



# Uplyme Parish Council

PO Box 259, Exmouth, Devon EX8 9EA

Tel: 07413 947067 Email: [clerk@uplymeparishcouncil.org](mailto:clerk@uplymeparishcouncil.org)

Website: [www.uplymeparishcouncil.org](http://www.uplymeparishcouncil.org)

---

## **Minutes of the Annual Meeting of the Council held on Wednesday 5<sup>th</sup> May 2021 virtually at 7.30pm**

**Present:** Chairman: Cllr. C. James Vice Chairman: Cllr. Mrs. P Frost  
Councillors: Cllrs. D. Ostler, C. Pratt, N. Pullinger, B. Trundley, A. Turner  
County Councillor Cllr. I. Hall  
Officer: Anne-Marie Bates, Clerk to the Council / RFO  
Members of the Public: One

### **FC21/1 Election of Chairman (Section 15 and 34 of LGA 1972)**

Cllr. C. James was proposed by Cllr. A. Turner and seconded by Cllr. C. Pratt

**RESOLVED** that Cllr. C. James be elected as Chairman for the municipal year and it was agreed that the Declaration of Acceptance of Office be signed at the next meeting.

### **FC21/2 Election of Vice Chairman (Section 15 (6) and 34 (6) of the LGA 1972)**

Cllr. Mrs. P Frost was proposed by Cllr. C. Pratt and seconded by Cllr. B. Trundley

**RESOLVED** that Cllr. Mrs. P. Frost be elected as Vice Chairman for the municipal year and it was agreed that the Declaration of Acceptance of Office be signed at the next meeting.

### **FC21/3 Apologies for Absence**

Apologies for Absence had been received from Cllr. B. Mason

**RESOLVED** that the apologies be accepted.

### **FC21/4 Approval of Minutes**

**RESOLVED** that the minutes from the Full Council meeting held on **10<sup>th</sup> March 2021** be approved as a correct and true record and signed by the Chairman after the meeting.

**FC21/5      Declarations of Interest and Dispensations**

None received.

**FC21/6      Public Participation Session**

No comments made.

**FC21/7      Clerks Progress Report**

<b>Meeting date</b>	<b>Task Name</b>	<b>Minute reference and details</b>	<b>Action taken (text)</b>
Meeting 10.03.2021	Highway defects	21/46 (b)  Reporting to Highways	Highway reporting explained to residents on Facebook and this will be repeated periodically also put in the Parish News.
Meeting 10.03.2021	Housing Needs Survey	21/49  Housing Needs Survey	Communication with Devon Communities who will be sending out the survey with covering letter on 14 <sup>th</sup> April. Residents are asked to return it by 16 <sup>th</sup> May 2021. An invoice for the agreed expenditure of £500 + postage will be sent to us.
Meeting 10.03.2021	New computer / Microsoft 365	21/50	In Progress
Meeting 10.03.2021	Parish Council Contact Details	21/51  The Clerk to set up a PO Box and transfers the mobile phone to a new contract.	A PO. Box for all Parish Communications has been set up. Uplyme Parish Council, PO. Box 259, Exmouth, Devon EX8 9AE. Our website etc is updated. The mobile phone contract is now with O2 and the current number successfully ported.

**FC21/8**      **To receive reports**

**Chairman** said that he was looking forward to having physical meetings again, also progressing with the Crogg Lane project.

Sadly, the Chairman had just received the resignation of Cllr Ms. R. Turner that due to her personnel commitments she could no longer commit the time the role deserved. The Chairman took the opportunity to thank Ms. R. Turner for all her work and dedication to the role and was pleased that she will continue to be on the village hall committee.

**County Councillor** – Cllr. I. Hall thanked the Parish Council for the last four years.

**FC21/9**      **Casual Vacancy**

Members considered the application and voted that Mr. P. Oakley is co-opted onto the Parish Council. (7.0)

**RESOLVED** that Mr. P. Oakley is co-opted onto the Parish Council and that he would sign the Declaration of Acceptance of Office at the next meeting.

**FC21/10**      **Register of Members Interests (relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 and Code of Conduct**

**RESOLVED** that Members will each sign a form to advise if they do/do not have any amendments to their Register of Interests, also that Cllr. P. Oakley within 28 days of co-option has to return his form to East Devon District Council.

**FC21/11**      **Election of Committees, Working Parties and Representatives/Reps on Outside Bodies.**

(a) Members reviewed the Committees, Working Groups and Representatives and Terms of Reference. The Clerk advised that she would be updating the Terms of Reference for member's consideration although the quorum of each was discussed.

**RESOLVED** that there were some changes to the organisations that the Parish Council makes representation (see below), also that the quorum for Committees is three and Full Council is four.

(b) Members considered appointments onto Committees / Working Parties, also the various Representatives roles.

**RESOLVED** that the following members be appointed:

**Committees:**

- |                                 |   |
|---------------------------------|---|
| (i) Planning Committee (6)      | Cllrs. A. Turner, B. Trundley, Mrs. P. Frost, C. Pratt, D. Ostler, B. Mason.<br>Cllr. P. Oakley will be the substitute. |
| (ii) Finance Committee (5)      | Cllrs C. James, Mrs. P Frost, C. Pratt, N. Pullinger, P. Oakley.  |
| (iii) Estates and Personnel (4) | Cllrs. C. James, Mrs. P. Frost, A. Turner, N. Pullinger.  |
| (iv) Millennium Copse (2/6)     | Cllr. C. James, vacancy<br>Mr. T. Sweeney, Mr. J. Duffin and Mr. D. Sole, vacancy.                                      |

**Working Groups:**

- |                          |  |
|--------------------------|--|
| (i) Emergency / Flooding | Cllrs. A. Turner, C. Pratt, D. Ostler, P. Oakley<br>Mr. J. Fowler, Mr. J. Booth. |
| Snow Warden              | Cllr. A. Turner  |
| (ii) Footpaths           | Mr. T. Sweeney and Mr. J. Duffin   |
| (iii) Traffic Management | Cllrs. C. James, A. Turner, P. Oakley  |

**Representatives:**

- |                                 |   |
|---------------------------------|---|
| (i) PC Tree Warden              | Vacancy and Mr. T Sweeney as Substitute |
| (ii) Play Area Supervisor       | Cllr. Mrs. P. Frost                     |
| (iii) Defibrillator Supervisor  | Cllr. Mrs. P. Frost                     |
| (iv) Lengthsman/Maintenance     | Cllr. C. Pratt                          |
| (v) King Georges Field Comm.    | Cllr. D. Ostler                         |
| (vi) Neighbourhood Plan         | Cllr. C. James                          |
| (vii) Police Liaison            | Cllr. B. Trundley                       |
| (viii) Ring and Ride            | Withdrawn                               |
| (ix) School Trustee             | Cllr. Mrs. P. Frost                     |
| (x) Village Hall Committee      | Cllr. D. Ostler                         |
| (xi) Uplyme Charities Committee | Cllr. N. Pullinger                      |
| (xii) Seaton Traffic Group      | Withdrawn                               |
| (xiii) Community Health         | Cllr. C. James                          |
| (xiv) Safety Group              | Withdrawn                               |
| (xv) Lyme Forward               | Withdrawn                               |

**(a)** Members viewed the finance breakdown and agreed payments for May 2021 and those made under delegation.

**RESOLVED** that the following payments have or will be settled.

<b>Payments Payee March</b>	<b>Description</b>	<b>Amount incl.VAT</b>	<b>VAT Amount</b>
Unity Trust Bank (March)	Bank Charges	£18.00	0
Refund of a Cemetery Fee (duplicated)(March)	Cemetery Fees	£770.00	0
Telephone & email charge (ID Networks) (March)	Telephone / Communication	£5.78	0
	<b>TOTAL</b>	<b>793.78</b>	<b>0</b>
<b>Payments Payee April</b>	<b>Description</b>	<b>Amount incl.VAT</b>	<b>VAT Amount</b>
Came & Company (Insurance Renewal 6.4.2021)	Insurance	£711.53	0
Gmail for March (reimburse R Neave)	Telephone / Communication	£4.60	0
Fluxy's Garden Services - Monthly Maintenance Mar 2021	Grounds Maintenance	£653.80	0
Fluxy's Garden Services – Millennium Copse	Grounds Maintenance	£90.00	0
HMRC PAYE NI & Tax Payments (quarterly)	HMRC Tax/NI	£1,417.36 + £50	0
Personnel	Personnel	£1,334.22	0
Telephone & email Charge (02/Gmail) (clerk to be reimbursed)	Telephone/Communication	£12.60	1.33
Information Commissioners Office Renewal (Clerk to be reimbursed)	Registration/Subscriptions/Training	£35.00	0
Office Allowance (Clerk)	Expenses	£18.00	0
Zoom Pro Video Communications(clerk to be reimbursed)	Laptop & Software cover	£143.88	23.98
PO Box (Clerk to be reimbursed)	Telephone / Communication	£360.00	60.00
NALC Affiliation Fee 2021/22	Registration/Subscriptions/Training	£109.22	0
DALC Service charge 2021/22	Registration/Subscriptions/Training	£17.41	0
DALC Affiliation Fee 2021/22	Registration/Subscriptions/Training	£277.63	46.27
Devon Communities Together (Housing Needs Survey)	General	£876.20	0
	<b>TOTAL</b>	<b>6,111.45</b>	<b>131.58</b>

<b>Payments Payee MAY</b>	<b>Description</b>	<b>Amount incl.VAT</b>	<b>VAT Amount</b>
Uplyme Parish Church Magazine – S137 Grant	Grant (S137)	£300.00	0
King George’s Field – S137 Grant	Grant (S137)	£520.00	0
CAB Bridport – S137 Grant	Grant (S137)	£250.00	0
Axe Valley Ring & Ride – S137 Grant	Grant (S137)	£200.00	0
Uplyme Help at Hand – S137 Grant	Grant (S137)	£100.00	0
LymeForward – S137 Grant	Grant (S137)	£200.00	0
Fluxy’s Garden Services - Monthly Maintenance April 2021	Grounds Maintenance	£653.80	0
Personnel	Personnel	£1215.20	0
Telephone & email Charge (02/Gmail) (clerk to be reimbursed)	Telephone/Communication	£12.60	1.33
Office Allowance (Clerk)	Expenses	£18.00	0
Auditing Solutions Ltd	Internal Audit	£408.00	68.00
	<b>TOTAL</b>	<b>£3,877.60</b>	<b>£69.33</b>

East Devon District Council	Precept	£22,241.43
	<b>TOTAL</b>	<b>£22,241.43</b>

**(b)** Members reviewed the bank reconciliations for March 2021 also for the year ending 31<sup>st</sup> March 2021.

**RESOLVED** that the following bank reconciliation is agreed.

March 2021

<b>Payee</b>	<b>Description</b>	<b>Amount</b>	<b>Bank Total</b>
ID Network Parish Mobile	Telephone/Communication	£7.50	£52,957.62
Personnel	Personnel	£1,128.56	£51,829.06
A J Wakely & Sons Ltd ref: Plot 320	Cemetery Fees	£1,540.00	£53,369.06
Fluxy’s Garden Maintenance	Grounds Maintenance	£653.80	£52,715.26
Clerks Expenses	Travel/Expenses	£18.00	£52,697.26
Unity Trust Bank Charge Qtr	Bank Charges	£18.00	£52,679.26
Refund A J Wakely & Sons Ltd ref: Plot 320	Cemetery Fees	£770.00	£51,909.26
ID Network Parish Mobile	Telephone/Communication	£5.78	£51,903.48
	<b>Payments Total</b>	<b>£2,601.64</b>	
	<b>Receipts Total</b>	<b>£1,540.00</b>	

Year ending 31<sup>st</sup> March 2021

<b>Monthly Balance Sheet</b>	<b>Feb-21</b>	<b>Mar-21</b>
Expense (Cashbook)	5,104.61	2,601.64
Income (Cashbook)	0.00	-1,540.00
Monthly Balance (Cashbook)	5,104.61	1,061.64
Bank Statement (First DOM)	58,069.73	52,965.12
Bank Statement (Last DOM)	52,965.12	51,903.48
Bank Monthly Balance	-5,104.61	-1,061.64

Bank Statement Balance as at 31<sup>st</sup> March 2021 £51,903.48

(c) Members noted that the Information Commissioners Office Registration direct debit has been set up and there was a reduction of £5; fee now £35 instead of £40.

(d) Members viewed and considered the Internal Auditors report.

**RESOLVED** that the Audit Report be accepted and action taken on the points raised.

(e) Members considered the Annual Governance and Accountability Return (AGAR) for 2020 – 2021.

**RESOLVED** that

(i) Explanation for any significant year on year variances in the Accounting Statements due to a four year contract for the village defibrillator and Councillor Training be approved.

(ii) Effectiveness of its system of Internal Control which is in accordance with proper practices is signed off by the Internal Auditor.

(iii) Section 1, the Annual Governance Statement 2020-2021 of the Annual Governance and Accountability Return (AGAR) by Resolution be approved.

(iv) Section 2, the Accounting Statements 2020-2021 of the Annual Governance and Accountability Return (AGAR) be approved.

(v) The wet signing of the Annual Governance Statement 2020-2021 after the meeting be approved.

(vi) Notice of the Public Rights and Publication of Unaudited Annual Return commencing 17<sup>th</sup> June until 28<sup>th</sup> July 2021 be approved.

(vii) Section 137 expenditure limit £8.41 for 2021/22 per electorate be noted.

(f) Members considered the signatories for the Unity Trust Bank

**RESOLVED** that Cllrs. C. James, Mrs. P. Frost and N. Pullinger are signatories and that the Clerk remains the administrator.

#### **FC21/13**      **Mission Statement**

Members considered the Mission Statement, although there were some reservations.

**RESOLVED** that the Parish Council Mission Statement be approved as follows:

**“Uplyme Parish Council is committed to being a council with a vision to create a vibrant and spirited inclusive community in Uplyme, whilst keeping its traditional values”.**

#### **FC21/14**      **Facebook**

Members considered whether to have a Parish Council independent Facebook page. It was stressed the importance that Parish Council Facebook entries are linked or feed into the Uplyme Noticeboard Facebook page.

**RESOLVED** that a Parish Council Facebook page be approved

#### **FC21/15**      **COVID Regulations**

The Clerk updated Members with the current situation with the COVID Regulations (*Local Authorities (Corona virus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392*), will expire on 7<sup>th</sup> May 2021 and physical meetings will resume again. The Clerk is awaiting confirmation that the village hall can be used for the June meeting (9<sup>th</sup>).

**RESOLVED** that the next Full Council meeting is Wednesday 9<sup>th</sup> June 2021 with the Planning Committee meeting beforehand be approved subject to village hall committee's confirmation. Planning applications with a consultation period expiring prior to 9<sup>th</sup> June 2021 will be dealt with under delegation to the Clerk in consultation with the Planning Committee.

**FC21/16 Uplyme Traffic Management Strategy and Highways Issues**

Members noted that meetings will resume with the County Councillor and Highways Devon County Council. The Temporary Speed sign has been gathering evidence.

**FC21/17 Neighbourhood plan and emerging Local Plan for East Devon**

Members noted it will be reviewed and that the Housing Needs Survey for Uplyme closing date is 16<sup>th</sup> May 2021.

**FC21/18 Footpaths / Millennium Copse / Stafford Mount / King George V Play Area**

It was noted that the Chairman was awaiting confirmation from East Devon District Council regarding the ruling of having bonfires due to the COVID Regulations. The old railway bridge – Gore Lane had been visited and will be monitored with regards to the stagnant water.

**FC21/19 Dog Bin Church Street**

Members considered the purchase of a dog bin for Church Street.

**RESOLVED** that the dog bin was not required at this location as a bin was already close by.

**FC21/20 Devon Resilience Flooding Grant**

Members considered and discussed at length the purchase of various items under the grant criteria and viewed the three quotes that the Clerk had previously distributed, the funds are from earmarked reserves under Devon Resilience Fund.

**RESOLVED** that the purchase of Highway jackets/trousers/gloves, litter pickers and road signage be approved.

**FC21/21 Newsletter / Notice boards / Lyme Online**

Members considered the communication distributions.

**RESOLVED** that the distribution of the Annual Report be approved.

**FC21/22 Parish Litter Pick**

Members considered the organisation of a village litter pick

**RESOLVED** that this is deferred until the COVID Restrictions are lifted.

**FC21/23 Asset Register / Policies**

Members viewed the Asset Register and noted that the Policies will be reviewed at a later date.

**RESOLVED** that the Asset Register be approved.

ASSETS HELD YEAR ENDED 31/03/2021

**£49,764.10**

DESCRIPTION	VALUE	BASIS
<b>Land</b>		
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
(Jun 2017) Telephone Box DT7 3UR	£1.00	Nominal
<b>Equipment</b>		
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
(Oct 2020) Walkie Talkies	£129.16	Purchase Price
Taffic Management Safety Barrier	£562.35	Purchase Price
Gazebo's x2	£338.00	Purchase Price
(Nov 2020) Xmas Lights / Cables	£381.64	Purchase Price
<b>Investment</b>		
None	£0.00	Nominal

**FC21/24 Committee / Working Groups Minutes and Reports**

**RESOLVED** that the following minutes are noted;

Planning Committee: 11<sup>th</sup> March 2021 and 24<sup>th</sup> March 2021

## FC21/25 Correspondence

Polling day is nearly here, what to do if you aren't feelin...	Tue 04/05/21
Universal Credit Information For Your Community	Tue 04/05/21
Courtesy Copy: East Devon residents Coronavirus updat...	Fri 30/04/21
Local Flood Risk Management Strategy Newsletter - April...	Fri 30/04/21
Property Flood Resilience - read our latest newsletter	Fri 23/04/21
Trinity Hill Forestry Commission	Fri 16/04/21
Trinity Hill Axminster	Fri 16/04/21
FW: IREPORTit	Tue 13/04/21
FW: Reminder: Devon Climate Emergency Council Suppo...	Fri 26/03/21
Housing Needs Survey	Thu 25/03/21
It's time to engage your communities in the Great British...	Wed 24/03/21
FW: Devon Coronavirus Vaccination Briefing - 19 March ...	Mon 22/03/21
FW: Virtual meetings update	Wed 17/03/21
FW: Census day is here article	Mon 15/03/21
DALC Newsletter #12	Thu 11/03/21
FW: Uplyme B3165 Dangerous Highway Issues Near Crog...	Wed 10/03/21
FW: Coronavirus support - invitation to the 5th Zoom m...	Tue 09/03/21
FW: Police Cyber Protect Team issue cybercrime / scam w...	Tue 09/03/21
FW: Devon Coronavirus Vaccination Briefing - 5 March 2...	Mon 08/03/21
FW: Devon County Council Devon Funding News bulleti...	Mon 08/03/21
FW: Axminster Division Report - March 2021	Fri 05/03/21

## FC21/26 Public Forum and to receive items for the next agenda

No comments

## FC21/27 Date of future meetings

The next meeting will be held on **Wednesday 9<sup>th</sup> June 2021** at the **Uplyme Village Hall** at **7.15pm**.

Meeting ends: 9.35pm

Signed by Chairman: \_\_\_\_\_

Date: \_\_\_\_\_