

# DAGLINGWORTH PARISH COUNCIL

## Summons/agenda for meeting to be held on

**5<sup>th</sup> December 2022 at the Village Hall starting at 7.30pm**

1.	Welcome and introductions – by the Chairman
2.	Co-option to fill 1 vacancy -followed by the signing of acceptance of office forms -
3.	Attendance recorded as (anticipated) Parish Councillors Graham White, Roger Giles, Ross Sharpe and Paul Lane, County Councillor Joe Harris & District Councillor Julia Judd & members of the public attended
4.	Apologies for absence to be recorded
5.	Declaration of Interest for matters on the agenda to be invited-
6.	Minutes of the previous Parish Council Meeting held on 24 <sup>th</sup> October 2022 to be approved and any matters arising which are not listed below may be discussed for information purposes only
7.	Council to invite verbal updates to reports as distributed from District Councillor Judd
8.	Council to invite verbal updates from County Councillor Joe Harris
9.	Council to invite public participation
10.	Council to consider implications of CDC election cost policy By-election £1543.25 (50% in 2024, 75% in 2025, 100% in 2026 4 yearly elections £205 in 2023 and £410 in 2027
11.	Council to approve the financial reports  Council to approve the precept/budget for 2023/24  Council to approve the payment list  Nicks Mowing - £179.40 october invoice Clerk expenses £20.90 & wfh £26 (per contract) Council to approve national pay award for clerk in line with contract of employment (as distributed) back dated to 1/4/22 £111.12 and an additional day of holiday going forward (pro-rotta)
12.	Council to consider outstanding planning matters including  Truck stop appeal -20/04673/FUL Appeal Reference: APP/F1610/W/22/3306694 Appeal start date: 28 September 2022- representations invited by 2 <sup>nd</sup> November 2022.  Clerk has submitted updated comments by 1 <sup>st</sup> November 2022.
13.	Council to consider Daglingworth stream matters including, riparian owners works and Duchy proposals below Grove Hill
14.	Council to consider Highway matters (Daniel Tiffney = Highways Manager)  A) Road surfacing done at Itlay

	<p>slow signs are still waiting for installation – Daniel Tiffney has been made aware. Temporary signs of “no road markings” have been removed apart from one, which the Chair will follow up</p> <p>B) Drain at Lower End- update from Cllr Lane- Daniel Tiffney has been informed</p> <p>C) Grit Bin for Itlay– now received and payment due £129.59</p> <p>D) A417 update – approved and information distributed</p> <p>E) Contribution from Glos Highways for bank cutting chased and as discussed at last meeting a formal agreement needs to be set up – Council agreed to go ahead and Clerk has spoken to Daniel Tiffney. The CC will pay 4p per meter.</p> <p>a) Council need to agree area to be covered. See supporting papers.</p> <p>b) If Council agree, GCC will pay £462.64 per year and the Parish Council will pay contractor (Brazington).</p> <p>F) 20mph update-</p> <p>G) programme of EV charging points clerk has requested information from GCC and now it is stated that the County is not able to pursue land owned by management trusts or charities.</p> <p>H) The second Community Speed Watch Fund . Chair of Council to investigate applying for 1 VAS at Lower end</p>
15.	<p><b>Council to consider Telephone box refurbishment-</b></p> <p>Council agreed to go ahead in principal with Telephone box refurbishment at the previous meeting and one quotation has been received in the sum of £1200 (as distributed). Council to indicate budget account to be used.</p> <p>Clerk has spoken to Glos Highways for permission for the slabs. – Glos Highways need to have certain information such as name of contractor/public insurance cover and will also provide a quotation for this work to include supply/installation.</p> <p>Member of the public has also suggested a national lottery grant application, which he would be prepared to submit on behalf of the Parish Council. Council will need to agree to such an application and to delegate to named person</p>
16.	<b>Council to receive update on the matter of the Mortuary Deeds-</b>
17.	<b>Council to consider update on the feedback from the Duchy regarding 7 Oak trees for the Jubilee planting scheme -bfwd from last meeting</b>
18.	<b>Council to consider its response to “Dark Sky” email</b>
19.	<b>Council considered fruit tree (5 plum, 4 cherry 3 pear, 5 cider apples and the rest are apple trees) maintenance at Millenium Field as raised by a member of the public. No further information received -cfwd</b>
20.	<b>Council agreed that its next meeting will be (Tuesday )31<sup>st</sup> January 2023 commencing at 7.30pm</b>
21.	<b>Close of meeting</b>

**Draft minutes of meeting held  
On 24<sup>th</sup> October 2022  
At 7.30 pm  
In the Village Hall**

<b>1.</b>	<b>Welcome and introductions – by the Chairman</b>
<b>2.</b>	<b>Co-option to fill 1 vacancy -followed by the signing of acceptance of office forms - Ross Sharpe</b>  <b>1 Vacancy remains</b>
<b>3.</b>	<b>Attendance recorded as Parish Councillors Graham White, Roger Giles and Paul Lane, 7 members of the public attended</b>
<b>4.</b>	<b>Apologies for absence recorded -none County Councillor Joe Harris &amp; District Councillor Julia Judd did not attend</b>
<b>5.</b>	<b>Declaration of Interest for matters on the agenda was invited-</b>
<b>6.</b>	<b>Minutes of the previous Parish Council Meeting held on 31<sup>st</sup> May 2022 approved and any matters arising which are not listed below may be discussed for information purposes only</b>
<b>7.</b>	<b>Council invited verbal updates to reports as distributed from District Councillor Judd -none</b>
<b>8.</b>	<b>Council invited verbal updates from County Councillor Joe Harris -none</b>
<b>9.</b>	<b>Council invited public participation- none at this stage</b>
<b>10.</b>	<p><b>Council considered outstanding planning matters including</b></p> <p><b>Truck stop appeal -20/04673/FUL Appeal Reference: APP/F1610/W/22/3306694 Appeal start date: 28 September 2022- representations invited by 2<sup>nd</sup> November 2022.</b> Parish Council has made representations on the original applications. Chair of Council has investigated into Rule 6 status and has financial implications such as Barrister representation. It was suggested that the PC join with other local organisations to make a contribution. Main issues for residents are light impact and noise nuisance. The application sits in the AONB and there is no environmental impact study.</p> <p><b>Chair will re-draft and circulate to Councillors and then send to the Clerk for submission by 1<sup>st</sup> November 2022.</b></p> <p>Member of the public advised that a Barrister may not be needed and spoke on the limitations of the CDC representations</p>

<p>11.</p>	<p><b>Council considered Daglingworth stream matters including, riparian owners works and Duchy proposals below Grove Hill</b></p> <p>The Duchy are seeking funding for design costs for proposals/flood implications- Chair has received an update from the new project manager</p> <p>FWAG has worked within the millennium field for riparian owner of stream.</p> <p>Chair does write to other riparian owners to inform them of their obligations. Chair is liaising with the environment agency and within the limitations imposed.</p> <p>Member of the public stated that there is a high risk of flooding.</p> <p>Recent meeting at CDC regarding flooding was attended by a member of the public</p>
<p>12.</p>	<p><b>Council considered Highway matters (Daniel Tiffney = Highways Manager)</b></p> <ul style="list-style-type: none"> <li>I) Road surfacing done at Itlay slow signs are still waiting for installation – Daniel Tiffney has been made aware. Temporary signs of “no road markings” have been removed apart from one, which the Chair will follow up</li> <li>J) Drain at Lower End- update from Cllr Lane- Daniel Tiffney has been informed</li> <li>K) Grit Bin for Itlay still outstanding – Clerk to chase order</li> <li>L) A417 update – pending further information from District Councillor</li> <li>M) Contribution from Glos Highways for bank cutting chased – formal agreement needs to be set up – Council agreed to go ahead</li> <li>N) 20mph update- speed survey done with funding from GCC/Speedwatch funding– results have been sent to Daniel Tiffney to see if the outcomes support a 20mph limit. The data can also be used for comparison when the new A417 is opened</li> <li>O) 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. GCC are requesting locations for assessment – public car parks, village hall car parks and the like where a partnership approach with the council might yield results. The village hall committee wish to have further information on the implications of ongoing costs etc. clerk to request information from GCC</li> <li>P) The second <b>Community Speed Watch Fund</b> is open for applications and closes at 5pm 31 January 2023. <b>Members of the public suggested that the PC apply for VAS – Council will investigate the 2<sup>nd</sup> set of funding available. – Chair will investigate applying for 1 VAS at Lower end – Clerk to send information from other PC’s</b></li> </ul>
<p>13.</p>	<p><b>Council considered Telephone box refurbishment- member of the public gave a presentation and suggested that the telephone box could be used as a book-exchange (reference Siddington PC). It was recommended that the telephone box is repaired/refurbished. It was suggested that a cost of £1200 would be needed</b></p> <p><b>Suggested that the bench was situated on paving stones (costs of £170 ) and planting lavender (clerk noted potential H&amp;S issues of lavender), putting a bin cover over the bin (cost of £150)</b></p> <p><b>The land is owned by Glos highways and permission would be needed for works.</b></p>

	<p>Way forward- Council agreed to go ahead with Telephone box, All quotes to be sent to clerk for consideration at the next meeting.</p> <p>Clerk to email Glos Highways for permission for the slabs.</p>
14.	Council considered the matter of the Mortuary Deeds- Investigation of the whereabouts of the deeds needed.
15.	Council considered update on the feedback from the Duchy regarding 7 Oak trees for the Jubilee planting scheme – The matter had not received positive feedback from all neighbours and various suggestions/discussions are ongoing. Council considered planting a specimen tree to mark King’s accession. Council considered Jubilee Tree Planting 40-acre field- No outcome agreed
16.	<p>Council considered fruit tree (5 plum, 4 cherry 3 pear, 5 cider apples and the rest are apple trees) maintenance at Millenium Field as raised by a member of the public. There are 32 trees but the volunteer cannot continue. Each tree is adopted by villagers who are entitled to pick the fruit. There are plaques showing the names of the adopted villagers.</p> <p>The field is on a 20-year lease from the Duchy. 2 volunteers have been working on the field including different areas. It was suggested that a specialist fruit tree contractor be asked to provide a quote for annual maintenance (possibly 2 days work). Gloucestershire Orchard Trust may be able to provide names - The Clerk to be emailed. Chair suggested that next year a note be put in the parish connexion magazine to encourage residents to come and pick the apples</p>
17.	<p>Council approved the payment list as discussed</p> <p>Nicks Mowing - £179.40 x 2 £358.80  FWAG £200 donation  Clerk expenses £20.90  HMRC £203.00</p> <p>The annual accounts were presented at May meeting for year ended 31/3/22  VAT refund due – awaiting confirmation  Financial reports will be presented at next meeting in order to set the budget/precept for 23/24</p>
18.	Council agreed that its meeting schedule shall remain as 5th of December (Monday) month, (budget and precept) commencing at 7.30pm
19.	Close of meeting at 20.43

## Grass cutting Proposal from Glos Highways

Road name	meters	
DOWERS LANE, DAGLINGWORTH	530	
DOWERS LANE, DAGLINGWORTH	431	
GLOUCESTER ROAD CIRENCESTER TO DAGLINGWORTH	408	
GLOUCESTER ROAD CIRENCESTER TO DAGLINGWORTH	52	
GLOUCESTER ROAD CIRENCESTER TO DAGLINGWORTH	101	
ITLAY, DAGLINGWORTH	683	
MACES HILL, DAGLINGWORTH	276	
WAINES ROAD, DAGLINGWORTH	240	
WELSH WAY TO ROMAN ROAD	816	
Total Length	3537	
x 4p	141.48	
x 2	282.96	
visibility cut 3*12.60	37.80	For corners?
<b>Total Payment</b>	<b>£462.24</b>	

On completion of the work and receipt of an invoice, and disregarding the actual cost of provision in clause 2.2, the Council will pay to the Parish Council the sum of £XX.XX being a sum based upon the length of relevant highways in the parish, doubled for potential verge length, plus visibility splays, calculated to allow for one cut of verges plus two cuts of visibility splays per annum at a rate of 4pence per square metre, as varied in accordance with clause 6.2.

2.2 The actual costs of providing the service at or above the Council's specification and all associated administrative costs will be a matter solely for the Parish Council, acknowledging that such information will be commercially confidential to the Contractor appointed by the Parish Council.

2.3 The Parish Council shall maintain records of all work carried out, income received and expenditure incurred, in the provision and management of the Service.

## Financial reports for November 22 meeting

### Cash book to 31/10/22

01/04/22-31/10/2022	CASH BOOK			
<u>payee</u>	<u>date</u>	<u>AMOUNT</u>	<u>balance</u>	<u>bank statement</u> <u>v</u>
opening current account balance	01/04/2022		22349.26	
PRECEPT	26/04/2022	5013.00	27362.26	y
salary/wfh	26/04/2022	-188.62	27173.64	y
expenses	26/04/2022	0.00	27173.64	
salary/wfh	26/05/2022	-188.62	26985.02	y
DVHC jubilee	29/05/2022	-500.00	26485.02	y
hmrc	29/05/2022	-162.00	26323.02	
expenses	29/05/2022	-20.90	26302.12	y
pata	29/05/2022	-115.40	26186.72	y
gaptc	29/05/2022	-65.33	26121.39	y
nicks mowing	29/05/2022	-897.00	25224.39	y
grit bin	29/05/2022	-117.97	25106.42	o/s
community first	29/05/2022	-322.82	24783.60	y
g white chairs allowance	31/05/2022	-50.00	24733.60	y
fwag	01/10/2022	-270.00	24463.60	
expenses	13/10/2022	-20.90	24442.70	y
nicks mowing	24/10/2022	-358.80	24083.90	
hmrc	24/10/2022	-203.00	23880.90	
salary/wfh	26/06/2022	-188.62	23692.28	y
salary/wfh	26/07/2022	-188.62	23503.66	y
salary/wfh	26/08/2022	-188.62	23315.04	y
salary/wfh	26/09/2022	-188.62	23126.42	y
salary/wfh	26/10/2022	-188.62	22937.80	y
PRECEPT	26/09/2022	1671.00	24608.80	y

## Bank reconciliation

01/04/2022	OPENING BANK BALANCE		22349.26
	EXPENDITURE FOR PERIOD	4424.46	
	INCOME FOR PERIOD	6684.00	
	NET EXPENDITURE		
as at above	BANK BALANCE AS ABOVE		24608.80
as at 28/10/22	BAL PER S/M		25720.57
	LESS U/P CHEQUES		
		-162.00	
		-270.00	
		-117.97	
		-358.80	
		-203.00	
			-1111.77
	<u>reconciled balance</u>		24608.80

## Earmarked reserves for information

<u>earmarked reserves</u>	2021	2022
community assets- grit bins/ dog bins etc		500
election costs		
precept	7000	7000
contingency		2000
millenium field	10000	10000
general	3052	2849
bank balance at year end	20052	22349



## Budget against actual and proposed budget for 2023/24

Budget to date	BUDGET	ACUTAL YEAR TO DATE	BALANCE AVAILABLE TO SPEND	proposed 2023/24	
Precept	6684	6684		7018	5%
Bank interest	0	0		0	
Gcc highway agreement	0	0		460	to be agreed
Wayleave	0	0		0	
VAT to be reclaimed	0	0		0	
Other receipts	0	0		0	
	<u>0</u>	<u>0</u>		<u>0</u>	
<b>Income</b>	<b>6684</b>	<b>6684</b>	-	<b>7478</b>	
Employment costs	2518	1503	1015	2600	
Admin and mileage costs	350	224	126	400	
Insurance	320	323	-3	360	
Grants & donations	500	770	-270	750	fwag/coronation
Mowing	1260	1256	4	1275	
Brazington high bank hedge cutting to be reclaimed	130			154	
Subscriptions	70	65	5	70	
Village maintenance	100	118	-18	120	earmark
Audit	15	0	15	15	
Chairmans allowance		50	-50	50	
IT web	100	0	100	120	
Payroll costs		115	-115	115	
Defibrillator	105	0	105	100	earmark
Vat paid		0	0		
Duchy of cornwall rent		0	0	210	
To reserves	216		216		
Election costs cdc (earmark)				1000	earmark
<b>Expenditure</b>	<b>5684</b>	<b>4424</b>		<b>7339</b>	
To reserves	1000	2260		139	
<b>totals</b>	<b>6684</b>	<b>6684</b>	-	<b>7478</b>	

