**DUNTISBOURNES PARISH COUNCIL**

**Meeting held on 22nd November 2022 at 7pm**

**At the Village Hall**

|  |  |  |
| --- | --- | --- |
|  |  | **Introductions and Welcome from Chair of Council** |
|  |  | **Council agreed application (Samantha Scott White) for the co-option vacancy and the meeting was paused for signing of appropriate forms and then Samantha was invited to join the Council- Register of members form to be emailed.** |
|  |  | **Attendance recorded** as Parish Councillors Jane Edwards (Chair), Rupert Lane, Valerie Dyson, Eammon Cuthbert,. |
|  |  | **Apologies for absence recorded from Parish Councillors** Julian Weston & Jamie Eykyn, District Councillor Julia Judd and County Councillor Joe Harris |
|  |  | **Declaration of interests from Parish Councillors on matters on the agenda were invited- none**  Clerk has previously advised on declaration of interests on matters where decisions may be in the personal/financial interests of individual councillors |
|  |  | **Public Session:** members of the public were invited to ask questions and raise points of interest on matters on the agenda and then may remain to observe the remainder of the meeting- **none** |
|  |  | **Council approved the minutes of the meeting held on 27th September 2022**  T&P forum attended by Cllr Edwards and gave feedback**.** |
|  |  | **Council noted report from District Councillor Judd is sent via email**  A417 missing link approved 2023-2027 |
|  |  | **Council invited report from County Councillor Harris -none** |
|  |  | **Council considered implications of CDC election recharging policy-**  4 yearly elections:  Duntisbourne Abbots £396.19 (50% in 2023 and 100% in 2027)  Duntisbourne Rouse £251.45 (as above) total cost for 2023 £323.81  By-elections can be called at any time and any number of times – Cost for DA=£1562.85 and DR= £1340.95 – chargeable at 50% in 2024, 75% in 2025 and 100% in 2026  **Dates of election noted and will be posted on the website/noticeboards** |
|  |  | **Council approved payment list as discussed**  Clerk Expenses **£34.92**  Council approved the salary increase in line with national agreement and contract of appointment back dated to 1/4/22 with an additional day holiday going forward **£62.40**  Standing order will need to be reduced to reflect higher level of PAYE being deducted from Jan 23 |
|  |  | **Council approved financial reports to 28/10/22** |
|  |  | **Council considered & approved budget and precept for 2023/24 -£8800** |
|  |  | **Council considered highway matters including** |
|  |  | **Long Ford update**  Council considered any actions that it may wish to take when the work is completed eg voluntary restricting access to the Long Ford  Council agreed that any consultation process before any decision is made with regard to a TRO (prohibition of highway) and funding of such would need to be within precept- no additional provision made in 2023/24 budget  Stopping up does not meet the criteria as it is a class 5 highway  TRO would need be enforced by police  GCC do not feel that the physical blocking is viable  Residents have been asked and there is not a consensus  It was suggested that volunteers may look after it but there are liability issues.  Repair has been undertaken by Glos Highways and now a culvert has collapsed and is waiting repair.  Council may investigate a “listing” – cfwd to next agenda  “Green Pits Lane”- PC agreed it does not wish to take any action on this matter ( a decision should not be revisited within 6 months subject to standing orders) |
|  |  | **Local signage for heavy goods vehicle access –** email from CC Harris received stating that -Additional signs on the A417 and advisory signs at Tall Trees. Clerk to respond that location suggested is acceptable |
|  |  | **Stone troughs as gateway to village (Cllr Dyson)**  Council agreed they wished to proceed with “gates” – as a potential CIL project and Clerk to research the costs and steps needed to take the project forward |
|  |  | **Planning matters noted**/**considered** |
|  |  | **Applications on portal were noted**   * Manor farm -Middle Duntisbourne – tiles – permitted * Erection of single storey extension – amendment to previous application – permitted * Cotswold farm – solar panels- PC supported * Replacement windows – Bottom Barn – permitted * Brewers Cottage – extension -permitted * Church Farm – extension – PC supported – waiting decision * Newbold Barn- new plans for planting in front of the barn doors and change of doors – privacy issues raised by resident. Conservation officer has raised concerns. **PC has objected previously but wish to object again support the concerns raised by the Conservation Officer**. * Church Farm -Wild life pond 3000mx 30m deep –– waiting decision – delegated report received from CDC officer & statutory consultees have no objections, whilst the PC has already objected. It was felt after lengthy discussion and reviewing of documents that there were no material reasons for submitting to Scrutiny Panel   District Councillor will be advised of the above decision by Chair of Council   * Well-Hill conversion of stables- waiting decision |
|  |  | Any other planning matters |
|  |  | 20/04673/FUL | Provision of a new secure roadside truck stop facility, -update from D.C Judd – it was noted that an appeal has been lodged. |
|  |  | **Defibrillator update- original scheme included free replacement batteries. Cllr Edwards is to investigate.** |
|  |  | **Date of next meeting Monday 6th March 2023 at 7.00pm at Village Hall.** |
|  |  | **Any other business for information sharing purposes followed by close of meeting**  Questionaire received from CDC – Dark Sky – Cllr Dyson will circulate and submit on behalf of the Council  Meeting closed at 20.50 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| payee | date | CHQ NO | AMOUNT | CURRENT A/C BALANCE |
| opening current account balance | 01/04/2021 |  |  | 3666.36 |
| precept | 01/04/2022 | receipt | 6000.00 | 9666.36 |
| clerk salary/wfh | 28/04/2022 | so | -145.91 | 9520.45 |
| jubilee fund donation | 10/05/2022 | 217 | -500.00 | 9020.45 |
| hmrc | 17/05/2022 | 218 | -94.20 | 8926.25 |
| b holder expenses | 11/05/2022 | 219 | -34.92 | 8891.33 |
| pata pyroll | 11/05/2022 | 220 | -95.40 | 8795.93 |
| zurich insur | 11/05/2022 | 221 | -140.00 | 8655.93 |
| gaptc | 11/05/2022 | 222 | -76.22 | 8579.71 |
| hmrc | 31/03/2022 | 223 | -59.80 | 8519.91 |
| drake | 27/09/2022 | 224 | -93.35 | 8426.56 |
| b holder expenses | 01/10/2022 | 225/6 | -34.92 | 8391.64 |
| b holder salary/expenses | 28/05/2022 | so | -145.91 | 8245.73 |
| b holder salary/expenses | 28/06/2022 | so | -145.91 | 8099.82 |
| b holder salary/expenses | 28/07/2022 | so | -145.91 | 7953.91 |
| b holder salary/expenses | 28/08/2022 | so | -145.91 | 7808.00 |
| b holder salary/expenses | 28/09/2022 | so | -145.91 | 7662.09 |
| b holder salary/expenses | 28/10/2022 | so | -145.91 | 7516.18 |
| CDC precept | 28/09/2022 | receipt | 2000.00 | 9516.18 |
| w/off 2021/22 | 28/03/2022 | 21 | 59.80 | 9575.98 |

**Financial reports for November 22 meeting**

**Cash book to 31/10/22**

**Bank reconciliation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 01/04/2021 | OPENING BANK BALANCE | |  | 3666.36 |
|  | EXPENDITURE FOR PERIOD | | 2090.38 |  |
|  | INCOME FOR PERIOD | | 8000.00 |  |
|  | NET EXPENDITURE | |  |  |
| as at above | BANK BALANCE AS ABOVE | |  | **9575.98** |
|  |  |  |  |  |
| as at 31/10/22 | BAL PER S/M |  |  | 9729.98 |
|  | LESS U/P CHEQUES | |  |  |
|  |  | 218 | 94.20 |  |
|  |  | 223 | 59.80 |  |
|  |  |  |  | 154.00 |
|  |  |  |  | **9575.98** |

**Reserves for information**

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |
| bank balance at year end | | 2313 | 3666 |

**Budget reports**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| budget to date | BUDGET | ACUTAL YEAR TO DATE | BALANCE AVAILABLE TO SPEND | notes | **potentially 23/24** |
| PRECEPT | 8000.00 | 8000.00 |  | 5% | 8800 |
| CIL RECEIPTS | 0.00 | 0.00 |  |  |  |
| inter account trans | 0.00 | 0.00 |  |  |  |
| wayleave | 0.00 | 0.00 |  |  |  |
| VAT to be reclaimed | 0.00 | 0.00 |  |  |  |
| other receipts | 0.00 | 0.00 |  |  |  |
|  | 0.00 | 0.00 |  |  |  |
| INCOME | 8000.00 | 8000.00 | 0.00 |  | 8400 |
| Clerk salary | 1890.00 | 933.57 | 956.43 | Includes 22 pay award | 2010 |
| **ADMIN EXPENSES** | 610.00 | 251.84 | 358.16 | wfh+mileage | 400 |
| **INSURANCE** | 160.00 | 140.00 | 20.00 |  | 160 |
| **GRANTS & DONATIONS (church/village hall)** | 600.00 | 500.00 | 100.00 | Village events/grants | 1100 |
| **payroll costs** | 90.00 | 95.40 | -5.40 |  | 100 |
| **SUBSCRIPTIONS (GAPTC & open spaces)** | 100.00 | 76.22 | 23.78 |  | 100 |
| **NOTICE BOARDS & other community assets** | 200.00 | 0.00 | 200.00 | Reserves if not spent | 450 |
| **GRASS CUTTING/VERGE COSTS** | 300.00 | 93.35 | 206.65 |  | 300 |
| DEFIBRILLATORS | 150.00 | 0.00 | 150.00 | Reserves if not spent | **150** |
| AUDIT & LEGAL FEES | 150.00 | 0.00 | 150.00 |  | 150 |
| DOG BINS **(remove- moved to community assets)** | 250.00 | 0.00 | 250.00 | Reserves if not spent |  |
| **Change to election costs** | 1000.00 | 0.00 | 1000.00 | Reserves if not spent | 1000 |
|  |  |  |  |  |  |
| to RESERVES | 2500.00 |  |  |  | 2000 |
| TO CIL RESERVES |  |  |  |  |  |
| **Expenditure** | 8000.00 | 2090.38 | 3409.62 |  | 7920 |
| contingency/balance |  |  |  |  |  |

**Points considered- Council wish to make**

**Provision for CDC election costs-see above**

**Provision for TRO or funding other highway schemes -none**

**Cost of Defib pads/batteries approx. £400 – noted and further investigations**

**Clerk advised that Council does not have the power to make donations to Churches, its grounds or services but Council wishes to make provision for donations for community amenities in the Church/Village Hall**

**the Council wish to re-allocate funding for community plan to election costs**