THE DUNTISBOURNES PARISH COUNCIL

Minutes: Meeting [190] held on Tuesday 26th MARCH 2024 at 7pm

At Duntisbourne Village Hall

|  |  |
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|  | Introductions and Welcome from Chair of Council |
|  | Attendance recorded: Parish Councillors Jane Edwards (Chair), Rupert Lane (Vice Chair), Valerie Dyson, Samantha Scott White, Andrew Beckett, Michael Lowe. One member of the public |
|  | Apologies for absence to be accepted/recorded: District Councillor Julia Judd and County Councillor Joe Harris. Parish Councillor Julian Weston |
|  | Declaration of interests from Parish Councillors on matters on the agenda to be invited- Council has previously advised on declaration of interests on matters where decisions may be in the personal/financial interests of individual councillors. M Lowe recused from item 13. Newbold Farm Barn ref 24/00456/FUL and LBC |
|  | Public Session: members of the public are 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. N/A |
|  | Council approved the minutes of the meeting held on 28th November 2023. |
|  | Council received March report from District Councillor Julia Judd.  County Councillor Joe Harris report unavailable. |
|  | Clerk: update: Vacancy still unfilled. |
|  | Council discussed and approved ‘Asset Register’. To be reviewed for condition ofupd of each asset and approved each May meeting. Agenda Statutory item. |
|  | Council to received update on progress for Notice Board for Middle Duntisbourne and Duntisbourne Rouse. Design and positioning agreed with local landowner. Half board locked for PC notices; unlocked half for local notices. Installation costs and VAT to be included in purchase. One quote received from Greenbarnes; others requested. Council approved £1829.62 for this project [inc: in financial year 2023/4].Parish notice board Company and other quote to be obtained. |
|  | Finance: Council received and approved:  1 – Payment list. £19.29 for stationery.  2 – Financial reports as circulated. These will be attached to the minutes on the village website.  3 – Donation of £600.00 given to the Parish Council and accepted without prejudice, from S Lambert following damage to village triangle and verges.  Decision made to allocate this amount for the restoration of the important Parish Council and Village Archive collection. The contents of which have been donated by residents and preserved and collected by Mr R Carver.  4 – Audit of 2023 to 2024 PC accounts RFO [Valerie Dyson] [internal] auditor  K Thornton.  5 – External auditor PJF Littlejohn (timescale to be completed by July 1st 2024). |
|  | Council considered response from Highway pertaining to: current matters including;  1 – Long Ford culvert repair scheduled May2024. The further collapse of previously repaired wall/footpath. Reported to Highways.  Duntisbourne Abbots underpass – updates on condition of road.  Potholes: partial repairs in D’Leer. Some repaired others, white lined missed.  White gates – update D’Abbots. To be discussed at Highways meeting for financial year 2024/5.  Further Highways issues: The Highways Manager Mr D Tiffney has moved post. Highways officers S Gray and R Gray have retired.  Action: Chair to request site meeting to discuss all local issues. Chair to contact County Councillor. |
|  | Planning matters:  Ref: 23/03515/Ful C**enturion Garage** Installation of fuel pumps; jet wash; EV charging and associated works. Permitted.  21/04562/FUL – **Jackbarrow** Stables Decision pending.  **Rose Cottage**: Ref: 23/02095/Ful DA and LBC Permitted.  Ref: **Park View** Middle Duntisbourne. 23/002485/Ful Erection of storage outbuilding and associated works. Permitted.  Cotswold Farm: Ref: 23/02891/Ful and LBC Free standing greenhouse. Permitted.  **Park View** Middle Duntisbourne: Ref: 23/02485/Ful Park View. Permitted.  To be decided:  **Newbold Farm Barn** Ref: 24/00456/Ful and LBC status – awaiting decision 24/00343/FUL | Conversion of an agricultural barn to residential use, demolition of lean-to, construction of a one-and-half storey extension, a garage and landscaping | Newbold Barn Duntisbourne Abbots  Newbold Farm Barn Ref: 24/00343/Ful 24/00456/LBC As above.  **Tallet Barn:** Masons Green. Ref: 23/03975/FUL Demolition of barn, including existing lawful residential accommodation, and the erection of a replacement dwelling (Renewal of permitted application Ref. 20/02280/FUL) | Tallet Barn Duntisbourne Leer Permitted with conditions. |
|  | Defibrillator update- Loan Defibrillator tested and reported as in service Dec 2023; Jan; Feb and March 2024. |
|  | Date of next meeting: May 21st [tbc] - DPC annual meeting 7p.m.; followed by The Duntisbourne Annual Parish Assembly |
|  | AOB 1 – Cotswold Plan: concerns raised that there was an undue emphasis on provision for pedestrians’ and cyclists. Seemed to be ‘anti-car’. Lack of transport to/from outlying villages. Especially for those with moderate or severe mobility issues. Parking in Cirencester a perennial problem; too few spaces and expensive.  Access to comments was not user friendly; too lengthy and repetitive.  Councillors to submit their own personal comments direct to CDC.  2 – Kings Portrait: The Government has given all Parish Councils the opportunity to receive a portrait of King Charles III. DPC has received the portrait and will ask The Village Hall Committee for permission to be displayed. |
|  | Close of meeting. |

**FINANCIAL REPORT**

DPC Cash Book April 2023 to March 31st 2024

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Payee | Date | Chq No | Amount | Current A/C balance |
| opening current account balance | 01/04/2021 |  |  | 8155.6 |
| precept | 01/04/2022 | receipt | 6600.00 | 14755.60 |
| zurich insurance | 04/05/2023 | 237 | -140.00 | 14615.60 |
| defib warehouse battery | 03/05/2023 | 238 | -356.80 | 14258.80 |
| pata payroll | 18/05/2023 | 239 | -103.20 | 14155.60 |
| gaptc | 18/05/2023 | 240 | -86.03 | 14069.57 |
| b holder | 30/04/2023 | so | -125.49 | 13944.08 |
| b holder | 30/05/2023 | so | -125.49 | 13818.59 |
| b holder | 30/06/2023 | so | -125.49 | 13693.10 |
| b holder | 30/07/2023 | so | -125.49 | 13567.61 |
| b holder | 30/08/2023 | so | -125.49 | 13442.12 |
| hmrc | 30/06/2023 | 241 | -198.00 | 13244.12 |
| b holder | 18/05/2023 | 242 | -22.48 | 13221.64 |
| cancelled |  | 243 | 0.00 | 13221.64 |
| coronation event donation | 18/05/2023 | 244 | -500.00 | 12721.64 |
| hmrc to 31/7/23 | 01/08/2023 | 245 | -54.54 | 12667.10 |
| open spaces | 08/08/2023 | 246 | -45.00 | 12622.10 |
| hmrc to 31/8/23 | 31/08/2023 | 247 | -79.76 | 12542.34 |
| b holder | 19/09/2023 | 248 | -29.16 | 12513.18 |
| b holder | 30/09/2023 | so | -125.49 | 12387.69 |
| b holder | 31/10/2023 | so | -125.49 | 12262.20 |
| village hall venue costs | 26/09/2023 | 249 | -500.00 | 11762.20 |
| village hall grant (cil expenditure0 | 26/09/2023 | 250 | -1121.00 | 10641.20 |
| Hmrc to 31/10/23 | 26/10/2023 | 251 | -169.20 | 10472.00 |
| b holder salary/expenses | 26/10/2023 | 252 | -75.24 | 10396.76 |
| cdc precept part 2 | 26/10/2023 | receipt | 2200.00 | 12596.76 |
| storage boxes | 21/11/2023 | 257 | -38.00 | 12558.76 |
| ink cartridge | 21/11/2023 | 254 | -39.18 | 12519.58 |
| event item [rdl] | 21/11/2023 | 255 | -53.25 | 12466.33 |
| GAPTC training | 21/11/2023 | 256 | -30.00 | 12436.33 |
| software m/s DPC 1yr | 26/11/2023 | 258 | -59.99 | 12376.34 |
| Open Spaces subscription 23/24 | 08/02/2024 | 261 | -45.00 | 12331.34 |
| Church DPCC | 04/01/2024 | 259 | -250.00 | 12081.34 |
| Church DPCC | 04/01/2024 | 260 | -250.00 | 11831.34 |
| FJ Drake maintenance fencing | 13/02/2024 | 262 | -60.70 | 11770.64 |
| Donation SL repairs to verges | 28/02/2024 |  | 600.00 | 12370.64 |
| Wayleave Crabtree Cottage | 29/03/2024 | SO | 38.00 | 12408.64 |
| Ink cartridge | 29/03/2024 | 263 | -19.29 | 12389.35 |
| Notice board MD/DR chq\* | 29/03/2024 | 264 | -18929.62 | 10559.73 |

Bank balance as above 10559.73

Net income/expenditure expenditure 7033.87

Income minus expenditure 2404.13 income 9438.00

BANK RECONCILIATION

1/04/2023 Opening Bank balance 8155.60

Expenditure for period 7033.87

Income for period 9438.00

Net expenditure

Bank balance as above 10559.73

As at above

As at 31/03/2024 Bal per B/S 12389.35

Less unpresented cheques -1829.62

Balance per Bank statement 10559.73

Budget 2023 to 2024 Actual Balance

Precept 8800.00 8800.00

CIL receipts 0.00 0.00

Inter account transfer 0.00 0.00

Wayleave 38.00 38.00

VAT to be reclaimed 0,00 0.00

Other receipts 600.00 600.00

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| --- | --- | --- | --- | --- |
| Budget to date | Budget 23/24 | Actual | Balance | Tax |
| PRECEPT | 8800 | 8800.00 |  | 189.00 |
| CIL RECEIPTS |  | 0.00 |  |  |
| inter account trans |  | 0.00 |  |  |
| Wayleave |  | 38.00 | 38.00 |  |
| VAT to be reclaimed |  | 0.00 |  |  |
| other receipts |  | 600.00 | 600.00 |  |
|  |  |  |  |  |

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| --- | --- | --- | --- | --- |
| INCOME | | 8800 | 9438.00 | 638.00 |
| Clerk salary | | 2010 | 1250.09 | 759.91 |
| ADMIN EXPENSES | | 400 | 525.63 | -125.63 |
| INSURANCE | | 160 | 140.00 | 20.00 |
| GRANTS & DONATIONS | | 600 | 1000.00 | -400.00 |
| payroll costs | | 100 | 104.70 | -4.70 |
| SUBSCRIPTIONS | | 100 | 176.03 | -76.03 |
| NOTICE BOARDS & other community assets | | 200 | 1829.62 | -1629.62 |
| GRASS CUTTING/VERGE COSTS | | 300 | 0.00 | 300.00 |
| DEFIBRILLATORS | |  | 356.80 | -356.80 |
| AUDIT & LEGAL FEES | | 150 | 0.00 | 150.00 |
| DOG BINS | | 250 | 0.00 | 250.00 |
| election fees | | 1000 | 0.00 | 1000.00 |
| to precept RESERVES | | 2000 |  | 2000.00 |
| meeting costs | |  | 500.00 | -500.00 |
| cil expenditure | |  | 1121.00 | -1121.00 |
| Training | |  | 30.00 | -30.00 |
| white gates | |  |  |  |
| **TO CONTINGENCY RESERVES** | 1530 |  | 1530.00 | reserves | |
| **Expenditure** | 8800 | 7033.87 | 1766.13 |  | |
| contingency |  | 1766.13 |  |  | |
|  | 8800.00 | 8800.00 | 1766.13 |  | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| AGAR report [23/24) |  | 2022 | 2023 | 2024 |  |
|  |  |  |  |  |  |
| balances bfwd | box 1 | 2083 | 3667 | 8156.00 |  |
| precept | box 2 | 4950 | 8000 | 8800.00 |  |
| other receipts | box 3 | 1140 | 0 | 638.00 |  |
| staff costs | box 4 | 1798 | 1991 | 1250.00 | 1250.00 |
| loan repayments | box 5 | 0 | 0 | 0.00 |  |
| all other payments | box 6 | 2938 | 1520 | 5784 | 5783.87 |
| balances cfwd | box 7 | 3667 | 8156 | 10560 |  |
| bank and cash balances | box 8 | 3667 | 8156 | 10560 |  |
| Total fixed assets | box 9 | 0 | 0 | 2982 |  |
| Total borrowings | Box 10 | 0 | 0 | 0 |  |
| staff costs plus all other payments |  |  |  |  | 7033.87 |