LYMPSTONE PARISH COUNCIL

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27th August 2024

To All Members of the Parish Council

You are summoned to attend a meeting of Lympstone Parish Council**,** to be held **7.00pm** on **Monday 2nd September 2024 in the Meeting Room at the Village Hall.** ***NB The amended start time of 7pm***
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	**7.00**
24/94	*INFORMATION:* **Apologies**	**7.15**
24/95	*ACTION:* **Minutes** To confirm the minutes of the PC meeting held on the 1st July 2024 and PC Planning meeting 5th August 2024 (attached pgs 3-13)	**7.20**
24/96	*INFORMATION:* **To receive any Declarations of Interest**	**7.25**
24/97	*ACTION:* **Civility and Respect Project (nalc.gov.uk)** - The Civility and Respect Pledge is being introduced because there is no place for bullying, harassment and intimidation within our sector. The pledge will enable councils to demonstrate that they are committed to standing up to poor behaviour across our sector and to driving through positive changes which support civil and respectful conduct (attached pg. 14)	**7.30**
24/98	**Clerk's Report (see attachments):** *ACTION:* **i) Grant received** – 1st Lympstone sea scouts (attached pgs 15-16)	**7.35**

	INFORMATION: **iv) Finance** – Payments / Financial summary / Budget report (attached pg 17-20) **v) Clerk's Action List**	
24/99	*INFORMATION:* **Reports from the Chairman, East Devon District Councillors and Devon County Councillors** if any.	**7.40**
24/100	*INFORMATION:* **Land to the south of Hulham Road - EDDC Ref: Lymp_14** - The site (EDDC Ref Lymp_14) has been identified as a preferred location for future housing development under draft Strategic Policy 20 of the emerging East Devon Local Plan. Eagle Investments (SW) Ltd to discuss the emerging proposals for the site at this very early stage.	**7.50**
24/101	*ACTION:* **Planning applications** **24/1233/FUL** - Removal of existing conservatory, replace with single storey rear extension. Formation of two roof dormers on west elevation, addition of timber cladding at Basses Longmeadow Road. **24/1472/FUL** - Proposed loft conversion including rear dormer and hip to gable enlargement at 9 Glebelands. **24/1514/VAR** - Variation of condition 2 (plans condition) of application 20/0993/MRES (Reserved matters application (layout, scale, appearance and landscaping) pursuant to outline planning permission 14/0330/MOUT for 300 residential units including 16 affordable units, associated roads, open space (formal and informal) and an attenuation basin; the provision of serviced land for mixed-use employment/commercial uses and land for the provision of a primary school) to allow for layout and appearance amendments to approved plots 1-40 (inclusive) at Goodmores Farm.	**8.00**
24/102	*INFORMATION:* **Planning decisions** (attached pg 21)	**8.05**
24/103	*ACTION:* **Reports of Committees** **Community committee** – Cllr Francis to report on the meeting with the webmasters 20th Aug 2024. Cllr Payne to report on the progress of the new Hub building. **Environmental Committee** – Cllr Culhane to report on the August LWQG meeting. Cllr Staddon to update all members regarding the EA baseline for the Biodiversity Net Gain project in the Parish. **Planning and Transport committee** – Cllr Linfoot to report on the EDDC workshop held on 26th July 2024. Cllr Francis to report on the EDDC planning meeting held 20th Aug 2024.	**8.10**
24/104	*DISCUSSION:* **Items for the next Agenda**	**8.20**

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:

MINUTES OF A LYMPSTONE PARISH COUNCIL PLANNING MEETING HELD IN THE VILLAGE HALL AT 7.00PM ON MONDAY 5TH AUGUST 2024.

PRESENT:	
Councillors	D Atkins, S Culhane, S Francis (Vice-Chair), K Hill, N Linfoot and A Minter.
Clerk	Miss L Tyrrell
County Councillors	R. Scott
District Councillors	G Jung
Public	5 members

The Vice-Chair welcomed all to the meeting and explained that in the absence of the Chair she would open and close the meeting. Cllr Francis felt it more appropriate for Cllr Linfoot to chair the planning item as he chaired LPC Planning and Transport Committee meetings. Cllr Atkins proposed this action. Cllr Hill seconded. Unan.

RESOLVED that Cllr Francis would open and close the meeting. Cllr Linfoot would chair the planning item.

Public session
Members of the public were asked to speak at the appropriate planning item.

24/91 Apologies
Cllr Gale-Hasleham, Payne and Staddon due to other commitments.
Cllr Linfoot proposed to approve the apologies. Cllr Francis seconded. Unan.

RESOLVED that the Apologies were approved by the PC.

24/92 To receive any Declarations of Interest
None.

24/93 Planning applications
24/1323/FUL - Replacement dwelling, garage and associated works at 7 Orchard Close.
The applicant and her builder were present. The builder explained that the proposed new dwelling had a smaller footprint that the dwelling in situ. He added that any SWW concerns would be addressed by building regulations. Cllr Linfoot asked about the windows to the North and West of the building and highlighted a concern of overlooking surrounding neighbours. The Builder explained that the windows to the North of the proposed building would not overlook the neighbour due to a high dense hedge already there. Cllr Linfoot suggested that the windows to the West should be frosted to avoid intrusion to the adjacent neighbour. The builder confirmed that all trees and vegetation would be retained. The existing garage would not be replaced but the roof raised. The solar panels installed would be slightly raised at 15 degrees because this was the minimum requirement. Cllr Culhane asked if the work could be completed out of bird nesting season and the builder agreed that this could be feasible.
Another resident present expressed a concern of the height of the building as the existing dormer bungalow would be replaced by a two-storey property. She felt this would change the street scene. Another resident was concerned of the lack of measurements on plans provided to know exactly how high the proposed building would be. Cllr Linfoot explained that the roof height would be no higher than the properties already along the street. He added that LPC were only consultees and not planning officers. There was a limit to statutory planning considerations to support or object to. He explained that the LNP was

being reviewed and a design code would be considered for future planning applications. He added that LPC could support or object to an application and make recommendations to EDDC.

Cllr Linfoot proposed to support the application with a recommendation of frosted glass to be used on the West side of the building due to overlooking the neighbour's property. Cllr Francis seconded. Unan.

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

24/1340/HRN - Removal of 200m hedgerow to increase field sizes following construction of Dinan Way extension road at Land North Of Summer Lane Summer Lane Exmouth.

County Cllr Scott explained that this application had been submitted due to being outside of the compulsory purchase land and DCC was applying on behalf of the landowner. Cllr Culhane raised concerns of flooding issues during the removal of the hedge and suggested a phased removal and replacement. District Cllr Jung added that both flood and landscaping conditions had been approved and there would be more hedging replanted. He felt it would not cause more flooding due to the work planned. Cllr Scott highlighted that strict conditions would be adhered to onsite, and this would be closely monitored by both him and County Cllr Trail to prevent and mitigate additional run off.

Cllr Linfoot proposed to support but request that the Hedge was removed in phases between November and March to protect the wildlife corridor, and prevent flooding, with a condition that a dormouse survey was conducted prior to removal. The replacement hedging was replanted as soon as possible consisting of a mix of Hawthorn, Hazel, Sycamore, Honeysuckle and brambles. Prior to any removal a check was made for hibernating Dormouse. Cllr Francis seconded. Cllrs Atkins, Culhane and Hill supported the proposal. Cllr Minter abstained.

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

Cllr Hill asked if an archaeological dig had been completed. Cllr Scott explained that it had not been requested. Cllr Minter asked what the field was currently being used for. Cllr Atkins explained it was used for grazing and this land would continue as farmland.

24/1359/FUL - Installation of solar panels to the front, (West), elevation at 1 Charles Court.

Cllr Linfoot explained that the building had development restrictions due to being in the conservation area. Therefore, and unfortunately LPC could not support this application. He proposed to object due to the conservation area and intrusive to the street scene.

Cllr Francis seconded. Cllrs Atkins, Hill and Minter supported the proposal. Cllr Culhane abstained.

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

Meeting closed: **8.00pm**

Chairman: Date:

24/97 Civility and Respect Project (nalc.gov.uk)

Definition of Civility and Respect

Civility means politeness and courtesy in behaviour, speech, and in the written word.

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

- Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.
- Our council has put in place a training programme for councillors and staff.
- Our council has signed up to Code of Conduct for councillors.
- Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.
- Our council will commit to seeking professional help in the early stages should civility and respect issues arise.
- Our council will commit to calling out bullying and harassment when if and when it happens.
- Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme.
- Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.

24/98 Clerk's Report:

i) Grant received – 1st Lympstone sea scouts

Application for a Grant

Name of Organisation: 1st Lympstone Sea Scout Group
Contact Details: scouts.lympstone@yahoo.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. Lympstone Scouts primarily offers places to young people from Lympstone, although we have one person from each of Exmouth, Budleigh and Farringdon. Scouts is for YP aged 10 to 14, meeting on mondays. cubs is for 8 to 10 year olds meeting on tuesdays. We currently have 16 cubs and ten scouts. We are not currently running Beavers.
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. Scouting is open to everyone and adjustments can be made to accommodate people with different needs. information about joining the scout troop is available online, on posters under the railway bridge on the strand and occasionally in the Herald.
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 We are hoping to purchase some additional kayaking equipment: buoyancy bags for 5 Kayaks and a waist tow line. The cost of this is about £220. We believe that there is a need for this activity because learning about safely taking part in watersports is an important part of living in this area. Kayaking is hugely popular with the young people. Although we can run kayaking sessions without this kit, in the event of a capsize the kayak is difficult to empty and cannot be rescued without the help of an adult.

If the grant is for a particular project, what is the total cost and where is the balance coming from.
Do you have a constitution? If so, please supply a copy. Please see additional file. **Accounts. Please supply a copy of your last set of accounts and give details of your current account balance.** Please see additional file for the summary of last year's accounts. the current account balances are: £707.59 and £712.02
Policies - If your Organisation deals with people, please list the policies you have in place to ensure that they are protected. Scouting has policies regarding: safeguarding, vetting, safety, equal opportunities, anti bullying and data protection. Please see attached document for further details of of the key elements of the safeguarding and safety policies.
Dated: 26/06/2024 **Signed:** Paul Spiller **Position in organisation:** Scout Leader

Links to the kit that we are intending to purchase:

https://www.canoeandkayakstore.co.uk/products/nookie-3m-waist-towline?_pos=2&_psq=waist&_ss=e&_v=1.0

https://www.canoeandkayakstore.co.uk/products/peak-uk-air-bags-kayak-pair?variant=43096910201008

Finance:

July 2024 - Bank Account Reconciled Statement

Current Account

Statement Number	16	Bank Statement No.	16
Statement Opening Balance	£322,275.89	Opening Date	01/07/24
Statement Closing Balance	£282,561.78	Closing Date	31/07/24
True/ Cashbook Closing Balance	£281,706.89		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
30/04/24	3338	D.G. Atkins – Cllr duty expenses	15.75	0.00	322,260.14
20/06/24	3370	Mrs M Mockler - plants	78.79	0.00	322,181.35
20/06/24	3373	1st Lympstone Sea Scouts	50.00	0.00	322,131.35
20/06/24	3374	D.G. Atkins – Cllr duty expenses	200.00	0.00	321,931.35
20/06/24	3375	Sue Francis – printing	16.21	0.00	321,915.14
01/07/24	3377	Lympstone Academy Brass	250.00	0.00	321,665.14
01/07/24	3378	Halcyon Landscapes Ltd	15,414.00	0.00	306,251.14
01/07/24	3379	Sarah Wilkinson Salty Bandits	250.00	0.00	306,001.14
01/07/24	3380	Lympstone Village Hall CIO	8.00	0.00	305,993.14
01/07/24	3381	Devon Wildlife Consultants	522.00	0.00	305,471.14
01/07/24	3382	N. Linfoot – materials (CPS)	77.97	0.00	305,393.17
01/07/24	3383	Employment	201.58	0.00	305,191.59
01/07/24	3384	Employment	1,996.24	0.00	303,195.35
01/07/24	3385	Employment	1,115.65	0.00	302,079.70
01/07/24	3386	L. Moxom The Looseners	250.00	0.00	301,829.70
01/07/24	3387	D.G. Atkins – Cllr duty expenses	45.45	0.00	301,784.25
01/07/24	3388	Optima Graphics Ltd	808.00	0.00	300,976.25
01/07/24	3389	JD Maintenance Services	479.10	0.00	300,497.15
01/07/24	3390	Mrs Jo Cowe – public toilets	1,830.00	0.00	298,667.15
01/07/24	3391	Lympstone Village Hall CIO	20.00	0.00	298,647.15
01/07/24	3392	PC contractor	1,740.00	0.00	296,907.15
04/07/24	3393	Employment	8,612.18	0.00	288,294.97
04/07/24	DD EDF401 4/7/24	EDF Energy Ref: 671024465401 (Toilets)	63.00	0.00	288,231.97
09/07/24	500075 09/07/24	Burial fee	0.00	276.00	288,507.97
09/07/24	500075 09/07/24	Stone mason	0.00	45.00	288,552.97
12/07/24	FPI 12/07/24	Herlad Advert	0.00	75.00	288,627.97
12/07/24	OM FPI 12/07/24	Orchard Memorials	0.00	195.00	288,822.97
15/07/24	DD 15 07 24 E73	EDF Energy A-813EOE73	78.00	0.00	288,744.97
15/07/24	DD 15/07/24 001	EDF Energy A-DOBDO971	119.00	0.00	288,625.97
15/07/24	DD EDF111 15/7/24	EDF Energy Ref: 9208111111 (Candys Field)	219.84	0.00	288,406.13
23/07/24	3394	Alison West - Bespoke Web Designs	105.00	0.00	288,301.13

23/07/24	3395	Mr Philip Corcos	17.55	0.00	288,283.58
23/07/24	3396	Casa Environmental Services	552.00	0.00	287,731.58
23/07/24	3397	Lympstone Village Hall CIO	8.00	0.00	287,723.58
23/07/24	3398	N. Linfoot	124.95	0.00	287,598.63
23/07/24	3399	Employment	1,435.28	0.00	286,163.35
23/07/24	3400	Employment	3,488.77	0.00	282,674.58
23/07/24	3401	Employment	112.80	0.00	282,561.78

Uncleared and unpresented effects

18/05/23	3176	BT Payphones	1.00		282,560.78
22/08/23	3212	Devon Wildlife Consultants	1,100.00		281,460.78
02/10/23	3212	Devon Wildlife Consultants	-1,100.00		282,560.78
06/11/23	3262	Royal British Legion	100.00		282,460.78
19/12/23	3279	Jemmy Ltd	350.00		282,110.78
28/03/24	3176	BT Payphones	-1.00		282,111.78
28/03/24	3262	Royal British Legion	-100.00		282,211.78
28/03/24	3279	Jemmy Ltd	-350.00		282,561.78
30/04/24	3343	PVM Supplies	222.49		282,339.29
03/06/24	3350	Edge IT Systems Ltd	632.40		281,706.89
		Total uncleared and unpresented	854.89	0.00	
		Total debits / credits	41160	591	

Reconciled by Lucy Tyrrell

August 2024 - Bank Account Reconciled Statement

Current Account

Statement Number	17	Bank Statement No.	17
Statement Opening Balance	£282,561.78	Opening Date	01/08/24
Statement Closing Balance	£282,445.49	Closing Date	31/08/24
True/ Cashbook Closing Balance	£282,223.00		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
03/06/24	3350	Edge IT Systems Ltd	632.40	0.00	281,929.38
05/08/24	3402	Graham Collins Building Maintenance Contractors	74.00	0.00	281,855.38
05/08/24	3403	Lympstone Village Hall CIO	8.00	0.00	281,847.38
05/08/24	3404	Multiple Suppliers/ Customers	338.70	0.00	281,508.68
05/08/24	3406	JD Maintenance Services	807.13	0.00	280,701.55
05/08/24	3407	N. Linfoot reimburse com payback	56.40	0.00	280,645.15
05/08/24	DD EDF5CC 5/8/24	EDF Energy Ref: 671024465401 (Toilets)	63.00	0.00	280,582.15
06/08/24	OM FPI 06/08/24	Orchard Memorials	0.00	140.00	280,722.15
07/08/24	5000 07/08/24 Gegg	R Gegg & Sons	0.00	691.00	281,413.15
15/08/24	DD 15 08 24 E73	EDF Energy A-813EOE73	78.00	0.00	281,335.15

15/08/24	DD 15/08/24 001	EDF Energy A-DOBDO971	119.00	0.00	281,216.15
15/08/24	DD EDF111 15/8/24	EDF Energy Ref: 9208111111 (Candys Field)	186.66	0.00	281,029.49
20/08/24	FPI 20/08/24	Herald Advert	0.00	10.00	281,039.49
23/08/24	DC 23/08/24	Great Western Railway - grant	0.00	550.00	281,589.49
24/08/24	FPI 24/08/24	Herald Advert	0.00	35.00	281,624.49
28/08/24	500078 22/08/24	R Gegg & Sons	0.00	691.00	282,315.49
30/08/24	OM FPI 30/08/24	Orchard Memorials	0.00	130.00	282,445.49

Uncleared and unpresented effects

18/05/23	3176	BT Payphones	1.00		282,444.49
22/08/23	3212	Devon Wildlife Consultants	1,100.00		281,344.49
02/10/23	3212	Devon Wildlife Consultants	-1,100.00		282,444.49
06/11/23	3262	Royal British Legion	100.00		282,344.49
19/12/23	3279	Jemmy Ltd	350.00		281,994.49
28/03/24	3176	BT Payphones	-1.00		281,995.49
28/03/24	3262	Royal British Legion	-100.00		282,095.49
28/03/24	3279	Jemmy Ltd	-350.00		282,445.49
30/04/24	3343	PVM Supplies	222.49		282,223.00
		Total uncleared and unpresented	222.49	0.00	
		Total debits / credits	2585.78	2247	

Reconciled by Lucy Tyrrell

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

Statement of receipts and payments between 01/04/24 and 31/08/24 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	1,813.00	0.00	1,813.00
30 Burial Fees	2,973.00	0.00	2,973.00
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	1,550.00	0.00	1,550.00
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	125,750.48	0.00	125,750.48
Total Receipts	125,750.48	0.00	125,750.48

PAYMENTS	Net (£)	Vat (£)	Gross (£)
Council			
1000 Employment	24,452.62	0.00	24,452.62
1005 Employment	809.85	0.00	809.85
1015 Village Hall hire	302.00	0.00	302.00
1020 Chairman's Allowance	200.00	0.00	200.00
1025 Subscriptions	1,187.00	191.58	1,378.58
1030 Courses, travel etc	60.10	0.00	60.10
1035 Insurance, Audit, Electricity	126.20	0.00	126.20
1040 Misc	1,436.85	134.71	1,571.56
1045 Herald Printing	3,026.00	0.00	3,026.00
1050 PC Maintenance Contractor	4,885.00	0.00	4,885.00
1055 Grass cutting	200.00	0.00	200.00
1060 Other maintenance	15,356.56	2,661.00	18,017.56
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	1,046.55	52.33	1,098.88
1095 Toilets	2,774.85	114.91	2,889.76
1100 Flood equip maintenance	54.00	0.00	54.00
1105 LFRG expenses	17.55	0.00	17.55
1110 Gulliford cemetery	0.00	0.00	0.00
1115 Burial Ground	0.00	0.00	0.00
1120 YC Maintenance	641.00	128.20	769.20
1125 YC Utilities	938.10	46.90	985.00
1130 Website etc	1,180.50	0.00	1,180.50
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	4,116.58	256.83	4,373.41
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	282.25	56.45	338.70
9999 VAT Payments	0.00	0.00	0.00
Council Total	63,219.56	3,668.11	66,887.67
Total Payments	63,219.56	3,668.11	66,887.67

Closing Balances

Ordinary Accounts

Current Account	£282,223.00
	£282,223.00
Total	£282,223.00

Clerk's Action List - Lympstone Parish Council: Clerks Action List – July and August 2024

Month and Minute	Response	Date Actioned
July -24/80.1	LPCs CIL report to be sent to EDDC.	3/7
July – 24/80.2, 3	LPCs approved Standing Orders and Code of Conduct be added to the website	3/7
July – 24/82 planning applications	**24/1201/FUL** - Single storey porch extension at 19 Underhill Crescent. *Recommendation: Support*	3/7 Recommendations sent to EDDC
Aug – 24/93 planning applications	**24/1323/FUL** - Replacement dwelling, garage and associated works at 7 Orchard Close. *Recommendation:* Support	8/8 Recommendations sent to EDDC
	24/1340/HRN - Removal of 200m hedgerow to increase field sizes following construction of Dinan Way extension road at Land North Of Summer Lane Summer Lane Exmouth. *Recommendation:* Support	
	24/1359/FUL - Installation of solar panels to the front, (West), elevation at 1 Charles Court. *Recommendation*: Object	
Aug – planning application	**24/1573/FUL** - Single storey side garage and front porch extension at Strawberry Hill Cottage, 13 Strawberry Hill. *Recommendation:* Support	19/8 Recommendation sent to EDDC
Additional actions:		
Timetabling Candys and Cliff field use – ongoing		
Nurseries site open space – ongoing		
PC meeting Minutes		1/7 2/7
Herald report		2/7
Letter to HMRC		4/7
Unity trust bank account		10,11/7
Defibrillator check and report online – Saddlers Arms		13/7
Insurance claim		24, 25/7
Defibrillator reports online x 2		30/7
PC Plan meeting notices PC Plan meet Minutes		30/7 5/8 6/8
PC meeting notice		27/8
LPC Notice of conclusion of audit		27/8
LPC informal meeting		29/8

24/102 Planning decisions

Date	Planning Application	LPC	EDDC
29/4/24 expires 22/5/24	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.	14/5 Support	8/8 APPROVED
13/3/24 expires 5/4/24	24/0495/FUL - Demolition of existing front porch and construction of single storey front extension at Beaches Chapel Road.	22/3 Support	8/8 REFUSED
24/6/24 expires 17/07/24	24/1201/FUL - Single storey porch extension at 19 Underhill Crescent.	3/7 Support	8/8 APPROVED
30/6/23 expires 23/7/23 20/10/23 expires 3/11/23	23/1269/MFUL - Construction of 42 residential units (14 affordable), new vehicular accesses from Meeting Lane and Strawberry Lane, pedestrian access onto Meeting Lane, associated internal roadways, SUDS features and landscaping at Land South Of Meeting Lane Lympstone. AMENDED PLAN submitted.	20/7/23 Object	29/8/24 REFUSED