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

**HELD ON MONDAY 1ST JUNE 2020 BY ZOOM AT 7.30.PM**

Present: Councillors: Kerry Sawyer (KS), Bruce Gawler (BG) Philip Boulton (PB), Andrew Banwell (AB), Sharon Sasada(SS) Ward Councillor Ben Stokes (BS) and the Clerk Christine Howard.

**Members of the Public**

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

AB proposed there acceptance, seconded by KS - carried unanimously

1. **Apologies for absence**

Steve Reade

1. **Declaration of Interests under the Localism Bill**

None

**4. Confirmation of ALCA and SLCC Annual Payments**

It was agreed that we pay ALCA £54.90 and SLCC £92.00.

**5. Reports by any Councillors on Meetings attended**

None

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

 The Clerk had e mailed these to all Councillors for their comments. They were accepted.

**7. Approval of Governance Statement 2019/20**

It was agreed that KS would sign the Governance Statement the day after next all agreed that it was correct.

**8. Approval of Accounting Statement 2019/20**

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 Internal and then the External Auditors.

These we duly signed by KS after agreement of councillors.

**9. 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.

**10. 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.

**11. Nomination of internal auditor**

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

**12. Confirm the minutes of the last meetings Finance and Ordinary Parish Meeting held on 30th January 2020**

KS proposed acceptance seconded by AB all agreed and they would be duly signed by the Chairman the day after next.

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

None

**14. Correspondence Received**

**South Gloucestershire Council**

Various items regarding Covid 19 had been distributed

**Other**

* An e mail from a resident asking for information, which was felt nothing to do with the Parish Council. Also, a request for support for people who have put in new sewage treatment systems to replace septic tanks. This was refused as there are approximately 125 houses in the parish and we don’t know how many of them have already complied with this new regulation. The councillors believe it would be unfair to single out the few who have done this recently.
* An e mail from a resident had been received regarding an increasing amount of people using their farmland as a motorbike racing track through Barley Court Farm after some discussion it was decided perhaps a gate which lets in horses and pedestrians be put in, but before anything can be done PB would speak with Nichola Chidley to ascertain if it is a bridle path and can be done.
* KS reported she had received a request from Dyrham Park that the planning application for the Café at The Old Lodge which we had supported, they were applying for an outside grant and asked if we could give our support to their application.

**15. Planning Applications**

 **No objections**

PK20/03688/TCA Grove Cottage, Dyrham. Work to fell a Sycamore Tree.

 P20/04845/TCA Lilac Cottage, Lower Street Dyrham. Work to reduce crown of 2 no apple trees and fell willow stems.

 P20/04844/TCA Sands Hill House, Sands Hill. Work on trees

 P20/00718/TCA Holly Tree Cottage, Dyrham. Work to trees.

 P20/07490/LB The Old Stables, Healey Court Farm, Hinton – Erection of a single storey extension with lazed walkway.

 P20/08492/RVC Plot 1, 2 and 4 Home Farm, Dyrham. Removal of condition no 3 attached to Planning Permission

 PK00/2883/F to remove permitted development rights.

 P20/08223/RVC Ring O Bells Farm, Hinton. Variation of condition 3 attached to planning permission 19/0231/LB to now read Prior to commencement of the relevant part of the development and detailed design that they should be approved in writing by South Glos Council.

 P20/08213/RVC Ring O Bells Farm. Variation of condition 4 attached to PK17/0202/F before commencement of any building work an investigation shall take place by a suitably qualified person into the previous uses and contaminants likely to affect the development.

 P20/07563/F Barns at Sands Farm change of use from agricultural barns to 3 no self-contained holiday lets.

 P20/07556/LB Barns at Sands Farm Internal and external alterations to include the demolition of lean to barns installation of windows to southern elevate and replacement of threshing doors with the installation of windows

 P20/06686/LB Hinds Cottage, Upper Street, Dyrham – External alterations to cap the coping stones with lead on the parapet of the roof of the pavilion (resubmission of P19/18508/LB

 **Objection by PC**

PK19/14354/F Land at Holly Tree Cottage, Dyrham – Revised proposals

Decided at Parish Council Meeting

None

Decision by SGC

P20/01185/CLP Hazel Cottage, Hinton – siting of one mobile home within residential curtilage for use as living accommodation. – Approve with conditions

P20/04845/TCA – Lilac Cottage Dyrham – Work to trees – No Objections

P20/04844/TCA Sands Hill House, Sands Hill – Work to trees – no objections

P19/3280/F Dyrham Park House, Dyrham – Alterations to raised platform hardstanding and landscaping of formal gardens – Approve with conditions.

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

The payments were duly agreed

KS proposed the agreement for the Clerks pay rise which had been agreed by Councillors before the meeting by e mail in April was ratified at this meeting, seconded by SS – carried unanimously.

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

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

**18. Community Benefit Money**

* **Bridleway and footpath on common update**

Awaiting a quote as on hold due to Covid 19.

* **Gravel Path on an area of Hinton Common – update**

After a site visited it was agreed that this was not required.

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

Still ongoing due to Covid 19.

* **Miscellaneous**

KS got permission to arrange competitions for residents with prizes, AB proposed this be ratified at this meeting, seconded by BG – carried unanimously. The competitions had been well received by all our residents.

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

None

**20. Ward Councillors Report**

BS reported on the following:

 Care Home Plan – on SGC website

 Local Outlook Plan and Response Plan would be out on SGC website soon.

 Revised Council Plan – AB agreed to look at this for the Council.

 Enforcement issues

 Holly Tree Cottage – Nothing to report at the moment

Little Orchard – BS had spoken to enforcement asking for them to do a full site visit ASAP.

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

None

**25. Date of Next Meeting**

 **July 30th 2020**