LYMPSTONE PARISH COUNCIL

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28th January 2025

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 3rd February 2025 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: *POLITE NOTICE - To all Members of the Public,* *There are 15 minutes at the start of the PC meeting for a public session. This is where members of the public can raise questions and queries to the Cllrs, you have up to three minutes to speak. Once this session has closed, the PC meeting begins and any further points, questions and queries from the public must be emailed to the Clerk after the meeting for Cllrs attention. Thank you.*	**7.00**
25/10	*INFORMATION:* **Apologies**	**7.15**
25/11	*ACTION:* **Minutes** To confirm the minutes of the PC meeting held on the 6th January 2025 (attached pgs 3-7) and the joint F&A and A&A committee meeting held 23rd January 2025 (attached pgs 8-11)	**7.20**
25/12	*INFORMATION:* **To receive any Declarations of Interest**	**7.25**

25/13	**Clerk's Report (see attachments):** *ACTION:* **i) LPC 5 year action plan** – To review and update LPCs 5 year action plan objectives Sept 21 – Aug 26 (attached pgs 12-13) **ii) LPC Policies** – To approve the following reviewed policies, previously circulated: Child Protection, Communications, Complaints, Co-option, Digital & Social Media and LPC Member Duties and Responsibilities. **iii) Snow and Highway wardens -** Polite request for volunteers for snow and highway wardens in the Parish (attached pgs 13-14). *INFORMATION:* **iv) Casual Vacancy** - There is one vacancy on the PC and no election has been called. It is up to the PC to co-opt a new member. There have been a further two resignations and EDDC has been notified. **v) Finance** – Payments / Financial summary / Budget report (attached) **vi) Clerk's Action List** (attached)	**7.30**
25/14	*INFORMATION:* **Reports from the Chairman, East Devon District Councillors and Devon County Councillors** if any.	**7.40**
25/15	*INFORMATION:* **3West outline planning application at Strawberry Hill/Meeting Lane site** – Representatives will be present to update all with the progress of the plans to be submitted to EDDC.	**7.50**
25/16	*ACTION:* **Planning applications** **Town and Country Planning General Regulations 1992 - Regulation 3** **New access/animal crossing including traffic signals, holding pens and fencing at Land north of Summer Lane, Exmouth** The County Planning Authority has received a planning application for the above proposed development. The application was received on 10/01/25 and the target date for determination is the 07/03/25. *(NB LPC to respond by 10/2/25)* **24/2692/MFUL** - Proposed residential development of 39 dwellings and their associated roads, drainage, parking & landscaping (comprising an amended scheme to Phase 2 of reserved matters approval 20/0993/MRES) at Land Off Hulham Road (Goodmores Farm) Exmouth *(expires 14th Feb).*	**8.00**
25/17	*INFORMATION:* **Planning decisions** (attached)	**8.10**
25/18	*ACTION:* **Reports of Committees** **Assets and Amenities Committee** - Cllr Atkins to report an update on Assets. **Environmental Committee** – Cllr Culhane to report on the Met Office Climate Change and Community webinar. **Planning and Transport committee** – Cllr Culhane to report on the quote received for a traffic data survey.	**8.15**
25/19	*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 6TH JANUARY 2025.

PRESENT:	
Councillors	D Atkins (DGA), S Francis (SF), R Gale-Hasleham (RGH), K Hill (KH), B Pearson (BP) and L Staddon (LS) (Chairman)
Clerk	Cllr D Atkins
County Councillors	R Scott (RS) and J Trail (JT)
District Councillors	B. Ingham (BI) and G Jung (GJ)
Public	3 members

Public session:
The Chairman welcomed everyone present to the first meeting of the year.
A resident thanked the Council for the PC Christmas tree in the Church Christmas tree event, there had been a total of 27 trees on display from groups in the village and 500 visitors had attended. She gave a special thanks to Mrs Wendy Reynolds for all her help in the organisation of the event.
Another resident raised a number of matters of concern. A) Assets – he enquired as to when the public would get sight and have a discussion in respect of the figures appearing in the PCs budget of £40,500 being set side as the PCs support towards the new Hub building. Noted, this was considered a requirement in respect of obtaining grant aid from other sources. The Chair and Cllr Hill explained details. The resident wanted to know why the building was required, he continued that in his view an article in the Lympstone Herald was necessary to bring the matter to all the Public's attention, not just those near the site. B) CIL funds – a query was raised as to these funds being used towards maintenance, District Cllr Jung advised he would find out and report back.

25/1 Apologies
Cllr Minter, Moffatt and Payne due to other commitments.
Cllr Culhane and the Clerk Miss Tyrrell due to ill health.

RESOLVED that the apologies were accepted.
Unan agreed.

25/2 Minutes
RESOLVED that the minutes of the PC meeting held on the 2nd December 2024 be confirmed as a correct record and signed by the Chairman.
DGA proposed. RGH seconded. Unan.

RESOLVED that the minutes of the Finance and Advisory Committee meeting held on the 9th December 2024 be confirmed as a correct record and signed by the lead Cllr.
LS proposed. DGA seconded. Unan.

25/3 To receive any Declarations of Interest
LS declared a personal interest on planning application 24/2486/FUL.
This was recorded in the book.

25/4 Clerk's Report
25/4.1 LPC 5 year action plan - Deferred to next PC meeting.

25/4.2 LPC Policies - Deferred to next PC meeting.

25/4.3 Heathfield Allotments Trust (HAT)

RESOLVED that the new treasurer for Heathfield Allotments Trust was agreed and approved by the PC.
LS proposed. Unan

25/4.4 **Casual Vacancy**
One vacancy remained on the PC. Noted.

25/4.5 Finance – Deferred to next PC meeting.

25/4.6 Clerk's Action List
RESOLVED that the Council received and noted the Clerk's action list.

25/5 Reports from the Chairman, East Devon District Councillors and Devon County Councillors
District Cllr Jung read his report *(See Appendix 1)*
Cllr Trail wished everyone present a Happy New Year. He explained that Central Government's White paper on Devolution and the short time frame given for local authorities to respond meant that currently DCC were discussing the various options, but he could not report any outcomes yet. Any outcomes reached would be by the end of January. It should also hopefully be clear by then if the County Council Elections would be postponed.
Traffic lights near Courtlands Cross would again be in operation on the A376 commencing 8th January while work on the new crossing point was completed. However, the new crossing would not be in operation until the new Dinan Way extension was complete and open. Following the crossing work, lights would again be in operation while Wales &West Utilities did further work diverting some of the gas pipes.
Cllr Trail congratulated and thanked Linda Lyons and the team for the very successful and much enjoyed Community Hub Christmas Meal.
Cllr Scott gave his view that the devolution proposals were designed to improve communication between ministers and unitary authorities, but his personal view was that they will mean more work, less money and less input. Unitary authorities seem to work best in urban areas, but this meant rural districts could face more challenges to ensure fair funding.
Cllr Ingham recognised the challenges ahead but felt that it was important to try to have a positive attitude and try to make sure the changes worked for us, our county and our neighbours.
All councillors reiterated the current uncertainty of how the changes would manifest themselves. Various options and models were under discussion and once some decisions had been finalised then the work to effect the changes would begin.

25/6 Planning applications
24/2486/FUL - Removal of front porch, construction of rear extension and addition of first floor. External cladding and replacement garden terrace at 11 Meadow Close *(expires 9th Jan 25).*

RESOLVED that the Clerk send the recommendation of support from LPC to EDDC.
SF proposed. RGH seconded. DGA and KH supported. BP abstained.

25/7 Planning decisions
RESOLVED that the EDDC decisions were noted.

25/8 Reports of Committees

25/8.1 Assets and Amenities Committee

RESOLVED that the contractor was agreed for replacing the soffits and fascia boards at the public toilets.
DGA proposed. KH seconded. Unan.

RGH would follow up repairing the damage to the book swap phone box with the community payback scheme.

25/8.2 Environmental Committee

Met Office Climate Change and Community webinar - Deferred to next PC meeting.
LS reported on the upcoming Wild About Lympstone event *(see Appendix 2)*

25/8.3 Planning and Transport committee

Traffic data survey - Deferred to next PC meeting.
A resident raised the query of what this would achieve when volunteers had already completed this survey a few years ago. Mr Stratford explained that the volunteers work had not been followed up by the authorities.

25/9 Items for the next Agenda

Getting Around Group and their next move.
RGH gave his apologies.

Meeting closed: **8.45pm**

Chairman: Date:

Appendix 1:

Lympstone PC 06/01/2024

Devolution

I'm very supportive of genuine devolution of powers from Whitehall to local government, but the Devolution White Paper, and various statements from various Councils, suggests that there are many variations to how councils will be run in the future.

As a Councillor of more than 10 years I do recognise the system of how Councils and their relationship with Government needs a radical overhaul.

The government's white paper sets a clear direction of travel, and I recognise we need to work collaboratively. Any changes must be carefully considered, transparent, and inclusive, ensuring that residents and businesses are fully engaged in shaping the future governance of Devon or maybe an even wider area.

My view is we must get this right, and this cannot be achieved if we make rushed decisions to comply to this ludicrous 3-week deadline set by this Government. I am also most concerned that this tight deadline has meant no liaison with Town and Parishes, who seem to be left behind without much thought.

It was 50 years ago the Urban Districts in Devon became joined up into Districts and I have experienced the poor consequences of that in how governance was arranged, and we are still suffering from those mismatch arrangements now.

We also have ongoing problems at County Council level with Highway and Transport underfunding and the massive issue of Social Care that will be now subject to a 3-year Government year review.

I do hope Devolution will work but I do not believe this will resolve all our problems and definitely not straight away. It's going to mean hard work, many changes, substantial upheavals, and substantial costs, and at the end let's hope a Unitary Council or a Mayoral Authority will be better than what we have now!

What has been experienced in other Rural areas is that the Towns especially and Parishes by a smaller degree will be required to step up to bridge the gap, and there is not going to be a reduction in costs!

Interesting times.

District Cllr Geoff Jung.

Appendix 2:

Wild About Lympstone
Positive Community Environmental Action - '*Stronger Together'*
6-8pm 30th January, Lympstone Village Hall, Community Room

What is this
Wild About Lympstone, Devon Wildlife Trust and many of our amazing village groups are getting together for a New Year's evening of food, drink and conversation about positive environmental action in Lympstone.

We'll be celebrating all those who work so hard to help us appreciate, protect and enhance Lympstone's natural environment and offering a space to mingle and connect with other groups and projects.

We hope the evening will be a positive step towards creating a more connected community of like-minded people. With your input, we aim to create a shared vision and a stronger voice that can speak out on behalf of Lympstone's precious natural environment.

Village groups
Wild About Lympstone; Lympstone Parish Council, Lympstone Flood Resilience Group; Lympstone Water Quality Group; Garden Club; Allotment Group; School; Church; School; Art Group & Seaglass Gallery; Gulliford Burial Ground; Railway Garden Group.

We'd love your group to join us for the evening. Would you like to take one of our tables and bring along some information (perhaps a poster) that helps people understand what your group does to appreciate, protect and enhance Lympstone's natural environment. Be as creative as you like and use the evening to help you …

- *Are there specific events you'd like people to know about?*
- *Do you need input and ideas for areas of your work?*
- *Would you like to link up with another group and work together for mutual benefit?*

Please let us know if you have any questions and if you need any additional resources to display your information.

Hope you see you there!

With thanks
The WAL Team

MINUTES OF A LYMPSTONE PARISH COUNCIL JOINT FINANCE AND ADVISORY COMMITTEE AND ASSETS AND AMENITIES COMMITTEE MEETING HELD IN THE VILLAGE HALL AT 7.00PM ON THURSDAY 23RD JANUARY 2025.

PRESENT:	
Councillors	D Atkins (DGA) (Lead of A&A), S Francis (SF), R Gale-Hasleham (RGH), K Hill (KH) (Lead of F&A), and L Staddon (LS) (LPC Chairman)
Clerk	L. Tyrrell
County Councillors	None present
District Councillors	None present
Public	None present

Public session:
None present

F&A/A&A 25/1 Apologies

JP due to other commitments.
SC due to ill health.

RESOLVED that the apologies were accepted.
LS proposed. SF seconded. Unan.

F&A/A&A 25/2 To receive any Declarations of Interest

None

F&A 25/3 LPC banking Arrangements

KH went through his proposed document for banking arrangements (See Appendix 1). The Clerk felt she should be able to submit payments to online banking but not have the authority to approve them. This was agreed.
It was also agreed that for regular monthly payments a works order would be raised at the start of the year with an annual budget. There would also be a separate emergency works order produced with a list of emergency contractors. The Clerk would send the signatories a list of payments to be approved and attach the relevant invoices to be authorised and paid online.
The Unity bank account was successfully started online. Clerk to print off the Application submission form and bring to the next meeting for signatories to sign.

RESOLVED that a Unity Bank current account was opened with the Clerk as a 'view and submit payments' online and KH, DGA, JP and SF to be authorised signatories to 'view and authorise payments' online.
KH proposed. LS seconded. Unan.

F&A/A&A 25/4 Front Meadow

KH raised concerns of issues raised during the winter months at Front Meadow. DGA explained that the car park was muddy and churned up. LS felt the PC should agree to only open the car park during dry periods of the year. She also highlighted the weeds growing up through the path surfaces. The Clerk asked that the handover from RBL to LPC was due 1st Feb and these issues would bot be rectified. KH explained that LPC

would only take over the responsibility some time in Feb once the PC were content that the issues had been resolved. The Clerk asked for a list of the issues to be rectified. DGA explained he would produce a list of work to be rectified before the PC took over resposiblitly.

A&A 25/5 Assets update – Cllr Atkins to report on LPC assets.
DGA reported that he was still waiting for the NT to get back to him. He explained that the boundary hedge between the private house and LFC container would be laid in due course on Cliff Field. The heaped soil along the Cliff edge would be pulled back as soon as possible.

F&A/A&A 25/6 Items for the next Agenda
None currently.

Meeting closed: **8.45pm**

Chairman/Lead Cllr: Date:

Appendix 1:

This is a proposed policy for Lympstone Parsh Council to deal with the move to electronic payments,

Background

Any payment made by the Council must have multiple authorisations to protect the RFO in the event of a problem or an error.

Currently the Council use Bank Cheques to pay employees, suppliers and contractors. As Banks are becoming increasingly reluctant to accept payment by cheque, the Council needs to move to payment be electronic transfer.

The following authorisation steps that all payments must follow are:

1 Authorisation in Council and recorded in minutes;
2 Quote / Price sort and confirmed by RFO or Council;
3 Goods orders / works initiated/ service requested;
4 Goods received / works satisfactorily completed /Service provided;
5 Invoice received and verified;
6 If required, Preauthorisation confirmed;
7 Payment made; and
8 Final authorisation at next Council meeting.

The current authorisation steps can still be followed with a slight adjustment to cope with electronic payments must follow are

1 Authorisation in Council will be that same as we currently do:

Ongoing costs can also be approved and confirmed in the annual budget and recorded in the minutes; Statutory Costs, Taxes and Utility costs can be approved annually without the need for a set budget but against a set aside estimate; Exceptional items raise, discussed and agreed in Council and recorded in the minutes; The must be an allocation made for / budgeted for all potential expenses to ensure there are / will be sufficient funds to pay the invoice; and There should also be an emergency budget that can be spent immediately at the RFO / Chair of Council's discretion and later authorised and recorded in the minutes of Council

2 Quotes/Prices - The RFO is tasked with obtaining quotes or prices
3 Goods orders / works initiated/ service requested

The RFO is authorised to proceed if below "The Preapproval Threshold"; otherwise

The quotes or prices are discussed, acceptance agreed and recorded in the minutes of the Council.

4 Goods received / works satisfactorily completed /Service provided

The RFO is tasked with confirming of receipt of goods, satisfactory completion of works and that services have been provided; We do not prepay for goods or services – on-line orders must be made using a Credit Card for maximum protect against non-delivery or fraud.

5 Invoice received and verified

The RFO is tasked with checking the invoice is valid and the monies are owed and as agreed; All other requests for payment will also be verified and documentary evidence produced for engrossment;. or

Regular payments will be amortised from a budget set aside.

6 If required, Preauthorisation confirmed

If the amount of the invoice is above The Preapproval Threshold the RFO must send an email to two Authorised Signatories and await the authorisation: - The initial email should

contain the supplier's name, reference, invoice date, brief description of goods or works and the amount requested. (Note that this should be a simple form without the any additional disclaimer info etc.) and a copy of the invoice scanned and sent as an attachment
The Authorised Signatories should reply using an agreed set of words and include the supplier's name, reference, invoice date, brief description of goods or works and the amount requested as this can then be filed for future reference.
If a quick response is required, this could also be followed up by a text to the Signatories to check their emails. In the event that there are insufficient Signatories available, Chair of Council or Deputy Chair of Council could also authorise in their stead.
May I suggest "The Preapproval Threshold" for 2025 be £2,500

7 Payment made

In order a payment can be made the following information must be provided by all suppliers:
Name of Bank
Business or Personal account
Account number
Sort Code
This will be set up and confirmed by our Bank as a valid account and if necessary, in the first instance a trivial sum shall be sent and confirmed as received by the Supplier.
Note that any future changes to account details will have to be confirmed by a person known to the RFO or double checked using previously held known contact details.
Note payments shall either be allocated against a set budget or set aside.
As stated above - for invoices less than "The Preapproval Threshold", the RFO can immediately initiate electronic payment, else make payment upon receipt of two authorisation emails.

8 Final authorisation at next Council meeting.

A list of all electronic payments shall then be presented at the next Council meeting and engrossed by two Authorised Signatories and the document put on file.
It should be easy to produce a bank statement of the last month's transactions together with the appropriate invoices.

Further notes:
Remuneration of employees, including their additional expenses, is discussed and set by the Employee, Chair of Council and Chair of Finance and a total presented to the Council for approval – it will not be up for discussion - and recorded in in the minutes of Council.
May I suggest that it may be easier / more convenient to set up a second bank account where the only payee is the Parish Clerk as this statement can then be only seen by the Authorised Signatories for sign off at Council meetings and the other main bank account statement made available to be viewed by the public.

Cllr K Hill – 23rd January 2025

25/13 Clerk's Report:

Lympstone Parish Council Five Year Action Plan Objectives
Sept 2021 – Aug 2026

Date	Objective	Action	Review
Sept 2021	To provide and maintain areas within which to live, work and play for all residents	Complete refurbishment of play areas in Candys Field for all youth. **New playground and trim trail refurbishment Sept 22**	Sept 2022 **Completed**
		Maintain the safety of all play equipment **New maintenance person for regular checks Sept 23**	April 2022 (annually)
		PC Fields: maintain the availability to the community.	Ongoing
		To construct new green at Charles Meadow (Nurseries site) **Completed – LPC to take over management 2025**	April 2022
Sept 2021	To improve road safety, transport and reduce flooding risk	Highways – continue to work with DCC to improve road surfaces.	Ongoing
		Highways – working with DCC assess and improve the increased traffic parked on the double bend at the top of Burgmanns Hill.	Sept 2021
		Traffic calming – Getting Around and Active Travel action groups to investigate, review and report to the PC with innovative ways throughout the main village road.	Sept 2022
		Improve safety and signage aspect of cycle way through the village 20mph cars ,10mph cyclists. **LPC agreed 20mph limit Sept 2023.** Add keep left road markings and centre lines on all corners. Consider Light control at Station Hill to strand, to stop cyclists coming down the hill at speed and not looking left.	Sept 2022
		Flooding – LFRG to continue to work with the PC, Highways, SWW and the EA to keep flooding to a minimum and deploy contractors as necessary.	Ongoing
		Trees – to plant more trees in the Parish; support necessary from private landowners and PC.	Sept 2023
Sept 2021	Emergency Plan	To update the Emergency Plan. Add to the website for all householders. Ensure Devon Communities has a copy of this on record.	Review annually
Sept 2021	To ensure that any village development is in keeping with the village	Planning application: To be rigorous, open and transparent in the review of the planning applications and ensure that responses are timely.	Ongoing
		Neighbourhood Plan: LNP group to review and update current plan. (Rewrite due 2026) **Review completed April 2022** Begin the rewrite of a completely new LNP	Sept 2022 July 2025
		Village green: To ensure both the old and new village greens continue and are in keeping for the community.	Ongoing
		Youth Club: To maintain its availability for the community. **EDDC Approved planning permission granted for a new Hub building Oct 2024.** Working group to commence next steps and fundraising initiatives.	Ongoing
Sept 2021	To improve communications and facilities within the whole community.	Ensure all PC and linked groups community adverts are advertised as widely as possible using notice boards, posters, website and the Herald. **New notice boards were installed June 2023 for the community under the railway arch.**	Ongoing
		Encourage the content of the newsletter for contribution from all	Monthly

		village residents and groups.	
		Invite all local organisations to attend annual parish meetings.	Annual in April
		Encourage more public attendance at parish council meetings and are involved in decision making. Ensure there is a public forum at each PC meeting.	Monthly
		Support local organisations that benefit the community through practical support and grants.	Ongoing
		PC Facebook page created June 2022	Ongoing

(V1) Adopted and agreed by Lympstone Parish Council on **1st November 2021.**
NB: Red bold text updates provided by Clerk.

Lucy Tyrrell, Clerk and RFO to Lympstone Parish Council
Date of next review: ***November 2022***

Snow and Highway wardens

Devon County Council – Snow and Road Warden Scheme

What is the snow warden scheme?
In winter, we focus on salting the major routes which carry the most traffic. This sometimes means smaller communities don't receive as much help as they would like. During times of extreme weather, through the Snow Warden Scheme we will provide advice, online training and salt to community groups and parish councils who are helping each other on a voluntary basis. The Snow Warden is the key point of contact between Devon County Council (DCC) and the local community and is primarily a co-ordination role.

What does a snow warden do?
The Snow Warden is working on behalf of the parish council, not DCC, and will deliver winter maintenance support, determined by parish or town councils, to their communities. This includes:

- Ordering grit supplies
- Keeping a register of local trained volunteers
- Receiving and responding locally to weather alerts
- Organising and deploying volunteers to clear snow
- Organising and deploying volunteers to spread grit when icy conditions are forecast
- Encourage responsible use of grit/salt and help to minimise the abuse of grit/salt within communities

The Snow Warden must:

- be nominated as suitable by the town or parish council or similar body
- have received suitable training by DCC to carry out minor works
- agree to work within the advice provided by the county council
- agree to work to the parish council's plan that has been agreed with DCC
- be registered with DCC

What type of work can be done by the Snow Warden's volunteer?

- spread grit
- clear snow
- refill grit bins and bags
- report issues with grit bins and bags online

What is the Road Warden scheme?

It is a formal agreement, between Devon County Council and a town or parish council, which enables them to deliver minor works in or around the public highway.

The Road Warden Scheme allows communities to:

- organise minor works either on or off the live carriageway (see types of work below)
- carry out minor works either on the live carriageway or away from the live carriageway.

What are the benefits of the road warden scheme?

- Communities are able to carry out minor works which DCC are no longer able to resource and do not have a legal responsibility to carry out.
- DCC provide third party insurance for the works.
- Free training on DCC arranged courses (see training below).Priority status for Highway Maintenance Community Enhancement Fund (HMCE) Fund applications.

What type of work can be done by road warden volunteers?

- Pothole repairs (when they do not meet our intervention criteria).
- Clearing weeds.
- Cleaning signs.
- Cleaning drainage (gully grating).
- Cutting grass further guidance avaliable on request.
- Repairing finger posts.
- Managing verges for wildlife

All works must be discussed, in the first instance, with the local highway neighbourhood officer. This list is not exhaustive. Work must be undertaken in line with guidance (method statements) provided by Devon County Council. Please see the 'Details' tab for guidance documents.

Road Wardens would not be responsible for carrying out safety repairs as this remains the responsibility of the council.

A Road Warden should:

- be nominated as suitable by the town or parish council
- be the communication link between DCC and the parish council
- agree to work within the arrangements set forward by the Road Warden agreement
- co-ordinate any minor works which are undertaken within the parish or town
- ensure that risk assessments are undertaken and are easily accessible upon DCC request.

A Road Warden volunteer should:

- be nominated as suitable by the town or parish council or similar body
- have received suitable training to carry out minor works
- agree to work within the arrangements set forward by the Road Warden.

Finance – Payments / Financial summary / Budget report

Bank Account Reconciled Statement – Dec 2024

Current Account

Statement Number	21	Bank Statement No.	21
Statement Opening Balance	£292,000.70	Opening Date	01/12/24
Statement Closing Balance	£284,809.26	Closing Date	31/12/24
True/ Cashbook Closing Balance	£284,521.77		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
04/11/24	3444	Royal British Legion	100.00	0.00	291,900.70

02/12/24	3452	Advent trail	124.27	0.00	291,776.43
02/12/24	3453	Station bank	377.81	0.00	291,398.62
02/12/24	3455	Lympstone Village Hall CIO	44.00	0.00	291,354.62
02/12/24	3456	Express Fire	213.60	0.00	291,141.02
02/12/24	3457	Employment	707.56	0.00	290,433.46
02/12/24	3458	Employment	2,197.79	0.00	288,235.67
02/12/24	3459	Employment	247.20	0.00	287,988.47
02/12/24	3460	Herald Advert	876.00	0.00	287,112.47
02/12/24	3461	PC Contractor	815.00	0.00	286,297.47
02/12/24	3462	Source For Business	182.71	0.00	286,114.76
02/12/24	3463	Cleaning toilets	600.00	0.00	285,514.76
04/12/24	DD EDF5CC 4/12/24	EDF Energy Ref: 671024465401 (Toilets)	63.00	0.00	285,451.76
09/12/24	3464	Lympstone Village Hall CIO	86.00	0.00	285,365.76
09/12/24	3466	Lisa Staddon - expenses	35.50	0.00	285,330.26
09/12/24	3467	Exjet Services	1,218.00	0.00	284,112.26
09/12/24	500080	Herald Advert	0.00	55.00	284,167.26
10/12/24	FPI 10/12/24	Herald Advert	0.00	500.00	284,667.26
11/12/24	FPI 11/12/24	Herald Advert	0.00	25.00	284,692.26
15/12/24	FPI 15/12/24	Herald Advert	0.00	54.00	284,746.26
16/12/24	DD 16/12/24 001	EDF Energy A-DOBDO971	119.00	0.00	284,627.26
16/12/24	DD 16/12/24 E73	EDF Energy A-813EOE73	78.00	0.00	284,549.26
17/12/24	FPI 17/12/24	Herald Advert	0.00	135.00	284,684.26
17/12/24	FPI 17/12/24	Herald Advert	0.00	45.00	284,729.26
17/12/24	FPI 17/12/24	Herald Advert	0.00	45.00	284,774.26
18/12/24	FPI 18/12/24	Herald Advert	0.00	35.00	284,809.2

Uncleared and unpresented effects

02/12/24	3454	ALRUG	5.00		284,581.77
09/12/24	3465	Devon Association of Local Councils	60.00		284,521.77
		Total uncleared and unpresented	287.49	0.00	
		Total debits / credits	8372.93	894	

Reconciled by Lucy Tyrrell

Bank Account Reconciled Statement – Jan 2025

Current Account

Statement Number	22	Bank Statement No.	22
Statement Opening Balance	£284,809.26	Opening Date	01/01/25
Statement Closing Balance	£280,425.77	Closing Date	31/01/25
True/ Cashbook Closing Balance	£277,620.48		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)

02/12/24	3454	ALRUG	5.00	0.00	284,804.26
09/12/24	3465	Devon Association of Local Councils	60.00	0.00	284,744.26
03/01/25	3469	Employment	760.21	0.00	283,984.05
06/01/25	3372	D.G. Atkins expenses	71.95	0.00	283,912.10
06/01/25	3470	Employment	2,288.47	0.00	281,623.63
06/01/25	3471	Employment	126.99	0.00	281,496.64
06/01/25	3473	Lympstone Village Hall CIO	24.00	0.00	281,472.64
06/01/25	3474	Bagwells Ltd	432.88	0.00	281,039.76
06/01/25	3475	Community Hub lunches	443.99	0.00	280,595.77
06/01/25	3476	Cleaner – public toilets	620.00	0.00	279,975.77
06/01/25	3478	D.G. Atkins – hedge cutting	710.00	0.00	279,265.77
06/01/25	DD EDF5CC 6/1/25	EDF Energy Ref: 671024465401 (Toilets)	63.00	0.00	279,202.77
08/01/25	FPI 8/1/25	Herald Advert	0.00	75.00	279,277.77
13/01/25	FPI 13/1/25	Herald Advert	0.00	54.00	279,331.77
13/01/25	FPI 13/1/25	Herald Advert	0.00	200.00	279,531.77
14/01/25	FPI 14/1/25	Herald Advert	0.00	12.00	279,543.77
15/01/25	DD 15/1/25 001	EDF Energy A-DOBDO971	119.00	0.00	279,424.77
15/01/25	DD 15/1/25 E73	EDF Energy A-813EOE73	78.00	0.00	279,346.77
28/01/25	500081	Multiple Suppliers/ Customers	0.00	550.00	279,896.77
28/01/25	FPI 28/1/25	Herald Advert	0.00	75.00	279,971.77
29/01/25	FPI 29/1/25	Herald Advert	0.00	54.00	280,025.77
31/01/25	DCDevonCC 5342704	Devon County Council	0.00	400.00	280,425.77

Uncleared and unpresented effects

06/01/25	3477	Reformed Plastics (UK) Ltd	1,438.80		278,764.48
23/01/25	3479	Lympstone Village Hall CIO	24.00		278,740.48
23/01/25	3480	Optima Graphics Ltd	876.00		277,864.48
27/01/25	3481	Lympstone Village Hall CIO	40.00		277,824.48
27/01/25	3482	Castle CCTV Ltd	204.00		277,620.48
		Total uncleared and unpresented	2805.29	0.00	
		Total debits / credits	8608.78	1420	

Reconciled by Lucy Tyrrell

Financial Budget Comparison

Comparison between 01/04/24 and 31/01/25 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/24

		2024/25	Actual Net	Balance
INCOME				
Council				
10	Precept	£52,137.50	£52,137.50	£0.00
15	CIL	£0.00	£90,953.10	£90,953.10
20	DCC re Candys Field	£400.00	£0.00	-£400.00
25	Herald Adverts	£4,000.00	£4,980.00	£980.00
30	Burial Fees	£3,000.00	£3,802.00	£802.00
35	Lymp FC	£0.00	£0.00	£0.00
40	Flower Beds	£0.00	£0.00	£0.00
45	Wayleaves	£10.00	£7.54	-£2.46
50	Misc	£800.00	£1,439.17	£639.17
55	Web adverts	£0.00	£0.00	£0.00
60	Parishes Together	£1,000.00	£0.00	-£1,000.00
65	External grants	£1,000.00	£4,700.00	£3,700.00
70	YC Rech	£2,500.00	£2,385.09	-£114.91
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	£100.00	£0.00	-£100.00
95	Woodbury PC	£200.00	£0.00	-£200.00
100	Guildford BG	£0.00	£0.00	£0.00
105	FLOS	£0.00	£0.00	£0.00
Total Council		£65,147.50	£160,404.40	£95,256.90
Total Income		£65,147.50	£160,404.40	£95,256.90

		2024/25	Actual Net	Balance
EXPENDITURE				
Council				
1000	Employment	£29,000.00	£39,552.69	-£10,552.69
1005	Employment	£3,000.00	£1,838.66	£1,161.34
1015	Village Hall hire	£2,000.00	£648.00	£1,352.00
1020	Chairman's Allowance	£200.00	£200.00	£0.00
1025	Subscriptions	£1,500.00	£1,430.00	£70.00
1030	Courses, travel etc	£1,000.00	£195.82	£804.18
1035	Insurance, Audit, Electricity	£2,500.00	£2,232.24	£267.76
1040	Misc	£2,500.00	£1,508.80	£991.20
1045	Herald Printing	£6,000.00	£7,138.00	-£1,138.00
1050	PC Maintenance Contractor	£7,500.00	£6,790.00	£710.00
1055	Grass cutting	£2,000.00	£200.00	£1,800.00
1060	Other maintenance	£5,000.00	£17,303.56	-£12,303.56
1065	General tree work	£3,000.00	£0.00	£3,000.00

1070	Bin emptying	£1,000.00	£795.60	£204.40
1075	Handyman	£0.00	£0.00	£0.00
1080	Notice boards - maintenance	£1,000.00	£0.00	£1,000.00
1085	Play equipment	£500.00	£126.00	£374.00
1090	Lights in CF	£2,000.00	£1,245.74	£754.26
1095	Toilets	£15,000.00	£7,541.91	£7,458.09
1100	Flood equip maintenance	£500.00	£54.00	£446.00
1105	LFRG expenses	£400.00	£17.55	£382.45
1110	Gulliford cemetery	£600.00	£815.00	-£215.00
1115	Burial Ground	£10,000.00	£0.00	£10,000.00
1120	YC Maintenance	£1,000.00	£819.00	£181.00
1125	YC Utilities	£2,500.00	£1,876.20	£623.80
1130	Website etc	£500.00	£1,291.00	-£791.00
1135	Adv Weath	£200.00	£0.00	£200.00
1140	Gully Emptying	£2,000.00	£0.00	£2,000.00
1145	Parishes Together	£0.00	£0.00	£0.00
1150	Hub Projects	£4,000.00	£5,018.01	-£1,018.01
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	£1,000.00	£0.00	£1,000.00
2000	S137 Funding	£1,000.00	£100.00	£900.00
2010	Other Grants	£1,000.00	£2,698.57	-£1,698.57
Total Council		£109,400.00	£101,436.35	£7,963.65
Total Expenditure		£109,400.00	£101,436.35	£7,963.65
Total Income		£65,147.50	£160,404.40	£95,256.90
Total Expenditure		£109,400.00	£101,436.35	£7,963.65
Total Net Balance		**-£44,252.50**	**£58,968.05**	

Clerk's Action List - <u>Lympstone Parish Council: Clerks Action List – January 2025</u>

Month and Minute	Response	Date Actioned
Dec 24/133.1	Clerk to let WAL know that a grant of £100 would be awarded towards room hire on a provision of the event open to all Parishioners, not just group members.	5/12
Dec 24/133.2	Clerk to apply for a 2025/26 parish precept of £56,000 from EDDC.	20/12
Dec 24/134	Letters from LPC to EDDC to be added to the website.	5/12
Dec – 24/135 planning applications	**24/2412/TCA** - Rowan - reduce crown by approximately 1m, maximum diameter of cut (MDC) 30mm. x2 Hazel - prune back branches to neighbouring property by 1-2m. MDC 20mm. Removal of invasive akebia quinate at 2 Olga Terrace Longmeadow Road. *Recommendation: Support*	3/12 Recommendations sent to EDDC
	24/2373/FUL - Construction of front porch on south elevation at 21 Underhill Crescent. *Recommendation: Support*	
	24/2408/AGR - A steel portal framed building to be used for storage of agricultural machinery and produce at Land Adjacent To Tedstone Lane Woodbury. *Recommendation: Object*	

	24/2397/FUL - Replacement dwelling, garage and associated works at 7 Orchard Close. *Recommendation: Support*	
Jan – F&A 25/3	A Unity Bank current account was opened with the Clerk as a 'view and submit payments' online and KH, DGA, JP and SF to be authorised signatories to 'view and authorise payments' online.	23/1
Additional actions:		
Timetabling Candys and Cliff field use – ongoing		
Nurseries site open space – ongoing		
PC meeting Minutes		2/12 3,4, 6/12,
Finance and Advisory Committee meeting agenda Meeting Minutes		3/12 9/12
Herald report		4/12, 20/1
Budget preparation 2025-26		Oct, Nov, 9,18/12
Defibrillator reports x2		20/12
Jan PC minutes		17/01
WAL event prep		21/01
Joint F&A and A&A committee meeting Minutes		23/01 24/01
Bank account application		27-31/01
Planning committee meeting Minutes		27/01 30/01
LFRG meet Notes		28/01

25/17 Planning decisions

Date	Planning Application	LPC	EDDC
20/5 expires 12/6/24	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.	6/6 Object	3/12 REFUSED
15/11 expires 3/12/24	24/2408/AGR - A steel portal framed building to be used for storage of agricultural machinery and produce at Land Adjacent To Tedstone Lane Woodbury.	3/12 Object	10/12 /24 WITHDRAWN
3/10 expires 26/10/24	24/1967/FUL - Removal of existing storm porch and replacement with enclosed front porch at 1 Greenhill Avenue.	14/10 Support	12/12 APPROVED
4/9/24 expires 27/9/24	24/1680/LBC - Remove a broken post box within the stone boundary wall of Snowden house and to in-fill the opening with stone work to match the existing at Sowden House Longbrook Lane.	*23/9 Object*	20/12 APPROVED
19/11/24 expires 12/12/24	24/2373/FUL - Construction of front porch on south elevation at 21 Underhill Crescent	*3*/12 Support	2/1/25 APPROVED
18/11 expires 11/12/24	24/2412/TCA - Rowan - reduce crown by approximately 1m, maximum diameter of cut (MDC) 30mm. x2 Hazel - prune back branches to neighbouring property by 1-2m. MDC 20mm. Removal of invasive akebia quinate at 2 Olga Terrace Longmeadow Road.	*3*/12 Support	8/1/25 TPO not required
23/10 expires 15/11/24	24/2159/FUL - Replacement of existing garage at Marley Hayes Cottage Marley Hayes.	*5/11 Support*	25/1/25 APPROVED