

**DAGLINGWORTH PARISH COUNCIL
MEETING OF THE COUNCIL**

DRAFT MINUTES

BE HELD AT 7.30PM ON 14th August 2023

IN THE VILLAGE HALL

1.	Welcome and introductions –
2.	Attendance recorded as Parish Councillors Graham White, Ross Sharpe, Jocasta Bullock, invited speakers Peter Clegg (CEO Bathurst Estate, Kirsty Peploe - Rural and Property Manager) and 4 members of the public
3.	Apologies for absence received /accepted and recorded Parish Councillors Roger Giles and Paul Lane, District Councillor Julia Judd, County Councillor Joe Harris did not attend
4.	There were no Declaration of Interest for matters on the agenda
5.	Minutes of the previous Parish Council Meeting held on 12th June 2023 were approved
6.	Speakers from Bathurst Estate were invited to speak to the Council- updates included- <ul style="list-style-type: none">• Ivy Lodge to be developed into a wedding venue with a local partner. It was suggested by a resident that a link to the local Church could be encouraged• Pass-holder scheme for Cirencester Park update, community passes will be free (to be applied for by residents within a certain radius), tourists will be charged a reasonable fee. An interactive website will be launched with information on items within the park• Local media “Parish Connections” was suggested by Councillors as a way of informing the public• Queries on the parking at “Roots and Seeds” were raised• Signage vandalism noted Council raised points on <ul style="list-style-type: none">• Cirencester Farm contact noted on recent matters• Bio-solids (human waste) fertilisers in local area have raised some concerns and there has been recent media reports with research and findings. It was suggested that the fertilisers are being left closer to residential areas and asked that it was considered moving it further away from the village. Whilst it is being stored in the open, the smell is awful and has been a smell nuisance since April. It is also noted that the sites being fertilised are close to public footpath routes and can be tread into the residents• Flooding concerns are raised annually on Daglingworth stream from Daglingworth Manor to Cirencester needing to be kept clear and free-running to prevent flooding in the village

	<ul style="list-style-type: none"> • The Duchy has applied to GCC for “leaky dams” to back up the water • It was noted that vegetation is very dense this year with the rainfall and water levels are high • Preservation/restoration of historical building (folly/lodge) in the woods moving forward very slowly and carefully
7.	Public Participation will be invited on further individual items on the agenda
8.	Council noted report from District Councillor Judd has been distributed via email
9.	Council noted no report from County Councillor Harris was available
10.	<p>Council considered outstanding planning matters</p> <ul style="list-style-type: none"> • Truck stop- no further news at the present time • Comments submitted on Rectory Farm application • Comments on works in Manor Farm Barn acknowledged
11.	<p>Council considered feedback on the branches etc which have been left in the Millennium Wood and other Millennium Green matters</p> <ul style="list-style-type: none"> • Branches alongside the river has been cleared by previous volunteers • The matter will be discussed again before placing any future contract
12.	<p>Council considered footpath issues including potential additional costs for</p> <ul style="list-style-type: none"> • extra work at the High Bank as additional strimming was requested and has now been done by farmer • The Council pays for the sides to be cut by Brian Brazzington • The footpath is normally kept low by footfall and Chair will contact Cotswold Wardens. • 40-acre field footpath is done by the tenant farmer • top footpath along Overly Road
13.	<p>Council discussed Riparian responsibilities</p> <ul style="list-style-type: none"> • See above items which has been referred to the Bathurst team • The Duchy has contacted GCC for consent for leaky dams, which will be monitored and then shallow scrapes will be considered • Riparian owners will be contacted by the Chair of Council reminding them of their responsibilities • Millennium Green watercourse discussions to be held • The Duchy has sent correspondence regarding the bales of straw that was used as a flood barrier as they interfered with the natural water flow. This has effects on other properties
14.	Council noted update from FWAG- see above
15.	Council noted Cllr White continues discussions with GCC regarding highway issues
16.	Council noted Cllr White has raised parking issues with residents following complaints of other residents
17.	<p>Council considered</p> <ul style="list-style-type: none"> • Noted that the PC has no formal agreement with Snow Plough Operator and Snow Wardens • stock of Bagged salt and request for delivery of new bags before this coming winter - deadline for bagged salt request... 1st September 2023 – • Winter Actions Plan –work with your Local Highways Manager to update this if required or prepare a new plan
18.	Council approved the payment list

	Auditor £100 (sent) HMRC to 31/7/23 £352.80 Clerk expenses paid as part of s/o
19.	Council noted independent internal audit for 22/23 has been completed with no matters to be brought to Council's attention.
20.	Council noted that its next meetings commencing at 7.30pm are scheduled for November 13th (Precept/budget), February 12th, May 13th 2024 An additional meeting may be required during September 2023
21.	Council noted that the Town and Parish Council Forums is scheduled to take place - Cirencester: Monday, 11 September 18:00 - 19:30 Moreton-in-Marsh: Thursday, 28 September 18:00 - 19:30
22.	Council approved resolution to exclude members of the public/press/members of other Council bodies under Public Bodies (admission to meetings Act 1960) by reason of the confidential nature of the business to be transacted regarding employment matters
23.	Council considered and agreed actions on the above matter
24.	Any other business for information purposes only followed by Close of meeting 20.54

MINUTES OF THE ANNUAL MEETING OF THE COUNCIL

HELD AT 7.30PM ON 12th June 2023

IN THE VILLAGE HALL

1.	Welcome and introductions – by the present Chairman
2.	Election of Chairman- Cllr G White followed by signing of acceptance of office papers
3.	Election of Vice-Chairman- Cllr P Lane followed signing of acceptance of office papers
4.	Roger Giles & Jocasta Bullock were Co-opted to fill 2 vacancies followed by signing of acceptance of office papers
5.	Attendance recorded as Parish Councillors Graham White, Ross Sharpe and Paul Lane- No members of the public
6.	No Apologies for absence received District Councillor Julia Judd & County Councillor Joe Harris did not attend
7.	Declaration of Interest for matters on the agenda were invited- none
8.	Minutes of the previous Parish Council Meeting held on 24 th April 2023 were approved
9.	Council agreed delegation to Clerk of authority to make submission of comments on planning matters where a meeting of the Council cannot be held
10.	Council agreed no changes are required to standing orders or financial regulations, Complaints, Freedom of Information or Data protection policies procedure
11.	Council agreed the asset register at £17523– see schedule
12.	Council agreed there were no representation on outside organisations
13.	Council agreed no changes are required to insurance policy for the coming year
14.	Council agreed no changes to banking mandate are required
15.	Council agreed to renew its subscription/contracts to GAPTC, Nick Mowing, Brian Brazington & PATA payroll for the forthcoming year A contractor for extra work at the High Bank to be considered as additional strimming is requested
16.	Council approved the financial reports and payment list as attached

	<p>Council considered if the branches etc should have been left in the Millennium Wood and will seek further advice</p>
17.	<p>Council approved its AGAR completion and delegated to the Chair of Council to sign the appropriate forms – Council has been granted an extension to 31st July 2023 to submit the exemption certificate</p> <p>Council noted that external auditors have advised Council to consider point 6 on the governance statement and to put a note on the website to accompany the form</p> <p>Council formally agreed to appoint an independent auditor for 22/23- Iain Selkirk appointed</p>
18.	<p>Council agreed that its meeting schedule shall be on 2nd Monday of the following months commencing at 7.30pm</p> <p>August 14th, November 13th (Precept/budget), February 12th, May 13th 2024</p> <p>An additional meeting may be required during July 2023</p>
19.	<p>Public Participation -none</p>
20.	<p>Close of meeting at 19.56</p> <p>Next meeting – Representative of Bathurst Estate</p>

Annual Internal Audit Report 2022/23

DAGLINGWORTH PARISH COUNCIL

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	/		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	/		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	/		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	/		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	/		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for. <i>NO PETTY CASH</i>			/
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	/		
H. Asset and investments registers were complete and accurate and properly maintained.	/		
I. Periodic bank account reconciliations were properly carried out during the year.	/		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	/		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick 'not covered')	/		
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	/		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	/		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	/		

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			/

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

21/7/23

Name of person who carried out the internal audit

IAN A. SELKIRK FCA

Signature of person who carried out the internal audit



Date 21/7/23

**If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: if the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

INDEPENDENT INTERNAL AUDITOR'S REPORT TO THE MEMBERS OF
DAGLINGWORTH PARISH COUNCIL
YEAR ENDED 31ST MARCH 2023

I have examined the Council's records in the areas delineated in the attached schedule and made enquiries as deemed appropriate.

In my opinion the systems of internal controls are adequate for the purpose intended and there are no matters to be brought to your attention



Iain Selkirk FCA
Appointed Independent Internal Auditor

July 2023