**UPTON PYNE AND COWLEY PARISH COUNCIL**

**Notice is hereby given that the ANNUAL GENERAL MEETING of the Parish Council will be held on Monday 12th May 2025 at 7.30 pm in the Village Hall, Upton Pyne, to which councillors are summoned.**

**Members of the public are welcome to attend this meeting.**

**Website address:** [**www.uptonpyne-pc.org.uk**](http://www.uptonpyne-pc.org.uk)

**Election of Chair**: the Clerk to ask for nominations.

All present Parish Council members to agree to maintain their positions and responsibilities for the following 12 months.

15minutes Open Forum:

* Speke-Up Notes.
* Parishioner celebrates her 100th birthday in June. Cllr Cormack to send a card on behalf of the Parish Council.

**AGENDA**

**1. To receive apologies for absence:**

**2. Minutes**: To approve or amend the minutes of the meeting held on the 14th April 2025: this meeting was cancelled.

**3. Declarations of interests**- To be taken as identified.

* Declaration of Acceptance of Office form for the elected Chair to complete and signed at this meeting.

**4. Police Report:**

**5. Report by East Devon District Councillor: Cllr F King:**

**6. DCC Councillor Report:** email received from S Randall-Johnson, sent to all.

**7. Updates on Councillors Responsibilities:**

* **Footpath Report:** update from F King.

**8. Finance**: To sanction payment of accounts as follows:

**a. Clerk’s wages: for May 2025:** **£385.92 plus Home Allowance of £40=£425.92**. Extra Hours: UPPC meeting: 2.5 hours and 1 hour for travel to notice boards = 3.5 hours and 3 hours to finalise the Audit with the Internal Auditor = £78.39 = total of £504.31.

**b. Training Courses:** for councillors and Clerk.

**c. Clerk’s Travel expenses:** 4 x trips, @ 45p per mile (8 mile round trip) = £14.40.

**d. Internal Audit:** this has been checked and completed by the Internal Auditor and accounts are correct and balanced. The Parish Council to check and complete Section 1 and the Chair and the Clerk to date and sign the Accounting statements and the Annual Governance statement. The Clerk to publish on the website and post up on the notice boards, together with the Public Rights Notice.

**e. Community First Insurance:** £194.91.Invoice supplied.

**f. Vision ICT Website:** £178.80.Invoice supplied.

**g. Gift to Internal Auditor:** reimburse the Clerk £25.75. Receipt supplied.

**h. EDDC CIL 2nd payment:** received as reported previously: £4,420.46.

NB: two payments approved by the Parish Council to John Howells, (for work carried out on the Causeway £80) and Mr Posada of Little Pynes House, (a donation from the Parish Council of £500 after a fire at the property in December), had not been minuted in January. This is recorded here in the minutes for this month of May.

**APRIL PAYMENTS:**

**a. Clerk’s wages: for April 2025:** **£385.92 plus Home Allowance of £40=£425.92**. Extra Hours: UPPC meeting: 2.5 hours and 2 hours for travel to notice boards = 4.5 hours = £54.27= total of £480.19. **Approved via email due to cancelled meeting.**

**b. Training Courses:** for councillors and Clerk.

**c. Clerk’s Travel expenses:** 4x trips, @45p per mile (8-mile round trip) = £14.40. **Approved via email due to cancelled meeting.**

**d. Audit: Exempt Certificate:** to approve and sign prior to the Clerk sending it to the External Auditor. **NB: agreed via email and signed by the Chair and the Clerk.**

**e. Footpath Account:** to discuss increasing the sum to set aside.

**f. Quarterly Accounts:** to check and approve. Sent to all.

**g.** **Clerk’s salary increases to minimum wage** for over 21s = £12.21 (currently receiving £12.06 per hour), from April 1st 2025. To discuss and approve.

**h. DALC invoice for annual fee:** £221.95. **Approved via email due to cancelled meeting.**

**9. Planning: To report planning decisions on applications received from East Devon District Council.**

* **Planning Appeal: Homedale, Cowley. APPEAL REF: APP/U1105/D/25/3362268. Approved via email due to cancelled meeting, to remain with the PCs previous comments.**
* **25/0833/LBC: Little Pynes House: Approved via email due to cancelled meeting, to support this application. The Clerk has sent comments to the ED Planning Conservation Team.**

**10. Parish Council meetings:** to discuss reducing the number of meetings per annum.

NB: this will be written into our standing orders in due course once a decision has been made. The Chair and the Clerk to arrange this. NB: the Clerk kindly asks Councillors that as some decisions will be required to be made via email, (between meetings), to please respond as soon as possible. To also discuss changing the day we meet if this is considered necessary.

**11.APM:** to discuss: to hold on the same evening as the 9th June Parish Council meeting. To decide on content and timing and to advertise it. NB: it may be best to

hold the APM prior to the usual Parish Council meeting. The Clerk cancelled the 2nd June Hall booking.

**12. Parish Lengthsman/contractor:** update from the Chair and Cllr Leach.

**13. Small Grants Initiative:** update from Cllr Hewlett via email to the Clerk.

**14. Mail Drop via the Royal Mail:** postponed due to decision awaiting on reducing meetings per annum and due to the fact, there may be 2 or 3 people considering joining the Parish Council as Councillors. The Clerk has invited them to this meeting.

**15. Ginko Tree:** Cllr Cormack to discuss.

**16. Communications/ e-mails received:**

**17. Feedback on last month’s circulations and items for future agendas:**

**To agree items for the next agenda.**

**18. Information received since posting the agenda.**

**Date of the next meeting: APM 7pm followed by the Parish Council meeting on the 9th June 2025.**

Jacqui Ward Clerk to the Parish Council 01392 851918 [parishclerk@uptonpyne-pc.gov.uk](mailto:parishclerk@uptonpyne-pc.gov.uk) **The Clerk welcomes calls Monday to Friday from 9am to 5pm.**