MINUTES OF A LYMPSTONE PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL AT 7.20PM ON MONDAY 7TH APRIL 2025.

PRESENT:	
Councillors	D Atkins (DGA), S Culhane (SC), S Francis (SF), R Gale-Hasleham (RGH), K Hill (KH), J Payne and L Staddon (LS) (LPC Chair)
Clerk	Miss L Tyrrell
County Councillors	None
District Councillors	B Ingham (BI) and G Jung (GJ)
Public	7 members

Public session:
The Chair welcomed all to the meeting, no members of the public raised anything to speak on.

25/29 Apologies
None

25/30 Minutes
RESOLVED that the minutes of the PC meeting held on the 3rd March 2025 be confirmed as a correct record and signed by the Chairman.
LS proposed. SC seconded. DGA, SF, KH, JP supported. RGH abstained.

RESOLVED that the minutes of the Planning and Transport committee meeting held on the 20th March 2025 be confirmed as a correct record and signed by the Chair.
LS proposed. SF seconded. DGA, SC, RGH, KH supported. JP abstained.

RESOLVED that the minutes of the Community committee meeting held on the 25th March 2025 be confirmed as a correct record and signed by the Chair.
SF proposed. RGH seconded. LS, JP supported. DGA, KH, SC abstained.

25/31 To receive any Declarations of Interest
SC declared a personal interest with item 25/32.4
KH declared a personal interest with planning item 24/2236/LBC

25/32 Clerk's Report
25/32.1 2025/2026 Meeting Dates
RESOLVED that the PC meeting dates for 2025/26 were approved with the APM moving to the same date as the PC meeting in May 2026.
LS proposed. JP seconded. Unan.

25/32.2 Reviewed LPC Documents
RESOLVED That the following reviewed policies were approved: Asset Register Policy, Asset Register, Financial Regulations, Cemetery Policy and Tenders and Quotations Policy.
LS proposed. KH seconded. Unan.

25/32.3 Webmaster request

RESOLVED that Cllr information would include name, lead Cllr role and email address on the website.
LS proposed. RGH seconded. Unan.

25/32.4 Lympstone Environmental Action Day event (17th May)

RESOLVED that permission was granted to use the meadow area under the Oak tree.
JP proposed. SF seconded. DGA, RGH, KH, LS supported. SC abstained.

RESOLVED that PC insurance cover would be used for this event as a one off provided a comprehensive risk assessment was provided to the Clerk.
LS proposed. DGA seconded. SF, RGH, KH, LS supported. SC abstained.

25/32.5 Correspondence received - Parking on Meeting Lane including additional concerns of parking along Gibraltar and Trafalgar Road.

LS asked GJ and BI from an update regarding EDDC tenants. There was no update from EDDC. LS also highlighted that an overspill of vehicles from military quarters were also causing parking issues in residential areas. GJ suggested a meeting was necessary between EDDC, Highways, LPC and the MOD to try and resolve the issue.

RESOLVED that the PC would write to the commandant of CTCRM to express concerns and request a meeting with EDDC and Highways after the May elections.
LS proposed. JP seconded. Unan.

25/32.6 CPRE membership

RESOLVED that LPC would join CPRE and Devon Communities Trust.
SC proposed. LS seconded. Unan.

25/32.7 Herald Printing

The Clerk gave a brief history of Optima Graphics closing and outsourcing the Herald printing to Pollards Ltd in Exeter. Every month since the handover there had been issues with late printing and distributing the Herald. A quote from Copyrite, a local company in Exmouth had been sourced and provided to the PC.

RESOLVED that the PC would change their publisher from Pollards Ltd to Copyrite.
JP proposed. SF seconded. Unan.

25/32.8 Casual Vacancy

The Clerk explained that there were four vacancies on the PC and no election had been called. It was up to the PC to co-opt new members.

25/32.9 Finance – Payments / Financial summary / Budget report.

RESOLVED that the payments in Appendix 1 be approved.
LS proposed. DGA seconded. Unan.

The Chairman and the Clerk signed off the accounts for 2024/25.
The Clerk explained that all documentation requested by the internal auditor had been submitted.

25/32.10 Clerk's Action List

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

25/33 Reports from the Chairman, East Devon District Councillors and Devon County Councillors

No County Cllrs were present due to Purdah regulations.
BI explained that the Regulation 19 consultation regarding the emerging local plan had now closed. He thanked all for contributing responses to EDDC and now it was time to wait for the findings.
GJ asked for his response to the tree wardens report during the APM be included in the minutes (See Appendix 2). He went on to read his report (See Appendix 3).

25/34 Planning applications

24/2397/FUL - Replacement dwelling, garage and associated works at 7 Orchard Close. *(Amended plan – expires 11th April)*

SC highlighted the fact that the EDDC tree officer was now in support of the amended plans.

RESOLVED that the Clerk send the recommendation of support from LPC to EDDC.
SC proposed. JP seconded. Unan.

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 *(Amended Plan - expires 16th April 2025)*

Cllrs felt that that there was not enough information to fully understand the proposed amendments.

RESOLVED that no comment would be made from LPC to EDDC.
SC proposed. RGH seconded. Unan.

24/2236/LBC - Replace existing sliding doors on rear single storey extension with ALI DG sliding folding doors (south elevation); replace screen and 2no. windows on side of single storey extension (east elevation) and replace double door on side two storey extension (east elevation) at Osborne House *(expires 26th April)*

RESOLVED that the Clerk send the recommendation of support from LPC to EDDC.
LS proposed. SF seconded. DGA, SC, RGH, JP supported. KH abstained.

25/35 Planning decisions
RESOLVED that the EDDC decisions were noted.

25/36 Reports of Committees

25/36.1 Assets and Amenities Committee
LS explained that the NT were happy for the PC to progress with the parcel of land along the Avenue. She felt the next steps to be discussed in detail would be added to the next Assets and Amenities Committee meeting held on the 24th April at 6.30pm.

25/36.2 Environment Committee
SC explained she had met with the EA and Parklife regarding the BNG landscape plan for Candys Field. She was now waiting to receive a more detailed plan and quote for maintaining the land. She would circulate her notes from the meeting to all Cllrs.

25/36.3 Community Committee
JP reported that the Community Committee had met on the 25th March and proposed that the PC supported a Charity to be formed to raise funds to rebuild and run the new Hub building. A Charity would have more access to funding that the PC as a statutory body. Mr Nick Linfoot (NL) from the Hub working group was present and explained that the Charity would be an unincorporated trust to raise funds and apply for grants to rebuild the Hub building. The Charity would not lease the building until it was built but it was important for a charity to be formed to raise the initial funds. Once built, the Charity would be self-sufficient with five trustees and employ staff. It would also be responsible for maintaining the new building. The charity would report annually to the PC. It was suggested that an article was included in the Herald and on the Facebook page to advertise for trustees. KH asked if the building would remain the property of the PC. NL reiterated that the Charity would lease the building from the PC for a period of time agreed by the Council. He added that professional advice received highlighted that a Charity was the way forward. Mr Malcolm Lyons, another member of the Hub working group, added that the agreement would be like the pre-school, an agreement would be made that if the building was not being used for its sole purpose, then it would be returned to the PC. When setting up a lease the PC would put conditions in to ensure the protection for the use of the building. NL explained there would be a clear governing document which showed where the money applied for would go, if funds were

not able to be met then the money raised would go into renovating the current building. A resident asked for a full report regarding the charity. SC explained that the PC had received one. ML asked that the PC agreed in principle that a charity was formed to get a draft constitution in place. KH suggested a draft Memorandum of Understanding (MoU) was written and approved by the PC and volunteers from the working group. SC felt a MoU should then be passed to the PCs solicitor for comment. RGH explained that for the rebuild to move forward, the working group would need a commitment from the PC to agree to a Charity, support the rebuild and provide a long lease. The Charity could then apply for funding. ML felt an MoU would be a positive way forward to agree conditions in principle, then a charity could be formed.

RESOLVED that:

1) *The PC agreed in principle for a Charity to be formed to raise funds to rebuild and run the Hub building with a minimum of five trustees and include at least two members of the PC as trustees.*
2) *An MoU would be written between the PC and Charity to initially agree conditions and reviewed by LPC's legal advisor.*
3) *The name of the new building would be the Youth and Community Hub.*

JP proposed. LS seconded. SC, SF, RGH, KH supported. DGA objected.

25/36.4 Planning and Transport Committee

SC reported on the Planning and Transport Committee meeting held on the 20th March. She explained that she had contacted the Devon Communities Trust (DCT) for a quote regarding the rewrite of the Lympstone Neighbourhood Plan (LNP). DCT could provide all the help necessary and would charge approx £400per day. She felt another meeting was needed to provide a clear action plan of the steps for the rewrite. She also felt another public consultation was needed. LS felt a broad opinion of all areas of the LNP must be sought from the members of the public. SF suggested contacting Angela King at EDDC who would also support a rewrite of the LNP.

RESOLVED that a Teams call would be arranged with DCT to discuss next steps.

SC proposed. LS seconded. Unan.

25/37 Items for the next Agenda

Lympstone Water Quality Group and SWW.
Assets and Amenities Committee meeting update.
The Clerk explained that the next meeting would be the Annual Parish Council Meeting and the start of the new municipal year.

Meeting closed: **8.43pm**

Chairman: Date:

Appendix 1:

Bank Account Reconciled Statement – March 2025

Current Account

Statement Number	24	Bank Statement No.	24
Statement Opening Balance	£270,399.19	Opening Date	01/03/25
Statement Closing Balance	£263,595.55	Closing Date	31/03/25
True/ Cashbook Closing Balance	£263,595.55		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
03/03/25	3493	PVM Supplies	213.16	0.00	270,186.03
03/03/25	3494	Employment	654.90	0.00	269,531.13
03/03/25	3495	Employment	2,107.12	0.00	267,424.01
03/03/25	3496	Pollards	681.00	0.00	266,743.01
03/03/25	3497	Lympstone Village Hall CIO	48.00	0.00	266,695.01
03/03/25	3498	Employment	124.40	0.00	266,570.61
03/03/25	3499	Source For Business	169.93	0.00	266,400.68
03/03/25	3500	PC Contractor	1,240.00	0.00	265,160.68
03/03/25	3501	PC Cleaner (toilets)	560.00	0.00	264,600.68
03/03/25	FPI 3/3	Herald Advert	0.00	125.00	264,725.68
08/03/25	FPI 8/3/25	Herald Advert	0.00	300.00	265,025.68
10/03/25	500082	Burial Fee	0.00	830.00	265,855.68
11/03/25		HMRC (VAT claim)	0.00	874.30	266,729.98
11/03/25		HMRC (VAT claim)	0.00	-874.30	265,855.68
11/03/25	XTV1260	HMRC (VAT claim)	0.00	0.00	265,855.68
12/03/25	FPI 12/3/25	Herald Advert	0.00	135.00	265,990.68
13/03/25	FPI 13/3/25	Herald Advert	0.00	100.00	266,090.68
14/03/25	3504	AW Electrical East Devon Ltd	126.00	0.00	265,964.68
14/03/25	3505	Lympstone Village Hall CIO	16.00	0.00	265,948.68
14/03/25	3506	Pollards	618.00	0.00	265,330.68
14/03/25	3507	Employment	707.56	0.00	264,623.12
14/03/25	3508	Employment	2,197.79	0.00	262,425.33
14/03/25	3509	Employment	120.80	0.00	262,304.53
14/03/25	DD EDF5CC 4/3/25	EDF Energy Ref: 671024465401 (Toilets)	63.00	0.00	262,241.53
17/03/25	DD 17/3/25 001	EDF Energy A-DOBDO971	119.00	0.00	262,122.53
17/03/25	DD 17/3/25 E73	EDF Energy A-813EOE73	78.00	0.00	262,044.53
17/03/25	OM FPI 17/03/25	Burial fee	0.00	315.00	262,359.53
18/03/25	FPI 18/3/25	Herald Advert	0.00	135.00	262,494.53
18/03/25	FPI 18/3/25	Herald Advert	0.00	135.00	262,629.53
20/03/25	3510	Weather Shop	58.98	0.00	262,570.55

23/03/25	FPI 23/3/25	Herald Advert	0.00	135.00	262,705.55
25/03/25	FPI 25/03/25	Herald Advert	0.00	25.00	262,730.55
26/03/25	FPI 26/3/25	Burial fee	0.00	830.00	263,560.55
31/03/25	FPI 31 3 25	Herald Advert	0.00	35.00	263,595.55

Uncleared and unpresented effects

Total uncleared and unpresented	0.00	0.00
Total debits / credits	9903.64	3100

Reconciled by Lucy Tyrrell

Financial Budget Comparison

Comparison between 01/04/24 and 31/03/25 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/24

		2024/25	Reserve Movements	Actual Net	Balance
INCOME					
Council					
10	Precept	£52,137.50	£0.00	£52,137.50	£0.00
15	CIL	£0.00	£0.00	£90,953.10	£90,953.10
20	DCC re Candys Field	£400.00	£0.00	£0.00	-£400.00
25	Herald Adverts	£4,000.00	£0.00	£7,168.00	£3,168.00
30	Burial Fees	£3,000.00	£0.00	£5,777.00	£2,777.00
35	Lymp FC	£0.00	£0.00	£0.00	£0.00
40	Flower Beds	£0.00	£0.00	£0.00	£0.00
45	Wayleaves	£10.00	£0.00	£7.54	-£2.46
50	Misc	£800.00	£0.00	£1,439.17	£639.17
55	Web adverts	£0.00	£0.00	£0.00	£0.00
60	Parishes Together	£1,000.00	£0.00	£0.00	-£1,000.00
65	External grants	£1,000.00	£0.00	£5,031.21	£4,031.21
70	YC Rech	£2,500.00	£0.00	£2,385.09	-£114.91
75	VHMC	£0.00	£0.00	£0.00	£0.00
80	MoD Comm Cov	£0.00	£0.00	£0.00	£0.00
85	DCC error	£0.00	£0.00	£0.00	£0.00
90	Community Hub	£100.00	£0.00	£0.00	-£100.00
95	Woodbury PC	£200.00	£0.00	£0.00	-£200.00
100	Guildford BG	£0.00	£0.00	£0.00	£0.00
105	FLOS	£0.00	£0.00	£0.00	£0.00
Total Council		£65,147.50	£0.00	£164,898.61	£99,751.11
Total Income		£65,147.50	£0.00	£164,898.61	£99,751.11

		2024/25	Reserve Movements	Actual Net	Balance
EXPENDITURE					
Council					
1000	Salaries	£29,000.00	£0.00	£48,412.07	-£19,412.07
1005	Expenses	£3,000.00	£0.00	£2,214.36	£785.64
1015	Village Hall hire	£2,000.00	£0.00	£760.00	£1,240.00
1020	Chairman's Allowance	£200.00	£0.00	£200.00	£0.00
1025	Subscriptions	£1,500.00	£0.00	£1,430.00	£70.00
1030	Courses, travel etc	£1,000.00	£0.00	£195.82	£804.18
1035	Insurance, Audit, Electricity	£2,500.00	£0.00	£2,232.24	£267.76
1040	Misc	£2,500.00	£760.54	£1,518.80	£1,741.74
1045	Herald Printing	£6,000.00	£7,819.00	£8,427.00	£5,392.00
1050	PC Maintenance Contractor	£7,500.00	£0.00	£9,985.00	-£2,485.00
1055	Grass cutting	£2,000.00	£0.00	£200.00	£1,800.00
1060	Other maintenance	£5,000.00	£14,542.00	£17,303.56	£2,238.44
1065	General tree work	£3,000.00	£0.00	£0.00	£3,000.00
1070	Bin emptying	£1,000.00	£0.00	£1,465.60	-£465.60
1075	Handyman	£0.00	£0.00	£0.00	£0.00
1080	Notice boards - maintenance	£1,000.00	£0.00	£0.00	£1,000.00
1085	Play equipment	£500.00	£0.00	£254.00	£246.00
1090	Lights in CF	£2,000.00	£0.00	£1,245.74	£754.26
1095	Toilets	£15,000.00	£4,850.00	£14,760.97	£5,089.03
1100	Flood equip maintenance	£500.00	£0.00	£103.15	£396.85
1105	LFRG expenses	£400.00	£0.00	£17.55	£382.45
1110	Gulliford cemetery	£600.00	£0.00	£815.00	-£215.00
1115	Burial Ground	£10,000.00	£0.00	£0.00	£10,000.00
1120	YC Maintenance	£1,000.00	£460.00	£924.00	£536.00
1125	YC Utilities	£2,500.00	£0.00	£2,251.44	£248.56
1130	Website etc	£500.00	£1,075.50	£1,291.00	£284.50
1135	Adv Weath	£200.00	£0.00	£0.00	£200.00
1140	Gully Emptying	£2,000.00	£0.00	£0.00	£2,000.00
1145	Parishes Together	£0.00	£0.00	£0.00	£0.00
1150	Hub Projects	£4,000.00	£5,944.04	£7,853.01	£2,091.03
1155	Cont VH Car Park	£0.00	£0.00	£0.00	£0.00
1160	DCC / DCF Funding	£0.00	£0.00	£0.00	£0.00
1165	YC Recharge	£0.00	£0.00	£0.00	£0.00
1170	Emergency Fund	£0.00	£0.00	£0.00	£0.00
1180	FLOS	£1,000.00	£0.00	£0.00	£1,000.00
2000	S137 Funding	£1,000.00	£0.00	£100.00	£900.00
2010	Other Grants	£1,000.00	£860.76	£3,938.86	-£2,078.10
Total Council		£109,400.00	£36,311.84	£127,899.17	£17,812.67
Total Expenditure		£109,400.00	£36,311.84	£127,899.17	£17,812.67
Total Income		£65,147.50	£0.00	£164,898.61	£99,751.11

Total Expenditure	£109,400.00	£36,311.84	£127,899.17	£17,812.67
Total Net Balance	**-£44,252.50**		**£36,999.44**	

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/24 and 31/03/25 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	£170,219.42	£0.00	£170,219.42
Total Receipts	£170,219.42	£0.00	£170,219.42

PAYMENTS	Net	Vat	Gross
Council	£124,647.17	£5,336.89	£129,984.06
Total Payments	£124,647.17	£5,336.89	£129,984.06

Closing Balances

Ordinary Accounts

Current Account	£263,595.55
	£263,595.55
Total	£263,595.55

Appendix 2:
If I may respond to the annual report of the Lympstone Parish Council Tree Warden.

This was a section of a reply to a recent email David Tyrrell sent me

We need to be working together for the benefit of improving our natural habitat, which our previous Tree Warden volunteer scheme provided, helping to enable local keen experts to work as ambassadors at Parish Level which you were part of.

We will shortly be replacing this scheme.
We are replacing this scheme not "getting rid" of the tree Parish Warden Scheme

The full details of this are not complete but will be in the form of "Tree Champions" acting as tree ambassadors as it has been recognised that the "Tree Warden" scheme needs refreshing and re- launching since it was originally launched some 30 odd years ago, by our long serving Tree Officer David Coleman who retired 5 years ago. The term "Warden" suggests "an official with specific supervisory duties or the enforcement of laws or regulations" which is not the appropriate description for the volunteer role East Devon envisages going forward.

I also attach a link to our recently consulted and agreed Tree and Hedge policy.

https://democracy.eastdevon.gov.uk/documents/s25201/East+Devon+Trees+Hedgerow+and+Woodlands+Strategy.pdf

Regarding the issue of commercial tree felling and flailing on the common, this is administered by forestry and landowners applying for "Tree felling licences" to Forestry England (previously The Forestry Commission) who control all commercial tree felling over a certain size by issuing felling licences. Therefore, not under the jurisdiction of a Local Authority such as East Devon and as a Councillor I do not have any control over.

However, the "common" or corrected named the "Pebblebed Heaths" are managed partly by a Charitable Trust, and partly by Clinton Devon Estates. The licenced commercial woodlands although appearing to be on the "Common" are planted on private land and for some time are generally open to public access and due to the nature of commercial woodland are thinned, managed cut and replanted. The Pebblebed heaths are managed by the Trust and the area carefully controlled for "Heathland Habitat" and trees discouraged as if uncontrolled will take over the Heathland Habitat.

A recent gain was the closing down of the Blackhill Quarry and the 35 acres of the gravel pits returned to Nature conservation. The 10 year management of this is shortly finishing and public access will be shortly returning, which will provide improved natural habitat and public access.
Regarding the demise of trees in the Parish, I do not have the figures, but as you can see from the EDDC Tree and Hedge Policy the aim is to increase the District Canopy cover from 22% to 30%, with just one landowner agreeing to plant over one million extra trees.
23% canopy cover classifies an area to be a forest so actually East Devon is only one percent away from that classification, but the agreed challenge will be 30%
More locally we have had a new 153-acre woodland planted by the Woodland Trust at Yonder Oak Wood, which is already recognised as providing benefit to wildlife and flood prevention
I hope my response provides a balanced view of our concerns for our trees.

Appendix 3:

Good evening Lympstone Parish Council.

Regarding the Tree Wardens Report. I have written a response to clarify some of the points raised, and I would appreciate it being published to provide a more balanced view. With regards to disbanding the Tree Warden Scheme we are actually improving and enhancing the scheme, with a probable name change.

Congratulations on another year of providing the governance and direction of how this village progresses towards the future.

It's been challenging for you and for the District Councillors. The changing policies from a new government, the increases in our running costs, though supposed to be covered by the extra payment to cover the National Insurance costs, plus extra funding from the packaging companies to cover some of our recycling costs, we ended up with a few hundred thousand pounds worse off!
At least we didn't plan for an increase, so we were not surprised when the final settlement came in! In the last 12 years government funding to District Councils have halved in real terms, and our share of the rates we charge which is only 7% of the total rates has been by government dictate to less than inflation.
However, we have kept most of our services and in some areas improved.
With Recycling and Waste, we are still the number one Council in the Country for the least amount of waste per household and this tonnage is still going down. We are at 60.1% recycling at number 6, and we have plans to reduce the residual waste further and increasing our recycling waste to the magic 65% which is the Government target by 2035! This could not be achieved without residents who sort their recycling every week throughout the year. Interestingly your weekly recycling and waste per week costs less than posing a first-class letter!

Its going to be another interesting year, we are told to a plan to build more houses, but we have a failed sewage system, a failing National Health, overcrowded secondary schools and crumbling roads, and we are told, just build houses and everything will follow!

With regards to all the wonderful volunteer groups reports well done, this is a fabulous community. With your environmental groups you are doing what I would wish every parish or town should do. Interestingly I visited the new water labs at Exeter University which is the worlds leading lab on water quality studies, and though we think of sewage and effluent as just that, this lab can provide readings of all the substances within the samples. It was fascinating but also scary!