



Uplyme Parish Council

c/o Uplyme Village Hall, Lyme Road, Uplyme, Lyme Regis DT7 3UY
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Website: 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, 9th November 2022 at 7.15pm** 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 3rd November 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.

Meeting of the Council on Wednesday 9th November 2022

AGENDA

- 1. Apologies for absence**
- 2. Approval of Minutes**
 - (a) To approve, as a true record, the minutes from the meetings dated **12th October 2022** (previously circulated).
- 3. To receive member's declarations of interest and dispensations in items on the agenda.**
- 4. 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.
- 5. To receive the Clerk's progress report ([appendix 1](#)).**
- 6. To receive reports**
 - (a) Chairman
 - (b) Parish Councillors
 - (c) County Councillor
 - (d) Representatives on Outside Bodies

Chairman: Cllr. C James

Vice Chairman: Cllr. A. Turner

Cllrs: P. Hackett, P. Oakley, D. Ostler, C. Pratt, W. Trundley, Mrs. P. Frost, Ms. C. Wiscombe

7. Terms of Reference for committees

- (a) Members to review, and if thought appropriate agree, the revised Terms of Reference for Committees (previously circulated)

FINANCE, BUDGET, FORWARD PLANNING and COUNCIL STRUCTURE

8. Finance and NJC Pay Award 2022-23

- (a) Members to view and agree the payments to be made in November 2022 and those made under delegation during October. A revised financial breakdown will be circulated at the meeting if there are any further payments to be made ([appendix 2](#)).
- (b) Members to note the bank reconciliation for October 2022 ([appendix 3](#)).
- (c) Members to consider implementing the agreed National Joint Council fixed amount pay award (pro-rata and associated back pay) in line with the National Association of Local Councils recommendation and salary scale. ([appendix 3](#))
- (d) Members to decide whether to commission an interim audit.

9. Consultation with East Devon District Council ([appendix 4](#))

- (a) To discuss the offer, and if thought appropriate, apply for CAT by either long term lease of freehold transfer of any non-housing related land/assets owned by EDDC in Uplyme.
- (b) Members to officially comment on the proposals to alter the Public Spaces Protection Order for East Devon.

10. Parishes Online

- (a) Members to consider taking up an annual subscription of Parishes Online for digital mapping of Council assets at a cost of £88 + VAT p.a. ([appendix 5](#))

11. Repairs and Maintenance to assets

- (a) Members to discuss the quote for cleaning of the war memorial and the reaffixing of the bronze plaques. ([appendix 6](#))

DECISION ITEMS

12. Performance Management

- (a) Members to discuss, and if thought appropriate, approve the draft Performance Management policy.

13. Citizens Advice Bureau Feedback Survey

- (a) To respond to the stakeholder survey issued by CAB to the Parish Council as a funder of their work. ([appendix 7](#))

14. Highway issues

- (a) To receive any Highway issues for discussion by members.

15. Residents and other correspondence received

- (a) Members to decide whether to take up an offer from Lyme Regis Town Council to purchase 10 hedgehog highway surrounds from them. ([appendix 8](#))
- (b) Members to consider a tree-planting request from the Rotary Club ([appendix 9](#))
- (c) Members to note the Service of Remembrance taking place at the war memorial on Sunday 13th November 2022 at 10am.
- (d) Members to note the organised Community Defibrillator Training to take place at the Scout Hut on Saturday 12th November, 11am – 1pm, with SW Ambulance Service.
- (e) Members to receive and discuss the correspondence received and agree any action to be taken.

Chairman: Cllr. C James

Vice Chairman: Cllr. A. Turner

Cllrs: P. Hackett, P. Oakley, D. Ostler, C. Pratt, W. Trundley, Mrs. P. Frost, Ms. C. Wiscombe

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

- (a) To receive a report on footpaths in the Parish already inspected.
- (b) To receive an update on Stafford Mount design project.
- (c) To receive an update on the Playground and consider any action.
- (d) To receive an update on Millennium Copse and consider any action.

17. Planning ([appendix 10](#))

- (a) Members to consider the membership of the Planning Committee.
- (b) Members to receive a report showing all the planning applications considered and EDDC outcomes.

18. Newsletter/ Notice boards/ Lyme Online

- (a) Members to forward any items for the various communication distributions.

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| FOR NOTING |
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19. Committee / Working Groups - Minutes and Reports

- (a) To note the minutes from the following Committee Meetings
Planning Committee : 12th October 2022
- (b) To receive an update report on:
 - (i) Grounds maintenance
 - (ii) Cemetery - discuss path (as requested at October meeting)
 - (iii) Working Groups

20. 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.

21. Date of future meetings

The next meeting of the Council will be held on Wednesday 7th December 2022 (please note revised date) at the Uplyme Village Hall at 7.15pm.