



Uplyme Parish Council

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Minutes of the Meeting of the Council held on Wednesday 14th June 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 C. Pratt.

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

Members of the Public: 3 present. No members of the press.

FC23/94 Co-option of One Vacant Seats

After a secret ballot was held, Mrs. Ellen Daly was unanimously co-opted onto the Council. Cllr. James welcomed her and invited her to join the Members. The Clerk obtained a signed Declaration of Acceptance and issued Cllr. Mrs. Daly with reference papers and a full agenda.

FC23/95 Apologies for Absence

None.

FC23/96 Approval of Minutes

RESOLVED that the minutes from the Annual Meeting of the Council held on **10th May 2023** be approved as a correct and true record and signed by the Chairman.

Proposed Cllr. A. Turner and seconded by Cllr. Mrs. P. Frost. Agreed.

FC23/97 Declarations of Interest and Dispensations

None made.

FC23/98 Public Participation Session on items on the agenda

No items raised.

FC23/99 Clerks Progress Report

Chairman: Cllr C James

Vice Chairman: Cllr. A. Turner

Cllrs: P. Hackett, Mrs E. Daly, P. Oakley, C. Pratt, Mrs. P Frost, W. Trundley, Mrs. C. Wiscombe

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

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 May 2023.
Meeting 9.11.22	War Memorial refurbishment	22/182	Work to clean the memorial completed. Plaques which need repaired have been removed, one to be replaced.
Meeting 7.12.22	Footpath Noticeboard	22/216	Noticeboard received. Quotes for encapsulated footpath map to be presented to July Council meeting.
Meeting 8.2.23	LRTC Newsletter	23/30	Contacted the Support Services Manager about UPC submission – awaiting costs and further information.
Meeting 10.5.23	Village clean up	AM23/06	Contacted EDDC regarding requirements for volunteers.
Meeting 10.5.23	1844 Enclosure record	AM23/12	Contacted the Devon archives who have accepted the Enclosure document. Cllr. Turner to make a mutually convenient appointment.

FC23/100 To receive reports

Chairman – Cllr. James advised that he had met with the Chair of Barnes Meadow Management Committee (BMMC) to discuss the installation of boundary markers, as mandated by the Council. It was agreed that markers would make grounds maintenance more difficult, therefore Cllr. James had agreed with BMMC that **RESOLVED** 1. No markers are necessary and that the boundary was a line formed by 2 posts at each end and a fence. In the area between the boundary posts the border was agreed to be about 0.5 meters from the tree line. 2. It was agreed that movement of the second post at the Eastern boundary approximately 1 meter nearer to the road, increasing, very slightly, the land for which the PC is responsible. 3. As all measurements are below the tolerance of Land Registry maps, an informal agreement was deemed sufficient.

Parish Councillors – Nothing to report. Cllr. James thanks Cllr. Hackett in his capacity as the lead of the village fete preparations, for all his hard work in achieving such a well-attended event.

County Councillor – County Cllr. I. Hall welcomed Cllr. Mrs. Daly to the Parish Council. He expanded upon his previously submitted report to advise that DCC are now repairing and selling bikes at a discount. He had stepped down from being the Chair of the Council and had been allocated two new committees pertaining to Children and to Adult Health.

Cllr. James asked that consideration be given to improving cross-county boundary communications within integrated healthcare, as this had traditionally been a problem for Uplyme residents. Cllr. Hall confirmed he would relay those issues to the Axe Valley Health Forum the next time they met.

Outside Bodies – District Cllr. Westerman introduced herself to the Council.

FC23/101 Finance

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

Chairman: Cllr C James

Vice Chairman: Cllr. A. Turner

Cllrs: P. Hackett, Mrs E. Daly, P. Oakley, C. Pratt, Mrs. P Frost, W. Trundley, Mrs. C. Wiscombe

Payments May

Name	Details	Amount	VAT
Staff costs	Salary PAYE/NI	£ 1,403.44	£0.00
Uplyme Village Hall	Room Hire	£ 88.00	£0.00
DCC Pensions fund	Pensions	£ 931.08	£0.00
Fluxy's Grounds Maintenance	Millennium Copse & MTF	£ 90.00	£0.00
Fluxy's Grounds Maintenance	Grounds Maintenance	£ 653.80	£0.00
Google Email	Telephone/Communication	£ 4.60	£0.00
O2	Telephone/Communication	£ 9.91	£1.65
Z A-D	Travel/Expenses	£ 43.64	£0.00
Amazon EU (laptop stand)	Computer Accessories/Charges	£ 9.49	£1.58
Hi5 Solutions Ltd (mousemat)	Computer Accessories/Charges	£ 7.48	£1.25
Amazon EU (keyboard)	Computer Accessories/Charges	£ 22.49	£3.75
Amazon EU (WIFI extenders village hall)	Computer Accessories/Charges	£ 68.97	£11.50
Z A-D - 2nd class stamps	Postage	£ 12.00	£0.00

FC23/102 (b) Members noted the bank reconciliation for May 2023:

Monthly Balance Sheet	Mar-23	Apr-23	May-23
Expense (Cashbook)	£2,858.68	£5,059.02	£3,344.90
Income (Cashbook)	-947.67	- 25,757.50	-1,214.74
Monthly Balance (Cashbook)	1,911.01	-20,698.48	2,130.16
Bank Statement (First DOM)	79,157.44	77,246.43	97,994.91
Bank Statement (Last DOM)	77,246.43	97,994.91	95,864.75
Bank Monthly Balance	1,911.01	-20,748.48	2,130.16

FC23/103 (c) Funds earmarked for the Playground had been highlighted as insufficient by the Internal Auditor, other noted figures were the Stafford Mount project fund (to be supplemented by grant funding) and CIL. **RESOLVED** Members noted the following earmarked funds currently held by the Council:

Reserves	Mar	Apr	May	TOTALS
Footpath Funds	2,656.34			2,656.34
Playground funds	123.98	1,000.00		1,123.98
Millennium Copse & MTF	200.00			200.00
Locality funding	660.00			660.00
Uplyme Village Safety project	3,100.00			3,100.00
Neighbourhood Plan	171.02			171.02
Emergency fund	1,987.15			1,987.15
Community Infrastructure Levy	4,821.45			4,821.45

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Uplyme Xmas Lights Project	199.48	500.00		699.48
UVN - Coronavirus Prompt Action Fund	0.00			0.00
War Memorial refurbishment	2,000.00			2,000.00
Devon Resilience Funding	809.49	-451.00		358.49
Stafford Mount project	65.79	1,000.00		1,065.79
General (Bank less Reserves)		79,151.21	77,021.05	
Total Reserves	16,794.70			18,843.70

FC23/104 (d) Internal Auditors Report

Members noted the Internal Auditors report. **RESOLVED** The Clerk/RFO to review the Fixed Asset Register so that it is compliant with the requirements of JPAG, as amended from time to time, to ensure the accurate and verifiable disclosure of the value of all the Council's Fixed Assets.

FC23/105 (e)(i) Explanation of Variances

The RFO explained the variances to Members. **RESOLVED** Members noted the variances for the 2022-23 AGAR.

FC23/106 (e)(ii) Annual Governance Statement s.1

Members discussed the assertions and assessed the evidence of the criteria supplied by the Clerk/RFO. **RESOLVED** that all responses be 'yes' to Section to be submitted to the external auditor. Proposed by Cllr. Turner and seconded by Cllr. Mrs Frost. Agreed by 8 members with one abstention.

FC23/107 (e)(iii) Accounting Statement s.2

Members considered the accounting statement for 2022-23. The Clerk explained that the restated figure for no. 9 in 2021-22 was due to a laptop purchased in February 2022 being absent from the list. **RESOLVED** that the accounting statement be approved, proposed by Cllr. Turner and seconded by Cllr. Trundley. Agreed by 8 members with one abstention.

FC23/108 (e)(iv) Notice of Public Rights

Members noted the dates of public rights to view the unaudited accounts would commence on 19th June 2023 and end on 28th July 2023.

FC23/109 Stafford Mount – Garden Design quotes

Members considered the two quotes obtained from local garden designers to draught a planting plan for the Stafford Mount greenspace. Cllr. Trundley deemed there was insufficient information within one of the quotes to make an informed decision. **RESOLVED** Cllr. Mrs Wiscombe, as project lead, would arrange appointments with each of the designers to discuss their quotes and obtain further information and report back to Council.

FC23/110 Highways issues for quarterly meeting

Chairman: Cllr C James

Vice Chairman: Cllr. A. Turner

Cllrs: P. Hackett, Mrs E. Daly, P. Oakley, C. Pratt, Mrs. P Frost, W. Trundley, Mrs. C. Wiscombe

- (a) Cllr. Turner updated Members about the site meeting with a representative of National Highways which had taken place in along the A35. Cllr. Turner and Cllr. James had looked at the entrance of the Penn dual carriageway and discussed the enforcement notice in place for the land at Harcombe. Cllr. James also spoke about the recommendations made to improve access to the bus stop at the top of Lyme Road adjacent to the Hunter's Lodge inn, as the current spot was dangerous both to bus passengers embarking/disembarking from the bus and to the traffic turning onto Lyme Road, as the bus blocked the highway when stopped.

County Cllr. Hall also attended the meeting and spoke about proposals to install average speed cameras within the 40mph zone from Green Lane. Cllr. James thanked Cllr. Hall for his attendance.

- (b) Members considered the Peninsula Transport RIS3 consultation, but did not wish to make any comment.
- (c) Members considered the request from Totnes Town Council to join the '20's Plenty' campaign. Cllr. James proposed that the Council join the scheme, seconded by Cllr. Turner. Approved. **RESOLVED** The Clerk to inform Totnes TC that the Council had passed a motion to join the campaign.
- (d) Cllr. James reminded Members of the discussion with the new owner of Broadway at the corner of Crogg Lane, when the owner had made a generous offer of gifting one metre of his land in order to install a walkway.

On another topic, Cllr. Turner mentioned his concerns around the diversion route given for the Lyme Road closure to install fibre. The alternative route was a single track lane, so would not be suitable for the types of vehicles which travel down Lyme Road. **RESOLVED** The Clerk to notify the contractor of the Council's concerns and to ask that the alternative route of Trinity Hill be considered.

FC 23/111 Residents and other correspondence received

- (a) Cllr. James advised that East Devon District Council had offered to provide equipment and would collect the waste from a community litterpick. The Council needed to provide a risk assessment. **RESOLVED** The Clerk would check with EDDC whether they would collect green waste. Also, to organise a date for the litterpick; a Sunday morning in October was preferred.
- (b) The Clerk advised Members of a complaint received by a parishioner about drain repair works being carried out on Lyme Road.

FC23/112 Footpaths/Millennium Copse/Stafford Mount/King George V Play Area/Trinity Hill

- (a) There were no updates on footpaths.
- (b) Cllr. Turner mentioned that the mobile signal was particularly bad on Trinity Hill at the moment.

FC 23/113 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.

FC23/114 Newsletter / Noticeboards / LymeOnline

The cleaning of the war memorial was suggested as an articles for the Parish Newsletter and Lyme Online.

FC23/115 Committee/Working Groups

- (a) Members noted the Planning Committee minutes dated 24th May and the Estates & Personnel Committee minutes dated 24th May 2023.
 (b) Cllr James mentioned the need to install markers in the Cemetery, as some duplication of grave numbers had been found. This would be considered at another meeting.

FC23/116 Public Forum/Members items

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

FC23/117 Date of future meetings

RESOLVED The next meeting of the Full Council will be at their annual meeting on Wednesday **12th July 2023** at Uplyme Village Hall at 7.15pm.

Meeting Closed 8.51pm

Signed by Chairman: _____

Date: _____