**UPTON PYNE AND COWLEY PARISH COUNCIL**

**MINUTES OF THE ANNUAL GENERAL MEETING HELD ON MONDAY THE 12th MAY 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 Cormack 2x members of the public

Cllr M Hewlett

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| **Election of Chair:** the Clerk to ask for nominations.   * Cllr R Short was elected as Chair for another year. * Declaration of Acceptance of Office form completed and signed by the Chair and the Clerk.   All present Parish Council members agreed to maintain their positions and responsibilities for the following 12 months.  **Open Forum.**   * **Speke-Up notes:** the Clerk to write up. * **Parishioner celebrates her 100th birthday in June.** Cllr Cormack brought a card to the meeting and all Councillors, and the Clerk signed it wishing her all best wishes and congratulations. * **The Causeway:** the Chairreported that a private resident is in the process of extending his drive into land belonging to the Church. Cllr Cormack will speak to the resident and Rev**.** Tim Collins. To discuss this at the meeting in June.   **Agenda.**  **51/25 To receive apologies for absence:** Cllr M Leach.  **52/25 Minutes:**  to approve or amend the minutes of the meeting held on the 14th April 2025. This meeting was cancelled.  **53/25 Declarations of interests:** To be taken as identified.  **54/25 Police Report:** January 2025: 1x crime reported of anti-social behaviour in Upton Pyne. Cowley:2 crimes: 1x Theft and 1x violence and sexual offences.  February 2025: 1x crime reported of public disorder in Upton Pyne.  March 2025: no crimes reported.  **55/25 Report by East Devon District Councillor** **F. King:**  no report given.  **56/25 Devon County Councillor S Randall-Johnson:**  the Clerk sent the report to all Councillors for April 2025. This was her final report sent to all Councillors. The Clerk was asked to contact the two new DCC Councillors: Henry Gent and Nathanial Vanstone to advise of the Parish Council’s meeting dates, times, and venue.  **57/25 Updates on Councillors’ Responsibilities.**  **Footpath:** Fabian King: no updates as he has received no response to his report from DCC and for any grants which may be forthcoming.  **58/25** **Finance: To sanction payment of accounts:**  **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. See below April payments (g): increase of 15p per hour = £4.80 increase per month. Therefore, £425.92 = £430.72. Extra hours of £78.39 = £79.37 = £510.09. Back dated to April 2025 = £5.48 total = £515.57. **Proposed and seconded to approve as below April payments (g).**  **b. Training Courses:** for councillors and Clerk.  **c. Clerk’s Travel expenses:** 4 x trips, @ 45p per mile (8 mile round trip) = £14.40. **Proposed and seconded to approve.**  **d. 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 (d1) and the Chair and the Clerk to date and sign the Accounting statements (d2) 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. **Proposed and seconded to approve.** Both forms checked and signed by the Clerk and the Chair.  **e. Community First Insurance:** £194.91.Invoice supplied. **Proposed and seconded to approve.**  **f. Vision ICT Website:** £178.80.Invoice supplied. **Proposed and seconded to approve.**  **g. Gift to Internal Auditor:** reimburse the Clerk £25.75. Receipt supplied. **Proposed and seconded to approve.**  **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. **This was agreed at an earlier meeting of the Council.**  **f. Quarterly Accounts:** to check and approve. Sent to all. **Proposed and seconded to approve at the meeting in May.**  **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. **Proposed and seconded to approve at the meeting in May. See update under ‘Finance’ (a), above.**  **h. DALC invoice for annual fee:** £221.95. **Approved via email due to cancelled meeting.**  **59/25 Planning:**   * **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.** * **Any other planning issues:** received after Agenda posted.None received.   **60/25 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. This was discussed at length and it was put to the vote: 3 to 4 in favour of reducing the meetings to five per annum and this includes both the Annual General Meeting and the Annual Parish Meeting. Also, it was proposed and seconded to change the day in the week to the second Tuesday of the month. The start time will remain the same at 7.30pm. NB: Cllr Leach agreed to reduce the number of meetings via email.  **61/25 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. It was proposed and seconded to hold the APM on the 9th June before the Parish Council’s usual monthly meeting. The APM to start at 7pm and the Clerk will advertise in Speke-Up and the website and place posters on the notice boards along with the Agenda for the APM and the June meeting, combined. The APM invites members of the parish to come along and discuss any issues or concerns and to learn how the Parish Council operates and how it has performed over the last year.  **62/25 Parish Lengthsman/contractor:** update from the Chair and Cllr Leach. The Chair reported that Cllr Leach has ascertained that Johnny Butt was still working and the Chair and Cllr Leach are to meet with him to discuss the work required.  **63/25 Small Grants Initiative:** update from Cllr Hewlett via email to the Clerk. The Clerk handed Cllr Hewlett an email from Vision ICT with the information he requires to go ahead with publishing on the Parish Council’ s website. He will contact Vision ICT. He asked that a Working Party be set up to go through the responses. All Councillors agreed to this and that there should be a minimum of three persons to make up the Working Party.  **64/25 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. It was decided to go ahead and the Clerk will obtain three quotes for the printing of the leaflets.  **65/25 Ginko Tree:** Cllr Cormack to discuss. It was proposed and seconded to purchase a new Ginko tree. Cllr Cormack will source one.  **66/25 Communications/e: mails received for action:**  The Clerk made available all communications received.  **67/25 Feedback on last month’s circulations and items for future agendas**.   * **Potholes:** Cllr Cormack mentioned the potholes at the turning to Upton Pyne Hill on the A377 road. Highways were notified previously; however, the Clerk was asked to contact them again regarding this matter.   **Please submit any items for the next Agenda to the Clerk within the next 7 days.**  **Dates of the next meetings:**  **APM 7pm followed by the Parish Council meeting on the 9th June 2025.**  The meeting was closed at 8.45pm. |