

The Annual Meeting of the Parish Council was held in the Village Hall on **Wednesday 10/05/2017** at 7.15pm, following the Annual Parish Meeting. Chairman Cllr James.

**Present:** Cllrs Frost, Duffin, Turner, Ostler, James, Pratt, B Turner, Mason and 7 members of the public.

- 1 Election of Chairman and Vice Chairman:** To consider and elect the Chairman for the coming term. **RESOLVED:** Cllr James was re-elected by unanimous vote as Chairman for another term. (proposed Cllr Turner, seconded Cllr Pratt). Cllr James signed declaration of acceptance of office was received by the Clerk.

To consider and elect the Vice Chairman for the coming term: Cllr Duffin stepped down as Vice Chairman and no other proposals from the council members were received. It was decided that because two council members were absent that the election of the Vice Chairman would be postponed until the next Full Council meeting on 14th June 2017.

- 2 Apologies for absence:** Cllr Pullinger (Advanced Notice), Cllr Kidson (Unwell)  
Meeting adjourned for the **Open Forum:** No Comments.
- 3 Appointed Officers and Committees:** The only change of responsible committee members was Cllr Ostler replaced Cllr Frost as Children's Playground Supervisor.

<b>Uplyme Committee Responsibility</b>	<b>Members</b>
RFO	Clerk - R Neave
Internal Auditor	Cllr Pullinger
Planning Committee	Cllrs Frost, Mason, Pratt, Turner, Ostler, Duffin
Finance Committee	Cllrs Duffin, James, Mason, Pullinger, Pratt
Estates and Personnel Committee	Cllrs Duffin, Frost, Pratt, Kidson
Footpaths working party	Cllr James and J Fowler, T Sweeney
Maintenance supervisor	Cllr Pratt
Children's Playground supervisor	Cllr Ostler
Emergency Plan working party	Cllrs Frost, Ostler, Turner plus other(s)
Emergency contact	Cllr Mason
Flood working party	Cllrs Mason, Ostler, Turner, Duffin, Clerk
Lengthsman Supervisor	Cllrs Pratt
<b><i>The following people to serve on outside bodies as Council representatives:</i></b>	
King George's Field Committee	Cllr Ostler
Neighbourhood plan group	Cllrs Duffin, James, Kidson, Pullinger
Police Liaison	Cllr Turner
Ring & Ride Committee	Cllr Kidson
School Trustee	Cllr Frost
Seaton Coastal Traffic Group	Cllr Ostler
Uplyme Charities Committee	Cllr Pullinger
Village Hall Committee/Representative	Cllr Kidson, Cllr B Turner
Seaton/Axminster community health working party	Cllr Frost

- 4 Adoption of Minutes:** **RESOLVED:** The minutes of the meeting held on 12th April 2017 were confirmed as a correct record and signed by the Chairman. (proposed Cllr Turner, seconded Cllr B Turner)
- 5 Business arising:** None
- 6 Pecuniary or other interests:** None

**7 Planning:**

**Applications considered by Planning Committee since last meeting:**

17/0632/FUL, The Old Mill, Uplyme, Alterations to outbuilding and change of use to holiday accommodation and ancillary accommodation. No objection

17/0117/COU (Amended), Staddles, Cathole Lane, Retention of two storey building with proposed holiday let above garage and retention of extension to domestic curtilage with associated landscaping and reinstated access. No objection

16/2613/FUL, Hartgrove Hill Farm, Trinity Hill Road, Retention of wooden carved bear statue incorporating advert. Objection

17/0723/FUL, Land Adjoining Pencroft Farm, Woodhouse Lane, Retention of shepherd's hut for shelter and dry storage. No objection

WD/D/17/000991 (Application Consultation Request), Lyme Regis Golf Club, Timber Hill, Modification of conditions of planning permission 1/D/13/000972 for improvements to existing golf driving range and practice area including amended scheme for the re-profiling of the playing surface through the importation and placement of uncontaminated sand, naturally occurring soils and inert waste. Objection

17/0713/FUL, Courthall Farm, Pound Lane, Change of use of former dairy to on site workshop with the addition of solar panels to roof; relocation and alteration to Dutch barn and change of use of pump house to wet room. No objection

17/0943/FUL, Quarry Pond House, Venlake, Replacement outbuilding. No objection

**Applications granted or refused by EDDC:**

17/0593/FUL, White Gate Garage, (Bluebell Holt), Construction of a proposed MOT bay and workshops. Approved

16/2613/FUL, Hartgrove Hill Farm, Trinity Hill Road, Retention of wooden carved bear statue incorporating advert. Approved

**Planning (Other):** None

**7a Planning Meeting Process Document Update:** To consider and adopt the Uplyme Planning Meeting Process Policy.

**RESOLVED:** The Uplyme Planning Meeting Process Policy was approved and adopted. (proposed Cllr A Turner, seconded Cllr Frost)

## **8 Finance:**

The Clerk presented the current situation for the financial year regarding income versus expenditure. Also, the Clerk submitted the schedule of current payments for approval. The Clerk reported that Cllr James had checked the bank reconciliation for April 2017, payments made vs bank statement and May 2017 payments vs invoices.

**RESOLVED:** The current finance payments and schedule were approved (proposed Cllr Turner, seconded Cllr Frost)

**8a Annual governance statement 2016/17:** This was published, read out and put to the committee members by the clerk.

**RESOLVED:** Members formally approved the Annual Governance Statement 2016/17 required by the external auditors. (proposed Cllr Ostler, seconded Cllr Pratt)

**8b Accounting statements 2016/17:** This was published, read out and put to the committee members by the clerk.

**RESOLVED:** Members formally approved the Accounting Statements 2016/17 required by the external auditors. (proposed Cllr Turner, seconded Cllr Frost)

**8c Annual Grants 2017/18:** To consider and approve annual grants 2017/18 to associated bodies, Uplyme Church Parish Magazine £250.00, King George's Field £510.00, CAB Bridport £250.00, Axe Valley Ring & Ride £350.00,

**RESOLVED:** It was considered and resolved that the Council will offer the Annual grants for 2017/18. (proposed Cllr Duffin, seconded Cllr Pratt)

**8d Finance Regulations 2017:** To consider and adopt the new updated Finance Regulations 2017 as recommended by the National Association of Local Councils.

**RESOLVED:** It was considered, adopted and approved the new finance regulations for 2017. (proposed Cllr Turner, seconded Cllr B Turner)

## **9 Correspondence:**

Email items already forwarded to Councillors:

Andrew Kippax, RE: Offer for land at Pound Cottage - Subject to conditions, 09/05/2017

ASPC Clerk, Business Scams, relevant to small local authorities, 07/05/2017

Hannah Whitfield, Development Management Committee, 8 May - plans and photographs, running order and speaker list, 05/05/2017

Timothy Spurway, Leaving role, 27/04/2017

Customer Service Centre Roads & Transport Team - Mailbox, Neighbourhood Highway Officer (NHO) arrangements post elections, 26/04/2017

Lee Cranmer, Uplyme Roads and Signage, 25/04/2017

Recycling and Waste, New Recycling & Waste Service, 25/04/2017

Hannah Whitfield, Development Management Committee agenda - Monday, 8 May 2017, 25/04/2017

Ricky Neave, FW: Town and Parish Council CIL, 20/04/2017

Ricky Neave, Website Query:: Parish Land Sale, 19/04/2017

Jamie Buckley, Parishes Together Fund 2017/2018, 19/04/2017

**10 Parish Council Land:**

**Stafford Mount/Pound Cottage:** The latest update on the sale of the parcel of land adjacent to Pound Cottage was explained by Cllr James. Members discussed the need to engage a solicitor to act on behalf of Uplyme Parish Council to conduct the proposed sale and legal transactions.

**RESOLVED:** It was approved unanimously to contact local solicitors Bevis & Beckingsale who have dealt with the Parish Council in the past, Cllr Ostler to obtain quote. (proposed Cllr Ostler, seconded Cllr Duffin)

**Millennium Copse:** Cllr James stated that the Parish Council were at a point to arrange an extraordinary meeting to finalise the transaction to consider and agree that Uplyme Parish Council accept the legal transfer of the Millennium Copse from Lyme Projects Ltd (In Liquidation) acting by the Liquidators into their ownership and grant authority for legal documentation to be signed as defined under Section 22 of Uplyme Parish Council Standing Orders. It was suggested that the meeting be held on Monday, 22/05/2017 to expedite the final episode within a short time scale.

**Cemetery:** The work and costs of felling the lower fir trees were discussed by the members. Members of the committee had said that many local tradesman were not interested in doing the work because of the costs involved, especially removing the debris from site. Clerk to contact our local grounds maintenance contractor (Fluxy's) to ask if they could do the job, even if the trees are cut down in stages.

**11 Standing Orders 2017:** The clerk published and presented the latest updated Standing Orders as recommended by the National Association of Local Councils

**RESOLVED:** It was considered and resolved that the Council will adopt the updated Standing Orders 2017. (proposed Cllr Turner, seconded Cllr Mason)

**12 Risk Assessments:** The clerk published and presented the new updated Risk Assessments and Action Plans to the Council as advised by the external auditors.

**RESOLVED:** It was considered and resolved that the Council will adopt the new 2017 Risk Assessments and Action Plans. (proposed Cllr Duffin, seconded Cllr Frost)

**13 Reports to note:**

- a Finance:** position at 30/04/2017
- b Footpaths:** There has been no further complaints about Footpath 19 near Cheesecombe Cottage, Harcombe Bottom. Clerk to write to PROW about footpath 64 near Pitt Mill Cottage regarding what's happening to the maintenance of the footpath.
- c Lengthsman:** NTR
- d Highways:** Clerk and Cllr Turner have sent a letter to Brian Hoare regarding erecting and obtaining approval from Highways for signs to prevent HGV's causing hazards.
- e Playground:** NTR
- f Flooding, Emergency Plan:** NTR
- g Meetings attended by Councillors:** NTR
- h County Cllr's report:** Clerk to contact new county councillor Ian Hall.
- i District Cllr's report:** Cllr Thomas reported that he attended the defibrillator training and found the course very informative, especially the importance of the time to get to the cardiac arrest and to conduct the procedure immediately. A reminder to all about the new recycling scheme in East Devon starting on the 12/06/2017. The East Devon local plan and five year land supply report. Statistics that East Devon has a high percentage of paying invoices within three days and a high percentage of council rent being collected.

**Open forum part 2:** Bill Trundley reported that although the meeting with Brian Hoare and Highways was very quick and responsive there doesn't seem to be any give on erecting signs in Uplyme and it is not in their policy to do so. Bill Trundley informed the meeting that his neighbour will be taking away about two feet of his banking to widen the access in Gore Lane with a local tradesman doing the work which will cause some disruption in the Lane while work is going on, Bill commented that because of large vehicles the Gable End had been hit seven times with an estimate of about £5000 to repair. John Fowler reported that the recent lorry that got stuck in Woodhouse Lane not only caused severe hazardous blockage during the fourteen hours it was stuck but also caused damage to the roads, banking and drainage down the Lane.

There being no other business, the meeting closed at **8.38** pm.

Signed:

Chairman

Date: