

LYNTON & LYNMOUTH TOWN COUNCIL

MINUTES OF THE TOWN COUNCIL MEETING HELD AT LYNTON TOWN HALL ON THURSDAY 16 DECEMBER 2021 AT 3 PM.

PRESENT: **Councillors:**
 S Hibbert (Deputy Mayor)
 A Hobbs
 L Logan
 B Peacock

Officers: Finance Officer, Town Council Secretary

211/21 PUBLIC QUESTION TIME

There were no members of the public present.

212/21 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Sleep, Atherton, Harding, Hawkins, Martyn, Patrinos, Pearce and Rodway, and Town Clerk

213/21 DECLARATION OF MEMBERS DISCLOSABLE PECUNIARY INTERESTS

None were received

214/21 MINUTES RESOLVED

Minutes of the Full Council Meeting held on 25 November 2021, copies of which had been previously circulated, were confirmed as a true and correct record and signed by the Mayor.

215/21 POLICE REPORT

There was no police report, although the December newsletter had been received.

216/21 COMMUNICATIONS

- a. **Lloyds Bank Mobile Branch Timetable**
This came through via North Devon MP's office and is informing public of Lloyds relaunched mobile branches timetable. They are continuing with a fortnightly service, visiting Lynton Town Hall forecourt 11-1pm.
- b. **North Devon Council**
Have sent communication in respect of monitoring Radon at Town Hall. Some monitors have been ordered and will be placed around Town Hall for 3 months, then returned and a reading obtained.
- c. **Lynton & Lynmouth Cliff Railway**
To inform Members of an application they are making to Devon County Council for an emergency road closure on 5-6 January on Esplanade, Lynmouth to enable new rails to be lifted for repairs to the track.
- d. **Lyn Lions Thank you letter**
To thank Members for grant.

217/21 HOCKEY FIELD – VALLEY OF ROCKS

As it has come to light that garden waste is being dumped on the hockey field, Acting Town Clerk will make some enquiries.

218/21 FINANCIAL REPORTS

a. FINANCIAL STATEMENTS

Financial statements for November 2021 had previously been emailed to Members and it was

RESOLVED:

Financial statements as attached to these minutes be approved.

b. SEASONAL UNDERTAKINGS

Statements of income and expenditure for November 2021 had previously been emailed to Members and it was

RESOLVED

That the reports be noted.

c. CHEQUES & ELECTRONIC TRANSACTIONS

A list of cheques and electronic accounts had previously been emailed to Members for consideration. It was

RESOLVED

That the attached list of payments be authorised for BACS transfer. (*With the exception of a payment to Rural Services Network for £44 for the period 01.12.21 – 31.03.21. This item was deferred to the next P&F for decision as to whether Members wanted the membership to continue.*)

219/21 ADOPTION OF BUDGET AND AGREEMENT OF PRECEPT

It was

RESOLVED

To adopt the budget and, as agreed at Policy & Finance, the 2022/23 precept to stay the same as 2021/22.

Deputy Mayor wished to offer thanks to Finance Officer for his hard work on the budget and precept.

220/21 REPORTS FROM COUNCILLORS AND OTHER COUNCIL COMMITTEES

There were no reports.

221/21 MOTIONS

None had been received.

222/21 NORTH DEVON COUNCIL

As Councillor Patrinos sent in apologies, there was no report.

Questions

None

223/21 DEVON COUNTY COUNCIL

Councillor Davis was unable to attend, but sent in her report. A copy is attached to these minutes.

Questions

None

224/21 REPORT OF THE TOWN CLERK

As Acting Town Clerk, Finance Officer reported on:

- Manor Insurance Claim
- Manor House planning
- Play equipment quote
- Lynbridge Car Park survey
- Cross Street Car Park scaffolding
- Car Park works
- Fill in potholes in Valley of Rocks
- Hole in Harbour wall
- Dark Skies, Green Spaces will come to Council meeting in January
- Manor House property inspection to be organised

Questions

Councillor Logan asked whether the solar panels at the Tors had planning permission. Councillor Peacock thought this was the case.

225/21 QUESTIONS

There were none.

Part 2

The Chairman moved that

In view of the confidential nature of the business about to be transacted, it is advisable in the public interest the press and public are temporarily excluded and they be asked to withdraw

226/21 CONFIDENTIAL MATTERS FOR RESOLUTION

- CCTV System quotation – Town Hall**
Members discussed the quotation for upgrade to Town Hall's CCTV system and it was
RESOLVED
To go ahead with the upgrade.

Lynton and Lynmouth Town Council

County Councillors report

December 2021

Coronavirus updates from Devon County Council

The link below may be of interest to residents with the situation changing and many interested in what is happening locally this link is a useful starting point for questions and the current situation in Devon.

The link takes you to the Covid-19 pages on the Devon County Council Website, it has daily updated information as to positive cases within the area, information about testing and track and trace.

<https://www.devon.gov.uk/coronavirus-advice-in-devon/coronavirus-data/>

Devon County Council budget

A brief 'hi-level' update on the finance part of DCC operations.

We are rapidly approaching the 'business end' of the financial year where month 6 and 7 figures show no slowdown in demand as we move in to winter, not least where Higher needs in Education requirements are increasing pressures.

Winter is the traditional time for a peak surge of demand on services across DCC, but frankly currently every day is 'winter' before we get to Christmas.

One of the key factors in setting our budget for the following year, as well as informing future years setting is the settlement we receive from central Government. This is largely based on a formula which enables the DCC finance team to predict the amount we are likely to receive and set the budget, together with any additional support as 'one offs' e.g. Covid support money is temporary, and not something we can (or frankly would want to given the reason for it) depend on in future years.

The settlement figure or at least a strong idea of the amount for DCC should be known at the back end of December, early January. A bit more levelling up here recognising deprivation in large parts of our largely rural county would be appreciated.

Devon is not the land of milk and honey for many of our residents that many outside of the South West would think, not least in the amount per pupil our school pupils receive compared to other local Authorities.

The various service areas are now putting into the finance team what they think they will need for 2022/23 with plenty of opportunity for County Councillors to have a view on budget proposals culminate in in the rounds of scrutiny meetings at the end of January and final budget setting at Full Council on the 17th of February 2022 where we set the legally required balanced budget within the resources available to us. Ongoing pressures, largely as a result of the impact of the COVID-19 Pandemic are likely to have a significant impact on DCC in the same way they are everywhere else in our society.

Families on Free School Meals- Christmas arrangements

Over the past year Devon County Council have provided supermarket vouchers worth £15 per child per week of the school holidays to families who qualify for free school meals, so their children don't go hungry.

For Christmas, this is being doubled, with an extra one-off £30 supermarket voucher, so families will receive a £60 voucher per child for the two-weeks to help with the additional financial pressure the festive period can bring.

[You can find out more about the free school meals holiday voucher scheme on our website.](#)

Children currently receiving benefits-related free school meals and their families can also take part in our Holiday Activity and Food (HAF) scheme for free over the Christmas break.

[You can find out more about the Holiday Activity and Food scheme on our website.](#)

Part of a £5 million pound programme the Council has organised with money from the government's new Household Support Fund to help people who are struggling this winter.

Help with food and utility costs is also available via the government's Household Support Fund, with applications being made through local district councils. The scheme, which runs until Thursday 31 March 2022, can also be used for things like emergency boiler and heating repairs and housing costs. For more information [please visit the Household Support Fund page on our website.](#)

DCC have also partnered with Citizens Advice Devon to help eligible households using pre-paid meters who are struggling to meet their fuel bills. For more information [please visit the Citizens Advice Devon website.](#)

Highway Items

Improvements to the Pothole Repair Process

The Highway Network Response Team have just gone live on the new process for Highway Safety Inspections. This change is the culmination of approximately 18 months work and will provide a platform for improvements in both efficiency and quality of repairs. By investing more time in the data collected by the inspectors the repair gangs will be better informed on the scope and scale of work they will be required to carry out. All repair gangs will be re-briefed on the expected quality standards and an improved auditing process will be implemented to address concerns with workmanship.

The team are moving on to look at improving the automated responses that are sent to the public once they have logged an enquiry through the 'report-a-problem' website. The aim of this work will be to help manage the expectations of the public.

Capital Budget Settlement

The UK Roads Liaison Group have shared a document with highway authorities that was produced on behalf of the DfT to support their discussions with the Treasury in advance of the Comprehensive Spending Review. The paper laid out five annual investment scenarios ranging from Accelerated Improvement (£1.9bn) through to Decline (£1.25bn). Disappointingly, the Treasury have chosen to set the funding levels for the next three years at 'Decline'. The impact of this decision will undoubtedly mean further deterioration of the network and an increase in the number of defects and a more reactive strategy. The Service is preparing a briefing note with more information that will be shared with Devon MPs.

Vegetation Management Trials

In response to the high number of overgrown vegetation defects that have been recorded this year the Service is carrying out two trials to look at alternative ways of managing the issue. By drawing on support from local arboriculturists residents are being encouraged to support residents to ensure their hedges and trees are cut back to remove current problems and provide information about appropriate maintenance of boundary vegetation. These trials will reshape our processes for the future.

Lynton and Lynmouth Issues



Contractors have completed the post and rail at Mars Hill. I have attached a photo for your viewing. I am hoping to find the budget to resurface next financial year.

Reminder about reporting a highway problem:

<https://www.devon.gov.uk/roadsandtransport/report-a-problem/>
telephone: 0345 155 1004

One network, shows future roadworks in each place; <https://one.network/>

Drains locators and frequency of inspection (cleaning);

<https://apps1.wdm.co.uk/Live/Devon/PBLC/PIP/map.aspx?cg=kaarb>

Location of and faulty street lights, <https://www.lightsonindevon.co.uk/Public/ReportFault.aspx>

*Merry Christmas
And a Happy and Healthy 2022*

Andrea Davis
Andrea.davis@devon.gov.uk

LYNTON & LYNMOUTH TOWN COUNCIL

FINANCIAL STATEMENT - November 2021

Cash Balance 31st October 2021

£511,648.38

Receipts

Car Park Income	15,296.05
Cemetery Income	0.00
Rental Income	4,257.60
Moorings	0.00
Weddings	0.00
Interest	1.53
Donation	0.00
Other	202.02
ENP	2,946.26

Total Receipts

22,703.46

Payments

Rightfuel	224.00	Diesel
HSBC	60.00	Bank Charges
GS Products Ltd	91.48	Mats for Manor Fence
BT	572.35	TH Telephone
Rightfuel	60.66	Diesel
HSBC	32.60	Bank Charges
Barclaycard	28.00	Transaction Charges
HMRC	41545.90	VAT
ALCC	40.00	Annual Membership
Rightfuel	52.02	Diesel
Sage	193.20	Monthly charge
Take Payments	18.00	Terminal Rent
EE	27.23	Foreman Mobile
PSA	284.67	Van Lease
British Gas	268.68	TH Electric
Amazon	67.86	Fairy lights & plugs
AIBMS	98.52	Transactions Charges
October Pymnts	500.00	
November payments	30039.26	
Rightfuel	93.01	Diesel
Ford (ALD Automotive)	521.85	Tipper Lease
HSBC charges to 4/11	141.65	Bank Charges
Petty cash	19.39	

74,980.33

Closing Cash Balance 30th November 2021

£459,371.51

Bank Reconciliation

Balance as per Bank Statements	
Lloyds	0.00
HSBC	273,024.74
CIT	6,317.80
Short Term Investment	180,012.33
	459,354.87
Add receipts not banked	
Less unrepresented cheques	
Bank Balance	459,354.87
	0.00
Petty Cash	16.64

£459,371.51

N.B. the closing cash balance includes committed funds and other liabilities

This is a control document required for audit purposes and does not indicate the amount of money the Town and District Councils have available for capital schemes as it takes no account of liabilities (creditors) and assets (debtors) and other budgeted income and expenditure. That information is contained in the Council's capital programme and annual budget.

LYNTON & LYNNMOUTH TOWN COUNCIL
STATEMENT OF SEASONAL UNDERTAKINGS

INCOME - November 2021

Actual November 2020 £	Actual November 2021 £	Budget November 2021	Cumulative Income		Yr on Yr % Variance
			Actual 2020/21 £	Actual 2021/22	
Agency Car Parks					
361	1,374	954	23,153	37,866	+64
1,241	2,917	2,259	52,831	91,323	+73
769	2,512	1,770	54,628	87,635	+60
1,139	3,159	1,331	33,756	52,518	+56
299	480	628	16,995	23,143	+36
466	846	708	21,938	24,857	-1
4,275	11,288	7,650	203,301	314,237	+55
Full Year Total 2020/21 & Full Year Budget 2021/22			214,480	304,632	+42
Season Tickets					
		0	14,525	19,525	+34
167		367	4,601	11,200	+143
98		305	2,782	9,814	+253
		0		0	+0
		0	1,901	1,515	-20
265	0	672	23,809	42,054	+77
Full Year Total 2020/21 & Full Year Budget 2021/22			25,651	39,017	+52
Town Car Park					
1,303	1,185	647	26,418	35,748	+35
154	274	58	7,583	18,692	+146
Full Year Total 2020/21 & Full Year Budget 2021/22			38,648	30,000	-22
		0	18,118	22,085	+22
Full Year Total 2020/21 & Full Year Budget 2021/22			18,118	15,000	-17
Exmoor National Park					
191	533	0	10,881	17,823	+64
Full Year Total 2020/21 & Full Year Budget 2021/22			11,525	8,000	-31
Manor Foreshore					
Full Year Total 2020/21 & Full Year Budget 2021/22					
Prinic Area - (LLTC commission 20%)					
Full Year Total 2020/21 & Full Year Budget 2021/22					

NOTES

1. All income shown net of VAT
2. Annual season tickets sold in the month are those actually SOLD in month
3. Good Friday 10th April 2020, 2nd April 2021 Easter Monday 13th April 2020, 5th April 2021
4. April 2020 Covid lockdown

LYNTON & LYNMOUTH TOWN COUNCIL
ACCOUNTS FOR PAYMENT - November 2021

<u>DATE</u>	<u>Chq</u> <u>No.</u>	<u>PAYEE</u>	<u>AMOUNT</u>
1		<u>PAYMENTS OUT OF COMMITTEE</u>	
		TOTAL	0.00
2		<u>PAYMENTS AGAINST BUDGET</u>	
01-Nov	DD	Rightfuel	224.00 Diesel
02-Nov	DD	HSBC	60.00 Bank Charges
04-Nov	Visa	GS Products Ltd	91.48 Mats for Manor Fence
08-Nov	DD	BT	572.35 TH Telephone
08-Nov	DD	Rightfuel	60.66 Diesel
09-Nov	DD	HSBC	32.60 Bank Charges
10-Nov	DD	Barclaycard	28.00 Transaction Charges
10-Nov	DD	HMRC	41545.90 VAT
10-Nov	DD	ALCC	40.00 Annual Membership
15-Nov	DD	Rightfuel	52.02 Diesel
16-Nov	DD	Sage	193.20 Monthly charge
17-Oct	DD	Take Payments	18.00 Terminal Rent
17-Oct	DD	EE	27.23 Foreman Mobile
17-Oct	DD	PSA	284.67 Van Lease
17-Oct	DD	British Gas	268.68 TH Electric
17-Nov	visa	Amazon	67.86 Fairy lights & plugs
18-Oct	DD	AIBMS	98.52 Transactions Charges
19-Nov	BACS	October Pyments	500.00
22-Nov	BACS	November payments	30039.26
22-Nov	DD	Rightfuel	93.01 Diesel
26-Nov	DD	Ford (ALD Automotive)	521.85 Tipper Lease
26-Nov	DD	HSBC charges to 4/11 Petty cash	141.65 Bank Charges 19.39
		Total	74,980.33
3		<u>ACCOUNTS FOR PAYMENT</u>	
20-Dec	BACS	A & B Contractors	324.00 3 Loads Concrete - Manor Fence
20-Dec	BACS	All in One Services	27.00 Clean tablecloths
20-Dec	BACS	Coast Commercial Cleaning	1,890.00 Cleaning November
20-Dec	BACS	Devon County Council	77.21 Pension November
20-Dec	BACS	Devon County Council	3,853.09 Pension December
20-Dec	BACS	D & I Bridgeman	223.26 Concrete mix & cement - manor fence
20-Dec	BACS	EDF	171.70 Church Clock Electricity
20-Dec	BACS	Flowbird	271.68 Meters January
20-Dec	BACS	Gliddon Squire	23.02 Hand guard
20-Dec	BACS	Graham Ash	178.96 Plumbing Lyndale & MH toilets
20-Dec	BACS	H Baker Signs	42.00 Signage
20-Dec	BACS	Inland Revenue	3,206.39 Payroll December
20-Dec	BACS	JP Tree Services	1,440.00 Dismantle Escallonia hedge
20-Dec	BACS	Lyn Electrics	119.92 Replace BM handdryer
20-Dec	BACS	M & E Alarms	1,068.36 TH Intruder Alarm upgrade
20-Dec	BACS	Peake GB Ltd.	1,051.91 Sanitary & Nappy disposal Service
20-Dec	BACS	Ray Floyd	412.80 Ground works for Manor fence, remove tree rootball
20-Dec	BACS	Royal British Legion	75.00 Donation
20-Dec	BACS	RGB	280.62 Cuprinol, Wood for play equipment repair, TH lights
20-Dec	BACS	R J Graham	278.00 Play Ground Equipment blasting
20-Dec	BACS	Staff	11,107.65 Payroll December
20-Dec	BACS	Stuart Holder Nursery	840.00 150 Escallonia Plants
20-Dec	BACS	Watson	1,213.32 TH Oil 2,101L
		TOTAL	28,175.89
		TOTAL PAYMENTS	<u>103,156.22</u>

