



Uplyme Parish Council

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Minutes of the Meeting of the Council held on Wednesday 4th May 2022 at Uplyme Village Hall at 7.20pm

Present: Chairman: Cllr. C. James Vice Chairman: Cllr. Mrs. P Frost
Councillors: Cllrs. A. Turner, C. Pratt, W. Trundley,
 Mrs. C. Wiscombe and P. Hackett
Officer: Zishan Adamson-Drage, Clerk to the Council / RFO
Members of the Public: Eight present. No members of the press.

FC22/96 Election of Chair (Section 15 and 34 of the 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 after the meeting.

FC22/97 Election of Vice Chair (Section 15 (6) and 34 (6) of the LGA 1972)

Cllr. A. Turner was proposed by Cllr. C. Pratt and seconded by Cllr. Mrs Frost. Cllr. James offered his thanks to Cllr. Mrs Frost for her hard work and support as Vice Chair over the past year.

RESOLVED that Cllr. A. Turner be elected as Vice Chair for the municipal year and it was agreed that the Declaration of Acceptance of Office be signed after the meeting.

FC22/98 Apologies for Absence

Cllrs. N. Pullinger and P. Oakley. Cllr. Turner proposed a dispensation for absence be given to Cllr. N. Pullinger, seconded by Cllr. James. **RESOLVED** The Council grant Cllr. N. Pullinger a dispensation for absence due to ill health.

FC22/99 Approval of Minutes

RESOLVED that the minutes from the Meeting of the Council held on **13th April 2022** be approved as a correct and true record and signed by the Chair.

Chair: Cllr C James

Vice Chair: Cllr. A. Turner

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

Proposed Cllr. W. Trundley and seconded by Cllr. P. Hackett.

FC22/100 Declarations of Interest and Dispensations

None.

FC22/101 Public Participation Session on items on the agenda

A resident highlighted a problem with Japanese knotweed, which had been reported to Devon County Council. A request was made for the Council to contact Environment Agency to report the spread of the weed on the banks of the River Lim. **RESOLVED** Cllr. James would raise the issue at the forthcoming Highways Quarterly Forum on 16th May 2022.

A resident notified the Council about an issue with debris being caught in the river's gabion mattress by the Talbot public house, which was causing odours and flies. The matter had been reported to the correct department at Devon County Council and an officer was due to visit.

FC22/102 Clerks Progress Report

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

Meeting date	Task Name	Minute reference and details	Action taken (text)
Meeting 12.1.2022	Playground quotes for remedial work	22/10	Contacted chosen contractor to instruct about work – due to meet on site to discuss further.
Meeting 9.3.2022	Advertising Councillor co-option vacancy	22/51	Advertised on Noticeboard, website and Council Facebook page and shared to Uplyme Village Noticeboard.
Meeting 9.3.2022	Publish Financial Regs	22/62	Financial Regs published on website.
Meeting 9.3.2022	Add Cllr. Oakley to the banking signatory mandate	22/59	Application to add a signatory sent to Council's banker in March 2022.
Meeting 13.4.2022	Litter bin installation at Cemetery	22/77	Embargo on installing new litter bins until further notice.
Meeting 13.4.2022	Send Internal Audit report to Members once received.	22/83	To be received. All supporting documentation sent to auditor for review.

FC22/103 To receive reports

Chairman – gave an outline of a recent meeting with the Bestic Trust regarding the access for the proposed school.

Parish Councillors – nothing to report.

County Councillor – C.Cllr. I. Hall had given his apologies.

Outside Bodies – Nothing to report.

Chair: Cllr C James

Vice Chair: Cllr. A. Turner

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

FC22/104 Finance

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

Payments April

Name	Details	Amount	VAT
Uplyme Village Hall	Room Hire	£51.00	£0.00
Fluxy's Maintenance	Grounds Maintenance	£1,035.80	£0.00
DALC	Registration/Subscriptions/Training	£419.41	£48.40
HMRC PAYE	HMRC Tax / NI	£583.59	£0.00
ICO data fee	Registration/Subscriptions/Training	£40.00	£0.00
Z A-D	Salary PAYE/NI	£1,310.01	£0.00
Z A-D	Travel/Expenses	£50.59	£0.00
DCC Pension Scheme	Pensions	£410.41	£0.00

FC22/105 (b) Members noted the bank reconciliation for April 2022:

Monthly Balance Sheet	Apr-22
Expense (Cashbook)	3,900.81
Income (Cashbook)	- 25,671.50
Monthly Balance (Cashbook)	-21,770.69
Bank Statement (First DOM)	60,528.48
Bank Statement (Last DOM)	82,299.17
Bank Monthly Balance	-21,770.69

(c) **RESOLVED** Members agreed the Internal Auditors report, dated 3rd May 2022.

(d) **RESOLVED** Members noted the year on year variances in the Accounting Statements 2021-22.

FC22/106 Section 1 - Annual Governance Statement 2021/22

Members evaluated the effectiveness of its system of Internal Control which is in accordance with proper practices. **RESOLVED** that assertions 1, 2, 3, 4, 6, 7 and 8 be answered 'yes'. That assertion 5 be answered 'no' in line with the Internal Auditor's advice and an explanatory note be provided to the external auditor. Assertion 9 is not applicable. Cllr. James proposed approval, seconded by Cllr. Trundley. Approved.

FC22/107 Section 2 – Accounting Statements 2021/22

Cllr. James proposed that, in line with the concurrence of the Internal Auditor, the Council approve the statements for the 2021-22 financial year, seconded by Cllr.

Chair: Cllr C James

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

Trundley. **RESOLVED** The Accounting statement 2021-22 is approved for submission to the external auditor. Agreed.

The date for publication of Notice of Public Rights and Publication of Unaudited Annual Return of 13th June 2022 was duly noted. The Section 137 expenditure limit for 2022/23 of £8.82 per elector was duly noted.

FC22/108 **Grant Request**

(a) Cllr. Mrs Wiscombe had concerns about the fairness of purchasing a Platinum Jubilee memento solely for the primary/preschool children. Cllr. James proposed instead offering sponsorship of £200 for prizes to be given at the village party, seconded by Cllr. Mrs Wiscombe. With one abstention, the vote was carried. **RESOLVED** under s.145 LGA 1972, to sponsor prizegiving for the village Platinum Jubilee party for £200.

FC22/109 **Lyme Road Closure**

(a) Standing orders were suspended for a member of the public to speak about the works being undertaken, and then reinstated. **RESOLVED** for the Clerk to investigate alternatives with the contractor to closing the road in this busy period of 6-10th June 2022.

FC22/110 **Highway Issues**

(a) No further items to discuss.

FC22/111 **Residents and other correspondence received**

(a) Members noted the dates for the Community Conversations planned in Lyme Regis.
(b) None received.

FC22/112 **Footpaths/Millennium Copse/Stafford Mount/King George V Play Area/Trinity Hill**

(a) **RESOLVED** the Clerk to reissue the PROW information for Uplyme so Councillors can reply to her with their nominated parish footpaths to walk for those who are able to.
(b) Members noted that the Millennium Copse had been recently cut back. The Clerk also advised that she had a meeting arranged with the Headteacher of Mrs Ethelston's Primary Academy to discuss commencing a project on revitalising Stafford Mount. Cllr. Mrs Wiscombe advised it may be worth approaching the Scouts as well.

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FC22/113 Planning

Cllr. Turner advised Members of the recent applications received, appeals made and considerations made by the Committee. He also took the opportunity to thank the Committee for their hard work throughout the previous 12 months.

FC22/114 Newsletter / Noticeboards / LymeOnline

No items were raised.

FC22/115 Committee/Working Groups

(a) Members noted the minutes from the Planning Committee on 13th April 2022 and 27th April 2022.

(b) Nothing new to report.

FC22/116 Public Forum/Members items

None put forward.

FC22/117 Date of future meetings

RESOLVED The next meeting of the Full Council will be on Wednesday **8th June 2022** at Uplyme Village Hall at 7.15pm. **Meeting Closed 8.45pm**

Signed by Chairman: _____

Date: _____