

Minutes DPC meeting No:191

DUNTISBOURNES PARISH COUNCIL: ANNUAL MEETING OF THE COUNCIL

Held at 7.00pm on 30th May 2024 at Duntisbourne Village Hall

1.	The Chair Mrs J Edwards welcomed all present.
2.	The Chair informed the meeting of Vice Chair Councillor Rupert Lane's illness and the meeting expressed their good wishes for a speedy recovery.
3.	The Chair was re-elected – In the absence of a clerk two Councillors signed the acceptance of office papers. [Councillors: J. Weston and M. Lowe]
4.	Election of Vice-Chairman –The Councillors agreed to share the role of Vice Chair until further notice.
5.	Attendance; Jane Edwards [Chair], Mick Lowe, Andy Beckett, Samantha Scott-White, Julian Weston.
6.	Apologies for absence was received from County Councillor Joe Harris, District Councillor Julia Judd and Councillor Valerie Dyson. Apologies were accepted.
7.	Declaration of Interest for matters on the agenda. None received.
8.	Minutes of the previous Parish Council Meeting [meeting 190] held on 27 th March 2024 were approved and signed.
9.	<p>1.Council considered that no changes were required to standing orders.</p> <p>2. Financial regulations. New Guidance for April 2024 recently received. Councillors felt there had been insufficient time to consider and discuss fully. This will be placed on the agenda for the next meeting.</p> <p>3. Complaints procedures: no changes.</p> <p>4. Freedom of Information and Data protection: no changes.</p>

10	Council considered if any changes are required to the asset register. The new Noticeboard for Middle Duntisbourne and Duntisbourne Rouse to be added.
11	Council reviewed if any representation on outside organisations is required. None required.
12	Council considered if any changes are required to insurance policy for the coming year. The insurance company was informed of the new notice board as it is an asset.
13	Council considered the changes required to the banking mandate, currently J Edwards and R Lane. This is to be changed to the responsible finance Officer [RFO] Valerie Dyson who has indicated her willingness to continue this role and J. Edwards {Chair}.
14	Appointment of Responsible Finance Officer. See above [13].
15	Council discussed the appointment of an independent internal auditor: for 24/25. New guidance has been received from GAPTC. GAPTC are now providing an internal audit service. Council to defer decision to September meeting.
16	Council discussed and agreed to renew its current subscription/contracts. Council also gave delegated authority to RFO to pay these, as and when they are received provided, they are within the budget already approved by Council. e.g. GAPTC; Open Spaces Society; Zurich Insurance.
17	Council approved the financial reports and payment list attached to the agenda. GAPTC Annual Payment £86.37. Zurich Insurance £140.00 Stationery Ink Cartridge £19.29
18	Council approved its AGAR completion and delegate to the Chair of Council signed the appropriate forms as follows: [i] 2023-2024 AGAR Certificate of Exemption from a Limited Assurance Review [ii] 2023-2024 AGAR Provision for The Exercise of Public Rights

	<p>[ii] 2023-2024 AGAR Internal Audit</p> <p>[iv] 2023-2024 Bank Reconciliation</p> <p>[v] 2023-2024 AGAR Accounting Statements</p> <p>[vi] 2023-2024 Neighbourhood CIL Report</p> <p>[vii] 2024-2025 Budget (presented estimated budget for precept to Council).</p> <p>All documents are on website [http://e-voice.org.uk/theduntisbournes] in PDF format.</p>
19	<p>Highways. Potholes in D'Leer; reported. Long Ford update; awaiting repair; scheduled for May 2024.</p> <p>Receive update on traffic calming – Ealy Hill D'Abbots. White gates previously agreed. Councillor Weston questioned the validity of the previous decision. Chair to check previous minutes.</p> <p><u>Maintenance.</u> 1. Discussion on Grass cutting Masons Green Duntisbourne Leer following requests from residents.</p> <p>2. Removal of agricultural machinery at Masons Green Duntisbourne Leer.</p>
20	<p>Defibrillator: status report -testing for April and May received. Status emergency ready. The defibrillator has been returned with a new motherboard fitted under warranty from CDC original scheme. The work would further extend the life of the machine.</p>
21	<p>Council discussed its meeting schedule to remain as 4th Tuesday of May; June/July (if required), September, November, January, March commencing at 7.00pm.</p>
22	<p>Council considered outstanding planning applications and updated decisions. Application Newbold Barn DA Permitted. Jackbarrow pending decision.</p>
23	<p>Public Participation was invited (for a period of 5 minutes or as determined by Chair of meeting). One member of the public present; no questions.</p>

24	Report from County Councillor Joe Harris. None received.
25	Annual Report from District Councillor Julia Judd. Posted on Village Website – Duntisbourne Voice.
26	Meeting closed at 8pm and was immediately followed by the Parish Assembly.

Minutes: Duntisbourne Parish Council: Annual Parish Assembly
May 30th 2024, At 8pm in The Duntisbournes Village Hall

The meeting opened at 8p.m.

1. Apologies for absence was recorded. Apologies for absence was received from County Councillor Joe Harris, District Councillor Julia Judd and Councillor Valerie Dyson.
2. Minutes of previous Parish Meeting held on 24th May 2023 were approved.
3. Report was received from the Chair of the Parish Council on its activities for the year 2023 to 2024. This is on The Village website.
4. Report was invited from County Councillor Harris. None received.
5. Report was invited from District Councillor Judd and is available on the Village Website
6. Representatives from other organisations present. None
7. Open discussion on other priorities for the Parish in the forthcoming year. No resident or persons other than the councillors present attended so Chair closed meeting .

Meeting closed 8.05p.m.