



# Uplyme Parish Council

PO Box 259, Axminster, Devon EX13 5SX

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

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

---

## **Minutes of the Meeting of the Council held on Wednesday 9<sup>th</sup> February 2022 at Uplyme Village Hall at 7.15pm**

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

Councillors: Cllrs. A. Turner, P.Hackett, C. Pratt, W. Trundley, ,  
Mrs. C. Wiscombe

Officer: Zishan Adamson-Drage, Clerk to the Council / RFO

Members of the Public: Nine present including County Cllr. Hall. No members of  
the press.

**FC22/25      Apologies for Absence**

Cllrs. P. Oakley and N. Pullinger.

**FC22/26      Approval of Minutes**

**RESOLVED** that the minutes from the Meeting of the Council held on **12<sup>th</sup> January 2022** be approved as a correct and true record and signed by the Chairman.

Proposed Cllr. C. Pratt and seconded by Cllr. W. Trundley.

**FC22/27      Declarations of Interest and Dispensations**

None.

**FC22/28      Public Participation Session on items on the agenda**

No questions or issues were raised from the members of the public present.

**FC22/29      Clerks Progress Report**

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

Chairman: Cllr C James

Vice Chairman: Mrs P Frost

Cllrs: P. Hackett, P. Oakley, C. Pratt, N. Pullinger, W. Trundley, A. Turner , Mrs. C. Wiscombe

Meeting date	Task Name	Minute reference and details	Action taken (text)
Meeting 10.03.2021	New computer / Microsoft 365	21/50	Order placed with Dell on 2 <sup>nd</sup> February for Dell Vostro 5510 laptop, with Windows 10, MS Office Home & Business 2021.
Meeting 14.06.2021	Cemetery – Waste Bin	21/43-64	Signs collected – arranged for them to be affixed by Cllr Pratt.
Meeting 14.07.2021	Lengthsman	21/57	Need to officially appoint a contractor in April 2022. Terms of the contract to be discussed in the February meeting.
Meeting 14.07.2021	Shredder / laminator	21/59	Laminator purchased.
Meeting 12.2.2022	Platinum Jubilee funding	22/4	Information forwarded to a representative of the community group.
Meeting 12.1.2022	Proposed Changes to legislation on Cemetery	22/21	Letter to MP - In progress
Meeting 12.1.2022	Cemetery	22/22	Clerk reported to grave digger to rectify sunken grave – completed. Clerk reported to garden contractor to clean the grids – completed.
Meeting 12.1.2022	Millennium Copse	22/18	Report of broken handrail. Clerk to engage a handyman to repair – in progress.
Meeting 12.1.2022	Playground quotes for remedial work	22/10	One quote obtained through EDDC. Second quote expected 15 <sup>th</sup> February.

## FC22/30 To receive reports

**Chairman** - Cllr. James brought forward item 17 (a) regarding correspondence from Uplyme Community Sponsorship. Devon County Council had taken over management of the Syrian refugee family.

Cllr. James also brought item 9 on the Post office closure forward. Cllr. James advised that he had sent a letter, as mandated by the Council and which had been circulated to Councillors. A response had been received by Martin Whitehead, Chairman of the Bestic Trust, which Cllr. James did not intend to circulate. However, Cllr. James read out his email response to Mr Whitehead's email. **RESOLVED** Cllr. Trundley was proposed as the Council's representative to round table discussions with the Bestic Trust. Cllr. Turner proposed the appointment, and Cllr. James seconded the proposal.

**Parish Councillors** – Cllr. Trundley informed the Council that he had attended the Bestic Trust surgery which had taken place at the outdoor classroom. The session had proved informative and positive. The Bestic Trust representatives had confirmed that they did want to engage with the Parish Council, and acknowledged that communications could have been better in the past. Cllr. Trundley advised that the Trust had come up with a workable solution to the highways issues around the proposed school development and they would be presenting that to the Highways Forum to take place on 14<sup>th</sup> February.

Cllr. James updated Council on the items of discussion at the Highways Forum; the £60k allocated for the Crogg Lane narrows was deemed insufficient funding by Highways for the work needed, so these funds were to be partially diverted to a

Chairman: Cllr C James

Vice Chairman: Mrs P Frost

Cllrs: P. Hackett, P. Oakley, C. Pratt, N. Pullinger, W. Trundley, A. Turner, Mrs. C. Wiscombe

zebra crossing. The crossing had been justified by doing a count of people crossing the B3165 at the village hall. This was in conjunction with the new school access, which originally had been a one-way system from the roundabout at the Masters Close junction. Cllr. Turner requested that Mr D. Ostler be formally invited to the Highways Forum.

**County Councillor** – C.Cllr. I. Hall requested copies of the correspondence regarding the ongoing discussions with the Bestic Trust and the new school access. Cllr. Hall clarified with the Council that the £1k locality funding he had pledged would be transferred to either the zebra crossing or the school access. Cllr. Trundley requested that Cllr. Hall liaise with DCC officers in advance of the Highways Forum to look over the newly proposed access plans and advise whether they are feasible in principle.

Cllr. Hall gave an update on the assistance provided through funding for those who may be struggling financially after the planned 1.5% national insurance rise in April. He advised that his priorities over the coming months were to help Devon respond to the ecological emergency, inclusive economic growth and to focus on how to make our communities safer. Cllr. Hall also advised that he had been working on education and fairer funding since his election in 2017. He added that DCC had commissioned a report on race, which was hard hitting, and he committed to ensuring everyone felt equally included.

**Outside Bodies** – Nothing to report.

## FC22/31 Finance

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

### Payments January

Name	Details	Amount	VAT
Uplyme Village Hall	Room Hire	£43.00	£0.00
Fluxy's Maintenance	Grounds Maintenance	£653.80	£0.00
Christmas lights 2021	Uplyme Christmas Lights Project	£124.50	£0.00
J Booth Lengthsman	Lengthsman	£421.00	£0.00
Running costs	Salary PAYE/NI	£1,415.36	£0.00
Amazon - reimburse Clerk	Stationery/Misc	£141.48	£23.58
Google Email	Telephone/Communication	£4.60	£0.00
o2	Telephone/Communication	£8.11	£0.00
Expenses	Travel/Expenses	£69.25	£0.00
Plain paper - reimburse Clerk	Stationery/Misc	£2.95	£0.00
	<b>TOTAL</b>	<b>£2,884.05</b>	<b>£23.58</b>

### Payments February

Name	Details	Amount	VAT
Uplyme Village Hall	Room Hire	£55.00	£0.00
Dell	Laptop	£924.20	£154.03
Argos (via Clerk)	Laminator	£46.98	£0.00
	<b>TOTAL</b>	<b>£1026.18</b>	<b>£154.03</b>

### Income January

Name	Details	Amount
Resident donation	Uplyme Christmas Lights Project	-£20.00
	<b>Total</b>	<b>(£20.00)</b>

Chairman: Cllr C James

Vice Chairman: Mrs P Frost

Cllrs: P. Hackett, P. Oakley, C. Pratt, N. Pullinger, W. Trundley, A. Turner, Mrs. C. Wiscombe

## (b) Members noted the bank reconciliation for January 2022:

## January 2022

Monthly Balance Sheet	Nov-21	Dec-21	Jan-22
Expense (Cashbook)	2,512.43	3,482.09	2,884.05
Income (Cashbook)	-	1,100.00	152.00
Monthly Balance (Cashbook)	2,512.43	2,382.09	2,732.05
Bank Statement (First DOM)	72,240.89	71,158.46	68,776.37
Bank Statement (Last DOM)	69,728.46	68,776.37	66,044.32
Bank Monthly Balance	-2,512.43	-2,382.09	-2,732.05

## (c) Members noted the update on progress against budget to the end of quarter 3 2021-22:

Category	£ Spend in Quarter 3
Audit Fee	£ -
Room Hire	£ 194.00
Registration/Subscriptions/Training	£ 36.00
Maintenance/Buildings	£ -
Travel/Expenses	£ 201.10
Web hosting	£ -
Stationery/Misc	£ 69.92
General Admin	£ -
Bank Charges	£ -
Lease	£ -
Telephone/Communication	£ -
Grant (S137)	£ -
Insurance	£ -
Advertising	£ -
Computer Accessories/Charges	£ -
Postage	£ -
Skip Hire	£ -
Legal Advice	£ -
Salt/Sand	£ -
Salary PAYE/NI	£ 4,357.23
HMRC Tax / NI	£ 911.51
Pensions	£ 1,367.56
Signposts	£ -
Millennium Copse & MTF	£ -
Grounds Maintenance	£ 2,231.40
Lengthsman	£ -
Fencing	£ -
Trees	£ -
Refreshments	£ -
NP Office Supplies/Stationery	£ -
Playground Maintenance/Extras/Moles	£ -
Footpath funds	£ -
Uplyme Speed Campaign	£ -
Playground funds	£ -
Millennium Copse & MTF	£ -
Locality funding	£ -
Cemetery repairs	£ -
Neighbourhood Plan	£ -
Emergency fund	£ -
Churchyard fund	£ -
CIL Community Infrastructure Levy	-£ 422.14

Chairman: Cllr C James

Vice Chairman: Mrs P Frost

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

Uplyme Christmas Lights Project	£	463.03
Laptop & Software cover	£	-
May 2019 Election Costs	£	-
UVN - Coronavirus Prompt Action Fund	£	-
Devon Resilience Funding - Flood	£	57.90
Devon Air Ambulance DAA	£	-
Precept/East Devon Income funding	£	-
VAT Return Previous Year	£	-
Cemetery Fees	-£	1,650.00
ALTO Card Debit Top Up	£	-
Bank Interest	£	-
Income Other	£	-
<b>Totals for Quarter 3</b>		
Expenditure	£	9,889.65
Income	£	2,072.14
<b>Totals YTD</b>		
Expenditure	£	32,459.68
Income	-£	48,274.57

### **FC22/32      Lengthsman**

(a) Councillors approved option B for the working arrangements for the Lengthsman which allowed for 80 hours of digger work and 67 hours of strimming duties per annum. **RESOLVED** Cllr. Turner proposed that the working arrangements be approved, Cllr. Mrs Frost seconded. Agreed.

(b) **RESOLVED** That the draft contract be formally adopted for the Lengthsman services Cllr. Trundley proposed, seconded by Cllr. Mrs Wiscombe. Agreed.

### **FC22/33      Post Office Service**

(a) Covered in the Chairman's report update in Item 6.

### **FC22/34      Insurance**

(a) **RESOLVED** To remain with the same insurer rather than obtain quotes. Cllr. James proposed, seconded by Cllr. Pratt.

### **FC 22/35      Code of Conduct Consultation**

(a) **RESOLVED** The Clerk to send the link to the consultation questionnaire to all Councillors again, and Councillors to submit individual responses to East Devon District Council by the deadline of 14 March 2022.

### **FC22/36      A35 Parishes Steering Group**

(a) **RESOLVED** that Cllr. A Turner will represent the Council in this group. The Clerk will pass on his email address to the Clerk of Widworthy PC to arrange the meeting.

Chairman: Cllr C James

Vice Chairman: Mrs P Frost

Cllrs: P. Hackett, P. Oakley, C. Pratt, N. Pullinger, W. Trundley, A. Turner, Mrs. C. Wiscombe

**FC22/37**      **Council Governance**

Both items under this entry to be deferred to the next meeting.

**FC22/38**      **Platinum Jubilee**

(a) Cllr. James reminded Councillors that District Cllr. Ian Thomas had donated an oak tree and commemorative plaque for the jubilee. Councillors discussed suitable planting areas and two were identified; the triangle outside the Church and the King George VI field. The Clerk had sent out information about commemorative benches. Cllr. James suspended Standing Orders for Cty. Cllr Hall to speak. Cllr. Hall offered to provide some locality funding towards this project if an application is submitted. Standing Orders were reinstated.

**RESOLVED** 1. the Clerk to contact Cllr. Thomas to accept the offer of the tree on behalf of the Council and to contact the KG5 trustees to discuss the possibility of siting the tree on the field. 2. The Clerk to obtain quotes for a commemorative bench to bring to the March Council meeting.

**FC22/39**      **Highway Issues**

(a) No further items were raised to discuss at the meeting due to take place on 14<sup>th</sup> February 2022.

**FC22/40**      **Neighbourhood Plan and emerging Local Plan for East Devon**

Cllr. James was still updating the plan.

**FC22/41**      **Residents and other correspondence received**

- (a) Discussed in item 6.
- (b) None received.

**FC22/42**      **Footpaths/Millennium Copse/Stafford Mount/King GeorgeV Play Area/Trinity Hill**

- (a) Councillors were to split walking the parish footpaths between them in April 2022 in order to prepare a maintenance report for the Parish Paths Partnership scheme.
- (b) Cllr. Turner advised that the Millennium Copse needed tidying up. The Clerk to contact the contractor to carry out some work on the site.

**FC22/43**      **Planning**

Cllr. Turner advised Members of the recent applications received, appeals made and considerations made by the Committee. Members were provided with a spreadsheet of applications now being considered by EDDC and recent approvals/refusals.

**FC22/44     Newsletter / Noticeboards / LymeOnline**

Cllr. James to get in contact with Lyme Online to inform them of the Highways Forum taking place on 14<sup>th</sup> February.

**FC22/45     Committee/Working Groups**

- (a) Members noted the minutes from the Planning Committee on 26<sup>th</sup> January 2022.
- (b) Covered under item 18.

**FC22/46     Public Forum/Members items**

None put forward.

**FC22/47     Date of future meetings**

**RESOLVED** The next meeting of the Full Council will be on Wednesday **9<sup>th</sup> March 2022** at Uplyme Village Hall at 7.15pm. **Meeting Closed 8.45pm**

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

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