

Didmarton Parish Council

Parish Council Meeting 12th December 2023

Minutes

Meeting commenced at 7.37pm

Attendees; Councillors J. Pearce (Chairman), A. Darbyshire, J. Hammond, H. Turner, H. White,
County Cllr. S. Hirst, District Cllr. T. Slater, Mr S. Hale (Clerk).

- 23.298 Apologies received and accepted from Cllr. Hewlett & Cllr. Rogers.
23.299 No declarations of interest.
23.300 Minutes of the meeting held on 10th October 2023 were approved and signed.
23.301 No report from Gloucestershire County Councillor. S. Hirst. Holly Bush Lane resurfacing requirement was discussed with Cllr. Hirst. Clerk to email details.
23.302 Report from Cotswold District Councillor. T. Slater circulated and posted on the website.

23.303 Finance.

- 23.303.1 Online banking update, Cllr White is a delegate and is to be upgraded to signatory as previously agreed.
23.303.2 Council resolved to ratify the addition of the clerk as a full power signatory for administration.
23.303.3 Council resolved to ratify an interim 'email payment authorisation process' from 2 signatories whilst online banking issues are dealt with.
23.303.4 Cllr. Rogers is a signatory. To be requested to apply for online banking access.
23.303.5 Council noted the first completion of the new internal controls and bank reconciliation process by Cllr. Darbyshire. The system was felt to be simple, timely, open and transparent and will continue.
23.303.6 **Bank reconciliation as at 6th December 2023**

OPENING BALANCE 1 st April 2023	£15,972.54
TOTAL INCOME TO DATE	£13,669.07
LESS TOTAL EXPENDITURE TO DATE	<u>£ 5,317.62</u>
FUND BALANCE	£24,323.99
LLOYDS TREASURERS ACCOUNT	£24,323.99

- 23.303.7 Council noted and ratify payments and receipt.

			Net	VAT	Gross
2023.11.21	SLCC Enterprises (CAB reference book)	Reference book	£141.00	£0.80	£141.80
	HugoFox Limited	Website hosting	£101.90	£20.38	£122.28
	Hathaway Gardenscapes	Village Maintenance	£338.00	£0.00	£338.00
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	First Rescue Training (Defib Warehouse) – EXTRA £5.20 as BHF out of stock	2 sets of defib pads	£121.00	£24.20	£145.20
2023.11.29	Hathaway Gardenscapes	Village Maintenance	£338.00	£67.60	£405.60

2023.09.21	RECEIPT second precept Instalment	£3,208.00
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- 23.303.8 Council resolved to ratify and backdate the national pay award of £1.00 per hour.
- 23.303.9 Noted PATA Payroll have been appointed as payroll provider.
- 23.303.10 Noted Didmarton Parish Council has been registered as an employer with HMRC, and a Government Gateway Account has been created for PAYE.
- 23.303.11 Resolved to appoint GAPTC as a competent and independent internal auditor. Fees are £180 plus any mileage incurred.
- 23.303.12 GAPTC are running "New Councillor Toolkit Training" @ £35.00 (increase to £45 from April). Resolved to authorise payment for attendance by Cllrs. White, Turner, Darbyshire and Hewlett if desired.

23.303.13 **Village Maintenance Contract**

Council was made aware of its new legal duties to consider biodiversity in everything they do. Also considered were the issue of responsibilities and duties of others, over and above services currently being funded at public expense by the parish council. A decision was taken that when the current grass cutting and village maintenance comes up for renewal in March the following changes will be made.

- Currently the parish council pays for grass cutting at St. Lawrences & St. Michael's churchyards. As legal duty for this task rests with the Parochial Church Council, the parish council will no longer take the lead for churchyard grounds-keeping or paying for the same. This responsibility will rest with the PCC.
- Chapel Walk – Council will still control weeds along the path but hedgerow responsibility will be passed back to the land-owner.
- Joyces Pool – although owned by the Badminton Estate, the parish council will continue to cut the grass to maintain this as a community asset with the permission of the Estate.
- War Memorial – Retain responsibility.
- Village signs – wash twice a year and keep free of vegetation. Retain responsibility.
- Village Gateways – clean twice a year. Keep vegetation clear. Mow to maintain visibility. Retain responsibility
- Path to petrol station – keep clear of overhanging vegetation. Retain responsibility.
- Lane opposite entrance to Didmarton Manor - Strimming a path approx. 5 ft wide and then spraying. 6 times per year. Retain responsibility.
- To comply with the new biodiversity policy duty to which the parish council must adhere, the number of cuts will be reduced from 27 per year throughout the growing season to 13 cuts per year. Clerk to communicate the agreed changes to all affected parties.

- 23.303.14 CiLCA - Council resolved to approve payment for the Clerk's Certificate in Local Council Administration course. Cost is £ 450 for the course and £247 for tuition and mentoring.

23.303.15 **Budget, Reserves & Precept**

Didmarton Parish Council Finances are in a healthy position. At the end of the current financial year, it is estimated that the council will hold approximately £19,513 in reserves. Reserves should be distributed amongst identified Earmarked Reserves and a General Reserve. The General Reserve is for unforeseen matters and contingencies and should be no more than 100% of the precept. Reserves are currently allocated as follows for 2023 - 2024.

- General Reserve - £ 6,936
- Gateway Project - £ 2,000
- War Memorial - £ 1,000
- Community Projects - £ 7,350
- Website - £ 100
- **TOTAL RESERVES £ 17,386**



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Current fund balance as at 6 th December 2023 -	£ 24,323
Predicted remaining spend for this financial year -	£ 4,810
Estimated reserves at the end of 2023 – 2024 will be -	£ 19,513

Council discussed the reserves for next year's budgetary planning and resolved to redistribute as follows from the start of the new financial year,

- General Reserves £4,663 (+ any residual money at year end)
- Elections £2,000
- Defibrillator £2,000
- Repairs & Maintenance £3,500
- Community & Village Projects £7,350
- **Total anticipated reserve £19,513**

2023 – 2024 Budget and Precept (Budgets & Expenditure Table at Appendix A)

The precept for 2023 – 2024 was set at £12,835. The Council Tax Base was 196.9. This equated to a Band D Council Tax, annual precept demand of,

- £12,835 precept, divided by the tax base of 196.9 = £65.18.
- This equates to a charge of £1.25 per week

The current expenditure prediction for 2023 – 2024 is £9,953. This is £2,882 less than the predicted budget so, along with the amalgamation of the war memorial, gateway project and website reserves, this has created a separate repairs and maintenance reserve for 2025 - 2025.

Precept Calculations 2024 - 2025

The main source of income for the parish council is the precept. Council may also receive an occasional Community Infrastructure Levy (CIL) payment.

The budget for 2024 – 2025 has been considered. It was resolved to,

- adopt the budget as in Appendix A. The estimated budget for 2024 – 2025 is £12,835.
- set the precept demand at £12,835 which matches that of 2023 / 2024.

The annual precept demand on a Band D property when taking into account the slight Council Tax Base increase will be,

- £ 12,835 / 199.2 = £ 64.44 which equates to a total of £ 1.24 pence per week.
- This is a 0.8% decrease on 2023 – 2024 to keep the same precept. A 1 pence per week reduction.

23.304 Planning Matters

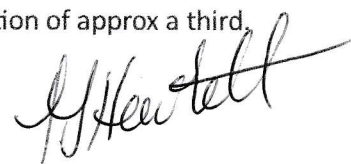
There are no live planning applications and three applications have been decided upon since the last meeting

Reference 23/03225/TCONR

- Validated Sun 15 Oct 2023
- Address St Michaels Church, The Street, Didmarton, Badminton, Gloucestershire, GL9 1DS.
- Proposal Various tree surgery works as listed on the application
- Status Decided, Wed 15 Nov 2023

Reference 23/03130/TCONR

- Validated Thu 05 Oct 2023
- Address Manor House, The Street, Didmarton, Badminton, Gloucestershire, GL9 1DT.
- Proposal T1 & T2 - Yew trees with one canopy to be reduced and shaped, reduction of approx a third.



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- Status Decided, Thu 09 Nov 2023

Reference 23/02951/TCONR

- Validated Thu 21 Sep 2023
- Address Stable Cottage, The Street, Didmarton, Badminton, Gloucestershire. GL9 1DR
- Proposal T1 - Hornbeam. Reduce by 1-1.5m in height and spread as causing excessive shading in garden. G1 - Ornamental Pear (x4). Reduce by 2m in height and 0.5m spread. G2 - Silver Birch (x2). Reduce by 2m in height and lateral spread. Thin canopy by 15% to allow more light into garden.
- Status Decided, Tue 17 Oct 2023

23.305 Policies & Procedures

- 23.305.1 Council reviewed & resolved to readopt the **Code of Conduct**.
- 23.305.2 Council considered & resolved to adopt a **Biodiversity Policy**.
- 23.305.3 Council agreed **meeting schedule** based on the first Tuesday in (2024) Feb, April (if required), May, then every 2 months thereafter. 7.30pm Didmarton Village Hall. This may be subject to advertised change if necessary.

23.306 Assets

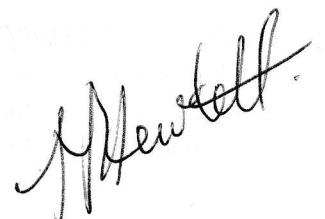
- 23.306.1 **Asset register** – Clerk and Cllr. Hammond have considered various assets throughout the parish for inclusion on an Asset Register as required by legislation. Clerk to bring, with proposals, to the meeting in February. Clerk to contact Badminton Estate to formalise responsibilities at Joyce's Pool.
- 23.306.2 **Defibrillator** – Two new pad sets have been obtained. One set is fitted to the defibrillator. Possible problem with cabinet heater which is being monitored.
- 23.306.3 **GCC owned, damaged Vehicle Activated Speed Sign**. Following intervention by Cllr. Hammond, new VAS signs have been installed by GCC Highways at both ends of the village at no expense to the parish council. Clerk to research costs & email County Councillor Hirst to ask about funding for a portable VAS speed sign

23.307 Other matters

- 23.307.1 Clerk confirmed that council insurance covers Employers Liability Insurance to £5 million.
- 23.307.2 **Tolsey Surgery update** was circulated by the clerk and has been circulated on the news section on the website.
- 23.307.3 **The new parish council website** is up and running including the news section. Parishioners should be encouraged to sign-up for news updates. Clerk to submit an article for the Dyddi to advertise the new website, encourage parishioners to sign up for the NEWS updates and how to report Highways faults through the new Fix-My-Street app or website.
- 23.307.4 **D-Day Commemoration proposals** – As time was pressing during the meeting, Cllr. White gave a brief overview of some possible options to commemorate D-Day. It was decided that there should be some community engagement regarding any event. Cllr's White, Turner and Hewlett to form a working party to liaise with Badminton Estate, the DCC and local parishioners and bring proposals to the next meeting for consideration.
- 23.307.5 **Youth football nets** – Cllr. Darbyshire brought a proposal for youth sized football nets / goals. Purchase prices had been compared across the internet for the best deal and obtained a current internet price of £267.63 for a matching pair of nets from newworldsports.co.uk. Council resolved to approve the expenditure. It was further resolved that the clerk should **apply for a Lloyds debit card** to assist in making purchases such as this from internet sites.

23.308 **Matters arising / AOB** – Cllr. White to obtain quotes to replace for the two, plinth mounted benches at Joyce's pool for consideration at the next meeting.

23.309 **Next Meeting** – 7.30pm Tuesday 6th February 2024.
Meeting concluded at 9.35 pm.



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Appendix A – Expenditures and Budget (rounded to the nearest pound)

EXPENDITURE	2023/24 BUDGET	SPEND TO DATE	VARIANCE	PREDICTED REMAINING	2023/24 PREDICTED	2024/25 BUDGET	COMMENTS
STAFF COSTS	£3,120	£1,066	-£2,053	£2,295	£3,361	£4,675	£18.16 - assuming £1 per hour last 2 years
SUBSCRIPTIONS	£130	£149	£19.24	£0	£149	£220	GAPTC £115, SLCC 50% = £90
INSURANCE	£450	£429	-£20.17	£0	£429	£495	£18.16 - assuming £1 per hour last 2 years
AUDIT FEES	£100	£100	£0.00	£0	£100	£200	£180 + mileage assumed at £10
S137 PAYMENTS	£200	£304	£104	£0	£304	£1500	Consider any D-Day Commemorations
COMMUNITY PROJECTS	£3,000	£0.00	-£3,000	£0	£0	£3000	Any projects? VH, Play equipment, Football Club,
VILLAGE MAINTENANCE	£3,300	£2,730	-£570	£1,690	£4,420	£1,945	Grass cutting + other.
WEBSITE ADMIN	£100	£242	£142	£0	£242	£200	HugoFox £123 - ICO £35
ELECTIONS	£2,000	£0	-£2,000	£0	£0	£0	Reserve set
DEFIBRILLATOR	£300.00	£121	-£179	£140	£261	£0	Reserve set
ROOM HIRE	£135.00	£0	-£135	£0	£135	£150	Assume £15 rise.
TRAINING	£0	£0	£0	£685	£685	£450	£45 per GAPTC training course
TOTAL EXPENDITURE	£12,835	£5,143	-£7,691	£4,810	£9,953	£12,835	

M Hewitt