

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 (Virtual Meeting)

Wednesday, 13th May 2020

To All Members of Uplyme Parish Council

Dear Councillor,

You are summoned to a VIRTUAL meeting of Uplyme Parish Council, this will be held online by video conferencing on **Wednesday, 13th May 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) at least 24 hours before the meeting so that every effort may be made to provide access.

Ricky Neave
Parish Clerk

Friday 8th May 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.

Item	Agenda																														
1	Acceptance of apologies for absence 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.																														
2	Dispensations Council is asked to discuss any written requests for dispensation the Clerk may have received from Councillors.																														
3	To receive declarations of interests Local Authorities 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	Exclusion of the Press and Public Standing Order #1c 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	Chairman's announcements																														
6	To receive and sign the minutes of the Full Council meeting held on 8th April 2020 (Previously circulated) LGA 1972 Sch 12 para 41(1)																														
7	Planning Planning report and any other planning business.																														
8	Approval and signing of Parish Accounts for the month of April 2020 Internal Audit Accounts & Audit Regulations 2003 reg 2 Council is asked to approve the accounts for April 2020. The Unity Trust Bank balance states £61,986.76 as of the 30 th April 2020. <table><tr><th>Gross</th><th>Description</th></tr><tr><td>-£20,332.25</td><td>East Devon DC Precept</td></tr><tr><td>£589.33</td><td>Fluxy's Garden Services - Monthly Maintenance Mar 2020</td></tr><tr><td>£150.00</td><td>G B Landscaping - Felling Copse Trees</td></tr><tr><td>-£495.00</td><td>DevonCC 4327126 Prompt Action Fund</td></tr><tr><td>£485.88</td><td>HMRC PAYE NI & Tax Payments 070PL00178480 2012</td></tr><tr><td>£11.64</td><td>Parish Monthly Telephone & email Charge</td></tr><tr><td>£5.10</td><td>Seaton Print Copies</td></tr><tr><td>£25.20</td><td>Clerks Expenses and Mileage</td></tr><tr><td>£1,112.54</td><td>R Neave Clerks Monthly new Scale 14 from 01/04/2019</td></tr><tr><td>£115.10</td><td>Zoom Pro Video Communications</td></tr><tr><td>£300.00</td><td>Uplyme Parish Church Magazine - S137 Grant</td></tr><tr><td>£520.00</td><td>King George's Field - S137 Grant</td></tr><tr><td>£250.00</td><td>CAB Bridport - S137 Grant</td></tr><tr><td>£200.00</td><td>Axe Valley Ring & Ride - S137 Grant</td></tr></table>	Gross	Description	-£20,332.25	East Devon DC Precept	£589.33	Fluxy's Garden Services - Monthly Maintenance Mar 2020	£150.00	G B Landscaping - Felling Copse Trees	-£495.00	DevonCC 4327126 Prompt Action Fund	£485.88	HMRC PAYE NI & Tax Payments 070PL00178480 2012	£11.64	Parish Monthly Telephone & email Charge	£5.10	Seaton Print Copies	£25.20	Clerks Expenses and Mileage	£1,112.54	R Neave Clerks Monthly new Scale 14 from 01/04/2019	£115.10	Zoom Pro Video Communications	£300.00	Uplyme Parish Church Magazine - S137 Grant	£520.00	King George's Field - S137 Grant	£250.00	CAB Bridport - S137 Grant	£200.00	Axe Valley Ring & Ride - S137 Grant
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9	Payments LGA 1972 s150 (5) Income and expense will be consulted, recorded and authorised during May 2020 as approved in the scheme of delegation (minute reference 20/6, Extraordinary Meeting) on 23/03/2020 in this emergency situation and approved by members at the next subsequent meeting.																													
10	Trinity Hill Nature Reserve and Forest Council to hear an update report from Councillor Andy Turner on the latest news from the Trinity Hill Nature Reserve and Forest																													
11	Uplyme Traffic Management Strategy and Highways 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. <ol style="list-style-type: none">1. Culvert and gulley clearance from Uplyme Garage to Village Hall2. Reported problem with a drainage culvert that runs along the side of Heatherlands, Woodhouse Lane, Uplyme3. Part 2 - Felling of the remaining unsafe tree trunks at the bottom of the Millennium Copse4. Latest update from Gigaclear re: Uplyme Broadband and restart of works																													
12	New Uplyme Parish Council Website Content Accessibility – 20th Sep 2020 Council is asked to discuss and approve a new website to comply with the Web Content Accessibility Guidelines, (WCAG) 2.0 which covers a wide range of recommendations for making Web content more accessible. Following these guidelines we will make content accessible to a wider range of people with disabilities, including blindness and low vision, deafness and hearing loss, learning disabilities, cognitive limitations, limited movement, speech disabilities, photosensitivity and combinations of these.																													
13	Review and adoption of Parish Documentation Council is asked to approve the Standing Orders, Financial Regulations and the Policies in place listed below: Standing Orders (Approved April 2018) Code of Conduct (Approved May 2017) Asset Register (Approved April 2019) Risk Assessment Schedule (Approved June 2019) Complaints Procedure (Approved Dec 2019) Uplyme Playground Risk Management Policy (June 2019) Guidance on New Regulations of Remote Meetings (Actioned May 2020)																													

	Financial Regulations (Approved April 2018)
14	<p>Annual Parish Meeting and Annual Parish Council Meeting Cancellation</p> <p>Council is asked to accept and approve the recommendation of the Devon Association Local Councils (DALC) and in the absence of an Annual Parish Meeting and Annual Parish Council Meeting; all the Parish Council office holders should remain in position and place until May 2021.</p>
15	<p>Section 1 – Annual Governance Statement 2019/20</p> <p>Clerk to ask members of the Council to acknowledge and complete the Annual Governance Statement to ensure there is a sound system of internal control. Chair and Clerk to sign completed Section 1 statement.</p>
16	<p>Section 2 - Accounting Statements 2019/20</p> <p>Clerk to present accounting statement to members of the Council for approval and completion. Chair and Clerk to sign completed Section 2 statement.</p>
17	<p>Appointment of Committee Members LGA 1972 sections 101-106 and schedule 12</p> <p>Council is asked to discuss the appointment of members to the below committees listed and resolve if any new committees are required, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors and receipt of nominations to them).</p> <p><u>Uplyme Committee Responsibility and Members</u></p> <p>(Appointment of Committee Members LGA 1972 sections 101-106 and schedule 12)</p> <ol style="list-style-type: none"> 1) RFO Clerk - <i>R Neave</i> 2) Planning Committee - <i>Cllrs Frost, Mason, Pratt, Turner (Chair), Ostler, Trundley (approved minute 19/252)</i> 3) Tree Warden - <i>David Sole</i> 4) Traffic Management Group - <i>Cllrs James (Chair), Ostler, A Turner, R Turner, plus Outside bodies</i> 5) Millennium Copse Committee – <i>Cllrs R Turner (chair), Duffin, volunteers T Sweeney and D Sole</i> 6) Finance Committee <i>Cllrs James, Mason, Pullinger, Pratt, R Turner, Frost,</i> 7) Estates and Personnel Committee <i>Cllrs A Turner, James, Frost, R Turner, Ostler</i> 8) Footpaths working party <i>Cllr Duffin and volunteer Terry Sweeney</i> 9) Maintenance supervisor <i>Cllr Pratt</i> 10) Children's Playground supervisor <i>Cllrs Frost, Ostler(Maintenance)</i> 11) Emergency Plan working party <i>Cllrs James, A Turner, plus other(s)</i> 12) Emergency contact <i>Cllr Mason</i> 13) Flood working party <i>Cllrs Mason, Ostler, A Turner, Duffin, Clerk</i> 14) Lengthsman Supervisor <i>Cllr Pratt</i> <p><u>The following people to serve on outside bodies as Council representatives:</u></p> <ol style="list-style-type: none"> 15) King George's Field Committee – <i>Cllr Ostler</i> 16) Neighbourhood plan group - <i>Cllrs Duffin, James and Volunteers Simon Williams, Terry Sweeney</i> 17) School Trustee - <i>Cllr Frost</i> 18) Seaton Coastal Traffic Group - <i>Cllrs Ostler, A Turner</i> 19) Uplyme Charities Committee - <i>Cllr Pullinger</i> 20) Village Hall Committee/Representative - <i>Cllr Ostler</i> 21) Seaton/Axminster community health working party - <i>Cllr James</i> <p>Last Proposed by Councillor James Seconded Councillor Ostler. (9-0) on 08/01/2020</p>

18 **Uplyme Parish Council Assets 2019/20**

Council is asked to review, advise any alterations and approve owned assets, year ending 31st March 2020.

ASSETS HELD YEAR END 31/03/2019		£48,352.95	
DESCRIPTION		VALUE	BASIS
Land	Cemetery	£1.00	Nominal
	War Memorial	£1.00	Nominal
	Stafford Mount	£1.00	Nominal
(Apr 2018)	Millennium Copse	£1.00	Nominal
	Grass Triangle	£1.00	Nominal
Equipment	Playground equipment	£27,464.24	Nominal
	Bus shelters, bins	£11,139.45	Nominal
	Office contents	£3,629.46	Nominal
	Metal shed	£749.16	Purchase Price
	Salt spreader	£1,312.00	Purchase Price
(Apr 2018)	Tractor Manual salt spreader	£498.00	Purchase Price
	Cemetery railings	£2,088.85	Purchase Price
	Emergency equipment	£877.80	Purchase Price
	Hand Salt Spreader	£248.00	Purchase Price
	Replacement Laptop	£339.99	Purchase Price
(Jun 2017)	Telephone Box DT7 3UR	£1.00	Nominal
Investment	None	£0.00	Nominal
Total Year End 31/03/2020:		£48,352.95	

19 **Uplyme Church Clock Grant**

Council is to hear a report from Councillor Pullinger to request if they would support a grant towards the repair of the Church Clock.

20 **Emails/Letters to the Council**

To note Emails and Letters received and sent to Councillors:

From	Subject	Received
Councillor Ian Hall	Fwd: Devon County Council Devon Funding News - All news Update	07/05/2020
Richard Olive	Update Ref: Gigaclear Works in Uplyme	05/05/2020
Lyme Forward	LymeForward weekly update w/c 04/05/2020	05/05/2020
Maria Pearce	Coronavirus - information on grants and other support	05/05/2020
Hutchinson, Heidi	Correspondence regarding a proposed Early entry road closure at Uplyme	05/05/2020
Liz Pole	Thank you to your local support group	02/05/2020
Greenwaste	Green Waste Service Resumption	01/05/2020
Andrew Hopkins	Links to Residents update and Business update	01/05/2020

	National Association of Local Councils	?? CORONAVIRUS — INFORMATION FOR PARISH AND TOWN COUNCILS	30/04/2020
	David Whelan	FW: New County Lines Campaign launched - please share with partners	30/04/2020
	Flood Risk Management - Mailbox	Devon Local Flood Risk Management Strategy Update - April 2020 Strategy Newsletter	30/04/2020
	Councillor Ian Hall	Coronavirus (COVID-19) advice – Thursday 30 April	30/04/2020
	Susan Howl	RE: Coronavirus (COVID-19): letter to town and parish councils	30/04/2020
	Zoom Video Communications	Welcome to Zoom Pro!	28/04/2020
	Councillor Ian Hall	Fwd: Latest Advice from the National Cyber Security Centre - Please feel free to share	28/04/2020
	Councillor Ian Hall	Fwd: Testing for essential workers, support for families with disabled children and the NHS is still here for you	28/04/2020
	David Whelan	Government support package for charities	28/04/2020
	Jane Hopson-Hill	Annual Grant	25/04/2020
	Councillor Ian Hall	TESTING	24/04/2020
	Devon Communities Together	Coronavirus: Update, advice and resources 21st April 2020	21/04/2020
	Councillor Ian Hall	Fwd: Devon County Council Devon Funding News - All news Update	21/04/2020
	HMRC Business Help and Support Emails	Claim online now ☑ Coronavirus Job Retention Scheme	20/04/2020
	Devon Communities Together	Coronavirus: Update, advice and resources 17th April 2020	17/04/2020
	Councillor Ian Hall	Grants	17/04/2020
	John Richardson-Dawes	Bus timetables on Travel Devon	17/04/2020
	Councillor Ian Hall	Fwd: Coronavirus (COVID-19) advice - Thursday 16 April	16/04/2020
	David Whelan	Some useful circulation information	16/04/2020
	Devon County Council	Urgent appeal for community equipment, share your uplifting photos for together #WeAreDevon and today is the day to quit for Covid - 14 April 2020	14/04/2020
	Councillor Ian Hall	Latest Information - Nightingale Hospital at Westpoint and Dental Provision	12/04/2020
	Robin Hodges	May Parish News	06/04/2020
	David Whelan	Use of Partner Intelligence Sharing Form - Covid	06/04/2020
	Devon County Council	1 April 2020 - Latest coronavirus update from Devon County Council	01/04/2020
21	Parish Clerks Delegated Powers LGA 1972 s101 The Clerk will give Council details of any matters dealt with under his delegated powers since the last meeting of Council.		

22	Uplyme Village Network – Coronavirus Community Group Council to hear an update report from the Clerk regarding the latest news of Uplyme residents and volunteers
23	Items for Parish Newsletter, Notice Boards and LymeOnline Councillors are asked to inform the clerk the items they wish to publish for the public from the meetings.
24	Notice of items to be taken into consideration at the next meeting in June 2020. Councillors are asked to highlight any further items.
25	Date of next meeting The Council is asked to note that Wednesday, 10 th June 2020 is the date of the next regular meeting. Please note that the Virtual Remote Parish Council Meeting will start at 7.15pm. All are welcome to join.