

Didmarton Parish Council

Didmarton Parish Council Meeting

7.30pm on Tuesday 2nd September 2025 at Didmarton Village Hall.

Minutes

Meeting commenced at 7.35pm

Present. Councillors; S. Hewlett, A. Darbyshire, J. Hammond, H. Turner, S. Hardy, H. Turner, District Cllr. T. Slater, Clerk, Mr S. Hale.

- 25.79 No members of the public were present.
25.80 Apologies for absence received from Cllrs; H. White, W. Green.
25.81 There were no declarations of interest.
25.82 Council resolved to approve the minutes of 1st July 2025.
25.83 County Councillor's report received, circulated and published.
25.84 District Councillor's report. Reports received, circulated and published.

Finance

- 25.85 Council noted the AGAR Certificate of Exemption from a limited assurance review has been accepted by the external auditor, PKF Littlejohn.
25.86 Council noted no members of the public have exercised their rights in the designated period between Tuesday 3 June to Monday 14th July 2025 inclusive.
25.87 Council resolved to ratify the national pay increment for the clerk equating to 59p per hour (3.2%), and backdate to the 1st April 2025.
25.88 Council considered the banking mandate and resolved as follows,
 - Cllr. Darbyshire would be added as a Lloyds online authoriser,
 - Internal Controls 2 monthly checks would be shared between Cllrs. Hardy, Turner & Green (November will be Cllr. Hardy).
 - The clerk will be given have payment authorising permission, but a 2-person authorisation process will remain.

25.89 Council noted internal controls and bank reconciliation from 26th June to 26th August 2025 as completed by the clerk & Cllr. Darbyshire. All councillors had opportunity to view invoices, bank statements and the cashbook in the online folder, in advance of the meeting.

26/08/2025 Date of Reconciliation

01/04/2025	OPENING BALANCE	£19,196.00
	INCOME TO DATE	£10,576.63
	LESS TOTAL EXPENDITURE TO DATE	£5,413.60
	FUND BALANCE	£24,359.03

REPRESENTED BY:

LLOYDS TREASURERS ACCOUNT £12,169.35



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LLOYDS SAVINGS ACCOUNT
LLOYDS ACCOUNTS BALANCE

£12,189.68

£24,359.03

25.90 Council resolved to ratify payments and noted receipts as follows,

RECEIPTS

09/07/2025	Interest	£7.00
11/08/2025	Interest	£7.71

PAYMENTS

		Net	VAT	Gross
30/06/2025	Hathaway Gardenscapes - inv 0861	£139.58	£27.92	£167.50
	PATA payroll	£20.25	£0.00	£20.25
01/07/2025	Clerk's Q1 salary			
07/07/2025	HMRC PAYE & NI			
18/07/2025	Bank Charges	£4.25	£0.00	£4.25
23/07/2025	ICO Registration	£47.00	£0.00	£47.00
18/08/2025	Bank Charges	£4.25	£0.00	£4.25

25.91 Council undertook a review of the mid-term budget v expenditure figures. No issues were identified.

Budget Heading	Budget	Net Spend to Date	Notes
Clerk's Wages	£5,000.00	£2,437.99	Overspend due to war memorial overtime
PAYE		£635.87	
Mileage	£200.00	£40.50	
Subscriptions	£255.00	£177.87	
Insurance	£500.00	£423.62	
Audit	£220.00	£200.00	
Training	£135.00	£0.00	
Community Projects	£3,000.00	£0.00	
Maintenance	£1,800.00	£534.99	
Website and Admin	£325.00	£101.50	
Defib	£200.00	£0.00	
Room Hire	£175.00	£0.00	
Grants / s.137	£1,500.00	£750.00	

Policies and Procedures

25.92 Council resolved to adopt the Model Publication Scheme.

25.93 Council resolved to adopt an IT Policy.

25.94 Council resolved to readopt the Data Protection Policy.

25.95 Council resolved to dispose of the Data Breach Policy and Privacy Notice as these are satisfied as part of the newly adopted IT and Data Protection Policies.

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- 25.96 Council reviewed and readopted the Grant Awarding Policy Council specifically resolved that retrospective applications should remain excluded.
- 25.97 Council reviewed and were satisfied with the effectiveness of internal controls, and of the internal audit.
- 25.98 In accordance with SAPP for 2025 / 2026, council resolved to adopt one .gov.uk email addresses for council business, to be used by the clerk. The current cost will be £2.49 per month, plus VAT.
- 25.99 Council resolved to delegate to the clerk, a review of the Winter Plan. Note that JT has agreed to remain as the local snow plough operator.
- 25.100 Council noted that a large number of documents have been weeded by the clerk and Cllr. Hammonds. The clerk has taken official documentation to the county archives for cataloguing and storage.

Planning Matters – Council consider and resolve as appropriate. To include any other applications that arrive since service of the agenda (* no parish council objections, already lodged with CDC Planning)

- 25.101 25/02431/FUL *
Application Validated Mon 11 Aug 2025
Old Manor Farm House, The Street, Didmarton. GL9 1DT
Convert former stables and adjoining barn to single dwelling
Awaiting decision
- 25.102 25/02432/LBC *
Application Validated Fri 08 Aug 2025
Old Manor Farm House, The Street, Didmarton. GL9 1DT
Convert former stables and adjoining barn to single dwelling
Status Awaiting decision
- 25.103 25/02570/PPROW *
Application Validated Wed 13 Aug 2025
Saddlewood Manor, Saddlewood, Leighterton. GL8 8UQ
Diversion of Public Footpath NDM 3 (part) (Parish of Didmarton) at land situated north and east of Saddlewood Manor
Status Decided
Decision No comments
- 25.104 Reference 25/02555/FUL *
Application Validated Tue 26 Aug 2025
1 Woodway Cottage Bath Road Didmarton Badminton Gloucestershire GL9 1DU
Erection of a garden studio/home office
Status Awaiting decision
- 25.105 Council considered CDC request for nomination of Local Green Spaces and whether the council needs to make any submissions. Council resolved to set up a sub-committee with delegated authority to prepare, complete and submit an application for the DVHCC playing / recreation field. The sub-committee is to have delegated authority. Council is cognisant of the 6th October

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deadline. Councillors Hewlett, Darbyshire and Hardy will be on the sub-committee, assisted by the clerk.

Assets

- 25.106 **War Memorial** – Council considered the update – It took weeks for WMT and CDC Planning to respond. CDC have suggested a pre-application at £130 rather than just submit an LBC application for free. DOFF cleaning is an un-necessary expense and will not be undertaken. A hand clean will be undertaken by WW-Memorials. Clerk to submit an LBC application to CDC for recutting of 3 faces and painting all 4. The matter remains delegated to the clerk.

Highways Matters

- 25.107 **Overgrown hedgerows and a slippery path**

Matters were brought to the attention of the parish council at,

1. Kingsmead (hedgerow), opposite the church,
2. The Slim-Slam (hedgerow),
3. St Arild's Road to the field (hedgerow & path) and,
4. Chapel Walk (hedgerow).

Details were passed to GCC Highways who state that items 1 – 3 do not require immediate attention but will be monitored, and item 4 is being addressed with the landowner.

- 25.108 **Community 20s Scheme** – Council considered 'yes or no' answers to the following, asking for expressions or interest for the scheme,

1. Whether council would like to be considered for Community 20s on some roads within your area? Council resolved NO
2. Whether there are other (higher speed) roads that council feels would benefit from a reduction in speed limit where you currently have safety concerns? Council resolved YES. Cllr Hammond declared a personal interest and did not vote on this matter.

- 25.109 **School Lane / Walk** – Council noted that the original correspondent in this matter has been advised that, at July's parish council meeting, the council passed a resolution to declare that it has no legal interest in the land known locally as School Lane / Walk, and that it rescinds its resolution of 13th July 1993, in which it claimed possession, but took no further action.

- 25.110 **Joyces Pool** – Council noted that there has been no update from Highways. Clerk to continue liaison with GCC to press for drainage clearance ahead of the winter, to help prevent flooding. Clerk is meeting the Highways manager on 3rd September.

Other Matters

- 25.111 **New dog poo bin at Oldbury Lane** – CDC & UBICO are happy to provide a bin at this location at a cost to the parish council of £235.00 +VAT. Emptying of the bin would be added to the standard collection schedule at no extra charge to the parish council. Council resolved to proceed.

- 25.112 **Matters Arising – no spending decisions can be made**
Cllr. Slater gave a reorganisation update saying that some parish councils are setting up local groups for potential cross-council working in the future. This may be something that the council may wish to consider at some point.

- 25.113 **Date of next meeting.**

Council to note, 7.30 pm Tuesday 4th November 2025 at Didmarton Village Hall.

Meeting concluded at 8.50 pm