



Uplyme Parish Council

c/o Uplyme Village Hall, Lyme Road, Uplyme, Lyme Regis DT7 3UY
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Minutes of the Meeting of the Council held on Wednesday 12th July 2023 at Uplyme Village Hall at 7.15pm

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

Councillors: Cllrs. Mrs P. Frost, Mrs E. Daly, W. Trundley, P. Oakley, and C. Pratt.

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

Members of the Public: 2 present. No members of the press.

FC23/118 Apologies for Absence

Cllr. Mrs. C. Wiscombe and County Cllr. Hall tendered their apologies. Cllr. P. Hackett was also absent.

FC23/119 Approval of Minutes

RESOLVED that the minutes from the Annual Meeting of the Council held on **14th June 2023** be approved as a correct and true record and signed by the Chairman.

Proposed Cllr. A. Turner and seconded by Cllr. W. Trundley. Agreed.

FC23/120 Declarations of Interest and Dispensations

None made.

FC23/121 Public Participation Session on items on the agenda

No items were raised.

FC23/122 Clerks Progress Report

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

Chairman: Cllr C James

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Cllrs: P. Hackett, Mrs E. Daly, 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 9.11.22	War Memorial refurbishment	22/182	Work to clean the memorial completed. Plaques which need repaired have been removed, to be replaced. Quotes being obtained for repair or to replace in stone or cast metal. Completed pre-application for grant from War Memorials Trust.
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	Need to arrange a date in October and complete risk assessment.
Meeting 14.6.23	Fixed Asset Register	23/104	Amended the format of the asset register to include insurance values. Photographs need to be taken.
Meeting 14.6.23	'20's Plenty'	23/110	Informed Totnes Town Council that Uplyme would participate. UPC added to national map. To send an email to DCC showing support.

FC23/123 To receive reports

Chairman – Cllr. James commenced by thanking District Cllr. Westerman for attending an informal meeting with him to discuss Uplyme's priorities in the near future.

Cllr. James updated Members on the forthcoming rescheduled Highways Forum, where it was hoped Dorset County Cllr. Belinda Bawden would attend to give her support to the Crogg Lane/Lyme Road highway improvement scheme. He also hoped to improve the working relationship with Lyme Regis Town Council (LRTC), following the election of new LRTC Mayor, David Sarson.

Parish Councillors – Cllr. James spoke about changes in the status of the River Lim, and that it had been declared 'ecologically dead'. He stated that the water companies would have to desist from releasing sewage into the river before the water quality could improve.

Cllr. Turner updated Members on a social media debate which had commenced regarding the disposal of grey water from the building development taking place at Higherfold on Venlake. Cllr. Turner had visited the residents to discuss their fears of potentially flooded gardens. A neighbour dispute had arisen which the Council was not going to get involved in.

Members were given more information on the public consultation undertaken by the proposed developers of the Crogg Lane exception site, Leaperland. Another public consultation was planned on Wednesday 19th July at 6.00pm in the village hall. Posters had gone up throughout the village and on social media/the PC's website.

County Councillor – County Cllr. I. Hall was not present but had submitted a division report for the Councillors information.

Outside Bodies – No items were raised.

FC23/124 Finance

(a) Proposed by Cllr. Turner, and seconded by Cllr. Pratt **RESOLVED** that the

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following payments were/will be settled:

Payments June

Name	Details	Amount	VAT
Auditing Solutions	Audit Fee	£ 576.00	£96.00
Uplyme Village Hall	Room Hire	£ 82.25	£0.00
Fluxy's Grounds Maintenance	Millennium Copse & MTF	£ 90.00	£0.00
Fluxy's Grounds Maintenance	Grounds Maintenance	£ 653.80	£0.00
Z A-D	Travel/Expenses	£ 41.57	£0.00
Google Email	Telephone/Communication	£ 4.60	£0.00
O2	Telephone/Communication	£ 9.91	£1.65
ICO REGISTRATION	Registration/Subscriptions/Training	£ 40.00	£0.00
Advantage Ink Supplies	Stationery/Misc	£ 45.97	£7.66
Tesco (printer paper)	Stationery/Misc	£ 9.50	£1.58
Amazon adhesive/spreader	Stafford Mount project	£ 28.32	£4.74
KPCM Display LTD (dog signs)	Cemetery repairs	£ 8.11	£1.79
CAB Bridport	Grant (\$137)	£ 250.00	£0.00
Creative Solutions (signage)	Stafford Mount project	£ 88.31	£14.72
SJ Surfacing (post repair)	Playground Maintenance/Extras/Moles	£ 175.00	£0.00
War memorial cleaning	Maintenance/Buildings	£ 2,000.00	£0.00
DALC Cllr training	Registration/Subscriptions/Training	£ 18.00	£3.00
DCC Pensions fund	Pensions	£ 465.54	£0.00
Staff Costs	Salary PAYE/NI	£ 1,403.44	£0.00
Unity Trust Bank	Bank Charges	£ 18.00	£0.00

FC23/125 (b) Members noted the bank reconciliation for June 2023:

Monthly Balance Sheet	Apr-23	May-23	Jun-23
Expense (Cashbook)	£5,059.02	£3,344.90	£6,008.32
Income (Cashbook)	- 25,757.50	-1,214.74	-713.00
Monthly Balance (Cashbook)	-20,698.48	2,130.16	5,295.32
Bank Statement (First DOM)	77,246.43	97,994.91	95,864.75
Bank Statement (Last DOM)	97,994.91	95,864.75	90,569.43
Bank Monthly Balance	-20,748.48	2,130.16	5,295.32

FC23/126 (c) Cllr. Oakley asked why the Council kept £3,100 for the Uplyme Safety project. Cllr. James explained that the funds were to show willing by the Parish Council to DCC's commitment to fund the scheme at Crogg Lane by keeping some funding earmarked for the works. Cllr. James noted that the original DCC budget of £60k was no longer in place. **RESOLVED** Members noted the following earmarked funds

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currently held by the Council:

Reserves	Mar	Apr	May	Jun	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
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	0.00
Devon Resilience Funding	809.49	-451.00			358.49
Stafford Mount project	65.79	1,000.00		-116.63	949.16
General (Bank less Reserves)		Apr	May	Jun	
Total Reserves	16,794.70	18,843.70			16,727.07

FC23/127 (d) Budget Q1 2023-24

Members discussed the budget for quarter 1 of the current financial year. The Clerk pointed out that the budget set for election costs of £1900 and £657.50 of the budget set aside for insurance were surplus to requirements and could be vired to another budget for 2023-24. Cllr. James proposed that £600 be vired from the insurance budget, with £100 to go into computer accessories/charges and £500 to be vired to the Christmas Lights earmarked fund. Seconded by Cllr. Oakley. Cllr. Oakley proposed that the £1900 unspent funds from the election costs be vired to the earmarked Playground fund, seconded by Cllr. Mrs. Frost. Both proposals were unanimously agreed. **RESOLVED** Funds to be vired as directed.

FC23/128 (e) Regular payments

The RFO explained that it was best practice to approve regular payments under the audit regime. **RESOLVED** Members noted the regular monthly, quarterly and annual payments to be made by the Council during 2023-24.

FC23/129 Grant Request

Members considered the £1,000 grant request for funds towards the installation of solar panels and battery storage made by the Village Hall trustees. As Cllr. Hackett (also Chair of the Village Hall trustees) was not present, Cllr. James suspended Standing Orders for a member of the public, who was also a trustee, to answer Members questions. Cllr. Turner asked about the grant given to the village hall from Abbeyfield. Cllr. Trundley also wished to know what the financial accounts of the village hall held, and pointed out that increasing electricity costs should be passed onto the hirers of the hall. The member of the public advised that £20k had been received from Abbeyfield, £19k of which was already allocated to replace the existing

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lighting with low energy LED and replacement of the heating system. Hirer fees were also due to rise. Furthermore, the village hall CIO needed to show that it had asked for funds elsewhere in order to apply for a grant from East Devon District Council (EDDC). **RESOLVED** that the Clerk respond to the Treasurer's request with a) more information about the proposal, b) to ask whether the village hall could obtain a grant from EDDC prior to requesting a grant from the parish council and c) to see a copy of their latest accounts. Once the further information is received, the grant request to be considered at the PC September meeting.

FC23/130 Communtiy Ownership Fund

Members noted information provided by the Clerk on the central government fund which, for the first time, was directly open to parish/town councils to save community assets at risk of closure, with a matchfunding requirement of 20%. Cllr. James suspended Standing Orders so that District Cllr. Westerman could advise Members that she was looking into playground funding. **RESOLVED** To schedule the COF and its possible application in Uplyme for discussion in the September PC meeting.

FC23/131 Quotes

- (a) Members considered the four quotes obtained from graphics and map contractors for production of a waterproof footpath map for public display. Since £50 funding had been obtained from the Parish Paths Partnership, Cllr. Turner proposed that quote D was accepted for 3 copies of the map, seconded by Cllr. Pratt. **RESOLVED** The Clerk to order 3 copies of the A1 sized waterproof map from Dennis Maps at a cost of £20 each (VAT exempt).
- (b) Members considered the quotes, kindly provided by Cllr. Pratt, for paving slabs to replace the hard landscaping at Stafford Mount. **RESOLVED** Cllr. Pratt advised he would prefer to remeasure to ensure that the quantities were sufficient before providing further quotes to the Council at their next meeting.

FC23/132 Policies

- (a) Cllr. Mrs Daly requested that the Dignity at Work policy reference be removed until that policy was in place. Cllr. James proposed adoption, seconded by Cllr. Oakley. **RESOLVED** That, accepting that amendment, the Equality & Diversity Policy be adopted.
- (b) Members considered the Risk Register. Cllr. Oakley requested that the Barnes Meadow Management Committee be contacted to obtain a risk assessment for the path to the war memorial. Cllr. Turner proposed that no changes were required, seconded by Cllr. Trundley. **RESOLVED** No changes needed.
- (c) Members considered Council's Internal System of Control. Cllr. Turner proposed that no changes were required, seconded by Cllr. Frost. Approved. **RESOLVED** No changes needed.
- (d) Members considered Council's Standing Orders. Cllr. Turner proposed that no changes were required, seconded by Cllr. Frost. Approved. **RESOLVED** No changes needed.

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- (e) Members considered Council's Financial Regulations. Cllr. Turner proposed that no changes were required, seconded by Cllr. Frost. Approved. **RESOLVED** No changes needed.
- (f) Members re-considered adopting the EDDC Code of Conduct after its first year in place, as decided in 2022 (in minute reference FC22/134). **RESOLVED** That, with 6 votes and one abstention, the new Code of Conduct was not adopted by Uplyme Parish Council and the 2012 version remain in place.

FC 23/133 Highways Issues

- (a) Members considered the offer from Axminster Town Council (ATC) to sell the Parish Council the bus shelter at Hunter's Lodge on the A35 as an asset for a nominal £1. Cllr. Turner advised that the cost of maintenance and cleaning was outwith the parish council's affordability. He also pointed out that a lot of Axminster's residents used the shelter, and would like that communicated to ATC. Cllr. Oakley proposed that ownership be declined, seconded by Cllr. Mrs Frost. **RESOLVED** The Clerk to write to ATC to advise of the Council's decision.
- (b) Cllr. Mrs Frost asked for the issue of speeding to be brought to the Highways Forum. Cllr. Turner advised that 69 new sites for speed cameras had recently been identified by the police, and that Lyme Road had been identified as a possible site.

FC23/134 Residents and other correspondence

None received.

FC23/135 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 bushes at Millennium Copse needed to be trimmed back roadside. **RESOLVED** That Cllr. Turner would organise with the Chapter 8 trained Lengthsman for this work to be carried out.

FC 23/136 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.

FC23/137 Newsletter / Noticeboards / LymeOnline

No articles were suggested.

FC23/138 Committee/Working Groups

- (a) Members noted the Planning Committee minutes dated 28th June 2023.
- (b) No updates were available.

FC23/139 Public Forum/Members items

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

FC23/140 Date of future meetings

The Parish Council would now go into summer recess. **RESOLVED** The next meeting of the Full Council will be on Wednesday **13th September 2023** at Uplyme Village Hall at 7.15pm.

Meeting Closed 8.52pm

Signed by Chairman:

Date:

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