**UPTON PYNE AND COWLEY PARISH COUNCIL**

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY THE 12th FEBRUARY 2024 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 1x member of the public

Cllr M Hewlett

Cllr A Ryles

Cllr M Cormack

Cllr T Jackson

Cllr J Dalton

Cllr M Leach

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| **Open Forum.**   * **Speke-Up notes:** Cllr Ryles to write up. * **APM:** Monday 3rd June 2024: the Clerk asked for ideas and suggestions to bring to the meeting in March. * **Clerk’s Appraisal:** to agree a date with the Chair and Cllr Cormack in March. * **Wi-Fi in the Village Hall:** the Clerk mentioned the Village hall AGM was 24th February at 11am. The Clerk was asked to email regarding installing Wi-Fi. * **Finance:** stationery item to be added here since posting of the Agenda. * **Domain password:** Cllr Jackson requires a new password. The Clerk to organise.   **Agenda.**  **17/24 To receive apologies for absence:** none given.  **18/24 Minutes:**  to approve or amend the minutes of the meeting held on the 18th January 2024. Proposed and seconded to approve and signed by the Chair.  **19/24 Declarations of interests:** To be taken as identified: Cllr Ryles: Item 25/24.  **20/24 Police Report:** 4 crimes reported for December 2023: 3x public order offences and 1x violence and sexual offences.    **21/24 Report by East Devon District Councillor** **J Kemp:**  the Chair contacted the Acting CEO of EDDC who said he will discuss this with his group leader. Meanwhile, the Clerk will contact the relevant parish councils.  **22/24 Devon County Councillor S Randall-Johnson:** The Clerk has circulated Cllr Randall-Johnson’s report to all Councillors for February, which focussed on the proposed Devolution of Devon and Torbay. Devon has received additional highways maintenance funding and the thresholds for pothole repair will allow for more to be repaired from Capital Funding.  **23/24 Updates on Councillors’ Responsibilities.**   * **Footpath:** Cllr Ryles said the P3 form is required to be returned in the next 2 months. All paths are required to be walked. Cllr Hewlett will assist in this task. * **Riding Access:** an email was received regarding horse riding being allowed on permitted footpaths. It was suggested the parishioner put in a request for a specific footpath. The clerk will contact her regarding this.   **24/24** **Finance: To sanction payment of accounts:**  **a. Clerk’s wages: for February 2024:** **£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 = £42.21. Total = £468.13. Proposed and seconded to approve.  **b. Training Courses:** for councillors and Clerk.  **c. Clerk’s Travel expenses:** 2 x trips, @ 45p per mile (8 mile round trip) = £7.20. Proposed and seconded to approve.  **d.** **Community Grants**: it was suggested that an amount be set aside to allow grants for projects which will benefit the whole community. To discuss: guidelines are required and amounts to consider. Cllr Hewlett sent round a template from the EDDC website to all during the meeting. The Chair asked that limits should be set by the March meeting. To be discussed then and the Clerk to check under ‘small community grants’. It was suggested to set a ceiling for small grants but that there should be flexibility to increase this.  **e. Church Donation:** £500. Proposed and seconded to approve.See also, email from Cllr Cormack regarding the Church clock. Cllr Cormack explained the details and that fund raising had begun. The Parish Council was asked to consider contributing towards this fund. The sum of £1,000 was suggested and was proposed and seconded to approve. The Clerk to make this payment alongside the donation of £500. This will be advertised in the Speke-Up magazine to ask parishioners to consider a donation.  **f. Hard drive for the Clerk’s use:** 4TBites: approximately £100. Would the Parish Council agree to the order? Proposed and seconded to approve.  **g. Grant to Speke-Up Magazine: £162.** To discuss. It was proposed and seconded to approve this amount.  **h. Stationery:** to reimburse the Clerk £9.90. Proposed and seconded to approve.  **25/24 Planning:**   * **22/2801/FUL:** 1, Cowley Barton Cottages: Planning Appeal. Documents supplied by the Clerk to view. The Clerk has sent comments to ED Planning that the Parish Council wish their previous comments to remain. * **23/2430/LBC:** Forge Cottage, Cowley: this is a listed building application for internal alterations only, comments sent to EDDC to advise that the Parish Council has no objections to the application. * **23/2761/FUL:** Forge Cottage, Cowley: see plans: to discuss. Cover form from EDDC sent to all. It was agreed that a site meeting should be held on Saturday 17th February at 11am. Cllrs Ward, Short, Jackson and Cormack to attend. The Clerk to arrange. * **Any other planning issues:** received after Agenda posted.None received.   **26/24 Cowley Church:** update from the Clerk. There has been no response from EDDC. The Clerk received a second letter from Revd. Tim Collins read out by the Chair. This included a form requesting the closure of the churchyard. It was discussed and decided that we wait for the closure of the churchyard before a decision is made. The Clerk to advise Revd. Collins.  **27/24 Drop Kerb at Cowley:** the Clerk has received the updated quote from the contractor appointed: Belowground Solutions: £2,075.00 + VAT. This will go ahead in early March.  **28/24 Warm Space:** it was agreed to keep this Item on the Agenda for further clarification.  **29/24 Upton Pyne Parish Plan:** a discussion took place regarding the draft compiled by Cllr Ryles. It was agreed that most of the details were complete. To discuss the final draft at the meeting in March.  **30/24 Maintenance of the churchyard in Upton Pyne:** to discuss. This matter has been organised and to take off the Agenda.    **31/24 Communications/e: mails received for possible action:**  The Clerk made available all communications received.  **32/24 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.**  **Dates of the next meetings:** **11th March 2024**  The meeting was closed at 9pm. |