**The Duntisbournes Parish Council**

**Annual Council Meeting**

Which took place at 7pm On the 25th May 2021 at the Village Hall

1. Welcome from Chair of Council

2. Following nominations and seconding, Councillor Lane was **Elected Chair and Councillor Edwards** was **elected Vice Chair** of the Council (with a pause for signing acceptance of office forms)

3. **Recording of attendance Parish Councillors** **Rupert** **Lane**, **Jane Edwards**, **Eammon Cuthbert**, **Julian Weston,** **Jamie(W J Ekykn)**, **Richard Bliss**, **Valerie Dyson**  and District Councillor **Julia Judd**, 3 Members of the public + 1 later arrival - there were no apologies for absence. County Councillor Harris did not attend.

4. **Public session** at the Chair’s discretion (10 minutes at discretion of chair of the meeting). Question regarding legal matters undertaken by Council.

5. Council **Approved the minutes** of the meeting held on 25th February 2021 and 18th March 2021 (as attached)

6. **Council considered and agreed to review at next meeting**

a) review of Standing orders and Financial regulations, complaints procedures, obligations under freedom of information and data protection legislation

b) review existing arrangements with other local authorities, not-for-profit bodies and businesses**.- none**

c)renew its representation on /work with external bodies and arrangements for reporting back eg police community group

d) review of inventory of assets eg notice boards, defib, “slow children signs “ x4

 e) Council agreed to renew of its insurance cover in respect of all insurable risks due 16th June 2021 -premium is **£140.00- Clerk to report on cover contained in the policy**

f) Council agreed to renew the Council’s subscriptions to other bodies eg GAPTC £77.05, Open Spaces £45.00 (paid 2/21)-

1. **Meeting schedule agreed** of meetings of the Council – 4th Tuesday of – 28th September, 23rd November (Budget/precept), February, May (annual)
2. **Matters arising** from previous meeting were considered

***a****) Parish Plan (Community Design Statement)* ***agreed*** *to delay consideration for 12 months, advice given to seek advice from GRCC and other local parishes (via District Councillor)*

***b)*** *Parish Emergency Plan*, to be updated with flooding plan and information for riparian owners. (**Clerk to bring to meeting)**

***c)*** *Dog Waste Bins (DAbbots & DLear), Abbots position previously agreed and order made to CDC, a new Payment would need to be made.* ***Council agreed to defer for 12 months***

***d)****Noticeboard in Leer “Creative Design solutions” have been highlighted as a possible source. Single size 6 A4 notices Green Aluminium designs, lockable design was being considered.* ***Council agreed to Delegate authority to Councillor Edwards***

***e)*** *Litter at Centurion-spring clean agreed to take place (with District Councillor Judd)* ***29th May at 10am******agreed.*** *Other sites where litter is a problem was brought to the attention of the Parish Council*

***f)*** *Local Signage-previously discussed and it was noted that the Edgeworth cross roads are missing and other signs have been damaged (****refer to County Councillor Harris****),*

***g)*** *The Grove Culvert* – Highways to deal with this financial year to avoid flooding downstream.

***h****) Police Community Group -Cllr Edwards will report updates to Council in due course*

***i****) Motorcycle Nuisance –* PSCO Biddell has trained residents in the use of a radar gun Countyside Code update **(refer to County Councillor Harris). It was requested that the Council support the** Document which has been circulated to Parish Councillors (WJE) requesting 2 specific tracks in the Village be downgraded to restrict motorcar and motorbike use. Following a considerable debate and a vote was called 5 for: 1 opposition and 1 abstained. Therefore the motion was carried

***j)*** *Historic England* – JW - cfwd

***k****) Defibrillator* – Checked daily, weekly & monthly. Readings sent to SW Ambulance Trust. (JRE/RDL) . Changes to the organisation were reported and Cllr Edwards will continue to report monthly. Update training was requested.

**l**) N*ew Snow Wardens/plough operator* ***–*** JW. It may be possible to link several Parishes together. JW to contact (as Brimpsfield) if Jane’s contact does not materalise. **The Clerk to write** to Joe Whittaker to thank him for his service to the Parish. **County Councillor Harris to be asked to look into a grit bin**

**Chairman suspended the meeting at 8pm and reconvened at 20.45 after the parish assembly**

1. **financial matters were considered and approved**
2. agreed the financial statements for year end 31/3/21
3. authorised Chair of Council to sign AGAR papers
4. approved payment list for new financial year
5. confirmed budget allocations for new financial year
6. approved appointment of clerk at salary scale SCP 12 with additional working from home allowance, mileage and stationery costs reimbursement in line with contract agreed
7. approved standing order for payment of Clerk salary in the sum of £119.91
8. confirmed appointment independent internal auditor – Council agreed Ms Thornton
9. amended the bank mandate to include the Clerk/RFO (full responsible for Clerk)
10. approved instruction to PATA payroll
11. **Highway issues** considered

a) Public Rights of Way – Councillor Dyson – PROW bridle path signage is inadequate – it was suggested that the Cotswold Volunteers be approached, who help with the maintenance of PROW’s . (District Councillor Judd will provide contact details)

b) Long Ford Collapse /wall- road closure extended for 18 months.

c) Road at the underpass is very damaged: advice given to use the “Report it” portal (Clerk report to **County Councillor Harris).**

d) Road at the Lear is reported as very damaged with 14 pot holes but does not include all the pot holes. (Clerk report to **County Councillor Harris).**

1. **planning matters** considered
2. approved the process for considering planning applications –

**Option 1** delegated to proper officer to respond on Council’s behalf however she feels appropriate with the **Option** to distribute via email to all Councillors and if a meeting is not scheduled within the response period, 2 or more Councillors can request an additional meeting to agree a response from the Council, such meetings have to be called in the legal and proper manner

b) Rectory Farm Duntisbourne Abbots Cirencester Gloucestershire GL7 7JW ref: 21/01837/FUL- no objection

c) 21/01344/FUL- Old School Cottage Duntisbourne Abbots (extension requested for comments – response not received). Council agreed to object

1. **Legal matters** -the matter is concluded and Council approved the expenditure
2. **any other business** for information purposes only
3. **Close of meeting 21.15pm**

**The Duntisbournes Parish Council**

**Minutes of the 176thMeeting on 25th February 2021 at 7pm Online Present Councillors**: Mr R Lane (Chairman), Mrs J R Edwards, Mr W J Eykyn, Mr E Cuthbert, Mr J Weston, Mr R Bliss, Ms S Cavendish (Clerk)

**Also Present:** Cllr J Judd, Ms B Holder (Incoming Clerk), Mrs I Birchall, Mr J Birchall, Mrs C Ling, Mr & Mrs Carver, Mr R Edwards, Ms V Dyson, Mr G Lucas.

**1) Minutes of the Last Meetings 174 & 175 Extra-Ordinary Meeting** were approved.

**2) The New Clerk, Belinda Holder, was welcomed.** She is a fully qualified, professional Clerk with years of experience. She holds Clerkships in the local area.

**3) District Councillor Julia Judd** provided her latest report (see PC website). There is a planning proposal for a **75 HGV lorry park** with full facilities in Itlay just off the Daglingworth roundabout, see CDC Planning Portal 20/04673/FUL.

**The Centurion Garage** development has been passed by CDC Planning. Highways England states access and egress to A417 are adequately safe. The only way to overturn the road safety decision is by petition. Lorries parking in the area overnight, leaving human waste and litter is a civil issue, not a planning issue.

**4) Matters arising**

**Items on Hold Due to Covid 19:** *Parish Plan (Community Design Statement), Parish Emergency Plan*, *Dog Waste Bins (DA & DL), Noticeboard in Leer, Litter at Centurion, Local Signage* ***Parish Emergency Plan*** – Will be updated with flooding plan and information for riparian owners. ***The Grove Culvert*** – Highways to deal with this next financial year to avoid flooding downstream. ***Police Community Group***– Police Notices are now sent out via Neighbourhood Watch.

**POLICE NOTICE: There have been issues with dog thieves following residents and trying to wrench leads from dog owners to steal their pets in Daglingworth and Rouse. It is thought that the thieves are leaving zip ties on gates to indicate dogs to steal and may be using drones to check residences.**

***Motorcycle Nuisance –*** PSCO Biddell will train residents in the use of a radar gun. ***Historic England*** – JW still in contact.

***Defibrillator*** – Checked daily, weekly & monthly. Readings sent to SW Ambulance Trust. (JRE/RDL) N***ew Snow Wardens –*** JW will arrange a new snow warden.

***Duntisbourne Rouse Councillor Needed* –** Rouse requires a new Councillor to represent their area.

**5) Highways**

***Long Ford Collapse*** – Ongoing. Clerk to write to Highways again.

***Long Ford Wall*** – Ongoing. Action next Financial Year, reports C. Russell.

**6) Finance**

**Current Financial Position**

The Budget for 20-21 was agreed and approved. The PC requested a Precept increase of £2,500 to cover the salary of a qualified, professional Clerk for 3 hours per week. Total Precept £4,950 ***Expenditure since last Minutes:*** Clerk Expenses £250, Open Spaces £45

***The 2020-21 Audit*** should be completed by the May meeting.

Parish Clerk: duntisbourneparish@gmail.com

Village Website: https://e-voice.org.uk/theduntisbournes (For Minutes with links) Neighbourhood Watch: duntisbournewatch@gmail.com

**7) Planning Updates**

**Approved**

**Tallet Yard** (Leer) 20/02280/FUL Demolition of existing lawful accommodation and erection of a replacement dwelling ***Approved 28/01/21***

**Tomb Green House** (Leer) 20/03763/FUL – Rear extension and garages/workshop building ***Approved 16/12/20***

**Old Barnfield** (Leer) 20/03951/TCONR – Tree Work ***Approved 09/12/20***

**Turner’s** (Leer) 20/04557/TCONR – Tree Work ***Approved 12/01/21***

**Street Record** (Daglingworth area boundary) 20/04644/TCONR Tree Work ***Approved 12/01/21* Cotswold Farm** (Abbots) 20/03479/FUL – Variation of Condition 2 to allow for changes to doors, windows and raising of lower roof. ***Approved 18/12/20***

**Cotswold Farm** (Abbots) 20/03768/LBC – Variation of Condition 2 to allow for changes to doors, windows and raising of lower roof. ***Approved 18/12/20***

**Well Hill** (Abbots) 20/03504/LBC – Replacement Windows ***Approved 17/12/20* Spring Cottage** (Abbots) 20/03654/FUL – Pergola (Retrospective) ***Approved 09/12/20* Nor-Leba** (Abbots) 21/00022/TCONR Tree Work ***Approved 23/12/20***

**Land East of Barn Cottage** (Leer) 20/04605/CLEUD Confirm land’s use as residential garden ***Approved 19/02/21***

**Centurion Garage** (Abbots) 20/02740/FUL Replacement of car repairs bay with extended café, creation of separate access to cottages, provision of additional parking spaces and other external alterations/landscaping. (NB Parish boundary with Winstone) ***Approved 22/02/21***

**Current**

**Old School Cottage** (Abbots) 20/02355/FUL Plans for Extension re-submitted, and recently revised,01/03/2021 ***Awaiting Decision***

**Land at Audley House** (Abbots) 20/03351/FUL – Erection of new self-build live work dwelling.  19/09/2020 Multiple Objections ***Awaiting Decision***

**Foxbury Hill Farm** (Rous) 21/00483/TCONR Tree Work 02/02/21 ***Awaiting Decision* Duntisbourne Leer Farm (Abbots) 20/03858 FUL & 20/03859/LBC** Conversion of first floor stable building to ancillary one bedroom flat. 18/02/21 ***Awaiting Decision***

**Well Hill House (Abbots)** 21/00756/TCONR Tree Work 23/02/21 ***Awaiting Decision***

**Sundry Other Business**

**Yew Hedges on Common Land.** This matter has been referred to the Parish Council’s legal advisors, who have written to Mr & Mrs Lucas, and therefore could not be discussed at the meeting.

**Earth Bunds** There was a discussion about Earth Bunds, which are being used instead of walling in an attempt to prevent Rural Crime. This is a Police decision however there is concern about the volumes of alien soil, plants, contamination and building waste that is being brought into the area. More information will be placed on the Parish Website.

**Parish Email List/ Neighbourhood Watch –** Those wishing to receive community messages about Police Notices, Road Closures/Accidents, Events, Lost & Found, Dog Thieves etc, should join the Neighbourhood Watch email list. Contact Mr Edwards: duntisbournewatch@gmail.com

**Meetings: Date of next meeting AGM: To be confirmed (late May at 7pm) in Village Hall**

Minutes of the Extra-Ordinary Meeting (177 th )

on 18 th March 2021 at 6.30pm Online

Present Councillors: Mr R Lane (Chairman), Mrs J R Edwards, Mr E Cuthbert, Mr J Weston,

Mr W J Eykyn, Ms V Dyson, Ms S Cavendish (Clerk).

Apologies: Mr R Bliss (His support for Ms Dyson’s co-option is duly noted)

The Parish Council has formally co-opted Ms Valerie Dyson as a Parish Councillor for the area of

Duntisbourne Rouse.

Due to Covid restrictions and on the advice of GAPTC, Ms Dyson signed the Declaration of

Acceptance of Office in view of the Councillors online. This will be signed as witnessed by The Clerk

and delivered to Cotswold District Council.

Following the co-option meeting, the outgoing Clerk outlined the online filing system and

background information she had prepared to facilitate handover to the incoming Clerk.

It was agreed that the outgoing Clerk will complete the Cashbook, Income and Expenditure

documents, 2021 Budget documents and provide Details of Variances.

The qualified and experienced Incoming Clerk will complete the formal Audit.

FINANCIAL REPORTS

Cash book for 1-4-20 to 31-3-21

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date | Min | Chq | To Whom Paid | Particulars | Amount | bank balance |
|  | Book | No |  |  |  |  |
|  | Ref |  |  |  |  |  |
| b/f Bal |  |  | Statement balance audited | 2133.13 |  |
| brt fwd | unreconciled | CAB from 20219-20 |  | 50.00  |  |
| actual | bank bal |  | Once reconciled, O/Bal 2020-21 | 2083.13  | 2083.13  |
| 14.04.20 | A1 20/21 | CDC | Precept 1st |  | 1838.00 | 3921.13  |
| 21.06 20 |  | Easement £19 |  | 19.00 | 3940.13  |
| 24.09.20 |  | CDC | Precept 2nd |  | 612.00 | 4552.13  |
|  |  |  |  |  |  |  |
| 01/04/2020 | w/off |  | CAB from 20219-20 |  | -50.00  | 4602.13  |
| 29.04.20 | B1 20/21 | 184 | Zurich Municipal | PC Insurance | 140.00  | 4462.13  |
|  |  |  |  |  |  |  |
| 29.04.20 | B2 20/21 | 185 | GAPTC | Annual Subscription | 81.34  | 4380.79  |
| 29.04.20 | B3 20/21 | 186 | PCC D'bourne | PCC Donation | 300.00  | 4080.79  |
| 29.04.20 | B4 20/21 | 187 | D'bourne V Hall | Village Hall Donation | 250.00  | 3830.79  |
| 13.05.20 | B5 20/21 | 188 | S Cavendish | Clerk Exp (April/May) | 100.00  | 3730.79  |
| 03.07.20 | B6 20/21 | 189 | S Cavendish | Clerk Exp (June/July) | 100.00  | 3630.79  |
| 03.07.20 | B7 20/21 | 190 | GAPTC Training | Basic Clerk Training | 60.00  | 3570.79  |
| 10.10.20 |  | 191 | Peter Harrison | Mowing | 162.50  | 3408.29  |
| 10.10.20 |  | 192 | S Cavendish | Clerk Exp (Aug/Sep/Oct) | 150.00  | 3258.29  |
| 10.10.20 |  | 193 | J Edwards | Defibrillator Pads | 50.70  | 3207.59  |
| 04/02/2021 |  | 194 | S Cavendish | NOV-MAR expenses | 250.00  | 2957.59  |
| 04/02/2021 |  | 195 | open spaces (Via JRE) | open spaces subscription | 45.00  | 2912.59  |
| 16/03/2021 |  | 196 | tanners | yew tree hedge legal | 600.00  | 2312.59  |

|  |  |
| --- | --- |
| bank reconciliation |  £  |
|  |  |
| Opening Bal 2020 | 2083.13 |
| Income 20/21 | 2469.00 |
|  |  |
| Expenditure 20/21 | 2239.54  |
| bank balance 31/3/21 | 2312.59  |

Budget against actual year end 31/3/21

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| cost centre | budget | actual  | balance | notes |
| **precept** | 2450 | 2450 | 0 |  |
| **VAT refund** | 42 |  | 42 |  |
| wayleave | 19 | 19 | 0 |  |
| income | **2511** | **2469** | **42** |  |
| insurance | 160 | 140 | 20 |  |
| subscriptions | 100 | 76 | 24 |  |
| donations | 600 | 550 | 50 | Includes write off unpresented CAB cheque |
| admin |  | 600 | 600 | 0 | Previous clerk |
| training |  |  | 60 | -60 |  |
| grass cutting | 300 | 163 | 138 |  |
| defibrallators |  | 51 | -51 | Batteries/pads |
| legal fees |  | 600 | -600 | unbudgeted |
| Dog waste bins  | 252 |  | 252 |  |
| legal fees |  |  | 0 |  |
| Noticeboard Leer |  |  | 0 |  |
| community design | 1000 |  | 1000 | Should this now be put to legal fees |
| sundry |  | 350 |  | 350 |  |
| reserves  |  |  |  |  |
|  |  |  |  |  |  |
| total expenditure | 3362 | 2240 |  |  |
| reserves cfwd | -851 | 229 |  | balance from precept- goes to general reserves |
|  |  | 2511 | 2469 |  |  |
|  |  |  |  |  |  |
| reserves bfwd | 2083 |  |  |  |
| underspend | 229 |  |  |  |
| reserves cfwd | 2312 |  |  | As per bank balance |

Note an additional £1174.80 has been spent on legal fees in April/May 21

ANNUAL GOVERNANCE STATEMENT

Council approved the following statements

1.We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.

4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.

5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

 7. We took appropriate action on all matters raised in reports from internal and external audit.

 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.

9. Trust fund – (yes/ no /not applicable)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  | **2019/20** | 2020/21 |
| box | 1 | balances bfwd | 1631  | 2083  |
|  | 2 | **precept** | 2310  | 2450  |
|  | 3 | **other receipts** | **19**  | 19  |
|  | 4 | staff costs | 600  | 600  |
|  | 5 | **loans** | **none** | none |
|  | 6 | **all other payments** | 1277  | 1639  |
|  | 7 | **balances cfd** | **2083**  | 2313  |
|  | 8 | **bank and cash** | 2083  | 2313  |
|  | 9 | **fixed assets** |  |  |
|  | 10 | **borrowings** | none | none |
|  |  |  |  |  |

ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2021 (AGAR)

Payments to be approved ( new financial year)

|  |  |  |  |
| --- | --- | --- | --- |
| date | Cheque number | payee | amount |
| 27/4/21 | 197 | B holder (salary and expenses) | 149.89 |
| 2/5/21 | 198 | Tanners (2 invoices) | 1174.80 |
| 25/5/21 | 199 | B holder salary  | 119.91 |
| 25/5/21 | 200 | Expenses Working from home (may, June, July, August,)Mileage 3 journeys, Printing,  | 132.74 |
| 25/5/21 | 201 | HMRC £29.98 x 4 (April, May, June, July) | 119.92 |
| 25/5/21 | 202 | PATA payroll (tbc) |  |
| 25/5/21 | 203 | GAPTC (after discount) | 77.05 |
| 25/5/21 | 204 | Zurich Municipal | 140.00 |

Budget against actual 2021/22 allocations to be confirmed as agreed by Council

|  |  |  |
| --- | --- | --- |
| **budget against actual 2021-22** |  |  |
| cost centre | budget | actual  | balance |
| **precept** | 4950 | 0 | 4950 |
| VAT refund |  |  | 0 |
| wayleave |  | 0 | 0 |
| income | 4950 | 0 | 4950 |
| salary |  | 1800 | 0 | 1800 |
| insurance | 160 | 0 | 160 |
| subscriptions | 100 | 0 | 100 |
| Donations includes£250 village hall  | 600 | 0 | 600 |
| admin expenses | 610 | 0 | 610 |
| payroll costs | 90 |  | 90 |
| training |  |  | 0 | 0 |
| grass cutting | 300 | 0 | 300 |
| Defibrallators (needs to be budgeted for) |  | 0 | 0 |
| legal fees | 1200 | 0 | 1200 |
| dog bins |  | 252 |  | 252 |
| notice boards | 1000 |  | 1000 |
| community plan (remove) | 1000 |  | 1000 |
| sundry |  |  |  | 0 |
| from reserves  | -362 |  |  |
|  |  |  |  |  |
| total expenditure | 4950 | 0 |  |
| reserves cfwd | 0 | 0 |  |
|  |  | 4950 | 0 |  |
|  |  |  |  |  |
| reserves bfwd | 2312 |  |  |