



Uplyme Parish Council

c/o Uplyme Village Hall, Lyme Road, Uplyme, Lyme Regis DT7 3UY
 Tel: 07413 947067 Email: clerk@uplymeparishcouncil.org
 Website: www.uplymeparishcouncil.org

Minutes of the Meeting of the Council held on Wednesday 12th April 2023 at Uplyme Village Hall at 7.15pm

Present: Chairman: Cllr. C. James Vice Chairman: Cllr. A. Turner

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

Officer: Zishan Adamson-Drage, Clerk to the Council / RFO

Members of the Public: 5 present. No members of the press.

FC23/75 Apologies for Absence

Cllr. C. Pratt. County Cllr. Ian Hall also gave apologies.

FC23/76 Approval of Minutes

RESOLVED that the minutes from the Meeting of the Council held on **8th March 2023** be approved as a correct and true record and signed by the Chairman.

Proposed Cllr. A. Turner and seconded by Cllr. Mrs. C. Wiscombe.

FC23/77 Declarations of Interest and Dispensations

None made.

FC23/78 Public Participation Session on items on the agenda

No items raised.

FC23/79 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 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	Diseased Tree – Venlake Lane	22/167	Tree due to be felled in April 2023.
Meeting 9.11.22	War Memorial refurbishment	22/182	Informed contractor that they have won the contract to clean the war memorial. Awaiting contractor to do work.
Meeting 7.12.22	Footpath Noticeboard	22/216	Noticeboard on back order as stock delayed.
Meeting 11.1.23	Stafford Mount donation	23/15	Letter of thanks written to Candles on the Cobb for £250 donation to project.
Meeting 8.2.23	Moles in Playground	23/26	Cllr. Pratt to tackle the moles and lock the gates.
Meeting 8.2.23	LRTC Newsletter	23/30	Contacted the Support Services Manager about UPC submission – awaiting costs and further information.
Meeting 8.2.23	Stormboard	23/31	Payment made and awaiting delivery date.
Meeting 8.2.23	Elections	23/32	Elections promoted on web/socials/noticeboard.
Meeting 8.2.23	Brambles in Cemetery	23/36	Had meeting with contractor and discussed options for removal. Quote to follow.
Meeting 8.2.23	Thank you letter to resident	23/38	Thanks sent on 14 th Feb for donation to Stafford Mount and offer to help.

FC23/80

To receive reports

Chairman – Cllr. James thanked the returning Councillors who had agreed to stand, thereby avoiding the costs of an election. He also wanted to record the parish's thanks to Cllr. David Ostler, who had decided to stand down with effect from 10th May, for all the time and work he did for the parish.

He advised that the two remaining vacancies needed to be filled within 35 days from the 4th May by co-option. Cllr. James asked for suggestions on the co-option process. Cllr. Turner suggested that the Estates & Personnel Committee interview prospective Councillors, and bring their recommendation to the following full Council meeting for formal approval. **RESOLVED** Members agreed with this suggestion.

Cllr. James asked Members to consider which committee roles they would like to take on for discussion at the May meeting. He confirmed he was content to continue as Chair of the Council, unless another Councillor wanted to stand, for the next 2 years, and could then assist in an advisory capacity for the next 2 years whilst he remained a Councillor. Cllr. Oakley expressed an interest in undertaking Planning training. **RESOLVED** The Clerk to send out details of forthcoming training courses suitable for Councillors once the election date has passed. Also, to check with EDDC Planning whether they offer training for Parish Councillors.

Cllr. James was due to attend a meeting to meet Richard Foord, MP for Tiverton & Honiton ward, on Saturday 15th April, and would update Members at the next meeting.

Parish Councillors – Nothing to report.

County Councillor – County Cllr. I. Hall had previously sent his ward report which had been forwarded to Councillors.

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

Outside Bodies – Nothing to report.

FC23/81 **Finance**

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

Payments March

Name	Details	Amount	VAT
Uplyme Village Hall	Room Hire	£100.00	£0.00
Google Email	Telephone/Communication	£4.60	£0.00
O2	Telephone/Communication	£8.74	£1.45
Z A-D	Travel/Expenses	£52.00	£0.00
Fluxy's Maintenance	Grounds Maintenance	£683.80	£0.00
P. Hackett	Maintenance/Buildings	£100.00	£0.00
Staff costs	Salary PAYE/Ni	£ 1,403.44	£0.00
Devon Pension Fund	Pensions	£452.10	£0.00
DALC - Elections training	Registration/Subscriptions/Training	£36.00	£6.00
Unity Trust Bank	Bank Charges	£18.00	£0.00

FC23/82 (b) The Clerk advised that the figure recorded for the last DOM, i.e. £77,246.43 was the figure which would be used for the AGAR audit form. Members noted the bank reconciliation for March 2023:

Monthly Balance Sheet	Jan-23	Feb-23	Mar-23
Expense (Cashbook)	£3,930.81	£3,392.98	£2,858.68
Income (Cashbook)	-	-4,711.08	-£947.67
Monthly Balance (Cashbook)	3,930.81	-1,318.10	1,911.01
Bank Statement (First DOM)	81,770.15	77,839.34	79,157.44
Bank Statement (Last DOM)	77,839.34	79,157.44	77,246.43
Bank Monthly Balance	3,930.81	-1,318.10	1,911.01

FC23/83 (c) Cllr. Trundley queried the figures for the Playground funds as they did not tally with the total. The Clerk advised that only the latter half of the financial year was shown, and the expenditure on the surfacing works was in the first half of 2022-23. **RESOLVED** Members noted the following earmarked funds currently held by the Council:

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Reserves	Mar	Apr	Oct	Nov	Dec	Jan	Feb	Mar	TOTALS
Footpath Funds	2,356.34	300.00							2,656.34
Playground funds	1,998.03	500.00					448.98		123.98
Millennium Copse & MTF	0.00	200.00							200.00
Locality funding	660.00								660.00
Uplyme Village Safety project	3,000.00	100.00							3,100.00
Neighbourhood Plan	71.02	100.00							171.02
Emergency fund	1,987.15								1,987.15
Community Infrastructure Levy	533.37						4288.08		4,821.45
Uplyme Xmas Lights Project	0.00	500.00	500.00	-540.52	-80.00	-100.00	-80.00		199.48
UVN - Coronavirus Prompt Action Fund	448.98						-448.98		0.00
War Memorial refurbishment				2,000.00					2,000.00
Devon Resilience Funding	0.00	400.00		-54.18					345.82
Stafford Mount project		70,242.01	75,191.93	73,685.16	179.79		-114.00		65.79
General (Bank less Reserves)					65,439.12	61,508.31	62,826.41	-	
Total Reserves	11,054.89							16,331.03	16,331.03

FC23/84 (d) Members noted the final quarter budget report without comment.

FC23/85 **Grant Request – Mrs Ethelstons’ PTFA**

Members considered the request from the PTFA for a shed in which to store secondhand uniform for sale. Cllr. Mrs Wiscombe noted that the PTFA were not requesting match funding, but rather the full cost of the shed. As she had been a Chair of the PTFA in the past, she advised Members that uniform had been stored in homes to avoid the damp, and she was not sure a shed would provide the same solution. Cllr. Trundley agreed, stating that it could well be a waste of money.

Cllr. James was keen to preserve the good relations with Mrs Ethelstons’ school and was in support of making a donation to the purchase of the shed, however he did acknowledge that the majority of children who attended the school lived outwith the parish, and some who did live in the parish were unable to go to the school because there were no spaces. Cllr. Hackett agreed with Cllr. Trundley that the shed would not provide adequate protection. Cllr. Trundley asked whether proportionate funding from parishes where other attendees lived could be obtained by the PTFA.

RESOLVED The Clerk to write to Mrs Ethelstons’ PTFA thanking them for the work they do, but declining to grant funds for the shed.

FC23/86 **Highways issues for quarterly meeting**

- (a) Cllr. Oakley updated Members about the site meeting which had taken place in Whalley Lane. The Clerk advised that the Housing Technical Officer had confirmed escalation of the matters to the Housing Manager, who was currently on leave. Cllr. James noted the attendance of District Cllr. Ian Thomas and was concerned by the possible risk of flooding - if no permeable dressing was used on the drive - from the development taking place at Higherfold on Whalley Lane.
- (b) Cllr. Turner advised he would be visiting Cuckoo Lane and would update residents there on the surface dressing works to be carried out.
- (c) Cllr. James had had a discussion with the new owner of Broadway at the corner of Crogg Lane, as well as the DCC Neighbourhood Highways Officer regarding the new access for vehicles which had been made. DCC have advised that permission is not required. Cllr. James had also spoken to the owner about the

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safety of that stretch of highway for pedestrians. The owner had made a generous offer of gifting one metre of his land in order to install a walkway. The Parish Council could then relinquish some land across the road from Broadway to widen the highway if necessary. This, combined with the support from Dorset County Cllr. Belinda Bawden, offered new hope for improving the safety on Crogg Lane/Lyme Road. **RESOLVED** the Clerk to write to Headteachers at The Woodroffe School and Mrs Ethelstons' Primary Academy to ask for their support for improvements prior to the next Highways Forum.

Cllr. Turner spoke about the deep pothole which had appeared by the bus stop outside the Talbot Arms inn. Cllr. Hackett advised that he had reported it online to DCC because it was very dangerous. Cllr. Turner added that he had seen a lorry almost hit the bus stop due to hitting the pothole at speed. **RESOLVED** The Clerk to report the pothole online to increase the priority on it.

FC 23/87 Residents and other correspondence received

- (a) The Clerk notified Members of the request received to replace a bench with a memorial hardwood bench and plaque to a budget of £350. Cllr. Ostler advised that a hardwood bench from Blamphayne Sawmill would cost at least £600. Cllr. Hackett advised that the benches in situ already have memorial plaques on, so should not be removed. **RESOLVED** The Clerk to advise the petitioner of the cost and that a bench could be installed in addition to the current benches if he wished to proceed.
- (b) The Clerk passed on an update from Mrs Wendy Gardener regarding the preparations for the Coronation party and that the funding of £500 granted under s.145 of the LGA 1972 by the Parish Council had been spent in full. Receipts would be provided for audit purposes.

FC23/88 Footpaths/Millennium Copse/Stafford Mount/King George V Play Area/Trinity Hill

- (a) Members discussed the closure of FP89 for 6 months from 1st April to 1st October for tree felling works. The diversion would be around Cathole Lane.
- (b) Members considered the need for a garden design at Stafford Mount greenspace. **RESOLVED** Cllr. James offered to approach a trained local resident to see if they would be willing to help out.

FC 23/89 Planning

- (a) Cllr. Turner updated Members on the developments on existing applications which had been decided by EDDC and any new applications which had been submitted. Cllr. James advised that EDDC Planning department were short-staffed so the processing of applications is likely to take longer.

FC23/90 Newsletter / Noticeboards / LymeOnline

Articles for the Newsletter should actively recruit for new Councillors to fill the two vacancies left after the uncontested election.

FC23/91 Committee/Working Groups

- (a) Members noted the Planning Committee minutes dated 8th March and 29th March 2023. Also, the Estates & Personnel Committee minutes dated 8th March 2023.
- (b) **RESOLVED** The Clerk to write to Mr & Mrs Fisher to thank them for the donation of the shed to the Parish Council for use in the Cemetery compound.

FC23/92 Public Forum/Members items

- (a) No issues were raised by the residents present.
- (b) No issues were raised by Members.

FC23/93 Date of future meetings

RESOLVED The next meeting of the Full Council will be at their annual meeting on Wednesday **10th May 2023** at Uplyme Village Hall at 7.15pm.

Meeting Closed 8.15pm

Signed by Chairman:

Date:
