**DUNTISBOURNES PARISH COUNCIL**

**ANNUAL MEETING OF THE COUNCIL**

**HELD AT 7.00PM ON 24th May 2022**

**IN THE VILLAGE HALL**

|  |  |
| --- | --- |
|  | **Welcome and introductions – by the Chairman** |
|  | **Election of Chairman –nomination/seconded – Council elected Jane Edwards followed by the signing of acceptance of office papers** |
|  | **Election of Vice-Chairman nomination/seconded – Council elected Rupert Lane followed by signing of acceptance of office papers** |
|  | **Attendance recorded as Parish Councillors** **Jane Edwards, Rupert Lane**, **Eammon Cuthbert**, **Valerie Dyson**, **Jamie Eykyn, Julian Weston** – District Councillor Julia Judd and 2 members of the public |
|  | **Apologies for absence recorded** County Councillor Joe Harris and Parish Councillor Richard Bliss |
|  | **Declaration of Interest for matters on the agenda were invited-** none |
|  | **Public Participation was invited -**none |
|  | **Report received from County Councillor Joe Harris which was read out by Cllr Jane Edwards and will be distributed via attachment to the minutes/email**  **Highways Local budget allocated to The Duntisbournes**   1. **Track from DA to Jack Barrow Road (Greenpits Lane)** 2. **“No HGV “signs at Perrotts Brook** 3. **Grit bin installed at Middle Duntisbournes** 4. **20mph default limit in residential areas – speed survey has been requested for The Duntisbournes** 5. **Long Ford repairs – GCC Contractors are scheduling site meeting** 6. **Closure of Long Ford to motor vehicles may be explored if there is a public appetite** 7. **Edgeworth cross roads- signage** 8. **A417 underpass – cLeering and CCTV work has been set up**   **Parish Council noted**  **Clarification – Parish Council has requested repair to Long Ford -see minutes from previous meeting**  **Query Crabtree Lane location?**  **A417 underpass -specific limit of works and need for resurfacing** |
|  | **Reports received from District Councillor Julia Judd –**  **Annual report distributed via email- highlighted points**  **Noted increase in Council tax and**  **Fly-tipping and Green flying tipping increases**  **Core services cost £12.5 million (excluding Ubico company)**  **Pressure on planning dept remains**  **Car parking fees increase and “Free after Three” has ceased in Cirencester**  **£75 million borrowing for capital investment projects for social housing, green energy investments (solar farms) economic and asset development**  **Increase in spending in consultation fees**  **No bid for “Levelling Up fund” was made**  **A417 missing link –final decision to be made by end of December 2022 – works to be started by February 2023 and contractor has been appointed (Kier)**  **Monthly report distributed via email – highlighted points**  **Community speed watch update**  **HGV/SATnav conflict**  **Advisory signs can be put on private land**  **Community Governance Review (boundary review) to go to CDC tomorrow**  **Parish Council asked questions on**   1. **Borrowing levels, legality, loan source** 2. **Consultation fees/projects** 3. **Election charges seem to be reflecting two Parishes councils** |
|  | **Minutes of the previous Parish Council Meeting held on 22ND February 2022 approved** |
|  | **Council to continue delegation to Clerk of authority to make submission of comments on planning matters where no meeting of the Council is able to be held** |
|  | **Council considered if changes are required to standing orders, financial regulations, Complaints, Freedom of Information or Data protection policies procedure –** pending new model to be released |
|  | **Council considered if any changes are required to the asset register -Clerk to draft new asset register to be approved at next meeting** |
|  | **Council reviewed if any representation on outside organisations is required - none** |
|  | **Council considered if any changes are required to insurance policy for the coming year and approved renewal in the sum of £140- Clerk to confirm assets/ level of cover are covered** |
|  | **Council considered if any changes are required to banking mandate - changes to add Clerk as signatory** |
|  | **Council approved its independent internal auditor – as last year (Karen Thornton)** |
|  | **Council confirmed it wishes to renew its subscription / contracts to eg GAPTC, Open Spaces Society, P Harrison grass cutting on common land & PATA payroll**  **(some local residents also grass cut on a volunteer basis)** |
|  | **Council approved the financial reports and payment list as attached** |
|  | **Council approved its AGAR completion and delegate to the Chair of Council to sign the appropriate forms** |
|  | **Council agreed that its meeting schedule shall remain as 4th Tuesday of May, September (review Community Emergency Plan), November (budget/precept), March commencing at 7.00pm** |
|  | **Council received update on the Queens Platinum Jubilee events – tea party 5th June is being held – donation made of £500 from PC, Jubilee bench has now been installed by WI & PC agreed thanks for installing the bench** |
|  | **Council approved any actions on the Long Ford- none** |
|  | **Council considered any outstanding planning applications –**  **Grove Piece updates are on line**  **Glebe Cottage – permitted**  **Innox Cottage -permitted**  **Equestrian Centre application has been withdrawn (verbal information)**  **Land at Jack Barrrow Lane – Highways comments noted -no decision made yet**  **Middle Duntisbourne Manor Farm – still outstanding**  **Truck stop (verbal update )**  **Greenhouse at Lavender Cottage still outstanding** |
|  | **Meeting closed at 8.05pm and was immediately followed by the Parish Assembly** |

**Financial reports**

CASH BOOK TO 31/3/22

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| payee | date | CHQ NO | AMOUNT | CURRENT A/C BALANCE |
| opening current account balance | 01/04/2021 |  |  | 2312.59 |
| PRECEPT | 22/04/2021 | RECEIPT | 3713.00 | 6025.59 |
| B HOLDER EXPENSES/fees | 27/04/2021 | 197 | -149.89 | 5875.70 |
| TANNERS | 02/05/2021 | 198 | -1174.80 | 4700.90 |
| B HOLDER fees | 25/05/2021 | 199 | -119.91 | 4580.99 |
| B HOLDER EXPENSES | 25/05/2021 | 200 | -132.74 | 4448.25 |
| cancelled | 25/05/2021 | 201 | 0.00 | 4448.25 |
| B HOLDER fees | 25/06/2021 | 202 | -119.91 | 4328.34 |
| GAPTC | 25/05/2021 | 203 | -77.05 | 4251.29 |
| ZURICH INS | 25/05/2021 | 204 | -140.00 | 4111.29 |
| B HOLDER fees | 28/07/2021 | 205 | -119.91 | 3991.38 |
| cdc | 22/04/2021 | RECEIPT | 54.01 | 4045.39 |
| B HOLDER fees | 28/08/2021 | SO | -119.91 | 3925.48 |
| B HOLDER fees | 28/09/2021 | SO | -119.91 | 3805.57 |
| easement | 17/08/2021 | RECEIPT | 19.00 | 3824.57 |
| b holder overpayment (refunded) | 01/08/2021 | so | -239.82 | 3584.75 |
| m c & b j holder | 03/09/2021 | RECEIPT | 239.82 | 3824.57 |
| PRECEPT | 23/09/2021 | RECEIPT | 1237.00 | 5061.57 |
| B HOLDER fees | 28/10/2021 | so | -119.91 | 4941.66 |
| b holder | 21/10/2021 | 206 | -76.66 | 4865.00 |
| CIL receipt | 28/10/2021 | RECEIPT | 1066.89 | 5931.89 |
| B HOLDER fees | 28/11/2021 | so | -119.91 | 5811.98 |
| B HOLDER fees | 28/12/2021 | so | -145.91 | 5666.07 |
| B HOLDER fees | 28/01/2022 |  | -145.91 | 5520.16 |
| b holder | 22/11/2021 | 207 | -37.68 | 5482.48 |
| j edwards noticeboard | 22/11/2021 | 208 | -161.99 | 5320.49 |
| f j drake noticeboard | 22/11/2021 | 209 | -170.55 | 5149.94 |
| p harrison mowing | 30/11/2021 | 210 | -175.00 | 4974.94 |
| duntisbourne pcc | 30/11/2021 | 211 | -250.00 | 4724.94 |
| duntisbourne village hall | 30/11/2021 | 212 | -250.00 | 4474.94 |
| R Lane/francis Drake /jcb | 22/02/2022 | 213 | -100.00 | 4374.94 |
| b holder expenses | 22/02/2022 | 214 | -12.16 | 4362.78 |
| b holder fees underpaid | 22/02/2022 | 215 | -299.80 | 4062.98 |
| open spaces society | 24/02/2022 | 216 | -45.00 | 4017.98 |
| b holder salary | 28/02/2022 | so | -145.91 | 3872.07 |
| b holder salary | 28/03/2022 | so | -145.91 | 3726.16 |
| HMRC | 28/03/2022 | 21 | -59.80 | 3666.36 |

PAYMENT LIST FOR MAY 22 MEETING

K Fellows – Jubilee £500 (approved at Feb 22 meeting)

HMRC – April, May , June £94.20

B holder expenses £34.92

PATA £95.40

Zurich £140.00

GAPTC £76.22

Hmrc y/e 31/3/22 £59.80

Bank Reconciliation

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| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| BANK RECONCILATION |  |  |  |  |
| 01/04/2021 | OPENING BANK BALANCE | |  | 2312.59 |
|  | EXPENDITURE FOR PERIOD | | 4736.13 |  |
|  | INCOME FOR PERIOD | | 6089.90 |  |
|  | NET EXPENDITURE | |  |  |
| as at above | BANK BALANCE AS ABOVE | |  | 3666.36 |
|  |  |  |  |  |
| as at 31/03/22 | BAL PER S/M |  |  | 3726.16 |
|  | LESS U/P CHEQUES | | 21 | -59.80 |
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|  |  |  |  | 0.00 |
|  | reconciled balance | |  | 3666.36 |
|  |  |  |  |  |
| Deposit account |  |  |  |  |
|  |  |  |  |  |
|  | Total bank balance |  |  | 3666.36 |

Reserves at year end – Council approved

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| --- | --- | --- | --- | --- |
| **earmarked reserves** | |  | y/e 2021 | y/e 2022 |
| COMMUNITY PLAN | |  | 1000 | 1000 |
| GENERAL |  |  | 63 | 445 |
| DOG WASTE BINS | |  | 250 | 500 |
| NOTICE BOARD | |  | 1000 | 600 |
| CiL | 4 years to spend | |  | 1121 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  | 2313 | 3666 |
|  |  |  |  |  |
| bank balance at year end | | | 2313 | 3666 |

Budget against actual

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| budget to date | BUDGET | ACUTAL YEAR TO DATE | BALANCE AVAILABLE TO SPEND |  |
| PRECEPT | 4950.00 | 4950.00 |  |  |
| CIL RECEIPTS | 0.00 | 1120.90 |  | To earmarked reserves |
| inter account trans | 0.00 | 0.00 |  |  |
| wayleave | 0.00 | 19.00 |  |  |
| VAT to be reclaimed | 0.00 | 0.00 |  |  |
| other receipts | 0.00 | 0.00 |  |  |
|  | 0.00 | 0.00 |  |  |
| INCOME | 4950.00 | 6089.90 | 0.00 |  |
| Clerk fees | 1800.00 | 1798.52 | 1.48 |  |
| **ADMIN EXPENSES** | 610.00 | 393.22 | 216.78 |  |
| **INSURANCE** | 160.00 | 140.00 | 20.00 |  |
| **GRANTS & DONATIONS** | 600.00 | 500.00 | 100.00 |  |
| **payroll costs** | 90.00 | 0.00 | 90.00 |  |
| **SUBSCRIPTIONS** | 100.00 | 122.05 | -22.05 |  |
| **NOTICE BOARDS** | 1000.00 | 332.54 | 667.46 | To earmarked reserves |
| **GRASS CUTTING/VERGE COSTS** | 300.00 | 275.00 | 25.00 |  |
| DEFIBRILLATORS | 0.00 | 0.00 | 0.00 |  |
| AUDIT & LEGAL FEES | 1200.00 | 1174.80 | 25.20 |  |
| DOG BINS | 252.00 | 0.00 | 252.00 | To earmarked reserves |
| COMMUNITY PLAN | 1000.00 | 0.00 | 1000.00 | To earmarked reserves |
| FROM RESERVES | -2162.00 |  | -2162.00 |  |
| FROM CIL RESERVES |  |  |  |  |
| **Expenditure** | 4950.00 | 4736.13 | 213.87 |  |

AGAR FIGURES

|  |  |  |  |
| --- | --- | --- | --- |
| **AGAR report** |  | 2021 | 2022 |
|  |  |  |  |
| balances bfwd | box 1 | 2083 | 2312.59 |
| precept | box 2 | 2450 | 4950.00 |
| other receipts | box 3 | 19 | 1139.90 |
| staff costs | box 4 | 600 | 1798.52 |
| loan repayments | box 5 | none | 0.00 |
| all other payments | box 6 | 1639 | 2937.61 |
| balances cfwd | box 7 | 2313 | 3666.36 |
| bank and cash balances | box 8 | 2313 | 3666.36 |

AGAR reports to be approved and signed







