

**MINUTES OF THE MEETING OF DYRHAM AND HINTON PARISH COUNCIL  
HELD ON THURSDAY 25<sup>TH</sup> MAY 2017 AT DYRHAM VILLAGE HALL AT 7.30.PM**

Present: Councillors: Kerry Sawyer (KS,) Caron Thornton-Trippitt (CTT) Andrew Banwell (AB) Philip Boulton (PB) and the Clerk Christine Howard.

**Members of the Public**

None

**1. Apologies for absence**

Bruce Gawler (BG) and Steve Reade (SR)

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

**3. Election of Chairman**

PB proposed Kerry Sawyer as Chairman seconded by CTT - carried unanimously.

**4. Election of Vice Chairman**

KS proposed CTT as Vice Chairman seconded by AB – carried unanimously

**5. Election of Responsible Financial Officer**

KS Proposed the Clerk as the Responsible Financial Officer, seconded by CTT - carried Unanimously

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

It was agreed that we pay ALCA £51.08 and SLCC £82.00.

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

None

**8. Review of standing Orders, Financial Regulations, Code of Conduct and Complaints Policy**

The Clerk had e mailed these to all Councillors PB proposed they be agreed for a further year, seconded by AB – carried unanimously.

**9. Approval of Governance Statement 2016/17**

KS signed the governance statement after all agreed that it was correct.

**10. Approval of Accounting Statement 2016/**

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 External Auditors.

**Recommendation of Internal Auditor:**

None

These we duly signed by KS after agreement of councillors.

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

The Clerk had reported that the fidelity cover was considered adequate by the auditor and we are into the second year of a three year option with them.

**12. 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.

**12. Nomination of internal auditor**

PB proposed Mrs P Trull as our internal auditor, seconded by CTT - carried unanimously.

**14. Confirm the minutes of the last meetings 4<sup>th</sup> April 2017**

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

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

6.2 AB reported that a cost of £350pa for all councillors to have their own Council e mail address after some discussion KS proposed that this happen seconded by AB, the Parish Council will also have a new email address. AB agreed to deal with this.

9. **Bride Hill tipping sign.**  
PB would be erecting this over the weekend with KS

18. **Verges in the villages**

(a) **Verge opposite the garden house**

KS stated that the agreed work had been done by N Lowton the bill will be paid at next meeting.

(b) **AB reported on the Grove Lane and come back with quotes.**

AB had spoken to builders who were using the common for a skip and other dumping whilst work on a new cess pit was being dug. They agreed to reinstate the damaged area and are to produce a quote for putting sleepers at the back of the existing meshed area to help with the damage there.

16 **Correspondence Received**

**South Gloucestershire Council**

**E mail from BT connect sent via Pucklechurch Parish council regarding a bridleway from Lower Fields Farm**

The clerk had forwarded this to BS who had asked her to let Nichola Chidley know about this, which she had done.

**Others**

None

17. **Planning Applications**

**No objections**

PK17/1934/TCA The Gables, Lower Street. Work on various trees.

PK17/1198/F Rogers Orchard – change of original application. (Use as an Office only again stressed by the Parish Council.

**Objection by PC**

None

**Decided at Parish Council Meeting**

**PK17/1656/F Exons Yard – erection of a steel portal framed building for fodder.**

After some discussion it was decided to reject this application The building is situated in the AONB, it is large and will be clearly visible from the road and from footpaths crossing Lower Ledge Farm and Bowd Farm.

There has been a lot of development at Exon's Yard recently and there is a real danger that the amount of horses kept on site will increase in numbers. The parish would not like to see this site increasing any more. It is serviced by a narrow country lane with passing places and the road is insufficient for any increase in large traffic associated with horses. This will lead to further erosion of our verges.

**Agreed by SGC**

None

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

	£	£net
John Miller		100.00
Clerk Wages April		236.75
ALCA		52.08
Prestige – Grass Cutting	100.00	120.00
Yate Computing (website)		40.00
P Trull – internal Audit		50.00
Kevin Pitman – post repair		80.00
Clerk – Wages May		236.55
Hewer – defibrillators inst	498.00	597.60
Zurich insurance		305.89

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

The Clerk distributed these.

20. **Items from Open Parish Meeting**

The clerk read out an e mail from Edward Walsh asking why comments from a parishioner had not been put in the minutes of the Open Parish meeting. The question asked was not parish council business and was dealt with at the time and the matter closed. We were advised by our ward councillor not to put this in the minutes as it was not parish council business. The matter is now closed again.

21. **Community Benefit Money**

- An application has been received asking that the Parish Council purchase a new PA system for the Parish hall and then donate it to them as a gift, as the existing one does not work and will be needed for the Dyrham and Hinton Revel. CTT proposed that one be purchased for up to £1,000, seconded by AB. Lindsey Webb and AB would purchase this.
- Parish Hall – An application had been received from the Village Hall to purchase a new cooker for £400 and kettle for £35.00 after some discussion it was agreed that this grant could not be given at this moment in time.

- Church – an e mail of thanks and photo's of the work carried out had been received, which the council were pleased to receive.
- The tables purchased for parishioners use had proved very popular the Clerk had obtained a quote for further supplies LFT6 B £39.95 each plus £15 delivery it was agreed that we purchase further 3 tables for parishioners and Parish Hall use.
- New Hinton noticeboard a quote had been received from Contemporary design in Wood for £1,190 including installation. KS agreed to speak to them.
- Sue Webb had purchased a new flower pot for the common, as the old one had broken, it was agreed that £51.99 per refunded to her.
- AB had been asked if we could produce a map of the villages with individual houses on. This would be discussed further after discussing with residents in Hinton as this would not be allowed in Dyrham as in an AONB.

**22. Cotswold Area of Natural Beauty – National Park Status**

SGC had sent a briefing note regarding a proposal that the Cotswold Area of Outstanding Natural Beauty should be a national Park already received.

Resolve; file

**23. Traffic coming down Sands Hill - update**

The clerk read out correspondence from SGC and Dyrham Park who are understanding of the problem and are looking forward to re-routing traffic out if the front entrance which is wider .

**24. Fly Tipping in the Parish**

Still an ongoing problem but CTT and KS and the Clerk are vigilant.

**25. Parish Plan Update**

No report

**25. Items from Parishioners**

None

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

None

**30. Date of Next Meeting**

**28<sup>th</sup> July 2016**

**29<sup>th</sup> September 2016**

**24<sup>th</sup> November 2016**

DRAFT