

# Uplyme Parish Council

55 Shearwater Way, Seaton, Devon, EX12 2FT Tel: 07413 947067

Chairman: Councillor Chris James, Vice Chair: Councillor Paulene Frost

Clerk: Ricky Neave



**All Parish Council Meetings are open to the Public and Press**

**Wednesday 8<sup>th</sup> January 2020**

**To All Members of Uplyme Parish Council**

Dear Councillor,

You are summoned to a meeting of Uplyme Parish Council, this will be held at Uplyme Village Hall on **Wednesday 8<sup>th</sup> January 2020 at 7.15pm**. The meeting will consider the items set out below.

Council are asked to note that in the exercise of their functions they must take note of the following: Equal opportunities (race, gender, sexual orientation, marital status and any disability); Crime and Disorder, Health and Safety and Human Rights.

Before the meeting there will be a public session to enable the people of Uplyme to ask questions of, and make comments, regarding the Parish Council. Questions not answered at this meeting will be answered in writing to the person asking the question, or may appear as an agenda item for the next meeting. Members of the public are asked to restrict their comments, and/or questions to three minutes.

Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted. A person may not orally report or comment about a meeting as it takes place if he/she is present at the meeting of a parish council or its committees but otherwise may:

- Film, photograph or make an audio recording of a meeting;
- use any other means for enabling persons not present to see or hear proceedings at a meeting of a parish council as it takes place or later.
- Report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.

However, anyone wishing to do so must speak to the clerk prior to the meeting as there is policy which must be followed.

Any person who may find difficulty in access to the meeting through disability is asked to advise the Clerk (07413 947067) email ([clerk@uplymeparishcouncil.org](mailto:clerk@uplymeparishcouncil.org)) at least 24 hours before the meeting so that every effort may be made to provide access.

Ricky Neave  
Parish Clerk

Friday 3<sup>rd</sup> January 2020

**7.15pm Public Question Time**

This section (at the Chairman's discretion may last up to 15 minutes) is not part of the formal meeting of the Council and minutes will not be produced. Public Bodies (admissions to meetings) Act 1960 s1 extended by the LG Act 972 s 100.

**Report from County Councillor – Mr Ian Lloyd Hall****Report from District Councillor – Mr Ian Thomas**

Item	Agenda																						
1	<b>Acceptance of apologies for absence</b> Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are accepted. Councillor Trundley has sent advanced apologies of absence for this meeting.																						
2	<b>Dispensations</b> Council is asked to discuss any written requests for dispensation the Clerk may have received from Councillors.																						
3	<b>To receive declarations of interests Local Authorities</b> Declarations of Interest members to declare any interest they may have in agenda items that accord with the requirements of the relevant authorities (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations).																						
4	<b>Exclusion of the Press and Public Standing Order #1c</b> The Parish Council may exercise their right to exclude the public and press by resolution from a closed meeting due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.																						
5	<b>Chairman's announcements</b>																						
6	<b>To receive and sign the minutes of the Full Council meeting held on 11<sup>th</sup> December 2019 (Previously circulated)</b> LGA 1972 Sch 12 para 41(1)																						
7	<b>Planning</b> Planning report and any other planning business.																						
8	<b>Approval and signing of Parish Accounts for the month of December 2019</b> Internal Audit Accounts & Audit Regulations 2003 reg 2 Council is asked to approve the accounts for December 2019. The Unity Trust Bank balance states <b>£49,447.76</b> as of the 31 <sup>st</sup> December 2019. <table border="1"> <thead> <tr> <th>Gross</th><th>Payee</th></tr> </thead> <tbody> <tr> <td>£36.00</td><td>UPC Village Hall Hire October 2019 (CLT Meet 20/12/2019, £24.00)</td></tr> <tr> <td>£11.64</td><td>Parish Monthly Telephone &amp; email Charge</td></tr> <tr> <td>£8.40</td><td>4 Posters CLT Meeting 20/11/2019</td></tr> <tr> <td>£39.60</td><td>Clerks Expenses and Mileage</td></tr> <tr> <td>£1,120.58</td><td>R Neave Clerks Monthly new Scale 14 from 01/04/2019</td></tr> <tr> <td>£589.33</td><td>Fluxy's Garden Services - Monthly Maintenance Nov 2019</td></tr> <tr> <td>£90.00</td><td>MCopse Border cut</td></tr> <tr> <td>£325.00</td><td>MCopse main field and machinery costs</td></tr> <tr> <td>£120.00</td><td>Drainage &amp; Ditches (Harcombe rd A35)</td></tr> <tr> <td>£40.14</td><td>Perrie Hale Nursery - Re: Cllr Duffin (Trees)</td></tr> </tbody> </table>	Gross	Payee	£36.00	UPC Village Hall Hire October 2019 (CLT Meet 20/12/2019, £24.00)	£11.64	Parish Monthly Telephone & email Charge	£8.40	4 Posters CLT Meeting 20/11/2019	£39.60	Clerks Expenses and Mileage	£1,120.58	R Neave Clerks Monthly new Scale 14 from 01/04/2019	£589.33	Fluxy's Garden Services - Monthly Maintenance Nov 2019	£90.00	MCopse Border cut	£325.00	MCopse main field and machinery costs	£120.00	Drainage & Ditches (Harcombe rd A35)	£40.14	Perrie Hale Nursery - Re: Cllr Duffin (Trees)
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9	<p><b>Payments LGA 1972 s150 (5)</b> To review and approve the items of expenditure for <b>January 2020</b>.</p> <table><tr><th>Gross</th><th>Payee</th></tr><tr><td>£11.64</td><td>Parish Monthly Telephone &amp; email Charge</td></tr><tr><td>£17.00</td><td>Wreath donated to British Red Cross</td></tr><tr><td>£39.60</td><td>Clerks Expenses and Mileage</td></tr><tr><td>£1,120.58</td><td>R Neave Clerks Monthly new Scale 14 from 01/04/2019</td></tr><tr><td>£485.88</td><td>HMRC PAYE NI &amp; Tax Payments 070PL00178480 2009</td></tr><tr><td>£589.33</td><td>Fluxy's Garden Services - Monthly Maintenance Dec 2019 - TBC</td></tr><tr><td>£180.00</td><td>Fluxy's 1.5 days Drainage &amp; Ditches - TBC</td></tr></table>	Gross	Payee	£11.64	Parish Monthly Telephone & email Charge	£17.00	Wreath donated to British Red Cross	£39.60	Clerks Expenses and Mileage	£1,120.58	R Neave Clerks Monthly new Scale 14 from 01/04/2019	£485.88	HMRC PAYE NI & Tax Payments 070PL00178480 2009	£589.33	Fluxy's Garden Services - Monthly Maintenance Dec 2019 - TBC	£180.00	Fluxy's 1.5 days Drainage & Ditches - TBC						
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10	<p><b>New School Plan</b> Council to hear an update (if applicable) on the latest information available for the implementation of the new School Plan in Uplyme.</p>																						
11	<p><b>Amended Uplyme Snow and Ice Plan</b> Council is to hear a report from Councillor A Turner on the latest amendment to the snow plan to be discussed and approved by members.</p>																						

12 **Review and Appointment of Committee Members and Outside bodies Membership** LGA 1972 sections 101-106 and schedule 12

Councillors are asked to represent the Parish Council on a number of outside committees and bodies. Members are not there in an individual capacity but attend to represent the Parish Council. Any views or opinions expressed must represent the Parish Council views. This representation is an important element of community engagement and ensures a dialogue between the Parish Council and the community. Relevant key issues from committees and groups can be brought to the Parish Council, discussed at Council meetings and agreed; agreed items from the Parish Council can be reported to groups and committees.

For this representation to work effectively it is important that the following process is followed:

Membership on committees, working parties and outside bodies is agreed at a Parish Council meeting.

For every group a Parish Councillor represents they must :

Let the Parish Council know in advance when meetings are to take place and the agenda. This enables the Parish Councillor attending to represent the Parish Council views.

Attend meetings and represent the views of the Parish Council.

Declare any personal or pecuniary interests as per Code of Conduct, if applicable.

Report relevant items back to the next Parish Council meeting by way of an agendered item and written report.

If a Parish Councillor can no longer represent the Parish Council on any committee, working party or outside body they must report this to the Parish Council.

**Uplyme Committee Responsibility and Members**

Reviewed and adopted *May 2019 – Minute 19/108*

(Appointment of Committee Members LGA 1972 sections 101-106 and schedule 12)

- 1) RFO Clerk - *R Neave*
- 2) Planning Committee - *Cllrs Frost, Mason, Pratt, Turner, Ostler, Trundley (approved minute 19/252)*
- 3) Tree Warden - *David Sole*
- 4) Traffic Management Group - *Cllrs James (Chair), Ostler, A Turner, R Turner, plus Outside bodies*
- 5) Millennium Copse Committee – *Cllrs R Turner (chair), Duffin, Mason, volunteers T Sweeney and D Sole*
- 6) Finance Committee *Cllrs James, Mason, Pullinger, Pratt, R Turner, Frost,*
- 7) Estates and Personnel Committee *Cllrs A Turner, James, Frost, R Turner, Ostler*
- 8) Footpaths working party *Cllr Duffin and volunteer Terry Sweeney*
- 9) Maintenance supervisor *Cllr Pratt*
- 10) Children's Playground supervisor *Cllrs Frost, Ostler(Maintenance)*
- 11) Emergency Plan working party *Cllrs James, A Turner, plus other(s)*
- 12) Emergency contact *Cllr Mason*
- 13) Flood working party *Cllrs Mason, Ostler, A Turner, Duffin, Clerk*
- 14) Lengthsman Supervisor *Cllr Pratt*

**The following people to serve on outside bodies as Council representatives:**

- 15) King George's Field Committee VACANT
- 16) Neighbourhood plan group *Cllrs Duffin, James and Volunteers Simon Williams, Terry Sweeney*
- 17) School Trustee *Cllr Frost*
- 18) Seaton Coastal Traffic Group *Cllrs Ostler, A Turner*
- 19) Uplyme Charities Committee *Cllr Pullinger*
- 20) Village Hall Committee/Representative *Cllr Ostler*
- 21) Seaton/Axminster community health working party *Cllr James*

13	<p><b>Uplyme Traffic Management Strategy and Highways</b></p> <p>Council is asked to discuss latest update and progress from the Uplyme Traffic Team to include the latest response from Highways regarding outstanding works and future actions sort.</p> <ul style="list-style-type: none"><li>▪ Clarification of Footpath (DCC Highways) outside the village hall.</li><li>▪ Service Levels and responses on reported issues to/from DCC Highways</li><li>▪ Lyme Road – Buses/hedges and traffic safety</li><li>▪ Springhead Road – future works</li><li>▪ Crogg Lane area footpath</li><li>▪ Remedial works to terminated Gigaclear works</li></ul>																																	
14	<p><b>Affordable Housing and Community Land Trusts</b></p> <p>Council are to hear an update report from Councillor Trundley to discuss and consider the future and progress of affordable housing in the Uplyme Parish.</p>																																	
15	<p><b>Emails/Letters to the Council</b></p> <p>To note Emails and Letters received and sent to Councillors:</p> <table><tr><th>From</th><th>Subject</th><th>Received</th></tr><tr><td>Uplyme Village Hall</td><td>Uplyme village hall - Price increase - Meeting room</td><td>02/01/2020</td></tr><tr><td>Uplyme Clerk</td><td>Amended Uplyme Snow and Ice Plan</td><td>30/12/2019</td></tr><tr><td>Uplyme Clerk</td><td>New Footway Clarification from DCC Highways - Outside Village Hall</td><td>30/12/2019</td></tr><tr><td>Devon County Council</td><td>Season's Greetings from Devon County Council</td><td>23/12/2019</td></tr><tr><td>Lyme Forward</td><td>Last one of the year! - LymeForward weekly update w/c 23/12/2019</td><td>23/12/2019</td></tr><tr><td>Uplyme Clerk</td><td>Uplyme Snow warden video link</td><td>19/12/2019</td></tr><tr><td>Lyme Forward</td><td>LymeForward weekly update w/c 16/12/2019</td><td>16/12/2019</td></tr><tr><td>ian.thomas@trinitymatters.co.uk</td><td>UPC this evening</td><td>11/12/2019</td></tr><tr><td>BOLSOVER Christopher 30413</td><td>RE: Rural Crime Statistics September 2019</td><td>11/12/2019</td></tr><tr><td>Lyme Forward</td><td>The Better Late Than Never LymeForward weekly update w/c 9/12/2019</td><td>09/12/2019</td></tr></table>	From	Subject	Received	Uplyme Village Hall	Uplyme village hall - Price increase - Meeting room	02/01/2020	Uplyme Clerk	Amended Uplyme Snow and Ice Plan	30/12/2019	Uplyme Clerk	New Footway Clarification from DCC Highways - Outside Village Hall	30/12/2019	Devon County Council	Season's Greetings from Devon County Council	23/12/2019	Lyme Forward	Last one of the year! - LymeForward weekly update w/c 23/12/2019	23/12/2019	Uplyme Clerk	Uplyme Snow warden video link	19/12/2019	Lyme Forward	LymeForward weekly update w/c 16/12/2019	16/12/2019	ian.thomas@trinitymatters.co.uk	UPC this evening	11/12/2019	BOLSOVER Christopher 30413	RE: Rural Crime Statistics September 2019	11/12/2019	Lyme Forward	The Better Late Than Never LymeForward weekly update w/c 9/12/2019	09/12/2019
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16	<p><b>Parish Clerks Delegated Powers</b> <a href="#">LGA 1972 s101</a></p> <p>The Clerk will give Council details of any matters dealt with under his delegated powers since the last meeting of Council.</p>																																	
17	<p><b>Items for Parish Newsletter, Notice Boards and LymeOnline</b></p> <p>Councillors are asked to inform the clerk the items they wish to publish for the public from the meetings.</p>																																	
18	<p><b>Notice of items to be taken into consideration at the next meeting in February 2020.</b></p> <p>Councillors are asked to highlight any further items.</p>																																	
19	<p><b>Date of next meeting</b></p> <p>The Council is asked to note that Wednesday, 12<sup>th</sup> February 2020 is the date of the next regular meeting. Please note that the Parish Council Meeting will start at 7.15pm. All are welcome to attend.</p>																																	