

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 meeting of Uplyme Parish Council held at the Uplyme Village Hall on Wednesday 12th June 2019 at 7.15pm.

Present: Councillors

Councillor A Turner, Pratt, Duffin, James (Chair), Ostler, R Turner, Frost, Mason and **7 members** of the public.

In attendance: The Parish Clerk, Ricky Neave, Clerk, Tan Cox, the Clerk from Bothenhampton and Walditch Parish Council (Dorset)

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.

A parishioner reported that someone is continuously fly tipping below the old railway bridge in Gore Lane causing debris to pile up; this includes garden waste, bottles, cans and litter. Also, although the hedge is cut back in this area, there are some ash trees that need pruning back which are causing damage to the bridge and hazardous for vehicles and walkers along the road. County Councillor Ian Hall offered to find out who is responsible and owns the railway bridge. Clerk is to put a message in the Parish News and ask the residents to be vigilant and If anyone witnesses a fly tipping incident, to report it ASAP to Street Scene, Phone: 01395 517528 or email: streetscene@eastdevon.gov.uk
The parishioner also reported that there have been sightings and evidence of deer being killed in the area.

Report from County Councillor – Mr Ian Lloyd Hall

Three towns are joining forces in a bid to improve healthcare provision in the Axe and Lym valleys.

Seaton, Axminster and Lyme Regis have formed a powerful alliance which will represent a combined population of some 40,000 residents.

Working together as the Axe Valley Health Forum the group believes it will have a stronger voice.

The new organisation will work with the NHS on the delivery of a health and care model that fits its demographic.

The vision is to establish a 'place based system of care' to meet the specific needs of the people of the Axe Valley where all voices within the community are listened to and everyone has an opportunity to participate in the design of services. The aim will be to improve health and wellbeing for everyone living within the place identified as the Axe Valley - this includes Seaton, Axminster, Lyme Regis, Uplyme and the surrounding communities.

The Forum will consist of elected community representatives, health and social care providers and volunteers.

Its prime objective will be to identify where improvement is needed in service delivery and then prioritise those needs from a community perspective. It will also identify existing good practice and encourage its spread across the whole of the Axe Valley.

Seaton Area Health Matters, reported: "Our group has always seen the provision of effective health services as an Axe Valley issue where we need to take a co-ordinated and collaborative approach with our colleagues in Axminster and extending over the county border to include Lyme Regis."

LymeForward Health and Wellbeing, said the group "welcomes any initiative that improves access to quality health care for the residents of Lyme Regis, Uplyme and Charmouth. We have always said that boundary issues are an unnecessary block."

Axminster Hospital League of Friends reported, that: "it is difficult it is to get the health service providers seriously interested in communities with populations of 10,000 to 15,000. The joint approach between Seaton and Axminster to extend the Hospiscare at Home provision has shown what can be achieved when we pool our resources."

Devon County Council healthcare said the work that Axminster member Ian Hall and his colleagues were undertaking in the Axe Valley was 'fundamental in shaping the provision of health and social care at a community level'.

Councillor Hall mentioned that in he is asking for members of the neighbourhood policing team to initiate and try to form a partnership regarding policing and crime in local rural areas. More could be done locally by forming a multi-agency initiative instigated by the rural East Devon neighbourhood police teams.

I am asking for members of the community to visit, bring together and meet their local police team, and receive crime prevention and safety advice from the officers and their specialist partner agencies and work collaboratively together.

Councillor A Turner believes that local people are let down by Devon and Cornwall police, especially as costs have risen in

taxes regarding the police. Uplyme Parish Council invites the local police officer to visit our meetings monthly but since last year no police representative has turned up and is now taken off the agenda. Crime figures are not reported anymore but the parishioners feel that crime is on the rise and not being reported because of the difficulty to log incidents. Councillor Hall recommended that all crime should be reported to 101 that does not require an emergency response at <https://www.devon-cornwall.police.uk/contact/contact-forms/101-non-emergency/> and if possible, please copy Councillor Hall in on email.

Councillor Ostler mentioned that the temporary surface laid after Gigaclear in Lyme Road (B3165) opposite the war memorial is sinking, decaying and becoming dangerous and asked Councillor Hall to investigate the problem.

Report from District Councillor – Mr Ian Thomas

Councillor Thomas gave his apologies for absence.

Item	Agenda
19/120	Acceptance of apologies for absence Schedule 12 of the Local Government Act 1972 Resolved: Councillor Neil Pullinger had sent his apologies due to another commitment. Council resolved his reason for absence.
19/121	Dispensations Resolved: noted none received by the clerk.
19/122	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.
19/123	Exclusion of the Press and Public Standing Order #1c Resolved: not required.
19/124	Chairman's announcements Resolved: none given.
19/125	To receive and sign the minutes of the Full Council meeting held on 8th May 2019 (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 R Turner, seconded Councillor Frost. Vote (8-0)
19/126	Planning Applications considered by the Planning Committee (see minutes for full details): 19/0399/FUL, Hartgrove Hill Farm, Trinity Hill Road, Musbury, Axminster, EX13 8TB, Retention of feed storage/workshop building for agricultural use, Mr Oliver Massy-Birch, Supported 18/1703/FUL (APP/U1105/W/19/3226048), Springhead, Spring Head Road, Uplyme, Lyme Regis, DT7 3RS, Appeal - Proposed 2no dwellings, separate garages and sewage treatment plants - Mr Christian Eyres, Not Supported 19/0913/FUL, White Ley, Rhode Lane, Uplyme, Lyme Regis, DT7 3TY, Construction of first floor extension, side dormer window and replacement front dormer windows, Mr Philip Mostyn, Supported 19/0918/FUL, Knoll Cottage, Rocombe, Lyme Regis, DT7 3RR, Retention of replacement garage, Mr Tim O'Toole, Supported 19/1048/AGR, Winters Farm, Rocombe, Lyme Regis, DT7 3RR, Agricultural storage building, Dr James Vann, Supported 19/1012/FUL, Rhode Dene, Harcombe, Lyme Regis, DT7 3RN, Construction of dormer window, balcony, first floor windows to side, and installation of cladding, Holland, Supported 19/1044/TRE, 11 Yawl Crescent, Uplyme, Lyme Regis, DT7 3XL, (1) Oak - Remove low branches from Oak Tree (2)

Oak - Remove Oak tree (3) Ash - Remove 3 ash trees overhanging main Lyme road (B3165) that are dangerous, hitting buses and lorries. The site has been visited by David Lomas (EDDC) who recommends the above action, Mr Ricky Neave, Supported

Planning application decisions **made by EDDC/DCC** since last meeting:

19/0319/FUL, Rhode Hill Farm, Rhode Hill, Uplyme, Lyme Regis, DT7 3UF, Construction of two storey side extension and single storey rear extension, Approved
 18/1548/FUL (APP/U1105/W/18/3216504), Land East Of Redlane Cross, Rocombe, Erection of an equestrian manege, American style barn and formation of a new vehicular access, Appeal Dismissed
 19/0814/FUL, The Carriage House, Woodhouse Lane, Uplyme, Lyme Regis, DT7 3SQ, Construction of decking over existing patio, Approved
 19/0815/LBC, The Carriage House, Woodhouse Lane, Uplyme, Lyme Regis, DT7 3SQ, Construction of decking over existing patio, Approved
 19/0913/FUL, White Ley, Rhode Lane, Uplyme, Lyme Regis, DT7 3TY, Construction of first floor extension, side dormer window and replacement front dormer windows, Approved
 19/0918/FUL, Knoll Cottage, Rocombe, Lyme Regis, DT7 3RR, Retention of replacement garage, Approved
 19/1048/AGR, Winters Farm, Rocombe, Lyme Regis, DT7 3RR, Agricultural storage building, Approved
 19/1084/PRETDD, 12 Glebelands, Uplyme, Lyme Regis, DT7 3TB, Notification of Tree works considered an exception to 18/0029/TPO, Approved

19/127 **Approval and signing of Parish Accounts for the month of May 2019**

[Internal Audit Accounts & Audit Regulations 2003 reg 2](#)

Resolved: approved the accounts for May 2019. Noted the Clerks report that the Unity Trust Bank balance states **£47,955.36** as of the 31st May 2019. Proposed Councillor A Turner Seconded Councillor Pratt. (8-0)

Gross	Payee
£120.00	J W Bennett - Tree cutting Yawl and Lime Kiln Lane
£650.06	Came & Company Insurance 2019/20
-£244.79	EDDC CIL Proportion
-£66.00	RS Fencing Re: A J Wakely (A M Dimond) Tablet plot 336
£31.92	Online Playgrounds - Swing brackets
£1,054.27	R Neave Clerks Monthly Salary
£10.80	Parish Monthly Telephone & email Charge
£46.80	Clerks Expenses and Mileage
£12.50	Printing Paper - Invoice stamp
£619.33	Fluxy's Garden Services - Monthly Grass Cutting - 2 x war memorial
-£110.00	ERB re R Hodges plot 340 Reserved
-£3,567.19	HMRC VAT Return 2018/19
-£3,987.98	Monthly Income
£2,545.68	Monthly Expense
-£1,442.30	Monthly Balance

19/128 **Clerks Salary**

Resolved: the Council noted and approved the Clerks salary at the increased rate of £11.675 (Scale 23, new NJC Scale 14) per hour from **1st April 2019** (NALC **2018-2019** NATIONAL SALARY AWARD) and approved arrears of £265.82 due to hourly rate being £10.95 (Scale 22) not £10.74 as being incorrectly advised from 1st April 2018. Proposed Councillor James Seconded Councillor A Turner. (8-0)

19/129	<p>Payments LGA 1972 s150 (5) Resolved: reviewed and approved the items of expenditure for June 2019 listed below:</p> <table border="1"> <thead> <tr> <th>Gross</th><th>Payee</th></tr> </thead> <tbody> <tr> <td>£7.50</td><td>Uplyme Village Hall Meeting Room May 2019</td></tr> <tr> <td>£25.92</td><td>Blaze concepts - Website Maintenance</td></tr> <tr> <td>£1,403.46</td><td>R Neave Clerks Monthly Salary Arrears and increase to new Scale 14 from 01/04/2019</td></tr> <tr> <td>£103.50</td><td>Onsurface Ltd - Fete Presentation Boards</td></tr> <tr> <td>£29.20</td><td>Seaton Print & Design - Name Badges and Lanyards</td></tr> <tr> <td>£656.83</td><td>Fluxy's Garden Services - Monthly grass, spraying, 2 x war memorial grass cut</td></tr> <tr> <td>£125.00</td><td>Fluxy's Garden Services - M Copse maintenance</td></tr> <tr> <td>£11.64</td><td>Parish Monthly Telephone & email Charge</td></tr> <tr> <td>£3.00</td><td>A4 stationary Dividers</td></tr> <tr> <td>£46.80</td><td>Clerks Expenses and Mileage</td></tr> </tbody> </table> <p>Proposed Councillor R Turner Seconded Councillor Frost. (8-0)</p>	Gross	Payee	£7.50	Uplyme Village Hall Meeting Room May 2019	£25.92	Blaze concepts - Website Maintenance	£1,403.46	R Neave Clerks Monthly Salary Arrears and increase to new Scale 14 from 01/04/2019	£103.50	Onsurface Ltd - Fete Presentation Boards	£29.20	Seaton Print & Design - Name Badges and Lanyards	£656.83	Fluxy's Garden Services - Monthly grass, spraying, 2 x war memorial grass cut	£125.00	Fluxy's Garden Services - M Copse maintenance	£11.64	Parish Monthly Telephone & email Charge	£3.00	A4 stationary Dividers	£46.80	Clerks Expenses and Mileage
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19/130	<p>Parish Councillor Casual Vacancy – Co-option Resolved: the Estates and Personnel committee have interviewed four excellent candidates for the new Councillor vacancy and advised the Clerk who will inform the candidates tomorrow (Thursday, 13/06/2019) the name of the successful elected applicant.</p>																						
19/131	<p>Meeting Schedule Change Resolved: the Council discussed and approved the removal of the August Parish Council meeting to allow for holiday periods and for the Clerk to catch up on Council business, during this period the Council was informed that historically that there was no meeting in August. It was recommended that this would be a trial and see if any problems will occur but optimistically making this an annual break in August. Proposed Councillor James Seconded Councillor Duffin. (8-0)</p>																						
19/132	<p>VAT HMRC - Reclaim Resolved: the Council noted that the Clerk had applied and received from HMRC the VAT repayment for £3567.19 for the financial year 2018/19.</p>																						
19/133	<p>Section 1 – Annual Governance Statement 2018/19 Resolved: the Clerk presented the Annual Governance Statement to the Council, who acknowledged and completed the Annual Governance Statement to ensure there is a sound system of internal control. The Chair and Clerk signed and completed Section 1 of the statement at the meeting. Proposed Councillor Frost Seconded Councillor Pratt. (8-0)</p>																						
19/134	<p>Section 2 - Accounting Statements 2018/19 Resolved: the Clerk presented the accounting statement to members of the Council for approval and completion. The Chair and Clerk signed and completed the Section 2 statement. Proposed Councillor R Turner Seconded Councillor Frost. (8-0)</p>																						
19/135	<p>Consider the Annual Internal Audit Report 2018/19 Resolved: the Council noted the report from the Internal Auditor and discussed areas of concern, highlighted within the report and to resolve the Audit and to take actions on the items below:</p> <ul style="list-style-type: none"> • To adopt and review the Playground Risk Management Policy (see minute reference 19/143) • To adopt and review the Risk Schedule annually (see minute reference 19/143) • To take legal advice regarding the culvert on riparian land in Cuckoo Lane and to remove the responsibility and liability of the Parish Council. Clerk to seek legal advice and information from Hythe and Dibden Parish Council who are going through a law suit in similar circumstances. <p>Proposed Councillor A Turner Seconded Councillor Ostler. (8-0)</p>																						

19/136	<p>Approve the dates for the Public to exercise their rights</p> <p>Resolved: the Council noted and approved that the External Auditor recommended that the dates be advertised as Monday 17th June 2019 to Friday 26th July 2019. The Clerk recommended that these dates are used. The Council nominated Councillor James who will be available to meet with electors should the Clerk not be available during these dates.</p> <p>The Council also noted that the Audit needs to be received by the External Auditor by the 30th June 2019 and to approve the use of electronic mail to send the Audit papers to PKF LittleJohn.</p> <p>Proposed Councillor Pratt Seconded Councillor R Turner. (8-0)</p>
19/137	<p>New Councillor Privacy Notice, Acceptance of Office and Electronic Communication forms</p> <p>Resolved: the Council noted that they have received, signed and approved the new Councillor Privacy Notice, Acceptance of Office and Electronic Communication forms after their successful election result in the May 2019 Elections for their new office.</p>
19/138	<p>Overhanging Trees and Hedges</p> <p>Resolved: the Council noted, discussed and heard an update on the hazardous and safety situation of overhanging trees and hedges in Lyme Road, Uplyme and proposed further measures of action.</p> <p>Councillor James is to write to a senior member of Devon Highways after repeated and continuous requests to our local Highways Officer and County Councillor from the Parish Council. The Parish council are asking Devon Highways to take responsibility of the dangerous overhanging trees on the B3165 Lyme Road. The Parish Council feel that after over a year of requests for this health and safety issue is to ensure that appropriate measures are taken as soon as possible in order to alleviate the possibility of a serious accident.</p> <p>Proposed Councillor A Turner Seconded Councillor Frost. (8-0)</p>
19/139	<p>Declaration of Office Forms 2019</p> <p>Resolved: the Council noted that the Clerk distributed the new 'General Notice of Registerable Interest' forms to all Councillors for completion by the next Council meeting on 10th July 2019.</p>
19/140	<p>Uplyme Village Weed and Litter Clear Up</p> <p>Resolved: the Council discussed the 2019 Village Weed and Litter clear up. Councillor James has been in contact with EDDC and was informed that a risk assessment needs to be completed, together with the Parish Council's Public Liability insurance. Clerk to acquire from Came and Company Insurance and complete risk assessment to propose a future date for Litter picking in Uplyme.</p>
19/141	<p>Uplyme Traffic Management Strategy and Highways</p> <p>Resolved: the committee decided to postpone the discussion until the next agenda, due to current ongoing communication with Devon County Council and Highways.</p>
19/142	<p>Extra Parish News Page</p> <p>Resolved: the Council discussed and agreed the request from Councillor A Turner for an extra page in the Parish News to inform parishioners of what the Council are doing or done in the recent month. This has been agreed with Robin Hodges (Parish News) at no extra cost to the Council.</p>
19/143	<p>2019 Policy Documentation Review</p> <p>Resolved: the Council reviewed, noted and approved the following policies:</p> <ol style="list-style-type: none"> 1. Playground Risk Management Policy (Adopt and approve) 2. Code of Conduct 3. Finance Regulations 4. Standing Orders 5. Risk Schedule <p>It was also noted that these policies were highlighted in the Internal Auditors report as needing action and implementation (minute reference 19/135) to comply with Internal Controls within the Governance and Accountability procedure for the Council.</p> <p>Councillor James suggested that the Clerk purchase a data memory stick for copying and safeguarding the Parish</p>

	Council data, which will be exchanged on a monthly basis to comply with the risk consideration of the Parish Councils important data stored on the current laptop, based mainly at the Clerks address. Proposed Councillor A Turner Seconded Councillor Frost. (8-0)																																							
19/144	Uplyme Playground Repairs Resolved: Councillor R Turner is still actively seeking funding and opportunities to replace the deteriorating equipment in the playground in Uplyme. The Playground renovation questionnaire is now closed and has been completed, which was actively responded to (full details can be obtained from the Clerk or Councillor R Turner). Councillor R Turner is due to meet Company Playdale on the 23/06/2019 to discuss possible designs and costs. The Playground Risk Management Policy has been adopted and reviewed. (minute reference 19/143)																																							
19/145	Millennium Copse Resolved: the Council heard a report, noted, discussed and approved the following: 1. Future maintenance schedule for the Millennium Copse. (Cllr R Turner) Councillor R Turner queried if the boundary markers are correctly sited to distinguish the outside grass cutting area for the garden contractor. Councillor Ostler provided a detailed registry map for identification. 2. Felling of the large trees adjacent to Lyme Road, neighbour and receive a quote for works. (Cllr Ostler) The Council are awaiting quotes for this complex area to fell the trees which is hampered by telephone and electricity lines on a busy road. The Clerk reminded the Council that if the cost is over £500 and under £10,000, three estimates should be sought. 3. Removal and/or termination of past mains electricity in the Copse. (Cllr Ostler) The Council approved the removal and to make safe the redundant electricity mains point in the Millennium Copse. Councillor Ostler has received a quote of £459.95 (gross) from Western Power to remove the electricity point from the site. Proposed Councillor Ostler Seconded Councillor Duffin. (8-0)																																							
19/146	Emails/Letters to the Council Resolved: it was noted that emails and letters on the list below were received and sent to Councillors: <table><tr><th>From</th><th>Subject</th><th>Received</th></tr><tr><td>simon williams</td><td>Letter for Those Installing Artistic Elements</td><td>02/06/2019</td></tr><tr><td>Wendy Harris</td><td>IMPORTANT - Please read Town and Parish Register of Interests Forms</td><td>31/05/2019</td></tr><tr><td>DALC</td><td>DALC News 2019 #12 Councillor and Planning training</td><td>30/05/2019</td></tr><tr><td>Tom Whitlock</td><td>Devon Community Action for Wildlife Conference</td><td>30/05/2019</td></tr><tr><td>Info - Devon Communities</td><td>The Rural Futures Conference 2019</td><td>24/05/2019</td></tr><tr><td>Naomi Lofkin</td><td>Community Resilience Event Press Release</td><td>24/05/2019</td></tr><tr><td>LymeForward</td><td>LymeForward Monthly Funding Bulletin May 2019</td><td>23/05/2019</td></tr><tr><td>LFord</td><td>Proposal for Axe Valley Academy to join Uffculme Academy Trust</td><td>23/05/2019</td></tr><tr><td>Monitoring Officer EDDC</td><td>Standards Committee vacancy for Town/Parish Council Member</td><td>22/05/2019</td></tr><tr><td>Peter Healey</td><td>Gypsy and Traveller Liaison Forum</td><td>21/05/2019</td></tr><tr><td>Jamie Buckley</td><td>Devon County Council's new fund</td><td>21/05/2019</td></tr><tr><td>Uplyme Clerk</td><td>A Guide to the Community Infrastructure Levy (CIL)</td><td>20/05/2019</td></tr></table>	From	Subject	Received	simon williams	Letter for Those Installing Artistic Elements	02/06/2019	Wendy Harris	IMPORTANT - Please read Town and Parish Register of Interests Forms	31/05/2019	DALC	DALC News 2019 #12 Councillor and Planning training	30/05/2019	Tom Whitlock	Devon Community Action for Wildlife Conference	30/05/2019	Info - Devon Communities	The Rural Futures Conference 2019	24/05/2019	Naomi Lofkin	Community Resilience Event Press Release	24/05/2019	LymeForward	LymeForward Monthly Funding Bulletin May 2019	23/05/2019	LFord	Proposal for Axe Valley Academy to join Uffculme Academy Trust	23/05/2019	Monitoring Officer EDDC	Standards Committee vacancy for Town/Parish Council Member	22/05/2019	Peter Healey	Gypsy and Traveller Liaison Forum	21/05/2019	Jamie Buckley	Devon County Council's new fund	21/05/2019	Uplyme Clerk	A Guide to the Community Infrastructure Levy (CIL)	20/05/2019
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19/147	Parish Clerks Delegated Powers LGA 1972 s101 Resolved: none used.																																							
19/148	Items for Parish Newsletter , Notice Boards & LymeOnline Resolved: Fly Tipping (Gore Lane), Playground Survey, Fete (Parish Council stand), Litter and Weeds around Uplyme, New Parish Councillor, Annual Governance and Accountability Return for 2018/19, Footpath Survey (PROW), Reporting and Highlighting Crime (101) in Uplyme.																																							

19/149	<p>Notice of items to be taken into consideration at the next meeting in July 2019.</p> <p>Resolved: Lengthsman contract, Renewal of Garden Maintenance contract, Playground, KGV Field Land rules and covenants (Uplyme Cricket Club), Uplyme Traffic Management Strategy and Highways.</p>
19/150	<p>Date of next meeting</p> <p>Resolved: the Council noted that Wednesday, 10th July 2019 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. The meeting Finished at 8:50pm.</p>