

DUNTISBOURNES PARISH COUNCIL

Agenda: Meeting to be held on 28th November 2023 at 7pm

At the Village Hall [meeting 189]

1.	Introductions and Welcome from Chair of Council
2.	Attendance to be recorded (anticipated as Parish Councillors Jane Edwards (Chair), Rupert Lane, Julian Weston, Valerie Dyson, Samantha Scott White, Andrew Beckett, Michael Lowe. District Councillor Julia Judd and County Councillor Joe Harris, & members of the public
3.	Apologies for absence to be accepted/recorded
4.	Declaration of interests from Parish Councillors on matters on the agenda to be invited- Council has previously been advised on declaration of interests on matters where decisions may be in the personal/financial interests of individual councillors
5.	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-
6.	Council to approve the minutes of the meeting held on 26th September 2023
7.	Matters arising.
8.	Council to invite a report from District Councillor Julia Judd.
9.	Council to invite report from County Councillor Joe Harris
10.	Council to receive update on position of Clerk vacancy.
11.	Council to receive update on progress for Notice Board for Middle Duntisbourne.
12.	Council received thanks from the treasurer of The Village hall Committee for donation.
13.	Council to discuss possible speed reduction projects following residents' concerns.
14.	Council to approve payment list as discussed: GATPC Training course Finance/Audit for Councillors (J Edwards attended (£30.00) Stationery/printer ink (£39.18) Storage/archive boxes (£38.00) Event item (£100.00)
15.	Council to approve financial reports as attached
16.	Council to consider and finalise budget /precept for 24/25
17.	Council to consider response from Highway's pertaining to: matters including: [i] status of Long Ford – collapsed culvert. [ii] Long Ford repair of previous unsatisfactory work; [iii] Duntisbourne Leer road surface is heavily degraded. [iv] Centurion underpass and Notch road update. [v] Damage to verges and property in Duntisbourne Abbots. [vi] Signage [vii] Stile missing at The Grove Duntisbourne Abbots.
18.	Planning matters: Ref: 23/03515/Ful Centurion Garage Installation of fuel pumps; jet wash; EV charging and associated works. To be decided. To note update from planning officer on 21/04562/FUL – Jackbarrow. Decision pending. Ref: 23/02095/Ful Rose Cottage DA Awaiting decision Ref: 23/02096/LBC Rose Cottage DA Awaiting decision Ref: 23/002485/Ful Erection of storage outbuilding and associated works. Awaiting decision.

	<p>Ref: 23/02743/Ful Erection of Eco barn at Peace Field withdrawn.</p> <p>Ref: 23/02891/Ful LBC Free standing greenhouse. Awaiting decision.</p> <p>Ref: 23/02890/Ful Free standing greenhouse. Awaiting decision.</p> <p>Ref: 23/02485/Ful Park View Middle Duntisbourne. Awaiting decision.</p>
19.	<p>Defibrillator update-</p> <p>Loan Defibrillator has been checked and reported as emergency ready. St Johns Ambulance Training Date to be confirmed. Waiting for the DPC's defibrillator to be returned from servicing. (1st Aid training on the use of the Defibrillator by St Johns Ambulance).</p>
20.	<p>Council to consider Statutory Biodiversity Duty compliance. What can the PC do to conserve and enhance Biodiversity. GAPTC model advice/action plan. (Under the 2021 Environment Act)</p>
21.	<p>Date of next meeting: Tuesday 26th March 2024 TBC (Tuesday 16th January if further business required)</p>
22.	<p>Any other business for information sharing purposes followed by close of meeting</p>

Financial reports To 19/9/23

Cash book

<u>payee</u>	<u>date</u>	<u>CHQ NO</u>	<u>AMOUNT</u>	<u>CURRENT A/C BALANCE</u>
opening current account balance	01/04/2021			8155.6
precept	01/04/2022	receipt	6600.00	14755.60
zurich insuance	04/05/2023	237	-140.00	14615.60
defib warehouse battery	03/05/2023	238	-356.80	14258.80
pata payroll	18/05/2023	239	-103.20	14155.60
gaptc	18/05/2023	240	-86.03	14069.57
b holder	30/04/2023	so	-125.49	13944.08
b holder	30/05/2023	so	-125.49	13818.59
b holder	30/06/2023	so	-125.49	13693.10
b holder	30/07/2023	so	-125.49	13567.61
b holder	30/08/2023	so	-125.49	13442.12
hmrc	30/06/2023	241	-198.00	13244.12
b holder	18/05/2023	242	-22.48	13221.64
cancelled		243	0.00	13221.64
coronation event donation	18/05/2023	244	-500.00	12721.64
hmrc to 31/7/23	01/08/2023	245	-54.54	12667.10
open spaces	08/08/2023	246	-45.00	12622.10
hmrc to 31/8/23	31/08/2023	247	-79.76	12542.34
b holder	19/09/2023	248	29.16	12571.50

Bank reconciliation

01/04/2023	OPENING BANK BALANCE		8155.60
	EXPENDITURE FOR PERIOD	2242.42	
	INCOME FOR PERIOD	6600.00	
	NET EXPENDITURE		
as at above	BANK BALANCE AS ABOVE		<u>12513.18</u>
as at 31/8/23	BAL PER S/M		12622.10
	LESS U/P CHEQUES		
		247	79.76
		<u>248</u>	<u>29.16</u>
			<u>108.92</u>
			<u><u>12513.18</u></u>

Other reconciliations

Payroll

	cash book	pata
net	496.65	496.65
hmrc	330.80	330.80
gross	827.45	827.45

Expenses

expenses	May-23	Sep-23
salary adj		-0.80
mileage	9.18	18.36
stationery	5.00	
postage	6.00	8.00
printing	2.30	3.60
	<u>22.48</u>	<u>29.16</u>

Budget against actual to 19/9/23

	<u>BUDGET</u>	<u>ACUTAL</u> <u>YEAR</u> <u>TO</u> <u>DATE</u>	<u>BALANCE</u> <u>AVAILABLE</u> <u>TO SPEND</u>	<u>tax base</u>
budget to date				
PRECEPT	8800	6600.00		189.90
CIL RECEIPTS		0.00		
inter account trans		0.00		
wayleave		0.00		
VAT to be reclaimed		0.00		
other receipts		0.00		
INCOME	8800	6600.00	0.00	
Clerk salary	2010	827.45	1182.55	
ADMIN EXPENSES	400	182.44	217.56	wfh+mileage
INSURANCE	160	140.00	20.00	
GRANTS & DONATIONS	600	500.00	100.00	church/village hall
payroll costs	100	104.70	-4.70	
SUBSCRIPTIONS	100	131.03	-31.03	
NOTICE BOARDS & other community assets	200	0.00	200.00	reserves
GRASS CUTTING/VERGE COSTS	300	0.00	300.00	
DEFIBRILLATORS		356.80	-356.80	reserves
AUDIT & LEGAL FEES	150	0.00	150.00	
DOG BINS	250	0.00	250.00	reserves
election fees	1000	0.00	1000.00	reserves
to precept RESERVES	2000		2000.00	reserves
TO CONTINGENCY RESERVES	1530		1530.00	reserves
Expenditure	8800	2242.42	6557.58	
		6557.58	1121.00	cil bfwd
	8800.00	8800.00	7678.58	

Reserves AT 1/4/23

<u>earmarked reserves</u>	y/e 2021	y/e 2022	Y/E 2023	01/04/2023	
COMMUNITY PLAN	1000	1000	1000	0	Council agreed to VIRE TO ELECTION EXPENSES
ELECTION EXPENSES				1000	
SPEED REDUCTION				1000	Council is considering speed reduction initiatives
GENERAL	63	445	1446	918	£1K VIRED TO SPEED REDUCTION
DOG WASTE BINS	250	500	750	750	each bin costs approx £200 plus installation
NOTICE BOARD	1000	600	800	800	each notice board costs approx £800
Cil 4 YEARS TO SPEND		1121	1121	1121	
underspends			472	0	moves to general at start of next financial year
precept			2500	2500	Council is advised to retain upto 1 year precept for extra ordinary circumstance
defibrillators			67	67	Council is advised to save for new batteries/pads (£400) plus cost of replacement
	2313	3666	8156	8156	

PREDICTED RESERVES AT 19/9/23

<u>earmarked reserves</u>	2023	1st April	19-Sep	
COMMUNITY PLAN	1000	0	0	Council agreed to VIRE TO ELECTION EXPENSES
ELECTION EXPENSES		1000	2000	Total cost for by-election for 2 parishes £3k plus cost of contested 4 yearly elections for 2 parishes £650 Council has agreed to consider speed reduction initiatives
SPEED REDUCTION GENERAL	1446	918	362	£1K VIRED TO SPEED REDUCTION in 2/y/e 2023
DOG WASTE BINS	750	750	1000	each bin costs approx £200 plus installation
NOTICE BOARD & other community asset	800	800	1000	each notice board costs approx £800
CiL	1121	1121	1121	4 YEARS TO SPEND as per criteria set by CDC
CONTINGENCY for LEGAL /PROFESSIONAL COSTS			1530	legal /professional costs
underspends	472	0		moves to general at start of next financial year
precept	2500	2500	4500	Council is advised to retain upto 1 year precept for extra ordinary circumstance
defibrillators	67	67		Council is advised to save for new batteries/pads (£400) plus cost of replacement defibrillator
bank balance at year end	8156	8156	12513	

Risks to be considered when setting budget

- Consideration GAPTC advice re minimum hours (+£688) plus employees may require pension contributions depending of salary band
- **donation to Church – Clerk has referred Councillors to NALC L01-18 financial assistance to the Church and has advised that the PC does not have a power to donate to a church, church grounds or fabric of building**
- other matters of risk to consider are
- extra ordinary circumstances where a precept may not be submitted
- Cost of by-election (which can be called anytime by 10 or more residents on a resignation and is not limited in the number that can be called in any one year)
- Speed reduction project – Council agreed to consider after May 23 - Village gates cost approx. £4k per pair plus installation
- Contingency for legal fees-has been demonstrated in the last 5 years that the Council may take legal action at short notice – cost of solicitors in range of £250 pa currently for land matters
- Grass cutting – no regular invoice or contract has been agreed
- Defibrillator pads must be changed when Defibrillator is used
- Battery life approx. 4 years
- Cost of new Defibrillator £2k plus cabinet/installation
- TRO (traffic regulation orders) -any changes to Highways may need a TRO which (current costings) involves a feasibility study £1500 3 rounds of public consultations, speed surveys at various points £180 each and then the TRO itself can be in the range of £10k to £20k
- Council could consider adopting Power of General Competence if has 2/3rd of its members elected and a qualified Clerk.

Tax base = 189.9 (23/24)

Examples of precept and effect on Council Tax costs

Precept at £8800= average band d property =£46.34

Precept at £8000= average band d property= £42.12

Precept at £9000= average band d property =£47.39

