**The Duntisbournes Parish Council**

**Parish Council meeting**

held at 7pm On 18th October 2021 at the Village Hall

1. Welcome from Chair of Council
2. **Recording of attendance** Parish Councillors **Rupert** Lane, **Jane** Edwards, **Eammon** Cuthbert, **Jamie** (W J Eykyn), **Valerie** Dyson and District Councillor **Julia** Judd and County Councillor **Joe** Harris. 6 Members of the public
3. **There were Apologies for absence** recorded from Parish Councillor Julian Weston and Parish Councillor Richard Bliss did not attend.
4. **Public session** at the Chair’s discretion (10 minutes at discretion of chair of the meeting). No comments were made at this point.
5. Council **approved the minutes** of the meeting held on 25th May 2021
6. Council received verbal update from District Councillor Judd- including

* additional interim planning officer and juniors within the District Council planning dept.
* Update on any missed waste collections via on-line.
* Pot hole reporting via Glos Highways report-it portal was also highlighted.
* Cllr Eykyn verbally reported pot holes on the road between Bull Banks and Miserden.
* Cirencester local infrastructure plan (walking/cycling) was also highlighted.
* Developers’ toolkit was also highlighted
* Tree planting project via GCC
* Fly-tipping in locality

Items brought to the attention of DC Judd by Parish Councillors included

* Audley House application withdrawn
* Rubbish left on the Audley House land – DC Judd will report to Environment Officer
* Sewage Treatment Works – Planning update given by DC Judd as delegated authority to permit has been given after changes to the design and slight changes to the location has been achieved. It was stated that there were no conditions (other than re-planting of trees) attached to the approval. The Parish Council stressed that screening planting was required, so neighbouring properties will not see the treatment works. The landscape officer had asked for a plan for the re-purposing of the site, but it does not appear to have been published.
* Smell issues from the Sewage Treatment Plant should be reported to DC Judd
* Ealy Hill residents would like to prevent the wood from being removed going forward
* It was suggested to invite the Bromford representatives to discuss the Sewage Treatment Works.

1. Council received report from County Councillor Harris

* Introduction by County Councillor Harris
* Under-passes on A417 maintenance
* Motor-cycle nuisance has been brought to C.C Harris attention and following a meeting with Parish Councillor Jamie Eykyn is seeking to downgrade the road to cycle path/bridleway. A future meeting with the PROW team has been requested to explore further
* Grit bin request received
* Signage at Edgeworth cross roads
* Long Ford has been brought to his attention and County Councillor Harris is willing to put some budget towards this. It is requested that it be downgraded to cycle path/bridleway. A consensus of the whole community to support this idea would be requested
* Road sweeping to be targeted on specific roads
* Highways Local Funding may be available
* Build Back Better Fund is also available £40k over 4 years, with a wide-criteria available including social schemes
* A417 Missing Link update is currently with the planning inspectorate who are now consulting on how to examine the scheme, this stage is anticipated to take approx. 12 months but email updates are available for those who register. The actual project is anticipated to start in 2023 and completed in 2026 and it is felt that the project is at an advanced stage.
* Any traffic accidents by the Centurian Garage should be recorded with the police to enable accurate record keeping to support any future requests for changes.

1. Update regarding correspondence between District and County Councillor: 20/03351/FUL Audley House – now withdrawn.
2. **Council agreed to carry forward to next meeting to review and adopt**
   1. Standing orders and financial regulations as attached
   2. Code of conduct as attached
   3. Parish Emergency plan as attached
3. **Council received updates and agreed actions going forward**
4. Noticeboard in Leer by Cllr Edwards -ordered /delivered and waiting to be installed. A weatherproof metal one has been acquired and will have an oak top. Some further costs will be involved in installation but the final costs will be well under £500 (awaiting invoice).
5. Local Signage-previously discussed and it was noted that the Edgeworth cross roads signs are missing and other signs have been damaged (referred to County Councillor Harris)

Cllr Edwards highlighted the problems of lorry drivers becoming lost due to the missing signs. The lorries are very large and it takes 2 – 4 hours to extract from the situations that they subsequently find themselves in

The **NO LORRIES** signs (white signs with black lorries/red cross) are urgently required. DC Judd will forward historical photographs to County Councillor Harris who willtake this forward

1. The Grove Culvert (referred to County Councillor Harris) as Glos Highways agreed to deal with this during this financial year to avoid flooding downstream, action to inspect took place last year and works had been booked to unblock the culvert. Highways Manager (Dan Tifney) has not responded quickly to emails but promises have been made to unblock the culvert this autumn. County Councillor Harris asks to be copied in to emails. Cllr Edwards asked for a return to the historic liaison that used to happen in the area. County Councillor Harris agreed to follow up any issues
2. Police Community Group -Cllr Edwards – Communication from PSCO’s have been circulated
3. Motorcycle Nuisance – (referred to County Councillor Harris).
4. Historic England –Cllr Weston – See update from C.C Harris regarding Long Ford cfwd
5. Defibrillator –Cllr Edwards. – update given. The device is checked monthly and batteries have been tested but they are predicted to last 3 to 4 years but the Council is due to have free replacement from GCC
6. New Snow Wardens/plough operator –taken on by Martin Thorne – Contact details to be provided.
7. Grit Bin exact location required (referred to County Councillor Harris **)**
8. **financial matters considered and approved**
9. Financial reports
10. Payment lists
11. **Highway issues** **Council received updates and agreed actions going forward**
    1. Public Rights of Way – Councillor Dyson –Cotswold Volunteers led by Hugh Gladman contacted Cllr Dyson and new signage has been installed.
    2. Long Ford Collapse /wall-referred to County Councillor Harris

email from County Councillor Harris offering to be able to contribute some of ‘Highway’s local’ budget ‘(a small pot of money County Councillors have to contribute to highways works) in order to get this off the ground and asked if the Parish Council be able to contribute some money as well. The Parish Council will discuss the financial implications at its next meeting

* 1. Road at the underpass and the parallel road to A417 referred to County Councillor Harris
  2. Road at the Lear -pot holes and patches has been reported to Glos Highways. Residents have paid for works to be done. Other roads have been done outside the Village boundaries but not within the village boundaries. “GCC Highways Report -it” link to be used. County Councillor Harris will look into it.
  3. Ealy Hill are also suffering from more water cascading down and causing significant wear and tear
  4. 20 mph is plenty correspondence received, seeking PC support. CDC have passed a motion to support this project, making all villages in the Cotswolds 20mph zones. GCC have looked into it but will be a 3-4 year project. Any shorter time frame would necessitate Parish Councils to support with funding. County Councillor Harris gave an update on the practicalities and costs in the region of £20k for a TPO which could be spread amongst smaller parishes (3 or 4) but would take 18months to 2 years. Parish Councillors were asked if they would be in favour of providing funding to move the project along faster. Alternative schemes such as gates/signs were briefly discussed. Clerk to provide some costings
  5. Greenpits and Winstone Lane – Cllr Eykyn – dealt with

1. **Council discussed Chairmanship** of the Parish Council going forward (noting that the current Chair is in post until Annual Meeting of the Council in May 22 unless he/she resigns before that date). The current Chair will stand down in March 22 and the vice-chair will take the Chair until May 22, when at the annual meeting the Chair /Vice Chair will be elected as per legal requirements .
2. **Planning matters** considered
3. **Matters dealt with under the Council** approved delegation to proper officer to respond on Council’s behalf

|  |  |  |  |
| --- | --- | --- | --- |
| **application ref** | **address** | **Closing date** | **PC submission /DC decision** |
| 21/03227/FUL | Christis Barn | 23/9/21 | Comments submitted |
| 21/02967/TCONR | Hailey Hill Cottage | 7/8/21 | No COMMENT |
| 20/03859/LBC | Duntisbourne Lear Farm | 4/8/21 | No COMMENT |
| 20/03858/FUL | Duntisbourne Lear Farm | 4/8/21 | No COMMENT |
| 21/00466/FUL | Duntisbourne House (equestrian) | 28/9/21 | OBJECTIONS (both via portal and to planning officer). DC Judd was asked to support the PC in its objections  Councillors spoke of ongoing concerns.  Including traffic management |
| 21/02172/FUL | Sewage TW | 28/9/21 | OBJECTION submitted/ permitted |
| 21/03443/FORST | Dartley Farm | 30/9/21 | No COMMENT |

1. Matters outstanding

|  |  |  |  |
| --- | --- | --- | --- |
| application **number** | address | Closing date | Pc submission |
| 21/03447/COMPLY  Compliance matters | Foxbury Hill Farm House |  | Not consulted |
| 21/03372/COMPLY  Compliance matters | Rectory Farm |  | Not consulted |
| 21/02908/COMPLY  Compliance matters | Newbold Farm |  | Not consulted |

1. **Correspondence received** which Council considered
2. Monthly parish payment cancellation- possibly a church matter
3. Relocation of a Post Box in Duntisbourne Abbots associated with the renewal of sewage treatment works and site access improvements – Dealt with by District Cllr Judd
4. **any other business** for information purposes only
5. next meeting – definitive map of PROWS – register of paths (to be discussed)
6. defibrillator training update requested by Councillors when appropriate
7. include item 9 at next meeting
8. **Date of next meeting (budget/precept) 23rd November 7pm**
9. Close of meeting 20.36

Financial reports for October 21 meeting

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 01/04/21-31/03/2022 | CASH BOOK |  |  |  |
| payee | date | CHQ NO | AMOUNT | CURRENT A/C TOTAL FOR YEAR TO DATE |
| opening current account balance | 01/04/2021 |  |  | 2312.59 |
| PRECEPT | 22/04/2021 | RECEIPT | 3713.00 | 6025.59 |
| B HOLDER EXPENSES/SALARY | 27/04/2021 | 197 | -149.89 | 5875.70 |
| TANNERS | 02/05/2021 | 198 | -1174.80 | 4700.90 |
| B HOLDER SALARY | 25/05/2021 | 199 | -119.91 | 4580.99 |
| B HOLDER EXPENSES | 25/05/2021 | 200 | -132.74 | 4448.25 |
| HMRC | 25/05/2021 | 201 | -119.92 | 4328.33 |
| B HOLDER SALARY | 25/06/2021 | 202 | -119.91 | 4208.42 |
| GAPTC | 25/05/2021 | 203 | -77.05 | 4131.37 |
| ZURICH INS | 25/05/2021 | 204 | -140.00 | 3991.37 |
| B HOLDER SALARY | 28/07/2021 | 205 | -119.91 | 3871.46 |
| cdc | 22/04/2021 | RECEIPT | 54.01 | 3925.47 |
| B HOLDER SALARY | 28/08/2021 | SO | -119.91 | 3805.56 |
| B HOLDER SALARY | 28/09/2021 | SO | -119.91 | 3685.65 |
| easement | 17/08/2021 | RECEIPT | 19.00 | 3704.65 |
| b holder overpayment (refunded) | 01/08/2021 | so | -239.82 | 3464.83 |
| m c & b j holder | 03/09/2021 | RECEIPT | 239.82 | 3704.65 |

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| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| BANK RECONCILATION |  |  |  |  |
| 01/04/2021 | OPENING BANK BALANCE | |  | 2312.59 |
|  | EXPENDITURE FOR PERIOD | | 2393.95 |  |
|  | INCOME FOR PERIOD | | 3786.01 |  |
|  | NET EXPENDITURE | |  |  |
| as at above | BANK BALANCE AS ABOVE | |  | 3704.65 |
|  |  |  |  |  |
| as at 31/8/21 | BAL PER S/M |  |  | 3704.66 |
|  | LESS U/P CHEQUES | |  |  |
|  |  |  |  |  |
|  | 03/09/2021 | receipt | -239.82 |  |
|  | 28/09/2021 | so | 119.91 |  |
|  | hmrc | 201 | 119.92 |  |
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|  |  |  |  | 0.01 |
|  | reconciled balance | |  | 3704.65 |

Payment list approved

Expenses Clerk - £76.66

HMRC 3months £119.92

**RESERVES**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **earmarked reserves** | |  |  |  |  |
| COMMUNITY PLAN | |  | 1000.00 | TO BE MOVED TO LEGAL FEES | |
| GENERAL |  |  | 62.59 |  |  |
| DOG WASTE BINS | |  | 250.00 |  |  |
| NOTICE BOARD | |  | 1000.00 |  |  |
|  |  |  | 2312.59 |  |  |
|  |  |  |  |  |  |
| bank balance at 31/3/21 | | | 2312.59 |  |  |

BUDGET AGAINST ACTUAL

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| budget to date | BUDGET | ACUTAL YEAR TO DATE | BALANCE AVAILABLE TO SPEND | **waiting to receive** |
| PRECEPT | 4950.00 | 3713.00 |  | 1237.00 |
| CIL RECEIPTS | 0.00 | 54.01 | 54.01 |  |
| inter account trans | 0.00 | 0.00 |  | 0.00 |
| wayleave | 0.00 | 0.00 |  | 0.00 |
| VAT to be reclaimed | 0.00 | 19.00 | 19.00 |  |
| other receipts | 0.00 | 0.00 |  | 0.00 |
|  | 0.00 | 0.00 |  | 0.00 |
| INCOME TOTALS | **4950.00** | **3786.01** | **73.01** | **1237.00** |
| SALARIES | 1800.00 | 839.38 | 960.62 |  |
| **ADMIN EXPENSES** | 610.00 | 162.72 | 447.28 |  |
| **INSURANCE** | 160.00 | 140.00 | 20.00 |  |
| **GRANTS & DONATIONS** | 600.00 | 0.00 | 600.00 |  |
| **payroll costs** | 90.00 | 0.00 | 90.00 |  |
| **SUBSCRIPTIONS** | 100.00 | 77.05 | 22.95 |  |
| **NOTICE BOARDS** | 1000.00 | 0.00 | 1000.00 |  |
| **GRASS CUTTING** | 300.00 | 0.00 | 300.00 |  |
| DEFIBRILLATORS | 0.00 | 0.00 | 0.00 |  |
| AUDIT & LEGAL FEES | 1200.00 | 1174.80 | 25.20 |  |
| DOG BINS | 252.00 | 0.00 | 252.00 |  |
| COMMUNITY PLAN | 1000.00 | 0.00 | 1000.00 |  |
| FROM RESERVES | -2162.00 |  | -2162.00 |  |
| **Expenditure TOTALS** | 4950.00 | 2393.95 |  |  |