

# Didmarton Parish Council

## Minutes of Parish Council Meeting

**7.30pm on Tuesday 6<sup>th</sup> February 2024 at Didmarton Village Hall.**

Meeting commenced at 7.38pm

Present; Councillors S. Hewlett (chairperson for the meeting), J. Hammond, H. White, C. Rogers. H. Turner, District Councillor T. Slater. Clerk S. Hale.

- 23.310** Apologies for non-attendance were accepted from Cllr. J Pearce. Cllr. A. Darbyshire.  
**23.311** Declarations of interest – Cllr. J. Hammond, Community Speedwatch.  
**23.312** Council approved the minutes of the meeting held on 12<sup>th</sup> December 2023.  
**23.313** No report from Gloucestershire County Councillor. S. Hirst.  
**23.314** Report from Cotswold District Councillor. T. Slater was received, circulated and will be uploaded to the parish council website. Of particular note was a change to planning protocols whereby cases can be referred to planning committee within 28 days of validation.

### **23.315 Finance**

- 23.315.1.1 Council noted bank the reconciliation and that Cllr. Darbyshire had undertaken and completed the internal controls process.

31/03/2023 - Lloyds Balance	£ 15,927.54
31/03/2023 - Cashbook	£ 16,037.53
Note, difference is for a VAT payment	£ 64.99
Total Income	£ 13,889.07
Total Expenditure	£ 7,722.03
30/01/2024 - Cashbook & Lloyds balance	£ 22,094.58

- 23.315.2 Council noted that the precept demand for £12,835 was submitted to CDC in December.
- 23.315.3 Lloyds update - debit card received and the mandate now has the clerk, and Cllrs Hammond, Pearce, White and Rogers with signatory access to online banking. The clerk will create payments and they will be authorised by 2 of the signatory councillors.
- 23.315.4 Council resolved to transfer £12k from the Treasurers account to a linked instant access account.
- 23.315.5 Noted that GAPTC have accepted instruction to be internal auditor for 2023-2024.
- 23.315.6 Noted statutory enrolment as an employer with Pension Regulator is completed.
- 23.315.7 Noted PCC donation of £220 made for grass cutting at St. Lawrence's Church.

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23.315.8

## **Grass cutting and village maintenance contract.**

Further to the last meeting, council considered the grass cutting / village maintenance contract and the revised contract cost submitted by Hathaway Gardenscapes for a reduced service at the request of the council. Whilst the council accepts it should consider three quotes for such work, it believes that, as this has been reviewed, revised and reduced in short time and at an annual saving of over £2k to the parish, due diligence has been done and best value achieved. Council resolved to award the contract for the 12-month period from April 2024 to March 2025 to Hathaway Gardenscapes at a cost of £1,395 + £290 VAT to be paid in monthly instalments.

PCC has been informed of the changes to grass cutting responsibility and invited to submit a grant application towards their grass cutting in line with the new grants policy. They have also been advised to formally consider listing St Lawrence's Burial Ground as closed to open up other avenues to fund its maintenance.

A letter is to be delivered by hand by Cllr. White to a local resident who will be affected by the changes to the village maintenance arrangements.

Badminton Estate was contacted regarding their site of Joyce's Pool and the fact that the parish council are proposing to voluntarily continue with grass cutting there, and have responsibility for the 2 concrete plinths and benches thereon. Unfortunately, a substantive response has not been received from Badminton Estate. Clerk is to contact the Estate again to inform them of the parish council's intention to carry on with this voluntary activity, whilst making clear that but they take no responsibility for anything else at the site.

23.315.9

## **Joyces Pool benches replacement**

Some proposals were put forward by Cllr, White for 2 replacement benches at Joyce's Pool. It was decided that Cllr. White should obtain further quotes from local suppliers. Council resolved that,

- the benches should be of hardwood quality or similar hardwearing longevity (eg, composite) and,
- delegated responsibility for choice and purchasing to the clerk (in consultation with Cllr. White regarding his further quotes) to a maximum value of £450.00 per bench including fittings and fixture to the plinths.

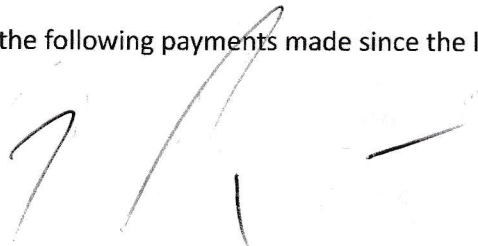
23.315.10

## **D-Day Commemoration.**

Cllr. White updated the council that DVHCC are planning an event for 6<sup>th</sup> June which may include a bonfire and a fish and chip supper or other catering. Cllr. Hewlett or Hammond will contact the DVHCC Committee and suggest they may wish to submit an application for a grant from the parish council to partly subsidise the local community event

23.315.11

Council noted and ratified the following payments made since the last meeting.



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			NET	VAT	GROSS
2023.12.29	GAPTC	CiLCA Mentoring	£247.00	£0.00	£247.00
	Net World Sports	2 football goals	£223.03	£44.60	£267.63
	PATA Payroll	Payroll	£48.60	£0.00	£48.60
2024.01.02	Clerk pay, arrears & 8 hours o/t for website				
2024.01.09	Hathaway Gardenscapes	Village maintenance	£338.00	£67.60	£405.60
	Quarterly HMRC				

## 23.316 Planning Matters

The following planning matters were noted by the council.

### 23.316.1 24/00039/AGFO

Manor Farm, Oldbury On-the Hill, Didmarton. GL9 1EA

Prior notification for a replacement hay and straw storage barn/building

**Status Approved – no permission required**

### 23.316.2 24/00046/LBC

Application Validated Fri 05 Jan 2024

Highfields, Creephole, Didmarton. GL9 1DZ

Internal alterations, two storey side extension and an open canopy porch

**Status Awaiting decision**

### 23.316.3 24/00045/FUL

Application Validated Mon 08 Jan 2024

Highfields, Creephole, Didmarton. GL9 1DZ

Internal alterations, two storey side extension and an open canopy porch

**Status Awaiting decision**

### 23.316.4 Full Fibre Ltd – overhead cables.

Full Fibre Ltd, have been in the locality installing new 'telegraph style' poles with a view to providing alternative broadband services. This is classed as permitted development and needs no planning permission although they should only use overhead cables if underground cabling is not feasible. Clearly, underground cabling is feasible as it has been done Gigaclear. Clerk to contact Full Fibre Ltd to see if there are any intentions to undertake this activity in Didmarton. Clerk to also do a NEWS item once information is received from Full Fibre Ltd.

## 23.317 Highways Matters

### 23.317.1 Holly Bush Lane – Cllr. Hammond has reported road surface problems at this and

other locations throughout the parish. Clerk awaits a reply from County Cllr. Hirst following a request to consider resurfacing Holly Bush Lane. Cllr. Hammond also reported flooding problems due to blocked drains at Joyces Pool.

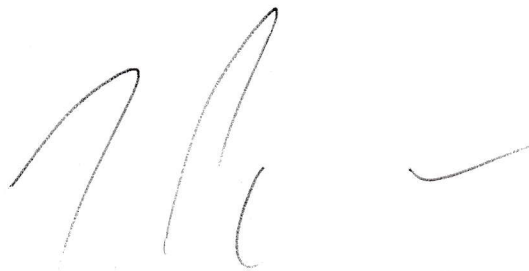
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- 23.317.2 **Community Speedwatch Coordination** – Cllr. H. Turner volunteered and was nominated as the Councillor with responsibility for the scheme.
- 23.317.3 **Japanese Knotweed** – Cllr Hammond has arranged for treatment by GCC Highways of a locally problematic area of knotweed.
- 23.317.4 **FIX-my-Street** details have been circulated in Dyddi.
- 23.317.5 **Mobile vehicle activated speed sign.** Council considered their previous application alongside the fact there is considerable competition for funding, and the fact that Highways have just replaced the 2 fixed VAS signs at no cost to the parish. Council resolved to formally withdraw its bid for funding for a mobile VAS.
- 23.318 Policies & Procedures**
- 23.318.1 Resolved to adopt the Grants Policy.
- 23.318.2 Resolved to adopt the Privacy Notice for Staff, Councillors & Other Role Holders.
- 23.318.3 Reviewed and readopted the Data Protection Policy.
- 23.318.4 Reviewed and readopted the Data Breach Policy.
- 23.319 Assets**
- 23.319.1 New Asset Register reviewed and agreed in principle with councillor responsibilities defined. All assets to be checked by nominated councillors every March and September with the exception of the defibrillator and cabinet which are to be checked by the relevant councillor monthly. Clerk to finalise the register with location details for it to be adopted at the next meeting.
- 23.319.2 **Defib checks and heated cabinet performance monitoring.** Cllr. White. has checked the defibrillator and will check the cabinet heater during the next cold spell of weather.
- 23.319.3 Council noted that the defibrillator webpage, with user guide and video demonstration, is now up & running on the parish council website.
- 23.319.4 **Youth sized football nets** – Clerk to write to DVHCC to offer to donate the new youth football goals to the DVHCC and confirm that the two benches in the recreation ground previously purchased by the council are also formally offered for donation to the DVHCC.
- 23.320 Other Matters**

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- 23.320.1 Noted that the clerk has submitted an article to the Dyddi asking parishioners to register for parish council website news updates.
- 23.320.2 New website sign-up promoted through the Dyddi.
- 23.320.3 DCC updated bookings diary with meeting dates schedule. Parish noticeboard also has a list of dates which legally caters for unforeseen late posting of an agenda.
- 23.320.4 All councillors now have full access to GAPTC member section.
- 23.321 Matters Arising – No spending decisions can be made.**
- 23.321.1 Clerk to research costs of replacing blue plastic half-barrels for salt, for proper, lidded salt bins.
- 23.321.2 DVHCC have been informed by Cllr. White that the parish council holds funding from which they can apply for grants to contribute towards the maintenance, upkeep and improvement of their estate. DVHCC have indicated that they need interior decorating undertaken to a cost of around £1.4k. They have also researched addressing the village hall access road for resurfacing. Depending on what is undertaken, costs could be between £3k for pothole patching, £18k for resurfacing and £25k to £35k to resurfacing with kerb stone edging. Cllr White will speak with the DVHCC Treasurer and invite fully costed proposals to be submitted to the parish council through the new grant application scheme for full council consideration. Clerk to research VAT reclaim implications and options. It must however be borne in mind that the lease on the land for the playing field currently expires in 2036.
- 23.321.3 Clerk to contact GCC Highways and request that consideration is given to repainting the badly faded double yellow lines, dragon's teeth, road surface colour change and speed limit circle sign on the carriageway.
- 23.322 Date of next meeting – 7.30 pm Tuesday 2<sup>nd</sup> April 2024.**

Meeting Concluded at 9.20pm

A handwritten signature in black ink, appearing to be 'M. White', is written across the bottom of the page.