# Didmarton Parish Council

## Didmarton Parish Council AGM

## (incorporating the Annual Parish Meeting)

## 7.30pm on Tuesday 7th May 2024 at Didmarton Village Hall.

## MINUTES

| | |
|---|---|
| Present | Councillors; J. Pearce (Chair), S. Hewlett (Vice-Chair), A. Darbyshire, J. Hammond, H. White. District Cllr. T. Slater. Mr. S. Hale, Clerk to the Council |
| 24.05.1 | Election of a new chairperson - Cllr J. Pearce announced his retirement from the council but performed his last task as outgoing chairman, to propose the election of a new chairperson.<br>Cllr. White expressed an interest but wanted to wait until a fuller council meeting in order to put himself forward for the position. Cllr. Pearce left the meeting. |
| 24.05.2 | Election of a vice-chairperson – Cllr. S. Hewlett was voted into the position of vice-chair and signed the declaration of office. In the absence of a chairperson, Cllr. Hewlett chaired the meeting. |
| 24.05.3 | Public participation (maximum 15 minutes at the chairman's discretion) and **Didmarton Annual Parish Meeting.** No members of the public were in attendance. |
| 24.05.4 | Minutes of the APM on 16th May 2023 were approved. |
| 24.05.5 | Council accepted apologies for absence from Cllr. Turner. Cllr. Rogers was absent. |
| 24.05.6 | No declarations of interest |
| 24.05.7 | No County Councillor's report |
| 24.05.8 | District Councillor's report to be submitted for the next parish council meeting. |
| 24.05.9 | Minutes from parish council meeting on Tuesday 2nd April 2024 were approved |
| 24.05.10 | **Finance** |
| 24.05.11 | AGAR - Council resolved to adopt from, Monday 3 June 2024 to Friday 12th July 2024 inclusive, for the exercise of public rights |
| 24.05.12 | AGAR - Council certified that it is exempt from a limited assurance review under s9 Local Audit (Smaller Authorities) Regulations 2015 |
| 24.05.13 | AGAR – Council noted and accept the findings of the Internal Audit Report. |
| 24.05.14 | AGAR – Council resolved to conduct a review of the audit findings within the next 6 months. |
| 24.05.15 | AGAR – Council resolved to approve the Annual Governance Statement |
| 24.05.16 | AGAR – Council resolved to approve the year-end summary of accounts and explanation of variances |
| 24.05.17 | AGAR – Council resolved to approve the year-end bank reconciliation |
| 24.05.18 | AGAR - Council resolved to approve the Accounting Statements |
| 24.05.19 | Council reviewed and adopted the new Fixed Assets Register and noted the change in value on the AGAR explanation of variances |
| 24.05.20 | Council resolved to approve the regular payments list. |

[redacted]

# Didmarton Parish Council

PRE-APPROVED PAYMENTS LIST 2024 - 2025

| Payee | Anticipated amount | Frequency | Payment method |
|---|---|---|---|
| ICO | £35.00 | Annual | DD |
| Clerk Quarterly Salary | Varies | Quarterly | BACS |
| Home working allowance | £15.00 | Quarterly | BACS |
| HMRC PAYE | Varies | Quarterly | BACS |
| Clerk Mileage as pre-authorised by Chairman | Varies | Quarterly | BACS |
| PATA Quarterly Payroll - approximate | £16.85 | Quarterly | BACS |
| Hathaway Gardenscapes | £139.50 | Monthly | BACS |

24.05.21 Council reviewed insurance cover and authorised insurance renewal for £434.66.

24.05.22 Council to note no payments have been made for internal controls purposes from 25th to 31st March 2024.

24.05.23 Council noted the internal controls and bank reconciliation from 1st April to 30th April 2024 conducted by Cllr. Darbyshire. All councillors had been given access to the controls documents in the online folder

| | |
|---|---|
| Opening Balance 1/4/2024 | £20,192.91 |
| Treasurers Account Income | £9,627.00 |
| Savings Account Income | £12.41 |
| Expenditure | -£1,698.86 |
| CASHBOOK BALANCE | £28,133.46 |
| | |
| Lloyds Treasurers Account balance | £16,106.52 |
| Lloyds Savings Account balance | £12,026.94 |
| LLOYDS ACCOUNTS BALANCE | £28,133.46 |

24.05.24 Councillors ratified the following payments and noted receipts.

Payments

| | | | | |
|---|---|---|---|---|
| 02/04/2024 | Clerk's salary and expenses Q4 | £1,028.41 | £0.00 | £1,028.41 |
| | Hathaway Groundcare | £338.00 | £67.60 | £405.60 |
| | PATA Payroll | £16.85 | £0.00 | £16.85 |
| 08/04/2024 | HMRC PAYE for Q4 | £248.00 | £0.00 | £248.00 |

Receipts

| | | |
|---|---|---|
| 09/04/2024 | Gross interest | £12.41 |
| 18/04/2024 | 1st precept instalment | £9,627.00 |

24.05.25 Council approved the following payments.

GAPTC annual subscription - £117.56

GAPTC internal audit fee - £180.00

50% cost of black ink cartridge - £9.92 + £2.00 vat

[redacted]

24.05.26 Councillors considered and resolved to adopt the addendum to the Grant Awarding Policy which covers more significant grant applications from the Community Projects Fund.

24.05.27 Councillors resolved to approve a Community Projects Funding Grant Application from DVHCC for a payment of £3,272.72 to fund essential surface repairs at the entrance to the playing field. DVHCC to commission and sign off the work and provide the parish council with a copy of the invoice. Grant payment will then be made to the DVHCC. Any underspend is to be returned.

24.05.28 Councillors resolved to approve a Grant Application from the Parochial Church Council for a £500 contribution towards church grass cutting for 2024 – 2025 financial year

24.05.29 **Planning Matters**

| | |
|---|---|
| Reference | 24/00045/FUL |
| Application Validated | Mon 08 Jan 2024 |
| Address | Highfields Creephole Didmarton |
| Proposal | Internal alterations, two storey side extension and an open canopy porch (updated) |
| Status | Awaiting decision |

24.05.30

| | |
|---|---|
| Reference | 24/00046/LBC |
| Application Validated | Fri 05 Jan 2024 |
| Address | Highfields, Creephole, Didmarton |
| Proposal | Internal alterations, two storey side extension and an open canopy porch (updated) |
| Status | Awaiting decision – standard expiry date 27th March 2024 |

24.05.31 **Highways**

24.05.32 Holly Bush Lane – update. Clerk had several trips up and down the lane and photographed and reported numerous potholes through Fixmystreet. Highways manager attended and commissioned repair work. NFA from DPC

24.05.33 GCC Highways repainting traffic control measures – update. Dragons-teeth, 30 & slow on road, centre carriageway lines and double yellow lines all reported by the clerk to GCC Highways. NFA from DPC

24.05.34 **Assets**

24.05.35 Salt bins – update. – all now mapped. Roll-over to the next meeting for recommendations.

24.05.36 Defibrillator cabinet – leaking gutter - update. Not a leaking gutter, there is no gutter! Believed that discolouration on the wall above the cabinet is not affecting the defibrillator or cabinet - NFA

24.05.37 Joyce's Pool benches installation – update. Cllr. White to obtain quotes from 2 local tradesmen and pass to the clerk for a decision.

24.05.38 Joyce's Pool foot bridges - update. Estate has photographed and will give details to estate manager for action. NFA by DPC

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24.05.39 **Elections** – Councillors noted that Chris Nelson (Con) has been re-elected as the Police and Crime Commissioner

24.05.40 **Matters Arising** – None

24.05.41 **Dates of meetings for 2024 – 2025**
Council approved the following meeting dates for 2024 - 2025
**2024**
7.30pm on Tuesday 2nd July, 3rd September, 5th November
**2025**
7.30pm on Tuesday 7th January, 4th March, 6th May (AGM and APM)

24.05.46 **Meeting concluded at 8.30pm**

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