

# DAGLINGWORTH PARISH COUNCIL

## Draft minutes of 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 - no applications have been received
3.	Attendance recorded as Parish Councillors Graham White, Roger Giles, Ross Sharpe and Paul Lane, & 2 members of the public attended
4.	Apologies for absence recorded County Councillor Joe Harris & District Councillor Julia Judd
5.	Declaration of Interest for matters on the agenda were invited- none
6.	Minutes of the previous Parish Council Meeting held on 24 <sup>th</sup> October 2022 approved
7.	Council noted reports as distributed from District Councillor Judd
8.	Council no updates from County Councillor Joe Harris at the present time
9.	Council invited public participation -none
10.	Council noted 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 approved the financial reports -  Council approved the precept/budget for 2023/24 =£7219  Council approved the payment list  Nicks Mowing - £179.40 x 2 october /November invoice =£358.80 HMRC £ 272.00 to November G White £10.49 (chairs allowance – gift for Valerie) Kingsfisher Direct (additional cost of grit bin) £11.62 Clerk expenses £20.90 & wfh £26 (per contract)= £46.90 Council approved 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 considered outstanding planning matters including  Tree cutting application - noted  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. Waiting for confirmation that DPC can attend the appeal meeting. If possible, Cllr White will attend the enquiry and will raise the matter of the EIA  Council agreed to offer a donation of £1000 to the CARG (local residents protest group) CPRE/AONB groups are also opposing

	<p>Environmental impact assessment (EIA) discussed as it was not included in the application.</p>
13.	<p><b>Council considered Daglingworth stream matters including: riparian owners works and Duchy proposals below Grove Hill</b></p> <p>Response from Duchy on stream work at Grove Hill, in that the Duchy is developing a scheme to reduce the risk of flooding in the village including outside of the Village Hall.</p>
14.	<p><b>Council considered Highway matters (Daniel Tiffney = Highways Manager)</b></p> <p>a) <b>Road surfacing done at Itlay</b></p> <p>slow signs are still waiting for installation – Daniel Tiffney has been made aware. Temporary signs of “no road markings” have been removed</p> <p>b) <b>Drain at Lower End- update from Cllr Lane- Daniel Tiffney has been informed</b></p> <p>c) <b>Grit Bin for Itlay– now received and payment due £129.59, noting it is a smaller size and the original one will need to be cut down and removed.</b></p> <p>d) <b>Sump was overgrown and has been cleared, there is a total blockage at the end and debris coming down the hill is not processed. A map showing the actual location, going up to Itlay on the opposite side to the grit bin. “What 3 word” app can be used to specify location. Cllr White will inform Daniel Tiffney.</b></p> <p>e) <b>A417 update – scheme approved and information distributed via public consultation. Also noted the closure of the Cirencester Road at Cheltenham/Seven Springs for 6 months</b></p> <p>f) <b>Contribution from Glos Highways for bank cutting chased and as discussed at last meeting at which the Council agreed to go ahead and Clerk has since spoken to Daniel Tiffney and Clerk has been informed that a formal agreement needs to be set up before any payment can be made –The CC will pay 4p per meter subject to the following</b></p> <p>i. <b>Council agreed area to be covered. See supporting papers. – agreed the High bank area only -</b></p> <p>ii. <b>GCC will pay x 4p per metre per year and the Parish Council will pay contractor (Brazington).</b></p> <p>g) <b>20mph update- waiting for GCC detail from the speed survey. Council will bid for a VAS (CC Harris will support)</b></p> <p>h) <b>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.</b></p> <p>i) <b>The second Community Speed Watch Fund. Chair of Council investigated applying for 1 VAS at Lower end</b></p>
15.	<p><b>Council considered Telephone box refurbishment-</b></p> <p><b>Council agreed to go ahead in principle with Telephone box refurbishment at the previous meeting and one quotation has been received in the sum of £1200 (as distributed). A donation has been offered from the Duchy in the sum of £500, Council to indicate budget account to be used.</b></p> <p><b>Member of the public has also suggested a national lottery/post code lottery application, which he would be prepared to submit on behalf of the Parish Council. Council agreed to such an application and to delegate to (P Grubridge) to make applications.</b></p>

	<p><b>Chair has also applied to Highways grant board.</b></p> <p><b>Clerk has spoken to Glos Highways for permission for the slabs. – Glos Highways would need to have certain information such as name of contractor/public insurance cover</b></p> <p><b>GCC have also provided a quotation for this work to include supply/installation in the sum of £1150- Council accepted in principle with this quotation.</b></p> <p><b>CDC will be approached regarding the emptying of the bin at the telephone box (Cllr White)</b></p>
<b>16.</b>	<b>Council noted no update on the matter of the Mortuary Deeds- remove from agenda</b>
<b>17.</b>	<p><b>Council noted update on the feedback from the Duchy regarding 7 Oak trees for the Jubilee planting scheme -b fwd from last meeting</b></p> <p><b>Duchy are going to plant a copse of 70 trees – off Long Hill.</b></p>
<b>18.</b>	<b>Council considered its response to “Dark Sky” email- Cllr White has responded on behalf of the Council</b>
<b>19.</b>	<b>Council considered fruit tree maintenance at Millenium Field as raised by a member of the public. No further information received from member of the public- cfwd</b>
<b>20.</b>	<b>Council agreed that its next meeting will be Monday 13<sup>th</sup> February 2023 commencing at 7.30pm</b>
<b>21.</b>	<b>Close of meeting at 20.21</b>

## 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
Millennium field	10000	10000
general	3052	2849
bank balance at year end	20052	22349

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

Budget to date	BUDGET	ACUTAL YEAR TO DATE	BALANCE AVAILABLE TO SPEND	Agreed 2023/24	Notes for 2023/24
Precept	6684	6684		7219	Agreed 8% increase see notes
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>7679</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	1750	fwag/coronation /truck stop
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	2120	Earmark- bench work (waiting for grant income)
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>10339</b>	
<b>from reserves</b>	<b>1000</b>	<b>2260</b>		<b>-2660</b>	
<b>totals</b>	<b>6684</b>	<b>6684</b>	-	<b>7679</b>	

Cotswold district Council election charging policy, Appeal fund, telephone box refurbishment and defibrillator repairs/replacement were all discussed and provisional figures included £1k for donation for appeal fund, £2k for telephone/bench refurbishment (waiting to apply for grants) & £1k for election costs