**UPTON PYNE AND COWLEY PARISH COUNCIL**

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY THE 13th JANUARY 2025 AT 7.30 PM AT THE VILLAGE HALL.**

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

**Present In attendance**

Cllr B Short Mrs Ward Clerk

Cllr S Ward Fabian King: Footpath Warden

Cllr M Leach 1x member of the public

Cllr M Cormack

Cllr M Hewlett

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| **Open Forum.**   * **Speke-Up notes:** the Clerk to write up. * **Councillor resignation:** Jessica Dalton has resigned form the Parish Council and we wish her the very best for the future. * **Finance:** John Howells:the Clerk said that she will always include his invoice each time he presents it for minute and audit purposes and for agreement to pay each time in the usual way. His work on the Causeway (which was agreed by the Parish Council at a previous meeting), is ongoing. * **One member of the public attended Open Forum** and contributed to the conversation. The admissible points raised in Open Forum were: * Storm drains at Cowley: see Item 12/25 on the Agenda. * Small Grants Initiative and the recruitment of councillors to the Parish Council: both these items to be discussed in detail on the Agenda: see Items 10/25 and 14/25 respectively and the outcomes of those items are in the body of the minutes.   **Agenda.**  **1/25 To receive apologies for absence:** none received.  **2/25 Minutes:**  to approve or amend the minutes of the meeting held on the 11th November 2024. Proposed and seconded to approve and signed by the Chair.  **3/25 Declarations of interests:** To be taken as identified.  **4/25 Police Report:** to October 2024:1x burglary at Cowley and 2x Public Order in Upton Pyne.    **5/25 Report by East Devon District Councillor** **J Kemp:**  the Chair said he is still waiting for a response from EDDC. It was suggested that the Parish Council should contact EDDC directly if any matters arise on which they consider EDDC will be able to clarify and offer advice.  **6/25 Devon County Councillor S Randall-Johnson:**  the Clerk sent the report to all Councillors for January.  **7/25 Updates on Councillors’ Responsibilities.**  **Footpath:** update from Fabian King: at Lake's Down a footpath is thoroughly blocked by fallen trees for about 50 metres along the way. The footpath is marked as number 3 on the footpath map. It leaves Upton Pyne heading Southwest and goes through Lake's Down wood where it becomes a sunken pathway. Specifically, there are 7-8 mature tree trunks, 30-40cm diameter, lying across the sunken pathway at about 1 to 1.5 metres height above the path. The approximate location within the What3Words app is either side of "salaried.richer.photocopy", or GR SX(9124,9770).  Fabian stated several questions for DCC arising from this: **1.** Can DCC do anything to help clear the trees and reopen the path for use? **2.** Do you have a list of landowners for sections of all the paths in this Parish? **3.** Does the landowner have any responsibility, and if so, who prompts action and is there any enforcement? These questions need to be answered soon so that Fabian can complete the P3 footpath survey. The Clerk asked if he had heard from DCC to date, he replied he had not. The Clerk said she will contact DCC, however, Cllr Cormack will call her contact to remove the trees and advise Fabian who the landowners are.  **Update Councillors’ Responsibilities:** this has been postponed until a later date.  **8/25** **Finance: To sanction payment of accounts:**  **a. Clerk’s wages: for December 2024 and January 2025:** **£385.92 plus Home Allowance of £40=£425.92** x 2 = £851.84. Extra Hours: UPPC meeting: 2.5 hours and 3 hours for travel to notice boards = 5.5 hours = £66.33 = £918.17. Proposed and seconded to approve.  **b. Training Courses:** for councillors and Clerk.  **c. Clerk’s Travel expenses:** 2x trips, @ 45p per mile (8-mile round trip) = £7.20.  **d. Budget:** approved at the November meeting:to discuss the**Precept** required for 2025/26. NB: amount for last year = £10,539.97. The Clerk to advise EDDC by 15th January giving the date and minute reference of this meeting. It was proposed and seconded to stay with the precept of 2024/25 as quoted above.  **e. CIL payment: £4,420.47** to the Parish Council**:** The Clerk was asked to contact EDDC regarding any new builds that have taken place. See email from EDDC which was read and duly discussed and explained by the Chair.  **f. Village Hall fees for 2024:** £187: invoice supplied: (to sign), and the Clerk paid this in December as requested after approval from Councillors via email.  **g. Quarterly Accounts:** to check and approve.Sent to Councillors. Proposed and seconded to approve.  **h. Stationery:** receipt supplied to reimburse the Clerk: £11.00. To sign and approve. Proposed and seconded to approve and signed.  **i. Food boxes:** overpayment made by the PC to Stuart Pearce. He has repaid the difference of £20.35 to the PC’s account.  **j. Invoice for repairs made to the Glebe Close notice board:** £55.00. To sign and approve. See Item 15 below. Proposed and seconded to approve and signed.  **k. Reimburse the Chair £34.95** for purchase of salt for Lakes Down. Invoice supplied to sign. This was approved by all Councillors via email in December and paid to the Chair.  Invoice duly signed by the Chair and Cllr Cormack.  **9/25 Planning:**   * **24/2033/FUL - Richmond Upton Pyne EX5 5JA:** see the details which the Clerk sent to all in December. Comments sent by the Clerk on 10th January 2025 to support this application. * **24/1267/FUL - Jackmoor Cottage Upton Pyne EX5 5HY** * **24/1268/LBC - Jackmoor Cottage Upton Pyne EX5 5HY** * The two applications above for Jackmoor Cottage are amended plans for consultation. The Clerk sent to all in December. Comments sent by the Clerk on 8th January 2025 to support this application. * **Any other planning issues:** received after Agenda posted.None received.   **10/25 Small Grants Initiative:** to discuss how it should be ‘signposted’ in Speke-Up and the PC Website, also to be posted up onto noticeboards. Cllr Hewlett arranged for a half page in the Speke-Up magazine along with a QR code after the November meeting. He will bring for approval to this meeting, a poster for the website and notice boards. This was duly done, and he will send the posters and application form to the Clerk for publication on the Parish Council website via email and to circulate to the Councillors. Cllr Hewlett reiterated the many benefits of this initiative in that it gave residents the chance to have their say on how the money was spent and was not down to Parish Councils alone. He explained how this initiative provides funding to community organizations to support projects and to bring communities together. ***Please note: subsequent to the meeting the following documents were uploaded to the Parish Council website: “Powers and Duties” and “Clarification from DALC.”***  **11/25 Parish Lengthsman:** it wasagreed that the Parish Council should employ a contractor. The Clerk was informed by Highways that there is no funding towards this as the Parish Council would be employing this person. To note: we must make sure this person is insured and has Public Liability Insurance and has had Chapter 8 training. The Clerk has contacted the Parish Council’s insurance company to confirm that we are covered for this and for Public Liability insurance, she said that we are but that the contractor would have their own insurance in place. The Chair is in the process of acquiring a person to carry out this work.  **12/25 Storm Drains at Cowley:** as Highway drains are involved here, the Parish Council will contact them: update from the Chair who has contacted Highways and has heard nothing to date. It was suggested that two residents of Cowley, present at the meeting, one of whom was Cllr Hewlett, would also report this matter to Highways, to lend some weight.  **13/25 20’s Plenty:** discuss purchasing signs with Stuart Pearce who is attending this meeting. The Clerk sent the link to all Councillors on 18th November. Stuart was not able to attend tonight. The Parish Council will purchase approximately six signs to be put up legally around the Village. The Clerk will re-send the link from Stuart to councillors to plan on the type of signs to purchase and where to locate them.  **14/25 New Parish Councillors/Mail Drop via the Royal Mail:** to discuss content for leaflets or a booklet to every parishioner in Upton Pyne and Cowley. The Clerk will contact Royal Mail to advise on costs and post codes. She will advise EDDC electoral services of the casual vacancies. The Clerk will design a leaflet/booklet with another Councillor before the next meeting in February. The question was asked who moderates the village WhatsApp group. To discuss at the next meeting.  **15/25 Notice Boards:** Glebe Close: this had been damaged during one of the storms of Nov/Dec 2024. The door had been blown off and the carpenter has repaired it. (See fees charged under Finance). As has been agreed previously, this notice board will be replaced by a new build on the same lines as the one at Bernaville Nurseries.  Village Hall notice board: update from Cllr Cormack. The Village Hall Committee will need to arrange to repair this notice board.  **16/25 Communications/e: mails received for possible action:**  The Clerk made available all communications received.   * **Gittisham Parish Council:** the Clerk sent details to all regarding EDDC local plan site selection process. * **Senior:** regarding the Parish Council’s .gov.uk email account which is being upgraded: the Clerk will receive instructions in due course on new log-in and password details and will send details to all Councillors instructing them likewise.   **17/25 Feedback on last month’s circulations and items for future agendas**.  **Please submit any items for the next Agenda to the Clerk within the next 7 days.**  **Date of the next meeting:**  **FEBRUARY 10TH 2025.**  The meeting was closed at 8.25pm. |