr Atkins felt the topsoil used on top of the clay soil would suffice to grow grass.

24/84.2 Community committee

Cllr Linfoot reported on the Parish Party:

The Parish party took place in Candy's Field on Saturday 22nd June, although not as well attended as recent years a crowd of approximately 140 enjoyed music from the Lympstone Academy band, the Looseners and Salty Bandits. Thank you to Jamie Reeves for arranging the bands.

The recently purchased Marquee was utilised for the bands and a big thanks to Rich, Olly, Ash and Jamie who helped erect it, and Rich, Olly, Ash and Lisa who helped dismantle it.

Thank you to the PTA who organised the bar and food, and the pupils from the school who patrolled the field frequently to collect empty tins and bottles. It meant very little clean-up was required at the end of the evening.

My thanks again to Councillor Scott who facilitated the supply of Portaloos.

Our Clerk Lucy's work behind the scenes, ensuring that all risk assessments and Insurances are in place is invaluable to the success of Parish Council events, thank you, the party wouldn't get started without you.

Finally, a massive thank you to our Chair Lisa, who was there late on Friday, early on Saturday, worked behind the bar all evening and was the last to leave on Saturday night. These events wouldn't happen without the commitment and hard work of Lisa, and I am privileged to work alongside her.

Well done, Chair.

Mrs Lyons was present in the public gallery and thanked the PC for the loan of the marquee and community hub assets for the Open Gardens Hospiscare event. The event had raised over £18,000 for the charity.

24/84.3 Planning and Transport committee

Cllr Francis reported on the public drop-in session held on 8th June regarding the emerging East Devon Local Plan and the new Lympstone Neighbourhood Plan:

On the 8th June the PC held a public consultation on behalf of EDDC for the latest stage in the development of the new Local Plan. The time frame and windows of opportunity for this, in consultation terms, was quite short – launched on 16th May closing on June 27th.

As the PC had to basically do some of EDDC work for them we decided to link the consultation with a consultation of our own for our new Neighbourhood Plan which will follow the new Local Plan.

We were slightly concerned the time frame meant that the event would have a smaller than ideal attendance, especially as it coincided with the first weekend of the Garden Festival. We needn't have worried the session was well attended and the room was busy throughout. In fact, people were still coming in as we were trying to pack up!

The views that were recorded on our Post-it notes and conveyed during all the conversations with the public were gathered together. Cllr Linfoot, the Clerk and I grouped the responses in the eight sections of the East Devon Commonplace Portal.

Our report went through several edits and was finally submitted to East Devon using their dedicated e-mail option provided. Cllrs have seen the report, and it will be available for the

public on Lympstone.org. We are just keeping our fingers crossed the EDDC Planning team listen to the people their decisions have most impact on.
I've finished collating the threads from all the post it notes comments from the Neighbourhood Plan questions and now just have to type them all up ready for the next steps.

District Cllr Jung thanked LPC for going above and beyond arranging the EDDC Local Plan drop-in session. He requested a copy of LPC's response to EDDC. He explained that sites for development would be announced soon. Cllr Jung added that only one representative from each PC was invited to attend a workshop at the end of July regarding this but would enquire if Lympstone could send two representatives. Cllr Minter asked about the software used for the Local Plan consultation, he felt it was full of closed questions and errors. Cllr Jung explained that this was the software used by 90% of districts and EDDC was receiving external support with it. Cllr Jung explained that the next part of the public consultation would be open in December 24.

24/85 Items for the next Agenda

Clerks pension.
HMRC update.
Part B PC meeting to be arranged.
The Hub building planning application.

Meeting closed: **8.06pm**

Chairman: Date: