



Uplyme Parish Council

PO Box 259, Exmouth, Devon, EX8 9EA

Tel: 07413 947067 Email: clerk@uplymeparishcouncil.org

Website: www.uplymeparishcouncil.org

Dear Councillor,

Members of Uplyme Parish Council are hereby summoned to attend the virtual Annual Meeting of the Council on **Wednesday, 5th May 2021 at 7.20pm** for the purposes of transacting the following business.

Under the Local Government Act 1972 Schedule 12 p10(2), a Council can not lawfully decide any matter that is not specified on the agenda.

As permitted by the Local Authorities (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392 meetings will be conducted "online" or via telephone.

Members of the press and public are welcome to attend and should contact the Clerk before 3pm on the day of the meeting to request access.

Mrs. Anne-Marie Bates
Clerk to the Council

22nd April 2021

The Openness of Local Government Bodies Regulations 2014 allows the filming, photographing or making an audio recording of proceedings at the meeting or providing commentary orally or in writing so that the report or commentary is available as the meeting takes place or later to person(s) not present. Confidential or exempt information excluded.

Annual Meeting of the Council on Wednesday 5th May 2021

AGENDA

- 1. Election of Chairman (Section 15 and 34 of the LGA 1972)**
 - (a) To Propose and Second nominations for the Office of Chairman and, if there is more than one nominee, to vote thereon.
 - (b) To execute the declaration of acceptance of Office of Chairman to the Council, Members to agree to wet sign after the meeting.
- 2. Election of Vice Chairman (Section 15 (6) and 34(6) of the LGA 1972)**
 - (a) To Propose and Second nominations for the Office of Vice Chairman and, if there is more than one nominee, to vote thereon.
 - (b) To execute the declaration of acceptance of Office of Vice Chairman to the Council, Members to agree to wet sign after the meeting.
- 3. Apologies for absence**
- 4. Approval of Minutes**
 - (a) To approve, as a true record, the minutes from the meeting dated **10th March 2021** (previously circulated).

Chairman: Cllr. C James

Vice Chairman: Cllr. Mrs. P. Frost

Cllrs: B. Mason, D. Ostler, C. Pratt, N. Pullinger, B. Trundley, Miss B. Turner, A. Turner

5. **To receive member's declarations of interest and dispensations in items on the agenda.**
6. **Public Participation session**
There will be 15 minutes available for this session where members of the public may speak regarding items on the agenda. A maximum of 3 minutes per speaker or time as permitted by the Chairman.
7. **To receive the Clerk's progress report ([appendix 1](#)).**
8. **To receive reports**
 - (a) Chairman
 - (b) Parish Councillors
 - (c) County Councillor
 - (d) Representatives on Outside Bodies
9. **Casual Vacancy**
 - a) Members to consider applicants and vote to fill the one vacancy by co-option.(applications circulated previously).
 - b) Member to execute the declaration of acceptance of office as a member of Uplyme Parish Council.
10. **Register of Members Interests**
Members to register their interests within 28 days of election or co-option as per the relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 and the Code of Code or update them, if required.
11. **Election of Committees, Working Parties and Representatives/Reps. on Outside Bodies**
 - (a) Members to review and agree the Committees and Terms of Reference;
 - (b) Election of Committees, Working Parties and Representatives (Members to note that Representatives do not have to be a Parish Councillor).

<u>Committees</u>	(i) Planning Committee (6) (ii) Finance Committee (5) (iii) Estates and Personnel (4) (iv) Millennium Copse (2/6)	<u>Working Parties</u>	(i) Emergency/Flooding (ii) Footpaths (iii) Traffic Management
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<u>Representatives</u>	(i) Parish Council Tree Warden (ii) Parish Council Play Area Supervisor (iii) Parish Council Defibrillator Supervisor (iv) PC. Lengthsman / Maintenance Supervisor (v) King George's Field Committee (vi) Neighbourhood Plan (vii) Police Liaison (viii) Ring & Ride Committee (ix) School Trustee (x) Village Hall Committee (xi) Uplyme Charities Committee (xii) Seaton Traffic Group (xiii) Seaton / Axminster Community Health (xiv) Community Safety Group
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FINANCE, BUDGET, FORWARD PLANNING and COUNCIL STRUCTURE

12. Finance

- (a) Members to view and agree the payments to be made in May 2021 and those made under delegation. A revised financial breakdown will be circulated at the meeting if there are any further payments to be made.
To view the Financial Breakdown ([appendix 2](#)).
- (b) Members to agree the bank reconciliations for March 2021, also for the year ending 31st March 2021 (previously circulated).
To view the bank reconciliation ([appendix 3](#)).
- (c) Members to note that the Clerk has set up Direct Debit for the Information Commissioners Office Registration; there was a reduction of £5, fee now £35 not £40 as advised last month.
- (d) Members to view and agree the Internal Auditors report, take any action required.
- (e) Annual Governance and Accountability Return (AGAR) Members to view and agree the following;
- (i) Explanation of any significant year on year variances in the Accounting Statements.
 - (ii) Effectiveness of its system of Internal Control which is in accordance with proper practices.
 - (iii) By Resolution the Annual Governance Statement 2020/21 Section 1 is approved.
 - (iv) Accounting Statement for 2020/2021 Section 2 is approved. Members to agree this is wet signed by the Chairman and Clerk after the meeting.
 - (v) Notice of Public Rights and Publication of Unaudited Annual Return will commence on 17th June 2021
 - (vi) Section 137 expenditure limit for 2021/22 is £8.41 per electorate.
- (f) Members to agree signatories for Unity Trust Account.

13. Mission Statement

Members to agree Parish Council Mission Statement ([appendix 4](#)).

14. Facebook

Members to agree to set up an independent Uplyme Parish Council Facebook page.

DECISION ITEMS

15. Covid Regulations

- (a) Members to receive an update regarding the current Covid Regulations (*Local Authorities (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392*).
- (b) Members to agree delegation to the Clerk in respect of planning matters in consultation with the Planning Committee for May, June, July and August if future virtual meetings are not legal.

- 16. Uplyme Traffic Management Strategy and Highway issues.**
- (a) Members to receive and discuss update; consider any action.
 - (b) To receive any Highway issues.
- 17. Neighbourhood plan and emerging Local Plan for East Devon**
- (a) To receive an update regarding the new local plan;
 - (b) To receive an update regarding the Housing Needs Survey for Uplyme.
- 18. Footpaths / Millennium Copse / Stafford Mount / King George V play area**
- (a) To receive an update on the footpaths in the Parish and consider any action, including issue with stagnant water under the old railway bridge-Gore Lane;
 - (b) To receive an update on the Millennium Copse/Stafford Mount/King George V play area and consider any action.
- 19. Dog Bin** [\(appendix 5\)](#).
- Members to consider the purchase of a dog bin for Church Street.
- 20. Devon Resilience Flooding Grant** [\(appendix 6\)](#);
- Members to consider the purchase of the various items under the grant criteria.
- 21. Newsletter/ Notice boards/ Lyme Online**
- Members to forward any items for the various communication distributions.
- 22. Parish Litter pick**
- Members to consider whether to organise a Parish litter pick.
- 23. Asset Register / Policies**
- (a) Members to agree the updated Asset Register [\(appendix 7\)](#);
 - (b) Members to note Policies will be reviewed at a later date.

FOR NOTING

24. Committee / Working Groups - Minutes and Reports

- (a) To note the minutes from the following Committee Meetings

Planning Committee :	11 th March 2021
	24 th March 2021 (draft);
- (b) To receive an update report on:

(i)	Grounds maintenance contract
(ii)	Cemetery
(iii)	Working Groups

25. Correspondence to Members

[\(appendix 8\)](#)

26. Public Forum and to receive Items for next agenda from Members.

- (a) Opportunity for residents to raise any concerns or ideas for future consideration.
- (b) Members to forward any agenda items for the next meeting.

27. Date of future meetings

Members to agree when the next Parish Council Meeting will take place due to the information received under agenda item 10.

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