

The Council meeting was held in the Village Hall on Wednesday 13th June 2012 at 7:15pm. Chairman Cllr Killingback.

Present: Cllrs Brown, Forrester, Garland, Killingback, Mason, Turner, Whiting, and 11, later 9 members of the public.

1. **Apologies for absence** were received from Cllr Frost who was visiting family, and Cllr Pratt. Also PCSO Jones.
2. **Adoption of Minutes:** It was resolved unanimously to adopt the minutes of the May 2012 meeting (proposed Cllr Turner, seconded Cllr Garland).
3. **Matters arising:** none.
4. **Review of Action Log:** The effectiveness of the Action Log was discussed, and it was agreed to try it for a little longer. Amendments were made and the Clerk explained that completed actions this month would be removed from the list now they had been recorded.
5. **Planning**

Applications dealt with at meeting

- **11 Glebelands** T1 sycamore fell. It was resolved unanimously to respond as follows: *The Parish Council does not object to this application, in accordance with the Parish Tree Warden’s recommendation* (proposed Cllr Whiting, seconded Cllr Brown).
- **7 Glebelands** Retention of outbuilding. It was resolved unanimously to respond as follows: *The Parish Council does not object to this application subject to a condition that it is not used as accommodation* (proposed Cllr Whiting, seconded Cllr Turner).
- **The Glen Lime Kiln Lane** Construction of outdoor swimming pool and summerhouse. It was resolved unanimously to respond as follows: *The Parish Council does not object to this application* (proposed Cllr Whiting, seconded Cllr Brown).

Cllr Killingback declared a prejudicial interest in the next item and left the meeting. Cllr Whiting chaired in his absence.

- **Land adjoining Gore Lane** Construction of dwelling and improvements to access. It was resolved unanimously to respond as follows: *The Parish Council objects to this application on grounds of overdevelopment and dangerous access* (proposed Cllr Whiting, seconded Cllr Brown).

Cllr Killingback rejoined the meeting.

- **Uplyme Cricket Club King George's Playing Field Lyme Road** T1 & T2, Sugar Maple - Lift crown over car park to 6m removing selected branches. T7, Weeping Willow - Lift crown over play area to 9m removing selected branches. T10, Weeping Willow - Lift crown over tennis court to 9m removing selected branches. It was resolved unanimously to respond as follows: *The Parish Council does not object to this application subject to the Parish Tree Warden’s Report* (proposed Cllr Whiting, seconded Cllr Mason). (The Tree Warden subsequently confirmed this response verbally to the Clerk.)

Applications granted by EDDC since last meeting

- **Hedgehog Corner (Land To Rear SE) Lyme Road** Use of the land as seasonal camp site with a maximum of 10 pitches.
- **Woodstock 15 Glebelands** Installation of velux windows on front and rear roof slopes. *Granted with conditions*
- **Moorside Woodhouse Lane** Demolition of existing conservatory and construction of front extension.

Affordable Housing: Cllr Whiting reported that work should have started on 30th May and is now expected w/b 18th June; DCC highways section 278 agreement is holding it up – Clerk to ask for assistance. Street name: Cllr Whiting hopes to report next month after speaking to Guinness. Clerk will be requesting publicity for Devon Home Choice in *Lyme News*. Members were reminded that anyone can put forward a site for affordable housing.

6. **Finance:** The Clerk reported on the position at 31st May 2012:

Bank balances at 31st May 2012		Payments Out	
HSBC Current Account	2,014.72	Grounds maintenance	500.00
HSBC Deposit Account	26,885.11	Clerk's expenses	49.76
	28899.83	Clerk's salary	391.11
		Cemetery expenses	73.29
Reserves		Web hosting	120.00
Footpath funds	3788.06	Training fees	95.00
Uplyme Speed Campaign	379.01	VAT	26.66

Playground funds	2336.33		1255.82
Millennium Copse	2198.78		
Millennium Tree Fund	55.06		
Cemetery repairs	5000.00	Payments In	
PAYE due	0.00	Bank interest	0.89
Total reserves	13757.24	Cemetery fees	950.00
		VAT refund	706.26
General fund	15142.59	Bursary	47.50
Total funds	28899.83		1704.65
		Transfers: none	

It was resolved unanimously to pay the contractor £80 for footpath sign works recently completed (proposed Cllr Turner, seconded Cllr Whiting).

The Clerk submitted the schedule of current payments for approval. It was resolved unanimously to approve them (proposed Cllr Turner, seconded Cllr Garland).

cheque #	payee, re	amount
100120	L Wakeman - Clerk's expenses	45.45
100121	L Wakeman - Clerk's salary	390.91
100122	HMRC - PAYE	152.60
100123	SLCC training (VAT)	19.00
100124	G Sims - footpath sign repairs	80.00
100125	DALC - training fees	90.00
100126	J Lack - audit fee	150.00

It is possible to apply for £1.10 per registered elector (about 1360 in Uplyme): the meeting was suspended briefly to allow D Cllr Thomas to explain that this had to be done in conjunction with other parishes and he suggested a joint meeting with other Trinity parishes to investigate suitable projects.

7. **Accounts:** the Clerk reminded the meeting that anyone could ask to see the paperwork by appointment or read it on the Council web site.
 - a. A small amendment to the Annual Accounts for 2011/2012 was presented by the Clerk, and it was resolved unanimously to re-approve them. The Clerk and Chairman signed the amended accounts and the Accounting Statements in the Audit Commission form. (Proposed Cllr Brown, seconded Cllr Turner).
 - b. **Effectiveness of internal audit:** The Clerk summarised the steps taken to ensure that finances are properly monitored and controlled:
 - i. Financial regulations are in place.
 - ii. All payments are made by cheques signed by two Councillors.
 - iii. All payments are authorised by the RFO and approved by the full Council.
 - iv. Quarterly audits are carried out by a member of the Council.
 - v. Biannual reviews of budget vs actual expenditure/income are made by the Finance Committee.
 - vi. Accounts are audited annually by an independent Internal Auditor and any issues raised are addressed.
 - vii. The Finance Committee oversees and advises the RFO and the Council on all significant financial matters, including setting the budget.

It was resolved unanimously that the internal audit was thought to be effective (proposed Cllr Turner, seconded Cllr Forrester).
 - c. **Annual Governance Review:** The Clerk referred to the Annual Governance Statement, items 1 to 8 as included with the agenda. These were each approved by the Parish Council, and the statement was signed by the Chairman & Clerk.

8. **Correspondence.** The Clerk summarised correspondence received. The following items were discussed:
 - Thanks for grants from Bridport CAB, Axe Valley Ring & Ride, Red Cross, Parish News and KGV were noted.
 - The need for a new Code of Conduct was noted. There is a draft NALC template and also a statutory instrument, but the full implications are not yet clear, and there is some confusion about when a new Code of Conduct needs to be adopted. The Clerk hopes to have a draft proposal by the July meeting.
 - Unsung hero nominations: these need to be made by the next meeting. Clerk to publicise via *Parish News*.
 - Barnes Meadow – Phase I adoption is now done and resurfacing will start soon. Meeting to discuss FP12 diversion arranged by C Cllr Knight.
 - Milk waste – it was reported that milk waste is being dumped in suspected breach of the current deployment, but action will be difficult without documentary or photographic evidence.
9. **Meeting arrangements:** various changes to the way that meetings are run were discussed. It was resolved that declarations of interest would be included as a standard agenda item (proposed Cllr Turner, seconded Cllr Brown). It was resolved unanimously that reports of any standard items not requiring a decision should be submitted to Clerk for inclusion with the meeting papers, and will be noted at the meeting (proposed Cllr Turner, seconded Cllr Garland). Provision for comments/questions will be made.
10. **Footpaths:** Cllr Turner thanked Cllr Whiting for all his help. Meeting with Emma Hellier and Ros Davies was very informative. FP62/63 could be made a community path, which allows for better funding, for example for more attractive signage. These items were recommended: FP62 scalplings to be put on slope and the boggy area of FP63 scraped out and widened, then scalplings laid down. (The slight possibility that the Glen was an SSSI was being investigated). BW65/66 work now completed. Clerk to write to Mrs Mostyn thanking her. FP55 – signpost to be done. Broken sign in Mill Lane and request from landowner of FP100 are being looked at by Cllr Turner and Emma Hellier. It was resolved unanimously that James Booth be asked to quote for future signpost works, at £15/hour (proposed Cllr Forrester, seconded Cllr Garland). It was resolved unanimously to accept the quote for surface repairs to FP62/63 from James Booth in the sum of £429 (proposed Cllr Garland, seconded Cllr Mason). A contract will need to be drawn up.
11. **Highway matters:** The defects list was circulated. Cllr Brown spoke of the need for a 30MPH speed limit in Yawl Hill Lane from B3165 to just before caravan site. C Cllr Knight will take this to HATOC. It was resolved unanimously that the Clerk should try to find a second hand ‘Unsuitable for HGVs’ sign for the top of Woodhouse Lane (proposed Cllr Turner, seconded Cllr Brown).
12. **Playground:** fence will be done soon although the ditching may not. Slide will be ordered by Cllr Forrester.
13. **Maintenance of Parish Council land:** Cllr Brown met with the contractor to discuss his performance and reported that 4 cuts and much tidying up had been done since the last meeting despite the weather. It was resolved to approve the contractor’s payment for May (proposed Cllr Turner, seconded Cllr Whiting).

cheque #	payee, re	amount
100119	G Sims - grounds maintenance May	500.00

It was resolved unanimously that the land at Stafford Mount belonging to the Council be offered either to EDDC or to a Housing Association for the purpose of affordable housing, provided that there is no cost to the Parish Council in respect of legal fees including but not limited to fees for removal of covenants, or planning permissions, or conveyancing fees or costs (proposed Cllr Brown, seconded Cllr Mason). Cllr Whiting read out a proposed letter to Paul Lowe (Housing Enabling Officer at EDDC) which was agreed by the Council.

The Clerk summarised the results of her cemetery training and subsequent investigations. She recommended that the Council undertake a full risk assessment and any necessary follow-up action. She would write to undertakers pointing out the requirements of safe practice for gravedigging. Current procedures for checking rights of burial were thought to be effective, but any change in practice at EDDC cemeteries would trigger a review of local procedures. It was resolved unanimously that Mr D Richards could site a memorial bench to stand in space 117 against the wall, with the proviso that when the space was eventually needed for a burial, the bench must be moved (proposed Cllr Turner, seconded Cllr Brown).

Cllr Brown reported his recommendations for improving the Cemetery compound and gates.

14. **County Councillor's report.** Potholes reported are already in the works programme. New gate in Yawl Hill Lane – drain must be unblocked by landowner, and Mr Voysey has been asked to repair the Coach Road using planings. Collapsed road edges nearby will be repaired. Barnes Meadow Phase I roads are adopted and will be resurfaced w/b 18th June, weather permitting. Parish's £1000 locality budget must be spent by December.
15. **District Councillor's report.** Funding is available for local organisations and businesses - see the *Parish News* for details. On 21st June, consultation by WDDC on its local plan at Woodmead from 10-7pm. Some plans will affect Uplyme.
16. **Meetings attended by Councillors.** None.
17. **Any other business:** A children's voucher passport will be considered at the next meeting. A casual vacancy has arisen. The Olympic torch procession on 12th July is expected to cause traffic chaos but there is little that the Council can do about this. The Chairman's dual role as Deputy Mayor's Consort was discussed: Cllr Killingback did not see a conflict although some other Councillors believed the public perception was otherwise.

There being no other business, the meeting closed at 9:30 p.m.

Signed Chairman

Date