



# Uplyme Parish Council

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## **Minutes of the Meeting of the Council held on Wednesday 8<sup>th</sup> September 2021 at Uplyme Village Hall at 7.15pm**

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

Councillors: Cllrs. W. Trundley, A. Turner, P. Hackett, Ms. J. Rawlins,  
N. Pullinger, Mrs. C. Wiscombe

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

Members of the Public: Four

### **FC21/69 Apologies for Absence**

Apologies for Absence received from Cllrs. P. Oakley and C. Pratt which were accepted.

### **FC21/70 Approval of Minutes**

**RESOLVED** that the minutes from Meeting of the Council held on **14<sup>th</sup> July 2021** be approved as a correct and true record and signed by the Chairman.

Proposed Cllr. W. Trundley and seconded by Cllr. A. Turner

### **FC21/71 Declarations of Interest and Dispensations**

None received

### **FC21/72 Public Participation Session on items on the agenda**

Stafford Mount – has the Contractor been asked not to trim the wild flowers? Also when will more wild flowers be added?

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## FC21/73 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 (text)</b>
Meeting 10.03.2021	New computer / Microsoft 365	21/50	In progress
Meeting 05.05.2021	Facebook Parish Council page	21/14	In progress
Meeting 14.06.2021	Highways issues	21/36	Replied to resident regarding highway issues in spring head road. Resident would like signs or calming measures. Highways told about the overgrown sign.
Meeting 14.06.2021	Cemetery – Waste Bin	21/43-64	Clerk arranging with EDDC, awaiting confirmation from dept. As difficulty finding location- New sign has been purchased but the corner is damaged. Sent an email asking for a replacement; a new sign will be sent.
Meeting 14.07.2021	Lengthsman	21/57	Cllr A Turner to speak to a possible Contractor. EDDC – no Service Level Agreement.
Meeting 14.07.2021	Shredder / laminator	21/59	In progress
Meeting 14.07.2021	Wild About Devon	21/65	Clerk has joined the Parish Council.

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**FC21/74      To receive reports**

**Chairman** – Cllr. C. James thanked the Clerk for her time at Uplyme and all that she had done in the time she was in post.

**Parish Councillors** – Cllr. Ms. J. Rawlins asked if prior to the Parish Council meeting Councillors would consider doing a Lateral Flow Test as we are in a 3<sup>rd</sup> waive, this was noted.

**County Councillor** – C.Cllr. I. Hall sent his apologies as he has work commitments and submitted his report which was circulated to Members and noted.

**Outside Bodies** – Nothing to report.

**FC21/75      Finance**

**(a)** Members viewed the finance breakdown and agreed payments for September 2021 and those made under delegation in August 2021

**RESOLVED** that the following payments were /will be settled:

Payments August

<b>Name</b>	<b>Details</b>	<b>Amount</b>	<b>VAT</b>
Fluxy's Garden Services - Monthly Maintenance	Grounds Maintenance	£653.80	0
Fluxy's Garden Services – Millennium Copse	Grounds Maintenance	£90.00	0
Personnel	Personnel	£1,424.80	0
Telephone & email Charge (02/Gmail) (clerk to be reimbursed)	Telephone/Communication	£17.84	2.19
Office Allowance (Clerk)	Expenses	£18.00	0
Uplyme Village Hall	Hall Hire	£57.00	0
Aubergine	Website Annual Charge	£633.60	105.60
A M Bates	Expenses	£20.00	0
Design House sign	Cemetery Sign	£68.96	11.49
		<b>£2,984.00</b>	<b>£119.28</b>

Payments September

<b>Name</b>	<b>Details</b>	<b>Amount</b>	<b>VAT</b>
Fluxy's Garden Services - Monthly Maintenance	Grounds Maintenance	£653.80	0
Fluxy's Garden Services – Millennium Copse	Grounds Maintenance	£90.00	0
Personnel	Personnel	£1333.40	0
Telephone & email Charge (02/Gmail) (clerk to be reimbursed)	Telephone/Communication	£ 12.71	1.35
Office Allowance (Clerk)	Expenses	£9.00	0

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Uplyme Village Hall	Hall Hire	£17.00	0
PKF Littlejohn	External Auditors	£240.00	40.00
	<b>TOTAL</b>	<b>£2355.91</b>	<b>£41.35</b>

### Receipts July/ August

	<b>TOTAL</b>	<b>0.00</b>
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Payments July / August		July		August	
Name	Details	Amount	VAT	Amount	VAT
Clerks expenses	Travel/Expenses	18.00	0.00	18.00	0.00
Google Email	Telephone/Communication	4.60	0.00	4.60	0.00
O2	Telephone/Communication	6.67	1.33	6.76	1.35
O2	Telephone/Communication	0.72	0.15	4.29	0.84
AM Bates	Salary PAYE/NI	2053.60	0.00	1,424.80	0.00
Fluxy's Maintenance	Grounds Maintenance	653.80	0.00	653.80	0.00
MC Maintenance	Millennium Copse & MTF	90.00	0.00	90.00	0.00
Uplyme Village Hall	Room Hire	69.50	0.00	57.00	0.00
Aubergine	Computer Accessories/Charges	0.00	0.00	528.00	105.60
AM Bates	Travel/Expenses	0.00	0.00	20.00	0.00
designahousesign	Maintenance/Buildings	0.00	0.00	57.47	11.49
HMRC	Tax / NI (quarterly)	1669.83	0.00	0.00	0.00
Signsbypost	Dog signs	24.60	0.00	0.00	0.00
Post office	Stamps	19.44	0.00	0.00	0.00
	<b>Total</b>	<b>£4,610.76</b>	<b>£1.48</b>	<b>£2864.72</b>	<b>£119.28</b>

Monthly Balance Sheet	May 21	June 21	July 21	Aug 21
Expense (Cashbook)	2,607.60	£4,042.83	4,612.24	2,984.00
Income (Cashbook)	-1,521.58	-286.00	0.00	0.00
Monthly Balance (Cashbook)	1,086.02	3,756.83	4,612.24	2,984.00
Bank Statement (First DOM)	68,033.46	66,947.44	63,190.61	58,578.37
Bank Statement (Last DOM)	66,947.44	63,190.61	58,578.37	55,594.37
Bank Monthly Balance	-1,086.02	-3,756.83	-4,612.24	-2984.00

Bank Statement Balance as at 31<sup>st</sup> July £ 58,578.37 and  
31<sup>st</sup> August £55,594.37

Members noted that the Clerk had received the Annual Return from PKF Littlejohn, no issues were raised. The Clerk confirmed that the Notice of Conclusion of Audit has been publicised.

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**FC21/76**      **Co-option of one vacant seat**

(a) The Chairman invited the candidate to address the Council as to why they would like to be a Councillor. Mrs. C. Wiscombe.

A secret ballot took place and the results were as follows:

**RESOLVED** that Mrs. C. Wiscombe was duly co-opted onto the Council.

Mrs. C. Wiscombe signed the Declaration of Acceptance of Office and took their seat.

**FC21/77**      **Highway Issues / Quarterly Meeting**

(a) Members noted that the road signs in Spring Head Road have been cleared from vegetation.

(b) The Quarterly Highways meeting took place on 28.07.2021 and the village drainage and Crogg Lane Narrows were looked at during the site visit with C.Cllr. I. Hall, Jamie Hulland(DC), Dave Ashford (EDDC), Cllr. C. James, Cllr. A. Turner and the Clerk.

Various matters were discussed and viewed including the line of site along Lyme Road, extension of the footpath, possible 20mph limit (from the garage of the black dog), zebra crossing opposite the village hall especially due to the loss of the crossing patrol plus better signage.

Structural Engineers will have to look at the wall and costings to provide a footpath. C.Cllr. I Hall confirmed that £1k of his localities fund would be secured for this project.

The Parish Council could agree to upto £3k towards the project which DC/EDDC would match fund.

**RESOLVED** that the Parish Council's agree to the proposal of 20mph speed limit through the village centre.

**FC21/78**      **Neighbourhood Plan and emerging Local Plan for East Devon**

The Chairman advised that a review will have to be completed and a working group to be meet (CJ/AT/WT/CW). Date of this meeting to be confirmed.

Members noted that Cllr. A. Turner and the Clerk attended a virtual Local Plan meeting with EDDC/DC and a further email has been received from Angela King which has been circulated to Members.

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**FC21/79      Residents and other correspondence received**

1. Highways – Town and Parish Events – Questionnaire – Cllr A. Turner
2. Defibrillator Awareness session – Richard Oaten – Date to be confirmed.
3. Community Action Map – Wild About Devon – Nature projects in the Parish (Kat Crenol, Assistant Nature Conservation Officer | Natural Environment Team Devon County Council).
4. Fields in Trust – Play area PL insurance, confirmed that our Insurance is sufficient and additional Fields in Trust cover is not required.
5. Ray Cranes – confirmed that the overgrown foliage in Venlake within the curtilage of Guinness Trust properties is scheduled to be rectified. Hedging opposite the garage has been completed by Mr. Ostler.
6. PKF Littlejohn Annual Return has been completed and the Notice of Conclusion of Audit has been released.
7. Email from Angela King regarding Neighbourhood planning has been circulated to Councillors.

**FC21/80      Footpaths/Millennium Copse/Stafford Mount/King George V Play Area/Trinity Hill**

(a) It was noted that the Stafford Mount project including wild flower beds, bug hotel etc. will be organised with the school and local children's clubs – this will be Parish Council led.

**FC21/ 81      Planning**

Cllr. A. Turner advised Members of the recent applications received and considerations made by the Committee. Members were provided with a spreadsheet of applications now considered by EDDC.

The Chairman thanked Cllr. A. Turner and the Committee for all their work.

**Planning Applications – Update**

			Parish Council	EDDC
21/0699/FUL	Rhododendron House, Woodhouse, Lyme Road, Uplyme, Lyme Regis, DT7 3XA	Construction of timber structure to screen existing shipping containers, partially retrospective	Do not support	Approved (02/09/2021)
21/0932/MFUL	Monkton Wyld Holiday Park, Scott's Lane, Charmouth, Dorset, DT6 6DB	Extension of the caravan and camping site to provide serviced pitches for touring units (touring caravans, motor caravans, trailer tents/tents) with associated infrastructure including roads, hardstandings, low level lighting, security fenced caravan storage compound /	Support	Approved (18/08/2021)

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landscape planting.

21/1765/FUL	Church Acre, Rhode Lane, Uplyme, Lyme Regis,	Replacement single storey detached garage	Support	Approved (20/08/2021)
21/1801/FUL	The Laurels, Lyme Road, Uplyme, Lyme Regis, DT7 3TQ	Erection of Summer House	Support	Approved (18/08/2021)

**FC21/82     Newsletter / Noticeboards / LymeOnline**

Defibrillator training to be published once confirmed.

**FC21/83     Cemetery**

Members noted that the Cemetery sign has been damaged in transit a new one is to be distributed.

**FC21/84     Clerk / RFO vacancy**

Members noted that applicants will be interviewed on Tuesday 14<sup>th</sup> September 2021.

**FC21/85     Committee / Working Groups – Minutes and Reports**

(a) Members noted the Planning Committee 13<sup>th</sup> July 2021 and 28<sup>th</sup> July (draft) meeting minutes.

(b) Xmas Light Working Group to be arranged to look at a Parish Council event possibly together with the Hall Committee.

**FC21/86     Public Forum**

A resident asked what the Parish Council can do to assist with the major issue of dog mess at Cranbrook. A dog bin / more signs?

Church Street – the seating area requires cleaning along with the rabbit / owl which the writing cannot be seen.

Cllr. Ms. J. Rawlins would like to discuss at a future meeting Community Energy Fund also the Rural Communities Energy Fund.

**FC21/87      Date of future meetings**

**RESOLVED** that the meeting will be a week later than the scheduled meeting. The next meeting of the Full Council will be on Wednesday **20<sup>th</sup> October 2021** at Uplyme Village Hall at 7.15pm.

**Meeting Closed 9.05pm**

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

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

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