**DUNTISBOURNES PARISH COUNCIL**

**ANNUAL MEETING OF THE COUNCIL**

**TO BE HELD AT 7.00PM ON 24th May 2023**

**IN THE VILLAGE HALL**

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|  | **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** (anticipated Jane Edwards, Rupert Lane, Valerie Dyson, Mick Lowe, Andy Beckett, Samantha Scott-White. Julian Weston, District Councillor Julia Judd, & County Councillor Joe Harris |
|  | **Apologies for absence received to be accepted/ recorded** |
|  | **Declaration of Interest for matters on the agenda to be invited-** |
|  | **Minutes of the previous Parish Council Meeting held on 6th March 2023 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 can 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** |
|  | **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/contracts, to eg GAPTC, Open Spaces Society. PATA payroll, grass cutting and to give delegated authority to RFO to pay these invoices as and when they are received provided they are within the budget already approved by Council** |
|  | **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 consider any outstanding planning applications** |
|  | **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)** |
|  | **Meeting to be closed at 8pm and immediately followed by the Parish Assembly** |

**DUNTISBOURNES PARISH COUNCIL**

**Meeting held on 6th March 2023 at 7pm**

**At the Village Hall**

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|  |  | **Introductions and Welcome from Chair of Council** |
|  |  | **Attendance recorded** as Parish Councillors Jane Edwards (Chair), Rupert Lane, Julian Weston, Jamie Eykyn, Valerie Dyson, Samantha Scott-White. District Councillor Julia Judd, & 1 member of the public |
|  |  | **Apologies for absence accepted/recorded** Parish CouncillorEammon Cuthbert and County Councillor Joe Harris did not atted |
|  |  | **Declaration of interests from Parish Councillors on matters on the agenda were invited- none**  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 were 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-  **None at this point** |
|  |  | **Council approved the minutes of the meeting held on 22nd November 2022.** |
|  |  | **Council invited update on report from District Councillor Judd as distributed via email**  Question on Beech Wood planning issue answered  e-petition on CDC website  Delays on planning process raised by PC Weston  Photo ID is required for voting on May 4th 2023- see CDC website |
|  |  | **Council invited report from County Councillor Harris -** not available |
|  |  | Council noted update on Election to be held on May 4th 2023-  Nomination papers to submit between 20th March to Monday 3rd April  Nomination paper deadline for submission 4pm on 4th April  Link to CDC website has been distributed  <https://www.cotswold.gov.uk/media/i3qbcft1/parish-and-town-nomination-paper-pack-v3.pdf>  Dates of election noted and will be posted on the website/noticeboards  Pdf of nomination pack to be posted to website. |
|  |  | **Council approved payment list as discussed including**  Clerk Expenses £34.18  HMRC £110.17 and £190.23  Passion 1st Aid defib pads £83.22  PATA Payroll £45.90  Standing order for Clerk to be reduced in April 23 (due to higher levels of PAYE) and no payment to be made in March 23 |
|  |  | **Council considered highway matters including** |
|  |  | **Long Ford update**  Repair has been undertaken by Glos Highways and now a culvert has collapsed and is waiting repair. Wendy Grey (Glos Highways) has confirmed that the culvert will be repaired in 23/24.  Council may investigate a “listing” later. There has not been a consensus of opinion from residents |
|  |  | **White Gates to village**  Council agreed they wished to investigate “gates” – as a potential CIL project and Clerk has asked Glos Highways Manager for steps needed to take the project forward and has distributed some commercial information to Councillors. **Deferred to post May 23** |
|  |  | **Grit bins**- Council noted that refills have taken place |
|  |  | **Green Pits Lane-** correspondence from Falcon Motor Club -classic Trial on 4th March noted (distributed via email), feedback received – There was no problems report |
|  |  | **Overhanging Trees along Jack Barrow Road-** Highways have been informed and are following up with owners |
|  |  | **Green area damaged by construction works-**Council noted that the owners of the property have agreed to reinstate to previous standard at their cost. |
|  |  | **Pot Hole reporting –** Council to advise residents to use “report it” portal |
|  |  | **Planning matters** |
|  |  | **Applications on portal considered/ noted**   * Newbold Barn- **withdrawn** * **22/02633/FUL** Church Farm -Wild life pond 3000mx 30m deep –– permitted – **further enquiries on potential of additional works are being made** (Member of the public spoke at this point to update Councillors on additional points) * 23/00355/FUL -Change of use from equestrian to mixed use (residential/agricultural) conversion of stable building to dwelling and storage for agricultural use at Well Hill - **no objection from PC** * 23/00267/LBC- Listed Building Consent for Replacement of transparent corrugated plastic roof sheeting with natural Cotswold stone roof and four rooflights. Remove modern orchid house. At Cotswold Farm- **No objections from PC** * 23/00166/FUL Refurbishment of existing stone and timber shelters to facilitate storage space for equipment required to maintain the wildlife pond and wild flower meadow at Church Farm- **objection submitted** |
|  |  | Any other planning matters - none |
|  |  | Appeal hearing for Provision of a new secure roadside truck stop facility, update from D.C Judd. Need, Alternative sites & AONB are the 3 issues being considered by the Planning Inspector  Part 2 will be held from 19th April  There is a resident’s group – Rule 6 consultee status obtained |
|  |  | **Defibrillator update-**  replacement pads done- see payment approval  Battery will need replacing at the “4 year point”  Council considered if it wishes to arrange 1st Aid training on the use of the Defibrillator**. 1 hour course available on use of the Defibrillator at cost of £60 with 12 attendees- Cllr Edwards will book** |
|  |  | **Date of next meeting Wednesday 24th May 2023 at 7.00pm at Village Hall,** noting that AGM must be held within 14 days of Councillors taking office following election**.**  **Council agreed Parish Assembly date will be held on 24th May at 8pm** |
|  |  | **Any other business for information sharing purposes followed by close of meeting**  Coronation celebration to be organised by Village Hall – grant requests will be submitted from organisers**.**  Environmental rules for disposal of water into watercourses noted  Council passed its condolences to a local family who recently suffered a bereavement  Meeting closed at 20.24 |

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

**At the Village Hall**

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|  |  | **Introductions and Welcome from Chair of Council** |
|  |  | **Council agreed application (Samantha Scott White) for the co-option vacancy and the meeting was paused for signing of appropriate forms and then Samantha was invited to join the Council- Register of members form to be emailed.** |
|  |  | **Attendance recorded** as Parish Councillors Jane Edwards (Chair), Rupert Lane, Valerie Dyson, Eammon Cuthbert,. |
|  |  | **Apologies for absence recorded from Parish Councillors** Julian Weston & Jamie Eykyn, District Councillor Julia Judd and County Councillor Joe Harris |
|  |  | **Declaration of interests from Parish Councillors on matters on the agenda were invited- none**  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 were 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- **none** |
|  |  | **Council approved the minutes of the meeting held on 27th September 2022**  T&P forum attended by Cllr Edwards and gave feedback**.** |
|  |  | **Council noted report from District Councillor Judd is sent via email**  A417 missing link approved 2023-2027 |
|  |  | **Council invited report from County Councillor Harris -none** |
|  |  | **Council considered 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 any time 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  **Dates of election noted and will be posted on the website/noticeboards** |
|  |  | **Council approved payment list as discussed**  Clerk Expenses **£34.92**  Council approved 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 **£62.40**  Standing order will need to be reduced to reflect higher level of PAYE being deducted from Jan 23 |
|  |  | **Council approved financial reports to 28/10/22** |
|  |  | **Council considered & approved budget and precept for 2023/24 -£8800** |
|  |  | **Council considered highway matters including** |
|  |  | **Long Ford update**  Council considered any actions that it may wish to take when the work is completed eg voluntary restricting access to the Long Ford and considered the implications of the 2014 Anti Social Behaviour and Crime Act chapter 12 Section 55. 64 and 66.  & Guidance for Local Councils Public Spaces Protection Orders, as signposted by CC Harris/Highways Manager.  Council agreed that that any Consultationprocess in regard to a TRO Traffic Regulation Order (prohibition of Highway) and the funding of such would need to be within the precept. The costs involved would be considerable. 10k and a very long process.  **Council decision** …No additional provision made in 2023 /24 budget  The Council agreed that “Stopping up” does not meet the criteria as it is a Highway and noted that a TRO would need enforcement by Police.  GCC have advised that they do not feel that the physical blocking is viable.  Residents have been asked but noted that there is no clear consensus on the preferred way forward  Council debated all the options at length, but felt that none were considered viable.  Going forward: Highways to repair further damage at Long Ford collapsed culvert.  Liaison and monitoring by Councillors with Highways.  Possibility of Volunteer input depending on health safety issues.  Parish Council to investigate ‘Listing’ cfwd to next agenda.  “Green Pits Lane & parallel track”- After lengthy discussions the same criteria was applied (see above) and it was agreed that physical blocking of the route is not vialble as they are Class 5 Highways and there is legitimate use by public and horse riders. Council to monitor if the legal position should change. **PC agreed it does not wish 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 –** email from CC Harris received stating that -Additional signs on the A417 and advisory signs at Tall Trees. Clerk to respond that location suggested is acceptable |
|  |  | **Stone troughs as gateway to village (Cllr Dyson)**  Council agreed they wished to proceed with “gates” – as a potential CIL project and Clerk to research the costs and steps needed to take the project forward |
|  |  | **Planning matters noted**/**considered** |
|  |  | **Applications on portal were noted**   * Manor farm -Middle Duntisbourne – tiles – awaited decision * Glebe Cottage DA- Erection of single storey extension – amendment to previous application – permitted * Cotswold farm – solar panels- PC supported * Replacement windows – Bottom Barn – permitted * Brewers Cottage – extension -permitted * Church Farm – extension – PC supported – waiting decision * Newbold Barn- new revised plans for planting in front of the barn doors and change of doors – privacy issues raised by resident. Conservation officer has raised concerns. **PC has objected on privacy issues and conservation concerns previously but wish to reaffirm** * Church Farm -Wild life pond 3000mx 30m deep –– waiting decision – delegated report received from CDC officer & statutory consultees have no objections, whilst the PC has already objected. It was felt after lengthy discussion and reviewing of documents that there were no new material reasons for submitting to Scrutiny Panel   District Councillor will be advised of the above decision by Chair of Council-   * Well-Hill conversion of stables- waiting decision |
|  |  | Any other planning matters |
|  |  | 20/04673/FUL | Provision of a new secure roadside truck stop facility, -update from D.C Judd – it was noted that an appeal has been lodged. |
|  |  | **Defibrillator update- original scheme included free replacement batteries. Cllr Edwards is to investigate.** |
|  |  | **Date of next meeting Monday 6th March 2023 at 7.00pm at Village Hall.** |
|  |  | **Any other business for information sharing purposes followed by close of meeting**  Questionaire received from CDC – Dark Sky – Cllr Dyson will circulate and submit on behalf of the Council  Meeting closed at 20.50 |

**Financial reports**

**Cash book**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 | 0.00 | 8579.71 |
| drake | 27/09/2022 | 224 | -93.35 | 8486.36 |
| b holder expenses | 01/10/2022 | 225/6 | -34.92 | 8451.44 |
| b holder salary/expenses | 28/05/2022 | so | -145.91 | 8305.53 |
| b holder salary/expenses | 28/06/2022 | so | -145.91 | 8159.62 |
| b holder salary/expenses | 28/07/2022 | so | -145.91 | 8013.71 |
| b holder salary/expenses | 28/08/2022 | so | -145.91 | 7867.80 |
| b holder salary/expenses | 28/09/2022 | so | -145.91 | 7721.89 |
| b holder salary/expenses | 28/10/2022 | so | -145.91 | 7575.98 |
| CDC precept | 28/09/2022 | receipt | 2000.00 | 9575.98 |
|  |  |  | 0.00 | 9575.98 |
| hmrc | 15/11/2022 | 27 | -211.20 | 9364.78 |
| b holder salary/expenses | 28/11/2022 | so | -145.91 | 9218.87 |
| b holder salary/expenses | 28/12/2022 | so | -145.91 | 9072.96 |
| b holder salary/expenses | 28/01/2023 | so | -145.91 | 8927.05 |
| b holder salary/expenses | 28/02/2023 | so | -145.91 | 8781.14 |
| b holder exp | 21/11/2022 | 228 | -34.92 | 8746.22 |
| b holder exp | 21/01/2022 | 229 | -34.18 | 8712.04 |
| passion 1st aid def pads | 13/01/2022 | 230 | -83.22 | 8628.82 |
| hmrc | 13/01/2023 | 231 | -110.17 | 8518.65 |
| pata pyroll | 20/02/2023 | 232 | -45.90 | 8472.75 |
| hmrc | 28/02/2023 | 233 | -190.23 | 8282.52 |
| b holder exp | 06/03/2023 | 234 | -34.92 | 8247.60 |
| hmrc | 31/03/2023 | 235 | -66.00 | 8181.60 |
| b holder wfh march only | 23/03/2023 | 236 | -26.00 | 8155.60 |

**Bank reconciliation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 01/04/2022 | OPENING BANK BALANCE | |  | 3666.36 |
|  | EXPENDITURE FOR PERIOD | | 3510.76 |  |
|  | INCOME FOR PERIOD | | 8000.00 |  |
|  | NET EXPENDITURE | |  |  |
| as at above | BANK BALANCE AS ABOVE | |  | 8155.60 |
|  |  |  |  |  |
| as at 28/3/23 | BAL PER S/M |  |  | 8155.60 |
|  | LESS U/P CHEQUES | |  |  |
|  |  |  |  | 0.00 |
|  |  |  |  | 8155.60 |

**Actual against budget**

|  |  |  |  |
| --- | --- | --- | --- |
| budget to date | BUDGET | ACUTAL YEAR TO DATE | BALANCE AVAILABLE TO SPEND |
| PRECEPT | 8000.00 | 8000.00 |  |
| 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 |
| Clerk salary | 1890.00 | 1991.08 | -101.08 |
| **ADMIN EXPENSES** | 610.00 | 485.59 | 124.41 |
| **INSURANCE** | 160.00 | 140.00 | 20.00 |
| **GRANTS & DONATIONS** | 600.00 | 500.00 | 100.00 |
| **payroll costs** | 90.00 | 141.30 | -51.30 |
| **SUBSCRIPTIONS** | 100.00 | 76.22 | 23.78 |
| **NOTICE BOARDS & other community assets** | 200.00 | 0.00 | 200.00 |
| **GRASS CUTTING/VERGE COSTS** | 300.00 | 93.35 | 206.65 |
| DEFIBRILLATORS | 150.00 | 83.22 | 66.78 |
| AUDIT & LEGAL FEES | 150.00 | 0.00 | 150.00 |
| DOG BINS | 250.00 | 0.00 | 250.00 |
| COMMUNITY PLAN | 1000.00 | 0.00 | 1000.00 |
| to RESERVES | 2500.00 |  | 2500.00 |
| TO CIL RESERVES |  |  |  |
| **Expenditure** | 8000.00 | 3510.76 | 4489.24 |
| contingency/balance |  | 4489.24 |  |
|  |  | 8000.00 |  |

**Reserves reconciliation**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **earmarked reserves** | |  | y/e 2021 | y/e 2022 | 2023 |
| COMMUNITY PLAN | |  | 1000 | 1000 | 1000 |
| GENERAL |  |  | 63 | 445 | 1446 |
| DOG WASTE BINS | |  | 250 | 500 | 750 |
| NOTICE BOARD | |  | 1000 | 600 | 800 |
| CiL | 4 years to spend | |  | 1121 | 1121 |
| underspends | |  |  |  | 472 |
| precept |  |  |  |  | 2500 |
| defibrillators | |  |  |  | 67 |
| bank balance at year end | | | 2313 | 3666 | 8156 |
|  | | |  |  |  |

**Payroll reconciliation**

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  | cash book | pata |
| net | 1319.28 | 1319.28 |
| hmrc | 671.80 | 671.80 |
| gross | 1991.08 | 1991.08 |

**AGAR report**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **AGAR report** |  | 2022 | 2023 |  |
|  |  |  |  |  |
| balances bfwd | box 1 | 2083 | 3666 |  |
| precept | box 2 | 4950 | 8000 | 8000.00 |
| other receipts | box 3 | 1140 | 0 |  |
| staff costs | box 4 | 1798 | 1991 |  |
| loan repayments | box 5 | none | 0 |  |
| all other payments | box 6 | 2938 | 1520 | 3510.76 |
| balances cfwd | box 7 | 3667 | 8156 |  |
| bank and cash balances | box 8 | 3667 | 8156 | 0.00 |

|  |  |
| --- | --- |
| expenses | May 23 |
|  |  |
| mileage | 9.18 |
| stationery | 5.00 |
| postage | 6.00 |
| printing | 2.30 |
|  | 22.48 |

**Payment list**

**Zurich insurance £140.00**

**Defib warehouse £356.80**

**Pata payroll £103.20**

**GAPTC £86.03**

**HMRC £198 to (30/6/23)**

**Expenses £22.48**