



# Uplyme Parish Council

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## Minutes of the Meeting of the Council held on Wednesday 12<sup>th</sup> October 2022 at Uplyme Village Hall at 6.45pm

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

**FC22/144      Apologies for Absence**

County Cllr. I. Hall.

**FC22/145      Approval of Minutes**

Cllr. Mrs Frost advised she was not present at the meetings in July. That being accepted, the minutes were agreed, amendments to be signed by the Chair at the November meeting.

**FC22/146      Declarations of Interest and Dispensations**

Cllr. Turner declared a pecuniary interest in item 15, Affordable Housing.

**FC22/147      Public Participation Session on items on the agenda**

None put forward.

**FC22/148      Clerks Progress Report**

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

Chairman: Cllr C James

Vice Chairman: Cllr. A. Turner

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

Meeting date	Task Name	Minute reference and details	Action taken (text)
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 13.4.2022	Litter bin installation at Cemetery	22/77	Awaiting the Council to decide on location for the bin from Church St.
Meeting 13.07.22	Clerk to meet with Chair to review Terms of Reference	22/128	Terms of Reference reviewed for approval at November meeting.
Meeting 13.07.22	To organise repairs to playground gate	22/131	Contacted contractor and gate mechanism has been replaced and surfacing cracks repaired.
Meeting 13.07.22	To obtain quotes for a new roundabout	22/131	Cllr. Pratt has been able to repair the roundabout, so costs of materials need to be approved.
Meeting 13.07.22	Contact Lyme Regis TC to arrange Hardship Fund	22/136	Contacted Clerk who will arrange an invoice for £250 to be raised for Ukrainian refugees.
Meeting 13.07.22	Clerk to draft a letter to Head of Planning, EDDC	22/139	Letter sent to C. Rose, and copied to Cllrs Hall & Thomas, on 27 <sup>th</sup> July. Awaiting reply.

#### FC22/149 To receive reports

**Chairman** – The Chair expressed the Council's thanks to Cllr. Pratt for the work he did to repair the roundabout in the playground.

**Parish Councillors** – Nothing to report.

**County Councillor** – County Cllr. I. Hall was not in attendance, but had sent a report to Councillors on 9<sup>th</sup> October 2022.

**Outside Bodies** – Nothing to report.

#### FC22/150 Finance

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

##### Payments July

Name	Details	Amount	VAT
Uplyme Village Hall	Room Hire	£96.00	£0.00
DCC Pension Scheme	Pensions	£410.41	£0.00
Google Email	Telephone/Communication	£4.60	£0.00
O2	Telephone/Communication	£8.74	£1.45
Co-op batteries	Stationery/Misc	£4.50	£0.75
	Travel/Expenses	£25.42	£0.00
AJ Wakely (Weldmar Hospicecare)	Grant (S137)	£100.00	£0.00
Aubergine 262 Ltd.	Computer Accessories/Charges	£633.60	£105.60
Fluxy's Maintenance	Grounds Maintenance	£833.80	£0.00
HMRC PAYE	HMRC Tax / NI	£929.88	£0.00
	Travel/Expenses	£91.10	£0.00

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Google Email	Telephone/Communication	£4.60	£0.00
O2	Telephone/Communication	£9.39	£1.56
Stamps	Postage	£10.88	£0.00

### Payments August

Name	Details	Amount	VAT
PKF Littlejohn LLP	Audit Fee	£360.00	£60.00
DCC Pension Scheme	Pensions	£410.41	£0.00
Uplyme Village Hall	Room Hire	£88.00	£0.00
Fluxy's Maintenance	Grounds Maintenance	£743.80	£0.00
EDDC Dog bin collection 22-23	Grounds Maintenance	£720.00	£120.00
EDDC Dog bin collection 21-22 (not paid)	Grounds Maintenance	£648.00	£108.00
Cllr P Hackett (bench repairs)	Maintenance/Buildings	£100.00	£0.00
Staff costs	Salary PAYE/NI	£1,296.70	£0.00

### Payments September

Name	Details	Amount	VAT
Z A-D	Travel/Expenses	£33.11	£0.00
Uplyme Village Hall	Room Hire	£57.00	£0.00
Google Email	Telephone/Communication	£4.60	£0.00
O2	Telephone/Communication	£8.74	£1.45
Amazon - fireproof box	General Admin	£57.83	£9.64
Wirestar Pack Ltd - Bin bags	Cemetery repairs	£24.99	£4.67
Amazon - Nokia G21 phone	Telephone/Communication	£114.64	£19.11
Fluxy's Maintenance	Grounds Maintenance	£653.80	£0.00
Fluxy's Maintenance	Millennium Copse & MTF	£90.00	£0.00
SJ Surfacing repairs	Playground funds	£325.00	£0.00
Staff Costs	Salary PAYE/NI	£1,311.70	£0.00
DCC Pension Scheme	Pensions	£820.82	£0.00
Z A-D	Travel/Expenses	£37.97	£0.00
Google Email	Telephone/Communication	£4.60	£0.00
Amazon telephone case	Telephone/Communication	£11.78	£1.86
O2	Telephone/Communication	£8.74	£1.45
Co-op	Stationery/Misc	£5.30	£0.88
Z A-D reimburse	Postage	£2.05	£0.00
Executive Retail Ltd - Op London Bridge	General Admin	£28.01	£4.67
King George V Field	Grant (S137)	£550.00	£0.00
Unity Trust Bank	Bank Charges	£18.00	£0.00

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**FC22/151** (b) Members noted the bank reconciliation for July, August and September 2022:

Monthly Balance Sheet	Jul-22	Aug-22	Sep-22
Expense (Cashbook)	£4,369.82	£4,366.91	£4,168.68
Income (Cashbook)	-3,264.00	0.00	-£25,525.50
Monthly Balance (Cashbook)	1,105.82	4,366.91	-21,356.82
Bank Statement (First DOM)	73,472.65	72,276.83	67,909.92
Bank Statement (Last DOM)	72,276.83	67,909.92	89,266.74
Bank Monthly Balance	1,195.82	4,366.91	-21,356.82

The Clerk/RFO advised Members that the level of general reserves was more than the current level of precept, which was contrary to the Governance & Accountability Audit guidance, and therefore, the Council should look at funding some projects or planning to fund some before financial year end on 31<sup>st</sup> March 2022.

**FC22/152** **Grant Requests**

- (a) Cllr. James advised that whilst Dream-a-Way was a very worthy cause, unfortunately the Council could not support every charity that asked for a grant. Cllr. Mrs Frost added that grants should be given to organisations specifically benefitting someone in the parish. **RESOLVED** A grant would not be given; the Clerk to write to the charity to inform them of the Council's decision.
- (b) Members considered the urgent request for funds from the Flamingo Pool, Axminster. Cllr. Oakley advised that lots of local people use the pool. Cllr. Mrs Wiscombe continued that the primary school use it for swimming lessons and she had heard that the doctors refer patients to the hydrotherapy pool. Cllr. James added that 6 or 7 employees of the pool lived in Uplyme parish so it was important to protect their jobs. Cllr. Turner proposed a grant of £500, Cllr. Mrs Wiscombe seconded the proposal. In a vote, 8 Councillors supported the proposal and one Councillor was against. **RESOLVED** A grant of £500 would be made to the Flamingo Pool under s.137 of the LGA 1972.

**FC22/153** **Uplyme Action Plan**

- (a) The Clerk advised this would be a useful tool to aid budget-setting and to plan for and prioritise actions and projects for the future. Cllr. Turner advised that it was always the same people who were active in taking responsibility for getting things done. He added that more volunteers were needed to help with the emergency resilience actions. **RESOLVED** Members decided against formalising an action plan at this time. The Clerk to place an article in the Parish Newsletter to request volunteers to come forward.
- (b) Due to the resolution in minute FC22/153 (a), this item was deferred to a later date.

**FC22/154** **Repairs and Maintenance to Assets**

- (a) Members noted and thanked Cllr. Hackett for the repairs he has made to the Cemetery gates and benches in the Cemetery and Stafford Mount.
- (b) Members did not consider replacements to be necessary, due to the repairs

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required having been carried out.

#### **FC22/155 Christmas Lights**

Cllr. Turner spoke on behalf of Rebecca Turner, who co-ordinates the lights each year. He requested the amount budgeted in 2022-23; this was confirmed as £500. Cllr. Turner advised that £120 had been raised at the Platinum Jubilee Party towards the lights funds. Members thanked the organisers of the Jubilee party for their work to raise funds for the Christmas lights. Cllr. Mrs Frost proposed that the £500 in the budget be spent on the Christmas lights display, seconded by Cllr. Trundley.

**RESOLVED** The Clerk to publish a request for volunteers to help put up lights and trees on 3<sup>rd</sup> December.

#### **FC22/156 Public Bins**

- (a) The Clerk reminded Members of the history of the bin on Church Street. Cllr. Ostler asked whether there had been any complaints about the bin being missing; there had been none. Cllr. Ostler proposed that the bin not be replaced; seconded by Cllr. Pratt. **RESOLVED** The Clerk to advise EDDC that the bin would not be replaced.
- (b) Cllr. James advised that waste would be bagged by the grounds maintenance contractor and that Cllr. Ostler would be removing bagged waste from the Cemetery for disposal in future. Members passed on their thanks to Cllr. Ostler for offering to carry out this essential task.

#### **FC22/157 National matters**

- (a) Cllr. James explained the background to Turn Lyme Green. Cllr. Trundley believed that each Councillor should decide whether they wished to be members.  
**RESOLVED** The Council would not take up membership at this time.
- (b) Cllr. Mrs Wiscombe advised that the school and church would offer a warm space for the public to use.  
Cllr. James suspended Standing Orders for a member of the public to speak.  
Mrs Heath advised that the pre-school offer a coffee afternoon for members of the public to attend as a warm space every Tuesday. Standing orders were reinstated.  
**RESOLVED** The Clerk to publicise what is being done locally through the Parish newsletter.

#### **FC22/158 Affordable Housing**

Cllr. Turner, having declared a pecuniary interest, did not participate in the discussion or vote.

Cllr. James outlined the reasons for Lyme Regis CLT's involvement. He recapped that the Parish Council's view was that the properties should only be offered to people with a connection to Uplyme. Cllr. James proposed that the Council would welcome Lyme Regis CLT's involvement in the provision of affordable housing, seconded by Cllr. Oakley. **RESOLVED** The Council supports the involvement of Lyme Regis CLT in Uplyme's affordable housing allocation.

**FC22/159 Highways Issues**

- (a) Cllr. James explained the background to the issues around the planning and associated information regarding this site. Cllr. Trundley advised that the current planning application was not indicative of the plans for the site, however, this was hearsay until the plans were committed to paper and he had sympathy for the residents of Harcombe. He did not feel there was anything to be gained by having a meeting at this time. Cllr Turner advised he had put questions about the site to National Highways at the recent A35 Steering Committee. **RESOLVED** No meeting to take place at this stage. The Clerk to inform Harcombe residents.
- (b) None put forward.

**FC22/160 December Parish Council Meeting**

- (a) **RESOLVED** The Council meeting for December will take place on 7<sup>th</sup> December instead of the 14<sup>th</sup>. The Clerk to inform Uplyme Village Hall.

**FC22/161 Residents and other correspondence received**

- (a) Cllr. Turner will be attending the Zoom meeting, and will report back to Council after that.
- (b) Members noted the training date. **RESOLVED** The Clerk to re-promote the training on social media and Lyme Online.
- (c) The Clerk read an email from Mr T Sweeney. Cllr. Turner advised that the fencing and blocked path at Pound Cottage had been reported to EDDC Enforcement.

**FC22/162 Footpaths/Millennium Copse/Stafford Mount/King GeorgeV Play Area/Trinity Hill**

- (a) The Clerk outlined details of the Parish Paths Partnership workshop and potential workstreams coming from that.
- (b) The Clerk updated Members on the project and an application for funding to Lyme Regis & Uplyme Horticultural Society. Cllrs Mrs Wiscombe and Pratt agreed to judge the school's designs. **RESOLVED** The Clerk to contact Lyme Regis Rotary Club to confirm acceptance of 500 crocus corms for the Stafford Mount garden with the Council's thanks. Also, to arrange a meeting for judging the school's designs.
- (c) Cllr. James passed on the Council's thanks to Cllr. Mrs Frost and Cllr. Pratt for the work they had done on maintenance of the Playground.
- (d) Cllr. Turner passed on that Rebecca Turner was standing down from membership of the Millennium Copse committee and that she had mentioned that the plan required updating. The grounds maintenance contractor, along with Bill Parsons, had been doing the annual clearing of the site.

**FC22/163 Cemetery**

As there were no volunteers to become the named point of contact for the Cemetery, Cllr. James offered to step up to the role when required.

**FC22/164 Planning**

- (a) Cllr. James spoke about his membership of the Planning committee. As Chair he advised that it would be more beneficial if he could remain impartial to Planning matters and wished to resign from the committee, leaving a vacancy. Cllr James proposed that Cllr Ostler become a member of the Committee in his place, seconded by Cllr. Mrs Frost. **RESOLVED** Cllr Ostler to become a member of the Planning Committee with immediate effect. Cllr. James thanked the committee members for attending the regular and increasing number of extraordinary meetings needed to deal with all the applications for the parish.
- (b) 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 enforcements, approvals and refusals.

**FC22/165 Newsletter / Noticeboards / LymeOnline**

No items put forward.

**FC22/166 Committee/Working Groups**

- (a) Members noted the minutes from the Planning Committee on 27<sup>th</sup> July, 24<sup>th</sup> August and 26<sup>th</sup> September 2022.
- (b) No further updates given.

**FC22/167 Public Forum/Members items**

- (a) Mr J. Duffin, Tree Warden, advised that the tree on Venlake, on land owned by the Guinness Trust required removal, as it was diseased and dangerous to pedestrians/traffic. **RESOLVED** The Chair and Clerk to write to the Guinness Trust to advise about the tree.
- (b) The Cemetery path to be added as an agenda item in November.

**FC22/115 Date of future meetings**

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

**Meeting Closed 8.40pm**

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

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

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