**DUNTISBOURNES PARISH COUNCIL**

**ANNUAL MEETING OF THE COUNCIL**

**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 –proposed and seconded- Cllr Edwards followed by signing of acceptance of office papers** |
|  | **Election of Vice-Chairman – proposed and seconded -Cllr Lane followed by signing of acceptance of office papers** |
|  | **Attendance recorded as** Parish Councillors Jane Edwards, Rupert Lane, Valerie Dyson, Mick Lowe, Andy Beckett, Julian Weston & 2 members of the public |
|  | **Apologies for absence received accepted/ recorded Parish Councillor** Samantha Scott-White, District Councillor Julia Judd, & County Councillor Joe Harris |
|  | **Declaration of Interest for matters on the agenda were invited- none** |
|  | **Minutes of the previous Parish Council Meeting held on 6th March 2023 approved**  **Overhanging trees followed up by Glos Highways**  **Green area has been reinstated satisfactorily**  **20 Pot holes repaired** |
|  | **Council agreed delegation to Clerk of authority to make submission of comments on planning matters where no meeting of the Council can be held**  **Council wish to submit a comment in some form on all applications** |
|  | **Council agreed no changes are required to standing orders, financial regulations, Complaints, Freedom of Information or Data protection policies procedure** |
|  | **Council agreed no changes are required to the asset register** |
|  | **Council agreed there are no Parish Council representation by Parish Councillors on outside organisations** |
|  | **Council agreed no changes are required to insurance policy for the coming year** |
|  | **Council agreed no changes are required to banking mandate** |
|  | **Council approved its independent internal auditor as previous year** |
|  | **Council confirmed it wishes to renew its subscription/contracts, to GAPTC, Open Spaces Society, PATA payroll, grass cutting and gave 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 approved the financial reports and payment list as attached**  **Council approved delegated authority to RFO to spend up to £500 without approval at a meeting – provided it has a power to spend which the RFO can report to the Council at the next meeting**  **Council noted CIL reserves that need to spent- agenda item for meetings- Clerk to check if able to give to Village Hall for new roof** |
|  | **Council approved its AGAR completion and delegated to the Chair of Council to sign the appropriate forms** |
|  | **Council agreed that its meeting schedule shall remain as 4th Tuesday of May, September, November (precept), March commencing at 7.00pm** |
|  | **Council considered outstanding planning applications**  **Noted outstanding applications reported as permitted – see portal**  **Road Side Truck inquiry has been postponed** |
|  | **Public Participation was invited -**none |
|  | **Report not received from County Councillor Joe Harris** |
|  | **Report received from District Councillor Julia Judd and distributed via email** |
|  | **Flooding situation “-report it” used – no response received**  **Register of Interest forms to be submitted via clerk within 28 days of election**  **Meeting closed at 19.55 and was immediately followed by the Parish Assembly**  **Next meeting**  **donation to Church – send NALC L01-18 financial assistance to the Church**  **Event for ex-Councillor to be held in September**  **CIL reserves that need to spent- agenda item for meetings- Clerk to check if able to give to Village Hall for new roof**  **Emergency plan update**  **Highways -Centurion garage area** |

**DUNTISBOURNES PARISH COUNCIL**

**Approved minutes**

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

**At the Village Hall**

|  |  |  |
| --- | --- | --- |
|  |  | **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 attend |
|  |  | **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 |

**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

Presentation to ex councillor after 50 years service

Coronation donation £500 -village Hall