**DUNTISBOURNES PARISH COUNCIL**

**Meeting to be held on 22nd November 2022 at 7pm**

**At the Village Hall**

**Agenda/summons**

|  |  |  |
| --- | --- | --- |
|  |  | **Introductions and Welcome** |
|  |  | **Council to consider applications for the co-option vacancy and following the decision, the meeting will be paused for signing of appropriate forms and then the successful applicant will be invited to join the Council** |
|  |  | **Attendance to be recorded (anticipated** as) Parish Councillors Rupert Lane, Jane Edwards (Chair), Valerie Dyson, Eammon Cuthbert, Julian Weston & Jamie Eykyn. members of the public and County Councillor Joe Harris |
|  |  | **Apologies for absence recorded from** District Councillor Julia Judd |
|  |  | **Declaration of interests from Parish Councillors on matters on the agenda to be invited**  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 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 |
|  |  | **Council to approve the minutes of the meeting held on 27th September** |
|  |  | **Council to note report from District Councillor Judd (updates are sent via email)** |
|  |  | **Council to invite report from County Councillor Harris** |
|  |  | **Council to consider implications of CDC election recharging policy-**  **4 yearly elections:**  **Duntisbourne abbots £396.19 (50% in 2023 and 100% in 2027)**  **Duntisbourne rouse £251.45 (as above) total cost for 2023 £323.81**  **By-elections can be called at anytime and any number of times – Cost for DA=£1562.85 and DR= £1340.95 – chargeable at 50% in 2024, 75% in 2025 and 100% in 2026** |
|  |  | **Council to approve payment list as discussed**  Clerk Expenses £28.22  Council to approve the salary increase in line with national agreement and contract of appointment back dated to 1/4/22 with an additional day holiday going forward  Standing order will need to be reduced to reflect higher level of paye being deducted from Jan 23 |
|  |  | **Council to approve financial reports to 28/10/22** |
|  |  | **Council to consider /approve budget and precept for 2023/24** |
|  |  | **Council to consider highway matters including** |
|  |  | **Long Ford update**  Council to consider any actions that it may wish to take when the work is completed  eg voluntary restricting access to the Long Ford  Council to agree any consultation process before any decisions are made  TRO order and funding of such would need to be within precept  “Green Pits Lane”- PC to agree if it wishes to take any action on this matter ( a decision should not be revisited within 6 months subject to standing orders) |
|  |  | **Local signage for heavy goods vehicle access** |
|  |  | **Stone troughs as gateway to village (Cllr Dyson)- bfwd** |
|  |  | **Planning matters to be noted**/**considered** |
|  |  |  |
|  |  | Any other planning matters |
|  |  | 20/04673/FUL | Provision of a new secure roadside truck stop facility, -update from D.C Judd – appeal has been lodged. |
|  |  | **Defibrillator update** |
|  |  | **Date of next meeting Tuesday November 22nd at 7.00pm (budget) at Village Hall.** |
|  |  | **Any other business for information sharing purposes followed by close of meeting**  . |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| payee | date | CHQ NO | AMOUNT | CURRENT A/C BALANCE |
| opening current account balance | 01/04/2021 |  |  | 3666.36 |
| precept | 01/04/2022 | receipt | 6000.00 | 9666.36 |
| clerk salary/wfh | 28/04/2022 | so | -145.91 | 9520.45 |
| jubilee fund donation | 10/05/2022 | 217 | -500.00 | 9020.45 |
| hmrc | 17/05/2022 | 218 | -94.20 | 8926.25 |
| b holder expenses | 11/05/2022 | 219 | -34.92 | 8891.33 |
| pata pyroll | 11/05/2022 | 220 | -95.40 | 8795.93 |
| zurich insur | 11/05/2022 | 221 | -140.00 | 8655.93 |
| gaptc | 11/05/2022 | 222 | -76.22 | 8579.71 |
| hmrc | 31/03/2022 | 223 | -59.80 | 8519.91 |
| drake | 27/09/2022 | 224 | -93.35 | 8426.56 |
| b holder expenses | 01/10/2022 | 225/6 | -34.92 | 8391.64 |
| b holder salary/expenses | 28/05/2022 | so | -145.91 | 8245.73 |
| b holder salary/expenses | 28/06/2022 | so | -145.91 | 8099.82 |
| b holder salary/expenses | 28/07/2022 | so | -145.91 | 7953.91 |
| b holder salary/expenses | 28/08/2022 | so | -145.91 | 7808.00 |
| b holder salary/expenses | 28/09/2022 | so | -145.91 | 7662.09 |
| b holder salary/expenses | 28/10/2022 | so | -145.91 | 7516.18 |
| CDC precept | 28/09/2022 | receipt | 2000.00 | 9516.18 |
| w/off 2021/22 | 28/03/2022 | 21 | 59.80 | 9575.98 |

**Financial reports for November 22 meeting**

**Cash book to 31/10/22**

**Bank reconciliation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 01/04/2021 | OPENING BANK BALANCE | |  | 3666.36 |
|  | EXPENDITURE FOR PERIOD | | 2090.38 |  |
|  | INCOME FOR PERIOD | | 8000.00 |  |
|  | NET EXPENDITURE | |  |  |
| as at above | BANK BALANCE AS ABOVE | |  | **9575.98** |
|  |  |  |  |  |
| as at 31/10/22 | BAL PER S/M |  |  | 9729.98 |
|  | LESS U/P CHEQUES | |  |  |
|  |  | 218 | 94.20 |  |
|  |  | 223 | 59.80 |  |
|  |  |  |  | 154.00 |
|  |  |  |  | **9575.98** |

**Reserves for information**

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

**Budget reports**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| budget to date | BUDGET | ACUTAL YEAR TO DATE | BALANCE AVAILABLE TO SPEND | notes | **potentially 23/24** |
| PRECEPT | 8000.00 | 8000.00 |  | 5% | 8400 |
| CIL RECEIPTS | 0.00 | 0.00 |  |  |  |
| inter account trans | 0.00 | 0.00 |  |  |  |
| wayleave | 0.00 | 0.00 |  |  |  |
| VAT to be reclaimed | 0.00 | 0.00 |  |  |  |
| other receipts | 0.00 | 0.00 |  |  |  |
|  | 0.00 | 0.00 |  |  |  |
| INCOME | 8000.00 | 8000.00 | 0.00 |  | 8400 |
| Clerk salary | 1890.00 | 933.57 | 956.43 | Includes 22 pay award | 2010 |
| **ADMIN EXPENSES** | 610.00 | 251.84 | 358.16 | wfh+mileage | 400 |
| **INSURANCE** | 160.00 | 140.00 | 20.00 |  | 160 |
| **GRANTS & DONATIONS** | 600.00 | 500.00 | 100.00 | Village events/grants | 600 |
| **payroll costs** | 90.00 | 95.40 | -5.40 |  | 100 |
| **SUBSCRIPTIONS** | 100.00 | 76.22 | 23.78 |  | 100 |
| **NOTICE BOARDS & other community assets** | 200.00 | 0.00 | 200.00 | Reserves if not spent | 200 |
| **GRASS CUTTING/VERGE COSTS** | 300.00 | 93.35 | 206.65 |  | 300 |
| DEFIBRILLATORS | 150.00 | 0.00 | 150.00 | Reserves if not spent |  |
| AUDIT & LEGAL FEES | 150.00 | 0.00 | 150.00 |  | 150 |
| DOG BINS | 250.00 | 0.00 | 250.00 | Reserves if not spent | 250 |
| COMMUNITY PLAN | 1000.00 | 0.00 | 1000.00 | Reserves if not spent | 1000 |
| to RESERVES | 2500.00 |  |  |  | 2000 |
| TO CIL RESERVES |  |  |  |  |  |
| **Expenditure** | 8000.00 | 2090.38 | 3409.62 |  | 7270 |
| contingency/balance |  |  |  |  | 1130 |

**Points to consider- does Council wish to make**

**Provision for CDC election costs**

**Provision for TRO or funding other highway schemes**

**Cost of Defib pads/batteries approx. £400**

**Council does not have the power to make donations to Churches, its grounds or services**

**Does the Council wish to re-allocate funding for community plan to consultation costs**

**DUNTISBOURNES PARISH COUNCIL**

**Meeting held on 27th September 2022 at 7pm**

**At the Village Church**

**Draft Minutes**

|  |  |  |
| --- | --- | --- |
|  |  | **Introductions and Welcome**  It was noted that Richard Bliss has resigned (Duntisbourne Rouse). Clerk to write to thank for all efforts whilst on the PC |
|  |  | **Attendance recorded** as Parish Councillors Rupert Lane, Jane Edwards (Chair), Eammon Cuthbert, Julian Weston & Jamie Eykyn. 2 members of the public and County Councillor Joe Harris |
|  |  | **Apologies for absence recorded from** Parish CouncillorValerie Dyson & District Councillor Julia Judd |
|  |  | **Declaration of interests from Parish Councillors on matters on the agenda were invited-None** |
|  |  | **Public Session:** members of the public were invited to ask questions and raise points of interest on matters on the agenda. -none |
|  |  | **Council approved the minutes of the meeting held on 8th September and 24th May 2022** |
|  |  | **Council noted report from District Councillor Judd -not available (updates are sent via email)**  CC Harris (as leader of the DC) gave a verbal update on work of District Council including:  Budget/Funding gap  Town & Parish Forum – Cllr Edwards will attend  Councillors asked if the staffing of the Planning Dept has now improved. – Cllr Harris informed the PC that matters have improved. |
|  |  | **Council received verbal report from County Councillor Harris**  Updates on the Long Ford repairs. CC Harris is very keen to be kept informed  Road Closure in the new year for Ealy Hill noted |
|  |  | **Council approved payment list as discussed**  Council approved delegated authority for Clerk to approve payments up to £200 between meetings where the cost is within the agreed budget, H&S issues or where Council has already agreed contracts  F J Drake £93.35 (it is thought that a second repair will be needed)  Expenses £34.92 |
|  |  | **Council considered highway matters including** |
|  |  | **Long Ford update (October 10/11th is confirmed as a start date has been confirmed by CC Harris**  and any actions that the Council wish to take when the work is completed  eg voluntary restricting access to the Long Ford  Clerk advised on consultation process  TRO order and funding of such would need to be within precept  CC Harris may be able to support financially in 23/24  Discuss at Budget setting meeting (November 22)  “Green Pits Lane”- meeting held with Cllr Eykyn and CC Harris/Daniel Tiffney (Glos Highways). CC Harris gave information regarding a potential “Public gating order/public space protection orders” administered by DC and enforced by the Police. Further advice/meeting could be held with DC/CC Officers. PC to consider any actions/decisions needed at next meeting (Nov 22)- Clerk advised on declaration of interests on matters where decisions may be needed at next meeting. |
|  |  | **Local signage for heavy goods vehicle access –** Signs ordered and in progress |
|  |  | **Stone troughs as gateway to village (Cllr Dyson) as discussed at last meeting - cfwd** |
|  |  | Gloucestershire County Council are rolling out a programme of **EV charging points** across the county but quite a few of the on-street locations that have been assessed so far are proving problematic. Council was asked if it wishes to suggest locations for assessment – public car parks, village hall car parks and the like where a partnership approach with the council might yield results- **Parish Council noted but have no feedback.** |
|  |  | **Planning matters noted**/**considered** |
|  |  | **Councillors noted that the Clerk has used delegated authority to submit comments on** |
|  |  | 22/02799/Ful & 22/02800/LBC– Newbold Barn objection comments - |
|  |  | 22/02821/FUL- Brewers cottage comment of support for glass extension – |
|  |  | 22/02771/FUL & 22/02772/LBC – Church Farm – comment of support |
|  |  | 22/01443/FUL –Well Hill – Change of use - comment of support |
|  |  | 22/02633/FUL –- Construction of a wildlife pond /Church Farm objection comments submittedCouncil heard comments from LLFA -submitted as no objection (see portal for detailed comments). EA does not seem to be a consultee. The PC wish the Clerk to ask the planning officer to seek consultee comment from EA |
|  |  | 22/02990/TCONR- comments of support |
|  |  | 22/03173/TCONR – new application – tree works at Field House Duntisbourne Abbots **– no objections.** |
|  |  | Any other planning matterswhere there appears to be “no objections” the Council wish the Clerk to submit “ No objection” as its comment Manor Farm at Middle Duntisbourne – permission given for 1 day farm shop & roof tiles permission given. |
|  |  | 20/04673/FUL | Provision of a new secure roadside truck stop facility, -update from D.C Judd – appeal has been lodged. |
|  |  | **Ealy Hill Post Box update from D C Judd- not available – cfwd** |
|  |  | **Date of next meeting Tuesday November 22nd at 7.00pm (budget) at Village Hall.** |
|  |  | **Any other business for information sharing purposes followed by close of meeting**  Fly-tipping Officer (Dog Fouling also within his remit) has met Cllr Edwards & has given some signs for placement in highlighted areas. Other incidents should be reported via the DC portal  PC would need to purchase any additional dog bins  Defibrillator has been checked for June, July, August, September.  Close at Business 20.02 |