

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

Minutes of the virtual digital meeting of Uplyme Parish Council held remotely on Wednesday, 13th May 2020 at 7.15pm.

Present: Councillors

Councillor A Turner, Pratt, James (Chair), Ostler, Pullinger, Frost, R Turner and **1 member** of the public.

In attendance: The Parish Clerk, Ricky Neave

Key: Councillors Hand Vote (For – Against)

7.15pm Public Question Time

Public Bodies (admissions to meetings) Act 1960 s1 extended by the LG Act 972 s 100.

N/A

East Devon District Councillor Ian Thomas provided an updated report on the latest issues and information from East Devon regarding the Coronavirus epidemic and the latest help from the East Devon Community Hub and funding.

Devon County Councillor Ian Hall sent his advanced apologies for absence for the meeting.

Item	Agenda
20/85	Acceptance of apologies for absence Resolved: Councillor Mason and Duffin had sent their apologies due to internet and new technology procedures required for digital meetings. Councillor Trundley had sent his apologies due to helping a next door neighbour after an unexpected fall. Council resolved their reasons for absence.
20/86	Dispensations Resolved: noted none received by the clerk.
20/87	To receive declarations of interests Local Authorities (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations). Resolved: noted none given.
20/88	Exclusion of the Press and Public Standing Order #1c Resolved: not required.
20/89	Chairman's announcements Resolved: Chairman repeated the thanks for the ongoing voluntary work by the Uplyme Village Network – Coronavirus community group, Councillors and local volunteers, especially during these unprecedented times.
20/90	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) Resolved: the minutes were approved and that they were a true record of the meetings decisions, proposed Councillor Pullinger, seconded Councillor A Turner. Vote (7-0)

20/91	<p>Planning</p> <p>Planning: Applications considered by the Uplyme Planning Committee since last meeting</p> <ul style="list-style-type: none"> 20/0579/FUL, Sunnyside, Pound Lane, Uplyme, Lyme Regis, DT7 3TT, Demolition of existing house and erection of new dwelling house with integral garage and new driveway and associated site works, Mr Simon Fewkes, Supported 20/0455/FUL, Talbot Arms Hotel, Lyme Road, Uplyme, Lyme Regis, DT7 3TF, Erection of two semi-detached dwellings, Mr & Mrs S Gardner, Does Not Support 20/0683/FUL, Hamacre, Lyme Road, Uplyme, Lyme Regis, DT7 3XA, To demolish existing dwelling and replace with a new bungalow, Mr C White, Supported 20/0682/FUL, Kingswood, Launchycroft, Lyme Regis, DT7 3NF, Construction of single storey side and front extension; porch to south west elevation, Ms J Tregellis, Supported 20/0698/FUL, Beeches, Trinity Hill Road, Axminster, EX13 5SL, Newbuild replacement dwelling, Mr & Mrs Collinson, Supported 20/0713/FUL, Waterside, Mill Lane, Uplyme, Lyme Regis, DT7 3TZ, Conversion & redevelopment of existing garages to studio flat, garage and store, Mr & Mrs Rose, Supported 20/0799/FUL, Weavers Cottage, Mill Lane, Uplyme, Lyme Regis, DT7 3TZ, Proposed replacement dwelling, Mr and Mrs Richard Casebourne, Supported 20/0789/FUL, The Hawthorns, Rhode Lane, Uplyme, Lyme Regis, DT7 3TX, Construction of single storey and first floor extension, detached double garage and new vehicular access with associated hard standing, Mr & Mrs B Tranter, Does Not Support 20/0839/AGR, The Old Mill, Uplyme, Lyme Regis, DT7 3UA, Agricultural storage building, Mr & Mrs M Mostyn, Supported 20/0854/FUL, Land North Of Seamist Rocombe, Change of use of agricultural land to residential garden; construction of greenhouse and veg beds; construction of retaining walls, Tim Buckingham, Does Not Support 20/0892/FUL, Serin, Yawl Hill Lane, Uplyme, Lyme Regis, DT7 3RP, Construction of single storey rear extension and alterations to associated hardstanding, Lynda Cooke, Supported <p>Planning: Applications granted or refused by EDDC since 1st April 2020 to date</p> <ul style="list-style-type: none"> 20/0015/CPE, Rhode Hill Farm, Rhode Hill, Uplyme, DT7 3UF, Certificate of Lawfulness to establish substantial completion of a single dwelling without the benefit of planning consent, EDDC: Refused, 15, Apr, 20 19/2824/FUL, Beech Field, Yawl Hill Lane, Uplyme, Lyme Regis, DT7 3RW, Demolition of existing dwelling and construction of replacement dwelling and garage, EDDC: Approved, 21, Apr, 20 20/0361/VAR, Harcombe House, Harcombe, Lyme Regis, DT7 3RN, Variation of condition 2 of planning permission 99/P1711 (Alterations and change of use to single dwelling and 8 units of holiday accommodation) to facilitate use of existing holiday lets as unrestricted dwellings, EDDC: Approved, 08, Apr, 20 20/0388/FUL, Carnbrae, Woodhouse Hill, Uplyme, Lyme Regis, DT7 3SL, Erection of general purpose agricultural building, EDDC: Approved, 27, Apr, 20 20/0598/FUL, Briar Rose Cottage, Harcombe, Lyme Regis, DT7 3RN, Removal of garage and erection of two storey side extension, EDDC: Approved, 01, May, 20 20/0343/FUL, Hunters Lodge Inn, Charmouth Road, Axminster, EX13 5SZ, Construction of conservatory, EDDC: Approved, 06, May, 20 20/0572/FUL, Land At Woodhouse, Lyme Road, Uplyme, Change of use of agricultural land for siting of static caravan and construction of generator housing (retrospective), EDDC: Refused, 12, May, 20
20/92	<p>Approval and signing of Parish Accounts for the month of April 2020</p> <p>Internal Audit Accounts & Audit Regulations 2003 reg 2</p> <p>Resolved: Council approved the accounts for April 2020. Noted the Clerks report that the Unity Trust Bank balance states £61,986.76 as of the 30th April 2020.</p> <p>Proposed Councillor A Turner Seconded Councillor Pullinger. (7-0)</p>

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
£100.00	Uplyme Help at Hand - S137 Grant
£200.00	LymeForward - S137 Grant
£105.48	NALC Affiliation Fee 2020/21
£16.84	DALC Service charge 2020/21
£268.42	DALC Affiliation Fee 2020/21
£12.98	Groupon Medical gloves UVN
-£250.00	CAB Bridport - S137 Grant (Returned)
£250.00	CAB Bridport - S137 Grant
-£979.15	CIL East Devon Proportion Oct-Mar20
-£2,200.00	A J Wakely re: Hart plot 2 North B
-£24,256.40	Monthly Income
£4,718.51	Monthly Expense
-£19,537.89	Monthly Balance

- 20/93 **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.
Resolved: the Council noted the scheme of delegation regarding financial procedures during this temporary period of the Covid-19 pandemic.
- 20/94 **Trinity Hill Nature Reserve and Forest**
Resolved: Council heard an update report from Councillor Andy Turner on the latest news from the Trinity Hill Nature Reserve and Forest. After a site meeting with the Clerk and the Trinity Hill Forestry Commission Officer, it was resolved that improvements to the area including security, parking, clearance, re-planting and a facility for an ice cream van. The main issue was security and it was suggested that a goal post style entrance with a lockable height bar to stop large Camper vans gathering for long periods, there has also been reports of quad bikes using the area illegally. Extra marked parking for cars and the public was suggested to improve visiting the area. Clerk to write to Rob Greenhalgh (Forestry Officer) to chase progress.

20/95	<p>Uplyme Traffic Management Strategy and Highways</p> <p>Resolved: Council discussed and noted the latest update and progress from the Uplyme Traffic Team to include the latest response from Highways regarding outstanding works and future actions sort.</p> <ol style="list-style-type: none"> 1. Culvert and gully clearance from Uplyme Garage to Village Hall – Councillor Ostler contacted Devon Highways and Stuart Hughes (Cabinet Member of Highways Management) with his concerns on the blockage of the culvert and the consequences when heavy rain and flooding appears as the Local Highway's officer felt this was not urgent and Devon County Council do not undertake a routine programme of culvert clearance and will be put in line with current policy for investigation and priority. 2. Reported problem with a drainage culvert that runs along the side of Heatherlands, Woodhouse Lane, Uplyme – The Clerk reported the hazardous ditch on behalf of the resident which is now six feet in places due to rain water spoil to DCC Highways. 3. Part 2 - Felling of the remaining unsafe tree trunks at the bottom of the Millennium Copse – Clerk to contact Graham Bugler to fell tree stumps left from previous work. Volunteers will be required and Social Distancing will be in place. 4. Latest update from Gigaclear re: Uplyme Broadband and restart of works – Slight confusion that Gigaclear will be starting works only to tidy up previous works and deliver a new contract to some of Uplyme on a separate contact with the Government. Connecting Devon and Somerset are yet to announce a new contractor and dates for works in Uplyme. (Email distributed with details on 05/05/2020)
20/96	<p>New Uplyme Parish Council Website Content Accessibility – 20th Sep 2020</p> <p>Resolved: Council discussed and approved the transfer to the new website from Aubergine recommended by the Society of Local Council Clerks (SLCC) at the revised cost of £1100 plus VAT, 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.</p> <p>Proposed Councillor A Turner Seconded Councillor Frost. (7-0)</p>
20/97	<p>Review and adoption of Parish Documentation</p> <p>Resolved: Council reviewed and approved the Standing Orders, Financial Regulations and the Policies in place listed below:</p> <p>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)</p> <p>Proposed Councillor James Seconded Councillor Frost. (7-0)</p>
20/98	<p>Annual Parish Meeting and Annual Parish Council Meeting Cancellation</p> <p>Resolved: Council accepted and approved 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>

	Proposed Councillor Pratt Seconded Councillor Pullinger. (7-0)
20/99	<p>Section 1 – Annual Governance Statement 2019/20 Resolved: the Clerk presented the Annual Governance Statement to the Council, who acknowledged, completed and approved the Annual Governance Statement to ensure there is a sound system of internal control. The Chair and Clerk completed and signed Section 1 of the statement as witnessed at the virtual meeting. Proposed Councillor R Turner Seconded Councillor A Turner. (7-0)</p>
20/100	<p>Section 2 - Accounting Statements 2019/20 Resolved: the Clerk presented the accounting statement to members of the Council for approval and completion. The Chair and Clerk completed and signed Section 2 of the statement as witnessed at the virtual meeting. Proposed Councillor A Turner Seconded Councillor Frost. (7-0)</p>
20/101	<p>Appointment of Committee Members LGA 1972 sections 101-106 and schedule 12 Resolved: Council discussed and approved the appointment of members to the below committees listed and resolved 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>Proposed by Councillor James Seconded Councillor Pullinger. (7-0)</p>

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Uplyme Parish Council Assets 2019/20

Resolved: Council reviewed, agreed and approved owned assets, year ending 31st March 2020.
Proposed Councillor A Turner Seconded Councillor R Turner. (7-0)

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	

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Uplyme Church Clock Grant

Resolved: Council heard a report from Councillor Pullinger to request if they would support a grant towards the repair of the Church Clock. Councillor A Turner reported that he seems to remember a few years back that the Clock was repaired by outside contractors, one local from Newton Poppleford and the second from Derby which proved costly (approx £1000) as it took two days and overnight stays at a local B & B. Councillor James advised Councillor Pullinger to check with the Parish Church Warden for records of ownership or history of payments. The Clerk and Council have researched all past records and history and found no evidence that the Parish Council have ever owned or serviced the Clock previously. The Clerk has sent grant and funding options that may be suitable from outside bodies to Councillor Pullinger to cover this equipment.

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Emails/Letters to the Council

Resolved: it was noted that emails and letters on the list below were 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

20/ 105	Parish Clerks Delegated Powers LGA 1972 s101 Resolved: none used.
20/ 106	Uplyme Village Network – Coronavirus Community Group Resolved: Council heard an update report and thanks from the Clerk on behalf of the Council regarding the latest news of Uplyme residents and volunteers. Uplyme Village Network – Coronavirus community Facebook page has reached 1337 people 69 volunteers registered on our confidential database– exceptional response The group are helping 29 self isolating residents which is being received remarkably well Thanks to our main community group coordinators and volunteers: Amy & Barney Buller, Andy Turner, Anne Hardman, Claire Wiscombe, Donna Heath, John and Janice Fowler Pauline Frost and Wendy & Steve Gardner (Especially for the successful hot food delivery service to Uplyme residents which is proving to be a substantial service.)
20/ 107	Items for Parish Newsletter, Notice Boards and LymeOnline Resolved: Thanks to all Volunteers and Coordinators involved with helping residents during the Covid-19 pandemic and the Uplyme Village Network – Coronavirus community group.
20/ 108	Notice of items to be taken into consideration at the next meeting in June 2020. Resolved: Footpaths and Bridleways, 65, The Old Mill - Bridleway 88, Yawl - footpath 83, adjacent to Seamist, Rocombe – Playground Maintenance – Community Infrastructure Levy, S106 monies and Uplyme Football Grant – Parish Council to consider escalating complaint to Devon County Council leader and MP, regarding Highway responses and Potholes.
20/ 109	Date of next meeting Resolved: The Council noted that Wednesday, 10 th June 2020 is the date of the next regular meeting. The Virtual Remote Parish Council Meeting will start at 7.15pm. All are welcome to join. The meeting finished at 8.45pm