



# Uplyme Parish Council

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## **Minutes of the Meeting of the Council held on Wednesday 9<sup>th</sup> June 2021 at Uplyme Village Hall at 7.15pm**

**Present:**      Chairman:                      Cllr. C. James                                      Vice Chairman:                      Cllr. Mrs. P Frost

Councillors:                      Cllrs. P. Oakley, C. Pratt, N. Pullinger, W. Trundley, A. Turner

County Councillor                      Cllr. I. Hall

Officer:                                      Anne-Marie Bates, Clerk to the Council / RFO

Members of the Public:                      Two

Firstly, the Chairman asked all that were present to stand for a minutes silence in memory of Cllr. B. Mason who sadly recently passed away.

### **FC21/28      Apologies for Absence**

Apologies for Absence, none received.

### **FC21/29      Approval of Minutes**

**RESOLVED** that the minutes from the Annual Meeting of the Council held on **5<sup>th</sup> May 2021** be approved as a correct and true record and signed by the Chairman.

### **FC21/30      Declarations of Interest and Dispensations**

Cllr. A. Turner declared an interest with regards to the Housing Needs Survey / Neighbourhood Plan by virtue of owning land that is suitable for affordable housing.

### **FC21/31      Public Participation Session**

A resident wanted to thank the Parish Council for their continued efforts during the pandemic and the bus timetable needs updating.

A resident wanted to make Councillors aware that if an additional dog bin is considered along the River Lim walk that the location is well thought out due to some residents using their front gardens for recreational purposes and odours from bins can be unpleasant.

Chairman: Cllr C James

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A resident raised the issue of Japanese Knotweed around Cannington Lane and near to the Old Mill. **ACTION** that the Clerk is to raise this with C.Cllr. I. Hall

**FC21/32**     **Clerks Progress Report**

Members received the below Clerk's Report which was noted.

<b>Meeting date</b>	<b>Task Name</b>	<b>Minute reference and details</b>	<b>Action taken</b>
Meeting 10.03.2021	New computer / Microsoft 365	21/50	In Progress
Meeting 05.05.2021	Mission Statement	21/13	On our website and will be in our communications
Meeting 05.05.2021	Facebook Parish Council page	21/14	In progress
Meeting 05.05.2021	Devon Resilience Flooding Grant	21/20	Orders have been submitted for items as discussed. Aspli and Hi Vis- payments to be made.
Meeting 05.05.2021	Communications	21/21	Annual Report sent to LymeOnline, Parish News and on our website.

Chairman: Cllr C James

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**FC21/33**     **To receive reports**

**Chairman** – Cllr. C. James said that now the Housing Needs Survey is completed that a Neighbourhood Plan Review will now need to take place. The Chairman will arrange a meeting, but others will need to be involved.

The Chairman has also made contact with LymeForward and awaiting a response regarding the issues and whether they are still ongoing.

**Parish Councillors** – Cllr. Mrs. P. Frost advised that the school wall requires repair and the road will be closed for a 12-week period.

**County Councillor** – C.Cllr. I. Hall thanked the Parish Council for reading his report and is looking forward to continuing to work with the Parish Council. He also advised that he will be responsible for Health and Primary Care and is aware of the issues regarding cross County care. He will be working with Devon and Dorset so residents receive the best care and social welfare services.

Cllr. C. James the Parish Council Representative for this area and will make contact with Cllr. I. Hall.

**Outside Bodies** – Cllr. C. James was surprised to see an artist's impression of the new school in a recent press release especially as the Parish Council / Village Hall Committee had not been contacted by the school trustees. Cllr. Mrs. P. Frost advised Members that the trustees will be showing a video of the proposed new school. Cllr. C. James asked Cllr. Mrs. P. Frost to ask trustees at tomorrow's trustee meeting for an open conversation and future communication with the Parish Council.

**FC21/34**     **Finance**

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

**RESOLVED** that the following payments will be settled;

Name	Details	Amount	VAT
Fluxy's Garden Services - Monthly Maintenance June 2021	Grounds Maintenance	£653.80	0
Fluxy's Garden Services – Millennium Copse	Grounds Maintenance	£90.00	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
Elite Industrial Supplies	Grant – flooding items	£390.43	65.07
Aspli Safety	Grant – flooding items	£444.80	74.12
Devon Air Ambulance	Grant	£30.00	0
	<b>Total</b>	<b>£2,854.83</b>	<b>£140.52</b>

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(b) Members reviewed the bank reconciliations for April and May 2021.

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

### Receipts May

VAT Return Previous Year	Bp026	-£1,136.58
Cemetery Fees	BP027	-£385.00
	<b>TOTAL</b>	<b>£1,521.58</b>

### Bank Reconciliation (April/May)

HMRC Tax / NI	01/04/2021	£1,417.36	£0.00	
Insurance	07/04/2021	£711.53	£0.00	
Telephone / Communication	19/04/2021	£4.60	£0.00	
Fluxy's Maintenance	19/04/2021	£653.80	£0.00	
MC Maintenance	19/04/2021	£90.00	£0.00	
HMRC Tax / NI	19/04/2021	£50.00	£0.00	
Personnel	19/04/2021	£119.02	£0.00	
Personnel	19/04/2021	£1,215.20	£0.00	
Clerks expenses	19/04/2021	£18.00	£0.00	
Telephone / Communication	19/04/2021	£4.60	£0.00	
Telephone / Communication	19/04/2021	£8.00	£1.33	
Telephone / Communication	19/04/2021	£360.00	£60.00	
ICO renewal	19/04/2021	£35.00	£0.00	
Zoom renewal	19/04/2021	£143.88	£23.98	
DALC / NALC renewal	19/04/2021	£404.26	£46.27	Total April
Housing Needs Survey	20/04/2021	£876.20	£0.00	£6111.45
Fluxy's Maintenance	05/05/2021	£653.80	£0.00	
MC Maintenance	05/05/2021	£90.00	£0.00	
Clerks expenses	05/05/2021	£18.00	£0.00	
Telephone / Communication	05/05/2021	£4.60	£0.00	
Telephone / Communication	05/05/2021	£8.00	£1.33	
Salary PAYE/NI	05/05/2021	£1,215.20	£0.00	
Audit Fee	05/05/2021	£408.00	£68.00	
SLCC Membership	05/05/2021	£185.00	£0.00	Total May
Cllr B Mason donation	24/05/2021	£25.00	£0.00	£2,607.60

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### Month by Month Breakdown

Monthly Balance Sheet	Mar-21	Apr-21	May-21
Expense (Cashbook)	2,601.64	6,111.45	2,607.60
Income (Cashbook)	-1,540.00	22,241.43	-1,521.58
Monthly Balance (Cashbook)	1,061.64	16,129.98	1,086.02
Bank Statement (First DOM)	52,965.12	51,903.48	68,033.46
Bank Statement (Last DOM)	51,903.48	68,033.46	66,947.44
Bank Monthly Balance	-1,061.64	16,129.98	-1,086.02

Bank Statement Balance as at 31<sup>st</sup> May 2021 £66,947.44

(c) Members considered what to do with the credit left on the village hall hire account. Members also noted that future hiring of the hall will be settled monthly in arrears.

**RESOLVED** that the credit on account is donated to the Village Hall.

(d) Members to consider the virement of the current earmarked reserve for the Millennium Copse.

**RESOLVED** that the virement of the amount of £1,200 which is currently an earmarked reserve is now a running cost.

### **FC21/35 Resignation / Councillor Vacancies / Meetings Schedule**

(a) Members noted that the resignation of Cllr. D. Ostler was received on 6<sup>th</sup> May 2021.

(b) Members noted that an additional Casual Vacancy has occurred due to the sad passing of Cllr. B. Mason.

(c) Members noted that the three Casual Vacancies will be filled by co-option, unless Electors call a poll and a by-election takes place.

(d) **RESOLVED** that the schedule of meetings for April 2021- May 2022 are accepted.

Chairman: Cllr C James

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Cllrs: P. Oakley, C. Pratt, N. Pullinger, W. Trundle, A. Turner

**FC21/36     Highway Issues**

(a) Members considered a residents letter regarding speeding traffic along Mill Lane and Spring Head Road. Members noted that speed signs were already in place but it will be raised during a future meeting with Devon County Council and C.Cllr. I. Hall.

**ACTION** that the Clerk will respond to the resident.

(b) Members noted the Temporary Road Traffic Orders which will be put on our Website.

1) Pound Lane, Uplyme     Thursday 1<sup>st</sup> July – 7<sup>th</sup> October 2021

Temporary prohibition of through traffic and parking due to retaining wall works and scaffolding.

Alternative route via Cooks Mead, Lyme Road, Tappers Knapp, Spring Head Road, Pound Lane and vice versa.

2) Whalley Lane, Uplyme     16<sup>th</sup> August – 20<sup>th</sup> August 2021 (both days inclusive)

Temporary prohibition of through traffic due to replacement of defected wear course, rectify defected pots, fix blockages in fibre ducts.

Alternative route Lyme Road, onto Gore Lane and vice versa.

3) Lime Kiln Lane, Lyme Road to Pound Lane Uplyme     31<sup>st</sup> August 2021

Temporary prohibition of through traffic due to rectifying a defect, 5m of resurface, closure required in conjunction with 3 way lights due to one way system at the end of the usrn.

Works will be completed in one day.

Alternative route Lyme Road onto Cooks Mead.

4) Gore Lane, Uplyme, Venlake Junction of Gore Lane to Gore Lane Junction of A3052

Resurfacing track as washed out.     13<sup>th</sup> September -17<sup>th</sup> September 2021

Alternative route Road from Swains Cottage to Woodbine Cottage to Lyme Road to Uplyme Road to Silver Street to Pound Street to Sidmouth Road and vice versa.

c) Lengthsman Role (Clearing of water courses / stone traps). Contractor to be appointed as and when, but costings will have to be budgeted in the future.

**FC21/37     Neighbourhood Plan and emerging Local Plan for East Devon**

(a) The Clerk provided Members with a written report of the District Local Plan meeting held on 25.05.2021 this was attended by Cllr. A. Turner and the Clerk and other Parish Council representatives across the District.

The report was noted and Cllr. A. Turner added that it was a very good informative meeting and is pleased that they will continue to have them.

Cllr. C. James will be arranging a Neighbourhood Plan meeting to start the review process. Additional help is needed and Cllr. W. Trundley offered his assistance.

- (b) The Housing Needs Survey for Uplyme was circulated to Members. They all expressed their delight to such a well written report with responses from 30% of residents. It was noted that the Devon Communities Together will be using the report for their Recruitment drive.

**RESOLVED** that the Housing Needs Survey is adopted and will be considered when the Neighbourhood Plan review takes place.

**FC21/38 Footpaths/Millennium Copse/Stafford Mount/King GeorgeV Play Area/Trinity Hill**

- (a) The Environmental Department at EDDC has been contacted regarding the stagnant water under the old railway bridge in Gore Lane, but would need further details.
- (b) Stafford Mount proposed bonfire, no response has been received from EDDC regarding no bonfires during COVID Restrictions. UPC to wait for restrictions to lift.
- (c) KGV, Cllr. N. Pullinger advised that new signs are going to be erected advising no overnight parking and only for field / hall use only. The Clerk advised that she had received several complaints regarding rubbish and only one bin in the vicinity. Clerk to advise the Hall Committee.
- (d) Cllr. Mrs. P. Frost advised that she at her last inspection the spring horse was rusty and making a noise. The Annual Inspection is due so we can see if they raise any issues, but in the interim Cllr. C. Pratt said he will take a look at it.

**FC21/39 Dog Bin**

Members discussed the issue of dog mess, bins etc.

**RESOLVED** that the Clerk is to purchase some signs to be put up around the village reminding dog owners to pick up after their dog.

**FC21/ 40 Planning**

**RESOLVED** that the Clerk has delegated power to respond to planning applications when an application falls outside a planning committee meeting, recess or if a meeting has to be cancelled. The Clerk will consult with at least two planning committee members.

The Clerk provided members with an update of applications that EDDC have now considered. (Listed below).

## Planning Applications – Update

21/0125/TRE	19 Barnes Meadow, Uplyme, Lyme Regis, DT7 3TD	T1. Ash:- Fell. Plant replacement Hawthorns	Approved	07/05/21
20/2822/FUL	Harcombe Farm, Harcombe, Lyme Regis, DT7 3RN	Conversion and change of use of former agricultural barn to form 4no residential units including construction of new access track and associated works	Withdrawn	10/05/21
20/2822/FUL (Amended)	Harcombe Farm, Harcombe, Lyme Regis, DT7 3RN	amendments relate to Amended design to unit 1 – to remove external staircase, Conversion and change of use of former agricultural barns to 3 no. units of holiday accommodation and 1 no. dwelling, construction of new access track and associated works.	Withdrawn	10/05/21
21/0451/TRE	Meadows End, Harcombe Road, Axminster, EX13 5TB	T1 Horn beam to remove lower limb 100mm cut. T2 - Oak, prune off lower limb 100mm cut T3 - Beam , tip reduction on long extending limbs approximately 1.5m back to good growth point cuts approximately 50mm, also remove the poorly pruned branch back to collar 120mm cut	Approved	02/06/21
21/0479/FUL	Talbot Arms Hotel, Lyme Road, Uplyme, Lyme Regis, DT7 3TF	Change of use of part of existing public house to form new dwelling	Approved	12/05/21
21/0621/FUL	Woodhay, Woodhouse Lane, Uplyme, Lyme Regis, DT7 3SX	Construction of rear and side extensions, alterations to the existing roof and insertion of rooflight to southeast elevation	Approved	10/05/21
21/0655/FUL	Upper Cottage, Rocombe, Lyme Regis, DT7 3RR	Conversion of garage to annexe including balcony and landscaping works (revision to 14/2506/FUL)	Approved	14/05/21
21/0516/FUL	Coombehayes Farm, Wadley Hill, Uplyme, Lyme Regis, DT7 3SU	Construction of extension to provide link between existing incidental outbuilding and main dwellinghouse, use of part of existing outbuilding to form annexe and other external alterations, including the insertion of new windows, doors and rooflights, the installation of solar panels, and the creation of a raised decking area	Approved	06/05/21
20/2822/FUL	Harcombe Farm, Harcombe, Lyme Regis, DT7 3RN	Amended Plans for Conversion and change of use of former agricultural barns to 3 no. units of holiday accommodation and 1 no. dwelling, construction of new access track and associated works	Withdrawn	10/05/21

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**FC21/41 Newsletter / Noticeboards / LymeOnline**

Members asked that dog mess issue is highlighted and that there are Parish Councillor Vacancies.

**FC21/42 Waste Disposal – Cemetery**

Members discussed how the green and black waste will be removed from the Cemetery.


















**RESOLVED** that the Clerk will organise a green bin collection from EDDC.

**FC21/43 Committee / Working Groups – Minutes and Reports**

(a) Members noted the Planning Committee 28<sup>th</sup> April 2021 meeting minutes.

**FC21/44 Correspondence to Members**

Members noted.

     From	Subject	Received
 Councillor Ian Hall	Members' COVID-19 Bulletin: 28 May 2021	Fri 28/05/2...
 Devon County Council	New faces for refreshed Devon County Council Cabinet ...	Thu 27/05/...
 Lyme Forward	LymeForward - April Newsletter (sorry, it's a little late)	Mon 10/05/...
 WIDGER Hayley 30669	Newsletter	Thu 06/05/...
 Devon County Council	Polling day is nearly here, what to do if you aren't feelin...	Tue 04/05/...
 Mary Williams	Universal Credit Information For Your Community	Tue 04/05/...
 Andrew Hopkins	Courtesy Copy: East Devon residents Coronavirus updat...	Fri 30/04/2...
 Flood Risk Managem...	Local Flood Risk Management Strategy Newsletter - April...	Fri 30/04/2...
 Devon Communities T...	Property Flood Resilience - read our latest newsletter	Fri 23/04/2...
 Uplyme Clerk	Trinity Hill Forestry Commission	Fri 16/04/2...
 Uplyme Clerk	Trinity Hill Axminster	Fri 16/04/2...
 David Whelan	FW: iREPORTit	Tue 13/04/...

**FC21/45 Addendum Items**

(a) Members to consider a representative on the Village Hall Committee

Cllr. C. Pratt was nominated, all in favour, no other nominations received.

**RESOLVED** that Cllr. C. Pratt is duly elected as the representative.

(b) Members to consider that Cllr. P. Oakley is a member of the Planning Committee not just a substitute.

**RESOLVED** that Cllr. P. Oakley is now elected member on the Planning Committee.

Chairman: Cllr C James

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**FC21/46      Date of future meetings**

The next meeting of the Full Council will be on Wednesday 14<sup>th</sup> July 2021 at Uplyme Village Hall at 7.15pm.

**FC21/47      Exclusion of Press and Public**

**RESOLVED** that the Council to exclude the press and public from the remainder of the meeting due to the confidential business under the Public Bodies (Admissions to Meetings) Act 1960, s1 (2)

**FC21/48      Personnel**

Members noted that the Clerks 13 week probation period ended on 31<sup>st</sup> May 2021 and Members were happy with the performance of the Clerk and agreed to appoint the Clerk as the permanent Clerk to the Council / RFO.

**RESOLVED** that the Clerk has successfully completed her probation period and as per the SLCC Contract the Clerk will join the LGPS Pension Scheme which will commence on 1<sup>st</sup> June 2021.

**Meeting Closed 9.25pm**

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

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