



# Uplyme Parish Council

c/o Uplyme Village Hall, Lyme Road, Uplyme, Lyme Regis DT7

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

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

Clerk to the Council: Zishan Adamson-Drage

Dear Councillor,

Members of Uplyme Parish Council are hereby summoned to attend the virtual Annual Meeting of the Council on **Wednesday, 4<sup>th</sup> May 2022 at 7.20pm** for the purposes of transacting the following business.

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

Mrs. Zishan Adamson-Drage  
Clerk to the Council

Thursday 28<sup>th</sup> April 2022

*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 4<sup>th</sup> May 2022**

### **AGENDA**

#### **1. Election of Chairman (Section 15 and 34 of the LGA 1972)**

- (a) To Propose and Second nominations for the Office of Chair and, if there is more than one nominee, to vote thereon.
- (b) To execute the declaration of acceptance of Office of Chair 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 Chair and, if there is more than one nominee, to vote thereon.
- (b) To execute the declaration of acceptance of Office of Vice Chair 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 **13<sup>th</sup> April 2022** (previously circulated).

Chairman: Cllr. C James

Vice Chairman: Cllr. Mrs. P. Frost

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

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

- (a) Members to review and agree the Committees and Terms of Reference;

<b>FINANCE, BUDGET, FORWARD PLANNING and COUNCIL STRUCTURE</b>
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**10. Finance**

- (a) Members to view and agree the payments to be made in May 2022 and those made under delegation. A revised financial breakdown will be circulated at the meeting if there are any further payments to be made. ([appendix 2](#)).
- (b) Members to agree the bank reconciliations for April 2022, also for the year ending 31<sup>st</sup> March 2022 (previously circulated). ([appendix 3](#)).
- (c) Members to view and agree the Internal Auditors report, take any action required.
- (d) 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 (**appendix 4**).
  - (ii) Effectiveness of its system of Internal Control which is in accordance with proper practices.
  - (iii) By Resolution the Annual Governance Statement 2021/22 Section 1 is approved.
  - (iv) Accounting Statement for 2021/2022 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 13<sup>th</sup> June 2022.
  - (vi) Section 137 expenditure limit for 2022/23 is £8.82 per elector.

**11. Grant Request**

Members to consider a grant request from the Platinum Jubilee village party organisers ([appendix 5](#)).

## DECISION ITEMS

### 12. Lyme Road Closure

- (a) Members to consider alternative dates for the road closure planned between 6<sup>th</sup>-10<sup>th</sup> June 2022 for gas works.

### 13. Highway issues

- (a) To receive any Highway issues for the forthcoming Highways Quarterly Forum on 16<sup>th</sup> May 2022.

### 14. Residents and other correspondence received

- (a) Members to note the dates of the climate community conversations organised by Lyme Regis Development Trust:
- **Monday 9th May from 6-9pm** (in Charmouth at the Mallory Haytor room in the Elms Community Centre, The Street, Charmouth DT6 6LN)
  - **Tuesday 10th May from 9am-1pm** (at the Lyme Regis Football Club, Charmouth Road DT7 3DT - refreshments and parking available)
  - **Sunday 15th May from 1-4pm** (at the May Fete on the Anning Road playing field DT7 3EB)
- (b) Members to receive and discuss the correspondence received and agree any action to be taken.

### 15. Footpaths / Millennium Copse / Stafford Mount / King George V play area

- (a) To allocate footpaths for audit to volunteers from the DCC list and to receive a report on the footpaths in the Parish already walked;
- (b) To receive an update on the Millennium Copse/Stafford Mount/King George V play area and consider any action.

### 16. Newsletter/ Notice boards/ Lyme Online

Members to forward any items for the various communication distributions.

### 17. Asset Register

- (a) Members to agree the updated Asset Register ([appendix 6](#));

## FOR NOTING

### 18. Committee / Working Groups - Minutes and Reports

- (a) To note the minutes from the following Committee Meetings
- |                                |                                      |
|--------------------------------|--------------------------------------|
| Planning Committee :           | 13 <sup>th</sup> April 2022          |
|                                | 27 <sup>th</sup> April 2022 (draft); |
| Estates & Personnel Committee: | 27 <sup>th</sup> April 2022 (draft)  |
- (b) To receive an update report on:
- (i) Grounds maintenance
  - (ii) Cemetery
  - (iii) Working Groups

**19. 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.

**20. Date of future meetings**

The next meeting of the Full Council will be the Annual meeting held on Wednesday 8<sup>th</sup> June 2022 at the Uplyme Village Hall at 7.15pm