**DUNTISBOURNES PARISH COUNCIL**

**ANNUAL MEETING OF THE COUNCIL**

**TO BE HELD AT 7.00PM ON 24th May 2022**

**IN THE VILLAGE HALL**

|  |  |
| --- | --- |
|  | **Welcome and introductions – by the present Chairman** |
|  | **Election of Chairman – signing of acceptance of office papers** |
|  | **Election of Vice-Chairman – signing of acceptance of office papers** |
|  | **Attendance to be recorded as** |
|  | **Apologies for absence to be recorded** |
|  | **Declaration of Interest for matters on the agenda to be invited-** |
|  | **Public Participation will be invited (for a period of 5 minutes or as determined by Chair of meeting)** |
|  | **Report received from County Councillor Joe Harris (may be carried forward to the Parish assembly that immediately follows this meeting)** |
|  | **Report received from District Councillor Julia Judd (may be carried forward to the Parish Assembly that immediately follows this meeting)** |
|  | **Minutes of the previous Parish Council Meeting held on 22ND February 2022 to be approved** |
|  | **Council to review delegation to Clerk of authority to make submission of comments on planning matters where no meeting of the Council is able to be held** |
|  | **Council to consider if changes are required to standing orders, financial regulations, Complaints, Freedom of Information or Data protection policies procedure** |
|  | **Council to consider if any changes are required to the asset register** |
|  | **Council to review if any representation on outside organisations is required** |
|  | **Council to consider if any changes are required to insurance policy for the coming year and to approve renewal in the sum of** |
|  | **Council to consider if any changes are required to banking mandate** |
|  | **Council to approve its independent internal auditor** |
|  | **Council to confirm it wishes to renew its subscription to eg GAPTC, Open Spaces Society. PATA payroll** |
|  | **Council to approve the financial reports and payment list as attached** |
|  | **Council to approve its AGAR completion and delegate to the Chair of Council to sign the appropriate forms** |
|  | **Council to agree that its meeting schedule shall remain as 4th Tuesday of May, July, September, November, January, March commencing at 7.00pm** |
|  | **Council to receive update on the Queens Platinum Jubilee events** |
|  | **Council to approve any actions on the Long Ford** |
|  | **Council to consider any outstanding planning applications** |
|  | **Meeting to be closed at 8pm and immediately followed by the Parish Assembly** |

**The Duntisbournes Parish Council**

**Draft Minutes of Meeting held on 22nd February 2022 at 7pm**

**At the Village Hall**

|  |  |  |
| --- | --- | --- |
|  |  | Introductions and Welcome |
|  |  | **Attendance recorded** Parish Councillors Rupert Lane, Jane Edwards, Eammon Cuthbert, , Valerie Dyson, Jamie Eykyn , Julian Weston – District Councillor Julia Judd and County Councillor Joe Harris, |
|  |  | **Apologies for absence recorded from** Parish Councillor Richard Bliss |
|  |  | **Declaration of interests from Parish Councillors on matters on the agenda were invited-** none |
|  |  | **Public Session** – none – Comment from a resident regarding Long Ford noted |
|  |  | **Council approved the minutes of the meeting held on 23rd November 21** |
|  |  | **Council received verbal report from District Councillor Judd-**  Truck Stop update – site inspection briefing and will go to Planning Committee on 9th March  A417 missing link update  Questions on the Centurion development were answered  Equestrian Centre highways construction traffic were answered  Request made for CC Harris to look at HGV signage at Duntisbourne Lear and Quarry turn-off through Middle Duntisbourne  Parish Boundary review noted  Local plan questionnaire email as distributed |
|  |  | **Council received verbal report from County Councillor Harris**  Budget has been set 2.99% increase (example of £42 pa for band D) including 1% to adult social care: Budget includes £250K 20 mile zones, £100k TRO’s, Parking Charges increase  **Specific to the Duntisbournes update**  **20mph zone** – speed survey to be organised by Glos Highways  **Grit Bin** is being installed near Duntisbourne Rouse before the end of March  **Long Ford** update – Highways Manager would prefer the works to be under the umbrella of the GCC as a long-time solution to prevent future a) frequency of accidents b) collapse of water damage. Discussions on change of status has been heard from local residents and  TRO to be further debated. Parish Council to agree its preferred solution, which then would be subjected to local consultations.  Timescales and funding for repair £15k but some funding shortfall may be needed to be covered by other sources.  Choice - Comprehensive package including a) change of status of road through TRO or b) repair like for like  Councillors stated that local feeling appears to support a TRO but concerns expressed over timescale and safety of pedestrians during the current situation. Local funding may be raised by donations.  TRO Officer and CC Harris will make a site visit regarding downgrading Greenpitts and Winstone Lane roads on Friday 25th February– legal steps have been discussed with GCC legal team and evidence of roads **not** being used as roads is needed for downgrading.  A) how do we provide that evidence?  B) is there any physical means to prevent use by bikers?  C) public space protection order and evidence of nuisance would be needed to use this process  Dangerous Road collapse was highlighted to CC Harris and will be followed up  A tour of the area with CC Harris and Highways Manager will take place next Monday |
|  |  | **Council approved financial reports and payment list as attached** |
|  |  | **Council considered highway matters** |
|  | **A** | **Long Ford update and discussed any actions that the Council wish to take including email correspondence /input from C.C Harris suggesting a more long-term solution is required and TRO possibilities**  **Council agreed that the Council preferred option is that the pedestrian access is repaired and made good as soon as possible** |
|  | **B** | **Correspondence distributed regarding “**An opportunity to end the use of green lanes by recreational motor vehicles in the Cotswolds Area of Outstanding Natural Beauty” agreed **Clerk to take part in the consultation on behalf of the Council** |
|  | **C** | **Dangerous road as submitted to Glos Highways via report it** Glos Highways have inspected and found no problem. 400893 POUND COTTAGE TO FIVE MILE PUBLIC HOUSE  The bank on which the rising road rests is buttressed by a stone wall which - as a result of passing traffic over the seasons - is crumbling away.   On the left of the roadway there is a drop of some 10ft into the meadow owned by resident.  At the moment this is marked by a yellow plastic barrier, but this wouldn’t prevent a vehicle from toppling over. A preliminary estimate for repair of the wall of some £4.5K.  Council agreed that the wall is the property of the landowner and as such the PC could not be involved with any repairs |
|  | **D** | **Local signage for heavy goods vehicle access – GCC Harris noted points raised and will investigate further** |
|  | **E** | **Grit bin installation confirmed as imminent by CC Harris** |
|  | **F** | **Stone troughs as gateway to village (Cllr Dyson) as discussed at previous meeting –** costs for 2 at 3 entrances discussed and costings to be provided at next meeting |
|  | **G** | **Definitive Map of PROWS as distributed via email –** noted that it is important that all paths used are put on the map before 2026 |
|  |  | **Planning matters** noted |
|  | **a** | 22/00552/TCONR Works to trees in conservation areas for T1 - Ash, removal and T2 - Ash, removal at Bottom Barn Middle Duntisbourne -received 16th February – no comment |
|  | **b** | 21/04688/COMPLY Compliance with conditions application for Discharge of conditions 3 (Landscape scheme), 6 (Lighting scheme) and 8 (samples) of permission 20/01361/FUL - Erection of a storage barn at Grove Piece -received 16th February21/04688/FUL- expired – no objections/comments submitted |
|  | **c** | 21/04562/FUL- Clerk has submitted objection under delegated authority  Proposed stable block (amendment to previously approved stables  under planning Permission 14/00048/FUL) at Land to The East Of Jackbarrow Road |
|  | **d** | 22/00420/TCONR- expired – no objections/comments submitted |
|  | **e** | 22/00364/TCONR expired – no objections/comments submitted |
|  | **f** | 21/04063/FUL expired – no objections/comments submitted |
|  | **g** | 21/04330/FUL- expired – Clerk has submitted support under delegated authority |
|  | **h** | 21/00466/FUL- Council submitted comments to DC Judd |
|  | **i** | 21/04559/AGFO expired – no objections/comments submitted |
|  | **j** | 20/04673/FUL | Provision of a new secure roadside truck stop facility, -update from D.C Judd- see report- Question on impact of truck stop on HGV traffic was asked of DC Judd |
|  |  | **Ealy Hill Post Box update from D C Judd** – waiting a reply from Royal Mail and will follow up |
|  |  | **WI request for wooden bench on Common Land to the left of the Lych gate of St Peters Church at no cost to the Parish Council and the Parish Council agreed to the request** |
|  |  | **Queens Platinum Jubilee celebrations discussed –**  **A local group has taken the initiative on the celebrations**  **GCC build back better grants- Clerk to apply for grants to support Jubilee mugs**  **Grant budget of £500 set for the jubilee celebrations from Community Plan budget (vire to new heading)**  **Cllr Dyson will try to liaison with the group** |
|  |  | **Defibrillator update – January/February report noted** |
|  |  | **Date of next meeting Tuesday 24th May 2022 at 7pm (AGM) to be followed at 8pm with Parish Assembly.** PublicConsultation on the long term future of the Long Ford to put on the Parish Assembly agenda and Historical England monument status could be followed up as previously agreed by Council (2 years ago) |
|  |  | **Any other business for information sharing purposes**  Rectory farm buildings application change of use – waiting to be received  Chairman will be taking a step back and Vice-Chair will assume duties until the AGM meeting of the PC on 24/5/22 where the election of the Chair and Vice Chair will take place as per the norm. |
|  |  | **Close of meeting 20.48** |

**Financial reports**

CASH BOOK TO 31/3/22

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| payee | date | CHQ NO | AMOUNT | CURRENT A/C BALANCE |
| opening current account balance | 01/04/2021 |  |  | 2312.59 |
| PRECEPT | 22/04/2021 | RECEIPT | 3713.00 | 6025.59 |
| B HOLDER EXPENSES/fees | 27/04/2021 | 197 | -149.89 | 5875.70 |
| TANNERS | 02/05/2021 | 198 | -1174.80 | 4700.90 |
| B HOLDER fees | 25/05/2021 | 199 | -119.91 | 4580.99 |
| B HOLDER EXPENSES | 25/05/2021 | 200 | -132.74 | 4448.25 |
| cancelled | 25/05/2021 | 201 | 0.00 | 4448.25 |
| B HOLDER fees | 25/06/2021 | 202 | -119.91 | 4328.34 |
| GAPTC | 25/05/2021 | 203 | -77.05 | 4251.29 |
| ZURICH INS | 25/05/2021 | 204 | -140.00 | 4111.29 |
| B HOLDER fees | 28/07/2021 | 205 | -119.91 | 3991.38 |
| cdc | 22/04/2021 | RECEIPT | 54.01 | 4045.39 |
| B HOLDER fees | 28/08/2021 | SO | -119.91 | 3925.48 |
| B HOLDER fees | 28/09/2021 | SO | -119.91 | 3805.57 |
| easement | 17/08/2021 | RECEIPT | 19.00 | 3824.57 |
| b holder overpayment (refunded) | 01/08/2021 | so | -239.82 | 3584.75 |
| m c & b j holder | 03/09/2021 | RECEIPT | 239.82 | 3824.57 |
| PRECEPT | 23/09/2021 | RECEIPT | 1237.00 | 5061.57 |
| B HOLDER fees | 28/10/2021 | so | -119.91 | 4941.66 |
| b holder | 21/10/2021 | 206 | -76.66 | 4865.00 |
| CIL receipt | 28/10/2021 | RECEIPT | 1066.89 | 5931.89 |
| B HOLDER fees | 28/11/2021 | so | -119.91 | 5811.98 |
| B HOLDER fees | 28/12/2021 | so | -145.91 | 5666.07 |
| B HOLDER fees | 28/01/2022 |  | -145.91 | 5520.16 |
| b holder | 22/11/2021 | 207 | -37.68 | 5482.48 |
| j edwards noticeboard | 22/11/2021 | 208 | -161.99 | 5320.49 |
| f j drake noticeboard | 22/11/2021 | 209 | -170.55 | 5149.94 |
| p harrison mowing | 30/11/2021 | 210 | -175.00 | 4974.94 |
| duntisbourne pcc | 30/11/2021 | 211 | -250.00 | 4724.94 |
| duntisbourne village hall | 30/11/2021 | 212 | -250.00 | 4474.94 |
| R Lane/francis Drake /jcb | 22/02/2022 | 213 | -100.00 | 4374.94 |
| b holder expenses | 22/02/2022 | 214 | -12.16 | 4362.78 |
| b holder fees underpaid | 22/02/2022 | 215 | -299.80 | 4062.98 |
| open spaces society | 24/02/2022 | 216 | -45.00 | 4017.98 |
| b holder salary | 28/02/2022 | so | -145.91 | 3872.07 |
| b holder salary | 28/03/2022 | so | -145.91 | 3726.16 |
| HMRC | 28/03/2022 | 21 | -59.80 | 3666.36 |

PAYMENT LIST FOR MAY 22 MEETING

K Fellows – Jubilee £500 (approved at Feb 22 meeting)

HMRC – April, May , June £94.20

B holder expenses £34.92

PAAAATA £95.40

Zurich £140.00

GAPTC £76.22

Hmrc y/e 31/3/22 £59.80

Bank Reconciliation

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| BANK RECONCILATION |  |  |  |  |
| 01/04/2021 | OPENING BANK BALANCE | |  | 2312.59 |
|  | EXPENDITURE FOR PERIOD | | 4736.13 |  |
|  | INCOME FOR PERIOD | | 6089.90 |  |
|  | NET EXPENDITURE | |  |  |
| as at above | BANK BALANCE AS ABOVE | |  | 3666.36 |
|  |  |  |  |  |
| as at 31/03/22 | BAL PER S/M |  |  | 3726.16 |
|  | LESS U/P CHEQUES | | 21 | -59.80 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  | 0.00 |
|  | reconciled balance | |  | 3666.36 |
|  |  |  |  |  |
| Deposit account |  |  |  |  |
|  |  |  |  |  |
|  | Total bank balance |  |  | 3666.36 |

Reserves at year end – Council to approve

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

Budget against actual

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| budget to date | BUDGET | ACUTAL YEAR TO DATE | BALANCE AVAILABLE TO SPEND |  |
| PRECEPT | 4950.00 | 4950.00 |  |  |
| CIL RECEIPTS | 0.00 | 1120.90 |  | To earmarked reserves |
| inter account trans | 0.00 | 0.00 |  |  |
| wayleave | 0.00 | 19.00 |  |  |
| VAT to be reclaimed | 0.00 | 0.00 |  |  |
| other receipts | 0.00 | 0.00 |  |  |
|  | 0.00 | 0.00 |  |  |
| INCOME | 4950.00 | 6089.90 | 0.00 |  |
| Clerk fees | 1800.00 | 1798.52 | 1.48 |  |
| **ADMIN EXPENSES** | 610.00 | 393.22 | 216.78 |  |
| **INSURANCE** | 160.00 | 140.00 | 20.00 |  |
| **GRANTS & DONATIONS** | 600.00 | 500.00 | 100.00 |  |
| **payroll costs** | 90.00 | 0.00 | 90.00 |  |
| **SUBSCRIPTIONS** | 100.00 | 122.05 | -22.05 |  |
| **NOTICE BOARDS** | 1000.00 | 332.54 | 667.46 | To earmarked reserves |
| **GRASS CUTTING/VERGE COSTS** | 300.00 | 275.00 | 25.00 |  |
| DEFIBRILLATORS | 0.00 | 0.00 | 0.00 |  |
| AUDIT & LEGAL FEES | 1200.00 | 1174.80 | 25.20 |  |
| DOG BINS | 252.00 | 0.00 | 252.00 | To earmarked reserves |
| COMMUNITY PLAN | 1000.00 | 0.00 | 1000.00 | To earmarked reserves |
| FROM RESERVES | -2162.00 |  | -2162.00 |  |
| FROM CIL RESERVES |  |  |  |  |
| **Expenditure** | 4950.00 | 4736.13 | 213.87 |  |

AGAR FIGURES

|  |  |  |  |
| --- | --- | --- | --- |
| **AGAR report** |  | 2021 | 2022 |
|  |  |  |  |
| balances bfwd | box 1 | 2083 | 2312.59 |
| precept | box 2 | 2450 | 4950.00 |
| other receipts | box 3 | 19 | 1139.90 |
| staff costs | box 4 | 600 | 1798.52 |
| loan repayments | box 5 | none | 0.00 |
| all other payments | box 6 | 1639 | 2937.61 |
| balances cfwd | box 7 | 2313 | 3666.36 |
| bank and cash balances | box 8 | 2313 | 3666.36 |

AGAR reports to be approved and signed







