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

**HELD ON THURSDAY 18th May 2023 AT DYRHAM AND HINTON VILLAGE HALL AT 7.00PM**

Present: Councillors: Kerry Sawyer (KS), Philip Boulton (PB), Andrew Banwell (AB), Rob Gent (RG) and the Clerk Rebecca Banwell

**Members of the Public**

1. **To Elect a Chairman of the Council**

AB proposed Kerry Sawyer. Seconded by PB and resolved unanimously to appoint Cllr Sawyer as Chair.

1. **To receive the Chairman Declaration of Acceptance.**

Cllr Sawyer duly signed the Declaration of Acceptance.

**3. To Elect a Vice Chairman of the Council**

 KS proposed Andrew Banwell. Seconded by RG and resolved unanimously to appoint Cllr Banwell as Vice Chair.

**4. To receive the Vice Chairmans Declaration of Acceptance**

Cllr Banwell duly signed the Declaration of Acceptance.

**5. Apologies for absence**

. Bruce Gawler, Marilyn Palmer

**6. Declaration of Interest under the Localism Act 2011**

 None

**7. Reports on meetings attended by the Councillors and Clerk**

The Clerk attended the Internal Audit of other Councils

**8. Correspondence Received**

 E mail from a Parishioner about the Dyrham Telephone Box. They have been replacing the bulbs for the last 10

 Years. The light is useful if the defibrillator needs using in the dark. There are now LED tubes available and the

 Council has been asked if they can fund the installation to replace the light fitting. It was agreed to get some quotes.

 KS proposed. AB seconded.

 Email from a Parishioner with regards to a map they saw in Doynton with several walks from Doynton. They thought it

 Could be a good idea for Dyrham and Hinton. It was suggested that maybe the Village Hall could be contacted.

 A letter was received from Dave Jones (S.Glos )with regards to some extra funding for street cleaning.

 A reply has been sent suggesting, sign cleaning, verge cutting, sight lines and weeding.

.**9. Planning Applications**

P22/06683/F Paddock adjoining Boyd Brook Bridge, Feltham Road. Formation of agricultural track and associated works. Approve with conditions.

P22/05989/F Land at Ford Farm Stables, Pucklechurch. Erection of 1 no. log cabin to provide rural workers accommodation. Approve with conditions.

 P23/01262/HH Healey Court Farm, Pucklechurch Road, Hinton. Creation of hard surfaced tennis court with 2.75m surround fencing.

 P23/00706/F Land at Grove Lane, Hinton. Erection of 1 no. horsewalker machine with associated works. Approve with conditions.

 **Objection by PC**

 **None**

**10. Accounts – payments since last meeting**

The payments were duly agreed before payment by 2 councillors.

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

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

**12. The review of Financial Regulations, Code of Conduct and Complaints procedure**

 All as before. Agreed by all present Councillors.

**13. Approval of Governance Statement 2022/2023**

Signed by KS and RB

**14. Approval of accounting Statement 2022/2023**

Confirm that:

* Appropriate books of accounts 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 Clerks salary and allowances was paid in accordance with the council approvals.
* Asset registers were complete, accurate and properly maintained.
* Monthly and year end bank account reconciliation were properly carried out.
* Accounting statements prepared during the year were prepared on the correct accounting basis.
* There are no trust funds.

Everything was deemed to be ok after being reviewed and agreed by all present councillors.

**15.** **Review of risk assessment schedule**

 Everything was deemed to be ok.

**16. Budgetary Controls**

The budgets for the year have been put in place and agreed by all present Councillors.

**17. Nomination of internal auditor.**

KS proposed. AB seconded to go with an Alca preferred auditor.

**18. Community Benefit Money**

A complaint was received by Cllr Kerry Sawyer regarding the Triangle in Dyrham. The posts need replacing and the

 Grass needs strimming. Even though we have no liability for the area it is deemed to be dangerous without posts.

 A quote is being got for the work involved.

 It was also agreed to get Hinton Common mowed. AB proposed. RG seconded.

**19. Clerks Salary.**

KS proposed a big thankyou for all the work the Clerk has put in. AB Seconded.

 It was agreed to increase the Clerks wages from LC1 8 to LC1 17.

 Back pay for the last year was also agreed for the previous year’s pay rise agreed by S Glos council in November

 2022.

 There was also an increase to expenses which was agreed to be back dated.

**20. Ward Councillors Report**

No one attended.

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

None.

**22. Date of Next Meetings**

 **July 27th 2023**

 **September 28th 2023**

 **November 30th 2023**