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

**HELD ON THURSDAY 30th May 2024 AT DYRHAM AND HINTON VILLAGE HALL AT 7.00PM**

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

4 members of the public and the community beat officer were also present

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

BG 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**

 PB 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**

. None

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

 None

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

None

**8.** **Confirm the minutes of the last meeting**

The minutes were agreed and duly signed by the Chairman

**9. Correspondence Received**

 Email from a Parishioner with regards to the work carried out on behalf of the Council in the Lane leading to Ford

 Cottage. The Parishioner made a complaint that many wildflowers were hacked down and would be attending this

 Meeting for an explanation for this.

 Email from the Chairman with regards to the Cotswold way diversion. A letter was also sent to the Cotswold Way

 Association who has replied but this is still ongoing. This was for information only.

**10. Planning Applications**

P24/00639/CLP Shire Horse Barn, Doynton Lane, Doynton. S. Glos SN14 8EZ. Erection of 1 no. 1m high vehicular access gate onto shared driveway.

 Decision is Refuse Certificate of Lawfulness.

P24/01225/CLP Shire Horse Barn, Doynton Lane, Doynton. S. Glos SN14 8EZ Erection of 2 no. incidental outbuildings. For incidental use consisting of garage and garden room.

 Application received.

 P24/00387/CLP Holly Tree Cottage, 3 Lower Street, Dyrham, S. Glos SN14 8EU. Erection of outbuilding.

 Decision is Refuse Certificate of Lawfulness.

 P24/01028/CLP Holly Tree Cottage, 3 Lower Street, Dyrham, S. Glos SN14 8EU. Erection of outbuilding.

 Application received.

 **Objection by PC**

 **None**

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

The payments were duly agreed before payment by 2 councillors.

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

The Clerk distributed these electronically before the meeting. They were duly agreed by all Councillors.

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

 All as before. No changes to be made at this time. Agreed by all present Councillors.

**14. Approval of Governance Statement 2023/2024**

Signed by KS and RB. It was noted that no Internal Audit has been received at present. The dates for the Notice of

 Public Rights were set as 3rd June 2024 until 12th July 2024

**15. Approval of accounting Statement 2023/2024**

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.

**16.** **Review of risk assessment schedule**

 Everything was deemed to be ok.

**17. Budgetary Controls**

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

**18. Nomination of internal auditor.**

This item was not discussed as a decision was no longer required.

 The conflict-of-interest form for the external auditor BDO was signed after it was confirmed that no Councillor has a

 Conflict of interest with them.

**19. Community Benefit Money.**

No matters to discuss

**20. Members of the public to raise matters of concern.**

The Community Beat Officer gave a report.

 She reported that the village is very quiet. Fly tipping can be a nuisance. There has been one burglary this year

 Which was an isolated incident. There have been a few incidents of car doors being tried so advised to keep doors locked. A few sheds have been broken into. Again, advice is to keep doors locked. There have been reports of poaching. With regards to the Cotswold way diversion – Beacon Lane, it was confirmed there have only been 2 complaints since last June. The area has been cleared so it is more visible from the road. This has been reported to Tormarton PC but we will now receive all correspondence.

 A member of the public mentioned a white camper van which parks in different places overnight. This is not illegal unless blocking access but the Community Beat Officer will look into this.

 The member of the public who reported the work carried out in Lane leading to Ford Cottage was told that this strimming of posts was done so that the posts were made visible. For safety reasons. In the past the Council had a problem with Traveller’s parking on the land. There was also a deep ditch which could prove be a danger . It was agreed a few years ago to install posts to stop this happening. The strimming is done with minimal damage to the wildflowers. It was noted that the seeding of these flowers were funded by the Council .It was agreed we need to compromise.

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

None.

**22. Date of Next Meetings**

 **July 25th 2024**

 **September 26th 2024**

 **November 28th 2024**

 **All documentation can be found on the Parish Councils website** [**www.dyrhamandhinton.org**](http://www.dyrhamandhinton.org)**.**

**Copies are available from the Clerk**