



# Uplyme Parish Council

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

**Present:** Chairman: Cllr. C. James      Vice Chairman: Cllr. A. Turner  
Councillors: Cllrs. P. Oakley, P. Hackett, C. Pratt, W. Trundley,  
 Mrs. C. Wiscombe, D. Ostler  
Officer: Zishan Adamson-Drage, Clerk to the Council / RFO  
Members of the Public: 6 present. No members of the press.

**FC22/169      Apologies for Absence**

Cllr. Mrs P. Frost and County Cllr. I. Hall.

**FC22/170      Approval of Minutes**

Cllr. Mrs Wiscombe declared that in item FC22/152 (b) she had been advised that patients were referred to Flamingo Pool rather than it being a certainty. That being accepted, the minutes were agreed, amendments to be signed by the Chair at the December meeting.

**FC22/171      Declarations of Interest and Dispensations**

None.

**FC22/172      Public Participation Session on items on the agenda**

No questions put forward.

**FC22/173      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 13.07.22	Contact Lyme Regis TC to arrange Hardship Fund	22/136	Awaiting an invoice for £250 to be raised from LRTC for Ukrainian refugees.
Meeting 12.10.22	Correspond with Dream-a-way	22/152	Write to the charity to advise their request for a grant has been refused.
Meeting 12.10.22	Correspond to Flamingo Pool	22/152	Write to Flamingo Pool to advise their request for a grant has been approved. Arrange to pay £500 under s.137 LGA 1972.
Meeting 12.10.22	Article in Parish Newsletter	22/153	To place a request for emergency resilience volunteers to come forward.
Meeting 12.10.22	Christmas lights display	22/155	To request volunteers come forward to aid putting up the Christmas lights display on 3 <sup>rd</sup> December.
Meeting 12.10.22	Public Bins	22/156	Advise EDDC that a replacement bin for Church Street would not be required.
Meeting 12.10.22	Diseased Tree	22/167	Letter written to the Guinness Partnership to request tree removal form Venlake Lane.

#### FC22/174 To receive reports

**Chairman** – Cllr. James spoke about the forthcoming election in May 2023 and that because there was only 6 months to go, the current Councillor vacancy could now be left vacant until then. The Chair also requested a Councillor volunteer to fill the vacancy on the Finance Committee. **RESOLVED** Cllr. Mrs Wiscombe duly agreed to become a member of the Finance Committee.

**Parish Councillors** – Cllr Turner updated Members on the recent A35 Steering group meeting attended by other parishes and Highways England (HE). HE are currently consulting on a PTRO (Permanent Traffic Regulation Order) to restrict right turns onto the A35 at the Penn Duals junction, to improve safety along the A35. Balfour Beatty are HE's sub-contractor to carry out works between Honiton to Bere Regis. HE future aims are to lower the speed limit at Kilmington and install average speed cameras, and these will be out for consultation in due course.

**County Councillor** – County Cllr. I. Hall was not in attendance, but had sent a report to Councillors on 14<sup>th</sup> November 2022.

**Outside Bodies** – Nothing to report.

#### FC22/175 Terms of Reference for Committees

Cllr. Turner advised that the Planning Terms of Reference should cite a 6.00pm start time. **RESOLVED** That amendment being made, the Terms of Reference for Planning, Finance, Estates & Personnel, Millennium Copse Committees, and for representing the Parish on Outside Bodies were approved.

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**FC22/176 Finance**

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

**Payments October**

Name	Details	Amount	VAT
HMRC PAYE	HMRC Tax / NI	£752.86	£0.00
Fluxy's Maintenance	Grounds Maintenance	£743.80	£0.00
Uplyme Village Hall	Room Hire	£49.00	£0.00
Ist Lym Valley Scouts (Defib training)	Room Hire	£25.50	£0.00
DCC Pension Scheme	Pensions	£411.10	£0.00
Lawson Computer Repair	Computer Accessories/Charges	£60.00	£10.00
RBL Poppy Appeal (Wreath)	General Admin	£20.00	£0.00
Staff Costs	Salary PAYE/NI	£1,300.97	£0.00
Westcrete (scalpings)	Playground Maintenance/Extras/Moles	£79.94	£13.32
Simmel Ltd (Cllr. Pratt)	Playground Maintenance/Extras/Moles	£51.96	£8.66
Simply Bearings Ltd	Playground Maintenance/Extras/Moles	£21.52	£3.59

**Payments November**

Name	Details	Amount	VAT
Z Adamson-Drage	Travel/Expenses	£37.79	0.00
Google Email	Telephone/Communication	£4.60	£0.00
O2	Telephone/Communication	£8.74	£1.45

**FC22/177** (b) Members noted the bank reconciliation for October 2022:

Monthly Balance Sheet	Aug-22	Sep-22	Oct-22
Expense (Cashbook)	£4,366.91	£4,168.68	£3,516.65
Income (Cashbook)	0.00	-£25,525.50	- 1,499.00
Monthly Balance (Cashbook)	4,366.91	-21,356.82	2,017.65
Bank Statement (First DOM)	72,276.83	67,909.92	89,266.74
Bank Statement (Last DOM)	67,909.92	89,266.74	87,249.09
Bank Monthly Balance	4,366.91	-21,356.82	2,017.65

**FC22/178** (c) **RESOLVED** Members agreed to implement the 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.

**FC22/179** (d) **RESOLVED** Members agreed to fund a light touch interim internal audit to take place as soon as possible at a cost of £240 + VAT.

**FC22/180 Consultation with EDDC**

(a) Cllr. James advised that it was not apparent that much eligible land came under the Community Asset Transfer. Cllr. Ostler requested the Council investigate further before dismissing the offer. Cllr. Mrs Wiscombe advised that the land and

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residents car park on Whalley Lane may be a useful asset. **RESOLVED** Cllr. Ostler to look into the offer further.

- (b) Members had no comments to make on the proposed alterations to the Control of dogs or Seashores and Promenades Public Spaces Protection Orders.

#### **FC22/181 Parishes Online**

Members asked the Clerk to outline the benefits of the online mapping system. **RESOLVED** Members decided against obtaining the package at this time.

#### **FC22/182 Repairs and Maintenance to Assets**

- (a) Members considered the two quotes received. On the basis that one of the contractors had completed the same work to Axminster's war memorial to good effect, A.W. Brooker & Son's quote was accepted. **RESOLVED** The Clerk to contact the successful contractor to carry out the work within their preferred timescale at a cost of £2,000.

#### **FC22/183 Performance Management**

Members considered the recommendation of the Estates & Personnel Committee to approve the Performance Management policy. **RESOLVED** The Performance Management policy is formally adopted.

#### **FC22/184 Citizens Advice Bureau feedback**

None of the members were current users of the CAB service, so did not feel able to answer the feedback survey.

#### **FC22/185 National matters**

- (a) Cllr. James explained the background to Turn Lyme Green. Cllr. Trundle 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.

#### **FC22/186 Highways Issues**

- (a) Cllr. James explained that, due to a lack of availability of the forum members, the next forum would be in January 2023. The Clerk was writing to Devon County Council for an update on the zebra crossings, which would be available for the next Council meeting. Cllr. James updated the members on the funding of £60k being allocated to the Crogg Lane safety improvements, of which £20k had now been re-allocated to the zebra crossing, because the investigations showed that there were no solutions within budget. Also, an update would be requested for removal of the island at Whalley Lane to allow emergency vehicles better access. Members noted

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that the Speed Indicator Device pole had now been straightened, so it was more visible.

Cllr. James suspended Standing Orders for a member of the public to speak. Mr Fowler advised that the section of Lyme Road from Woodhouse to the roundabout was beginning to break up at the road edge. **RESOLVED** The Clerk would inform Highways. Standing orders were reinstated.

#### **FC22/187 Residents and other correspondence received**

- (a) Members thanks Lyme Regis Town Council for the offer of the hedgehog highways, but did not wish to take up the offer.
- (b) Members considered the request from the Rotary Club regarding planting a tree on Council land. The Council considered that there was no site which would be suitable. **RESOLVED** The Clerk to inform the Rotary Club of the Council decision.
- (c) Cllr. James advised that he would represent the Parish Council by attending the service and laying a wreath on Remembrance Sunday, 13<sup>th</sup> November.
- (d) Members noted that 15 delegates had signed up for the community defibrillator training to take place on 12<sup>th</sup> November at 11am.

#### **FC22/188 Footpaths/Millennium Copse/Stafford Mount/King George V Play Area/Trinity Hill**

- (a) The Clerk advised members that she was due to have a meeting with the Parish Paths Partnership Co-ordinator, Ros Davies, and the Public Rights of Way Officer, Emma Hellier on 15<sup>th</sup> November, when they would be walking an Uplyme path which requires some drainage.
- (b) Cllr Mrs Wiscombe updated members on the results of the design competition. Cllr. James and Cllr. Pratt agreed to present certificates and a prize to each of the winners. **RESOLVED** The Clerk to contact Mrs Ethelston's school to arrange a prizegiving at the next Celebration worship. Also to create certificates and purchase appropriate books as prizes for the winners.
- (c) Cllr. Pratt advised that the potholes had now been filled with scalplings in the Playground. Cllr. James passed on the Council's thanks to Cllr. Pratt for carrying out the work.
- (d) Members were impressed with the work undertaken by the grounds maintenance contractor at Millennium Copse. The Clerk would pass on their thanks.

#### **FC22/189 Planning**

- (a) 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.

#### **FC22/190 Newsletter / Noticeboards / LymeOnline**

An article on the prizegiving at Mrs Ethelston's, once it had taken place, was suggested.

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**FC22/191 Committee/Working Groups**

(a) Members noted the minutes from the Planning Committee on 12<sup>th</sup> October 2022.

(b) The cemetery path had some cracks appearing in the tarmac. **RESOLVED** Cllr. Ostler to obtain costings for infill of the cracks with tarmac.

**FC22/192 Public Forum/Members items**

(a) Mr John Fowler advised that there had been recent instances of sheep worrying by dogs, where some sheep had ended up in the cemetery. **RESOLVED** The Clerk to put a piece in the next available Parish newsletter, reminding dogs owners to keep dogs under control when near livestock

Another resident advise that footpath 8 had been inaccessible all summer, so the Clerk would raise this on 15<sup>th</sup> November during her meeting with the DCC officers. Cllr. Mrs Wiscombe also mentioned that a piece of metal was protruding from the ground on that footpath, which was a trip hazard for users.

(b) Cllr. Turner advised that the ditch on Venlake opposite the stone cottages needed to be dug out. Cllr. Ostler suggested speaking to John Gault, DCC to get it cleared. **RESOLVED** The item to be added for discussion at the next Highways Forum in January.

**FC22/193 Date of future meetings**

**RESOLVED** The next meeting of the Full Council will be on Wednesday 7<sup>th</sup> December 2022 at Uplyme Village Hall at 7.15pm.

**Meeting Closed 8.40pm**

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

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