



Uplyme Parish Council

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

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Clerk to the Council: Zishan Adamson-Drage

Dear Councillor,

Members of Uplyme Parish Council are hereby summoned to attend the Annual Meeting of the Council on **Wednesday, 10th May 2023 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

Wednesday 3rd May 2023

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 10th May 2023

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 **12th April 2023** (previously circulated).

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 (previously circulated);

FINANCE, BUDGET, FORWARD PLANNING and COUNCIL STRUCTURE
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10. Finance

- (a) Members to view and agree the payments to be made in May 2023 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 reconciliation for April 2023. ([appendix 3](#)).
- (c) Members to consider their response to the Department for Levelling Up, Housing and Communities (DLUHC) consultation on amendments to the Community Infrastructure Levy arrangements. ([appendix 4](#))

DECISION ITEMS

11. 1844 Enclosure Records and Map

(a) Members to decide a course of action on storing/loaning the Enclosure following its return by Lyme Regis Museum.

12. Annual Leave

(a) Members to consider granting the Clerk carrying over 10.5 hours untaken leave from 2022 to the current year, as stated contractually.

13. Highway issues

- (a) Members to consider joining the Lyme Regis Town Council Highways group.
- (b) Members to consider requesting installation of a deer warning sign on Lyme Rd.
- (c) To receive any Highway issues for the forthcoming Highways Quarterly Forum on 15th May 2023

14. Residents and other correspondence received ([appendix 5](#))

- (a) Members to note the letter of thanks received from Help at Hand upon receipt of the 2023-24 grant awarded.
- (b) Members to consider a request from a member of the public to install a Coronation commemorative bench.
- (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 receive an update on the purchase of a UV footpath resistant map and installation of replacement noticeboard;
- (b) To receive an update on the Millennium Copse/Stafford Mount/King George V play area and consider any action.

16. Asset Register

- (a) Members to agree the updated Asset Register to 31st March 2023 ([appendix 6](#)).

17. Planning

[\(appendix 7\)](#)

- (a) 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.

FOR NOTING

19. Committee / Working Groups - Minutes and Reports

- (a) To note the minutes from the following Committee Meetings
 - Planning Committee : 12th April 2023
 - 26th April 2023 (draft);
 - Finance Committee: 27th April 2023 (draft)
- (b) To receive an update report on:
 - (i) Grounds maintenance
 - (ii) Cemetery
 - (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 Full Council will be held on Wednesday 14th June 2023 at the Uplyme Village Hall at 7.15pm