**MINUTES OF THE MEETING OF DYRHAM AND HINTON PARISH COUNCIL**

**HELD ON MONDAY 27th MAY 2021 AT DYRHAM AND HINTON VILLAGE HALL AT 7.30.PM**

Present: Councillors: Bruce Gawler (BG) (In the Chair) Philip Boulton (PB), Andrew Banwell (AB), Sharon Sasada (SS) Ward Councillor Ben Stokes (BS), Steve Reade(SR) and the Clerk Christine Howard.

**Members of the Public**

1. **To agree the Standing Orders and protocol for Remote Meetings.**

After stating that its is a protocol for communal diseases for remote meetings BG proposed their acceptance, seconded by AB - carried unanimously

1. **Apologies for absence –** Kerry Sawyer.
2. **Declaration of Interests under the Localism Bill**

None

**4. Reports by any Councillors or Clerk on Meetings attended**

The Clerk had attending the Town and Parish Forum Meeting. She had as other Clerks had of the Enforcement Team’s inability to do their job.

**5. Review of Financial Regulations, Code of Conduct and Complaints Procedure,**

The Clerk had e mailed these to all Councillors for their comments. AB proposed acceptance seconded by SS – carried unanimously.

**6. Approval of Governance Statement 2020/21**

BG signed the Governance Statement as Chairman of the meeting

**7. Approval of Accounting Statement 2020/21**

Confirm that:

* Appropriate books of account have been properly kept throughout the year.
* The Council’s financial regulations have been met.
* The Council assessed the risks of achieving its objectives
* The annual precept requirement resulted from an adequate budgetary process regularly monitored and reserves were appropriate.
* Expected income was fully received and VAT appropriately accounted for.
* No petty cash was held during the year.
* The Clerk’s salary and allowances were paid in accordance with the council approvals.
* Asset registers were complete and accurate and properly maintained.
* Periodic and year end bank account reconciliation were properly carried out.
* Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments) and agreed in the cash book.
* There are no Trust Funds

After agreement that all of the following had been adhered to the Chairman of the meeting duly signed the accounts to go off to the External Auditors.

These we duly signed by BG after agreement of councillors.

**8. Annual Risk Management and assessment – review of insurance cover and fidelity cover**

The Clerk had sent all the details of this year’s quote including the update which had an extra item to Councillors and had received their agreement, the fidelity cover was considered adequate by the auditor.

**9. Budgetary Controls**

There is adequate control as the Clerk does not sign cheques. No accounts are being paid by direct debit but by BACS, she had also sent the Asset Register to our insurers to ensure we are fully covered.

Comments from Internal Auditor – These were examined and would be dealt wit accordingly if not already done so.

**10. Nomination of internal auditor**

AB proposed Mr Graham Smith as our internal auditor, seconded by SS - carried unanimously. It was agreed to pay his fee of £75.00.

**11. Confirm the minutes of the last meetings 25th March 2021 and the Annual Parish Meeting on 6th May 2021.**

AB proposed acceptance seconded by PB all agreed and they were duly signed by the Chairman.

**12. Matters Arising from the Minutes – not an agenda item**

None

**13. Correspondence Received**

**South Gloucestershire Council**

Various items regarding Covid 19 had been distributed

Limited Community Governance Review – this had been distributed to Councillors no comments received.

**Other**

Letter sent to residents from National Trust re Ash Dieback

A report by a resident about the surface of Doynton Lane had been received and the Clerk had informed Street Care to send an inspector to look at the problem.

**14. Planning Applications**

**No objections**

P21/00609/LBThe Old Rectory Cottage, Upper Street, Dyrham – Internal and external alterations and reconnection with The Old Rectory.

**Objection by PC**

None

Decided at Parish Council Meeting

None

Decision by SGC

P21/00609/LBThe Old Rectory Cottage, Upper Street, Dyrham – Internal and external alterations and reconnection with The Old Rectory.

P21/00940/TRE Ring O Bells Farm, Hinton – Work to remove 1 no Holm Oak Tree.

P21/00955/LB Hobberma House, Sands Lane, Dyrham Erection of a rear porch.

**15. Accounts - payments since last meeting**

The payments were duly agreed before payment by 2 councillors.

**16. Bank Reconciliation and Income and Expenditure by Budget**

The Clerk distributed these before the meeting. They were duly agreed.

**17. Community Benefit Money**

* **Bridleway and footpath on common update**

The new posts put in and work on this is now ended.

* **Repair to damage to common land at Cock Lane**

Still nothing from SGC apart from saying it is on their list of things to do. It was agreed the Clerk chase them up.

* **Miscellaneous**

Suggestions had been received:

1. Flag poles in the village, the Clerk to find out about getting planning permission to erect them,
2. Schools could be contacted for help with school equipment.
3. Repair of the footpath from Chapel Lane to Hinton.

**18.** F**looding Drainage and erosion in the parish**

BS reported the drain cover broken on Dyrham rad and would send photos to the Clerk for her to report it as well as himself

**19. Enforcement Issues**

Holly Tree Cottage – as agreed at last meeting BG and the Clerk had produced and sent a letter to the enforcement officer involved with our comments.

Little Orchard – no reply to our e mails regarding their site visit. Clerk to chase them again.

**20. Ward Councillors Report**

BS reported on the Residential Annex and Outbuilding Consultation – Clerk to send to Councillors

Also, Supplemental Planning Documents Consultation – Clerk to send this to Councillors

Due soon a Consultation on people to use the ring road instead of the rural roads it will be forwarded to Councillors when it is received.

**21. Items of Report for next meeting**

None

**25. Date of Next Meeting**

**July 29th 2021**