**DUNTISBOURNES PARISH COUNCIL**

**Draft minutes of Meeting held on 26th September 2023 at 7pm**

**At the Village Hall. [Meeting No 188]**

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|  | **Introductions and Welcome from Chair of Council** |
|  | **Attendance recorded** as Parish Councillors Jane Edwards (Chair), Rupert Lane, Julian Weston, Andy Becket, Mick Lowe, One member of the public [DNW coordinator]. |
|  | **Council accepted reasons for absences and recorded from Parish Councillors** Valerie Dyson, Samantha Scott White, County Councillor Joe Harris and District Councillor Julia Judd sent their apologies. |
|  | **Declaration of interests from Parish Councillors on matters on the agenda were invited- none** **Cllr Rupert Lane declared an interest as a member of the Village Committee**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 8th August 2023****Councillors were invited to raise points - none** |
|  | **Council noted District Councillor Judd did not attend but report was distributed via email** |
|  | **Council noted no report was available from County Councillor Harris**  |
|  | **Council agreed to pay a grant to Village Hall**requested in the sum of 22/23 £250 and 23/24 £250 total request £500 (BALANCE IN GRANT BUDGET £100)Council agreed to vire monies from the general reserves account for any shortfall.VH committee had thanked the PC for donation made in 21/22Council valued the Village Hall as a community asset |
|  | **Council agreed to purchasing a notice board for Middle Duntisbourne** to the value of £1250 (RESERVES £1000)It was noted that Councillor Dyson had requested a deferment Council agreed a delegation to Councillor Dyson and Councillor Scott-White to agree location and design within the budget of £1250.Council agreed vire of monies from reserves to cover any deficit. |
|  | **Council considered making a CIL grant to the Village Hall for roof and other repairs-**Village Hall shortfall in fundraising £1250 and other works to be programmed in the sum of £3k-£4k (CIL reserves £1121) Council agreed to make a grant to Village Hall in the sum of £1121 (from CIL reserves. (CIL note: is the community infra structure levy on new developments). To be used for the benefit of residents. |
|  | **Council discussed purchasing Village Gates as speed reduction project** as agreed at March 23 meeting (to discuss post May 23). 2 abstentions, 3 against- Council agreed not to go ahead with this project.Council agreed to vire £1k reserve to the Middle Duntisbourne noticeboard budget.  |
|  | **Council approved payment list as per cash book**  |
|  | **Council approved financial reports as attached**Council agreed to make a provision for defibrillator replacement in the budget in the sum of £500 paCouncil agreed to make a Chairman allowance of £100 for a specific future event [recognition of services from a long-standing councillor ]. |
|  | **Council considered budget /precept for 24/25****Risks considered when setting budget*** Council noted GAPTC advice re minimum hours (+£688) plus employees may require ER’s pension contributions depending of salary band-**salary point 7-12 was noted at 4 hours (17.5)**
* **donation to Church – Clerk has referred Councillors to NALC L01-18 financial assistance to the Church and has advised that the PC does not currently have a power to donate to a church, church grounds or fabric of building - Council agreed to hire venue [St Peter’s Church] the sum of £250.00 for 2024/2025.**

**other matters of risk considered were*** extra ordinary circumstances where a precept may not be submitted
* Cost of by-election (which can be called anytime by 10 or more residents on a resignation and is not limited in the number that can be called in any one year) – **risk assessment was carried out and agreed to keep a provision in the forthcoming budget**
* Speed reduction project – **Council agreed remove from budget** -
* Contingency for legal fees-has been demonstrated in the last 5 years that the Council may take legal action at short notice – cost of solicitors in range of £250 p/hr currently for land matters- **Council agreed to budget £500 pa**
* Appointment of independent internal auditor and costs involved noted.
* Grass cutting – no regular invoice or contract has been agreed but works are carried out by residents and not necessarily authorised in advanced. Clerk had delegated authority to pay invoices to £500 if they were in the budget – this has now been rescinded as the Clerk is leaving.
* Defibrillator pads must be changed when Defibrillator is used

Battery life approx. 4 yearsCost of new Defibrillator £2k plus cabinet/installation- **Council agreed to budget £500 pa for replacement/repair** [For future expenditure]* TRO (traffic regulation orders) -any changes to Highways may need a TRO which (current costings) involves a feasibility study £1500 3 rounds of public consultations, speed surveys at various points £180 each and then the TRO itself can be in the range of £10k to £20k- **Council agreed not to make any provision in budget.**
* Council could consider adopting Power of General Competence if it has 2/3rd of its members elected and a qualified Clerk. – **not applicable at present time**
* **Council agreed to look at budget based on the above in November pc meeting**

Tax base = 189.9 (23/24)Examples of precept and effect on Council Tax costsPrecept at £8800= average band d property =£46.34Precept at £8000= average band d property= £42.12Precept at £9000= average band d property =£47.39**Council will consider precept after setting the budget at November pc meeting.** |
|  | **Council considered highway matters including*** MD Welsh Way Flooding and drainage issues (raised by Cllr Dyson) has been reported to Highways (Wendy Gray) and jetting/culvert clearance has been undertaken. It was noted that the camber has been altered by BT

Cllr Dyson gave her thanks for the above action* Pot holes going to Centurion Garage reported as dangerous. “Report it” facility to be used for all Highways issues.

CC Harris to be invited to make a visit to the parish.* **Leer and Centurion bridge underpasses reported as flooded**
* **Verge cutting done by Highways (1x pa) noted**
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|  | **Planning matters considered*** noted update from planning officer on 21/04562/FUL “Jackbarrow” application for stables (still pending)
* Council noted Trustrams Mead has been withdrawn
* Council noted Rose Cottage update
* Council noted that Garth Cottage has very large gate/gate posts and no application has been seen. Clerk to follow up with planning dept.
* Other applications have been distributed via emails and Clerk is waiting for comments from Councillors
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|  | **Defibrillator update noted-** Council agreed it wishes to arrange 1st Aid training on the use of the Defibrillator for 12 people minimum in a 60/90minute session (St Johns Ambulance) free of charge (donation welcome). Date to be agreed via email**.** |
|  | **Council noted celebration of D-Day 80th anniversary to take place on 6th June 2024** and will consider if the PC wish to make any arrangements or include in the budget at the next meeting. |
|  | **Council agreed resolution to exclude members of the public/press/members of other Council bodies under Public Bodies (admission to meetings Act 1960) by****reason of the confidential nature of the business to be transacted regarding employment matters and ex Councillor update.**transition arrangements noted. **Council agreed to increase Clerk’s hours to 17.5 hours per month salary scale 7-12**Ex-Councillor arrangements discussed |
|  | **Date of next meeting Tuesday 28th November 2023 (Finalising budget/precept) and 26th March 2024**  |
|  | **Any other business for information sharing purposes** Emergency plan updated by Chairfollowed by close of meeting at 20.25 |

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