

DOYNTON PARISH COUNCIL
MINUTES OF DOYNTON PARISH COUNCIL MEETING
HELD ON WEDNESDAY 5th May 2021 AT 7.22 PM.

Remotely via Zoom

Present:	Peter Hart William Roch Jill Salter Michael Williams Elaine Weightman	Chairman Councillor. Councillor. Councillor Parish Clerk
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No members of the public in attendance

The Chairman welcomed everybody and opened the meeting.

Action

1. APOLOGIES: Cllrs. Crew

2. TO APPROVE THE MINUTES OF THE LAST MEETING

The Minutes of the Parish Council meeting of 17th March were approved and signed by the Chairman on the proposal of Cllr. Roch and seconded by Cllr. Williams

3. MATTERS ARISING. *Activation of HSBC online banking 6/4/21*

4. TO RECORD DECLARATIONS OF INTEREST FROM MEMBERS OF ANY ITEMS TO BE DISCUSSED. *None to record.*

5. TO ADJOURN TO ALLOW PUBLIC PARTICIPATION.

6. PLANNING

6.1 To Comment on Planning Applications. *None to note*

6.2 To record comments on applications dealt with since the previous meeting. –

P19/17557/F Land Off Bury Lane, Doynton, BS30 5SW: Erection of 2no propagation houses and 1no two storey building to form a combined equipment store and staff welfare building. Construction of gravel access track. (Revised plans and information).

Further Comments made to SGC

P21/00974/F Park Hotel And Resort, Bath Road, Wick. BS30 5RN. Erection of glazed wedding venue with associated landscaping. *No Objection.*

6.3 To Note Planning Decisions. : - : P21/01071/F: The Cottage High Street, Doynton. BS30 5TF: Erection of single storey side extension and erection of detached garage and potting shed to replace existing. *Approve with conditions*

6.4 Other Planning Matters. *None to record.*

EW

7 FINANCE

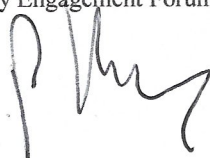
7.1 The members resolved this Parish Councils exemption from a limited assurance review by the external auditor and confirmed the qualifying criteria are met. The exemption certificate had been signed by the RFO Elaine Weightman on 5th May 2021 and by the Chairman Cllr. Hart at this meeting.

7.1.1 The Audit of Accounts 2020/21 was reviewed on 14th April 2021 by the Internal Auditor Iain Selkirk and forwarded for signature at this Parish Council meeting.

7.1.2 To approve invoices for Bill payment at this meeting and outside this meeting due to COVID19 restrictions:

- £432.32 E Weightman, Parish Clerk, (work undertaken April, May 21)
- £120.54 E Weightman, Parish Clerk, (quarterly expenses April, May 21)
- £ 30.00 M&LJ Williams reimburse SGC green bin village green cut. **Issued 12/4/21**
- £ 30.00 ALCA place on year end Accounts & Audit course 31/3/21 **Issued 12/4/21**
- £105.00 Iain Selkirk, for internal audit 2020/21. **Issued 21/4/21**
- £ 29.99 D Girling. Renewal *doyntonvillage.org* for 1 year. **Issued 21/4/21**
- £ 94.80 Playsafety for inspection of Toghill playground.

Notes: DPC = Doynton Parish Council; SGC = South Gloucestershire Council; ALCA = Avon Local Councils Association; CEF = Community Engagement Forum; AONB = Area of Outstanding Natural Beauty; TPF = Town & Parish Forum;

 11/7/21

The above were approved and proposed for payment by Cllr. Hart and seconded by Cllr. Roch

7.2 FINANCE REPORT

7.2.1 After clearance of the payments noted above, the working capital balance at HSBC Bank for the month to 31st May 2021 will be £6,559.81 which includes the first instalment of the Precept £2,625.00. The balance on the S106 savings account currently stands at £14,563.89.

7.2.2a The Council agreed to consider and accept the Annual Governance Statement 2020/21

7.2.2b The Council agreed to approve the Annual Governance Statement 2020/21

These were signed by the Chairman and the Parish Clerk, as the Responsible Finance Officer

7.2.3a The council agreed to consider and accept the Annual Accounting Statement 2020/21 which had been *signed and presented by the Parish Clerk, as the Responsible Finance Officer on 30th April 2021*

7.2.3b The council agreed to approve the Annual Accounting Statement 2020/21

This was signed by the Chairman at this meeting with all in agreement.

The above documents and the Annual Return will be sent to the website after this meeting on 10th May and the "Notice of Appointment of the Date for the Exercise of Electors' Rights" will commence on Monday 14th June and end on Friday 23 July 2021. This will be displayed on the Parish website and noticeboard. The Certificate of Exemption –AGAR 2020/21 Part 2 and the Clerk and RFO and Chairman's contact details will be forwarded to external auditors PKF Littlejohn on May 10th 2021

EW

7.2.4 It was agreed to appoint Mr Iain Selkirk as Internal Auditor for 2021/22 if required.

8 VILLAGE MAINTENANCE & HIGHWAYS.

8.1 Update on problems already reported to SGC unless stated.

8.1.1 Potholes and the danger to motorists/cyclists on Cullysgate lane due to its degrading will now be escalated to a complaint.

EW

Rookery and Mill Lanes have further potholes and the Highways improvement to road markings on High Street will be chased by the Clerk.

8.2 New Issues raised by Councillors.

A manhole is breaking up on Bury Lane outside Doynton House will be raised with SGC

EW

9. SPECIAL MATTERS FOR ATTENTION

9.1 It was agreed to support "No Mow May" and leave a small part of the village green uncut.

Doynton Children's Committee is to be closed and the funds are expected to be donated

EW

9.2 to the Parish Council to supply replacement swing seats

9.3 The Play Area Safety Inspection Report 2021 was discussed and the required actions will be forwarded to Fred Ellis to undertake works as necessary and Jane Stewart would be advised re sections relating to the signage and path by the gate which is the Playing field committee responsibility.

EW

The Spring Motor bike would be removed from the Asset register as it has been removed

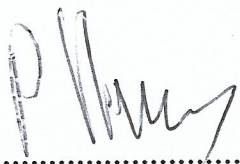
EW

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 1/7/21

- 10 **TO RECEIVE REPORTS OF MEETINGS ATTENDED.**
*Clerk attended:- ALCA Accounts & Audit course 31/3/21 Town & Parishes Forum
January 26th*
- 11 **TO RECEIVE REPORTS FROM DISTRICT COUNCILLORS.** *None to note*
- 12 **MATTERS OF INTEREST RAISED BY MEMBERS.** *None.*
- 13 **ITEMS RAISED BY MEMBERS TO BE INCLUDED IN FUTURE AGENDAS.**
None to record.
- 14 **DATE OF NEXT MEETING**
Thursday July 1st at the Doynton Village Hall.

The meeting closed at 8.03pm

Signed.....

Date.....1ST JULY 2021

DOYNTON PARISH COUNCIL
Minutes of the Annual Meeting held via Zoom
5th May 2021 at 7.12pm

Present:	Peter Hart	Chairman
	William Roch	Councillor
	Jill Salter	Councillor.
	Mike Williams	Councillor
	Elaine Weightman	Parish Clerk

- No members of public in attendance **Action**
The Parish Clerk welcomed everybody and opened the meeting.
1. **Apologies for absence.** Cllr. Crew.
- 2 **Election of Officers.**
- 2.1 The Clerk asked for nominations for the position of Chairman.
Cllr. Hart was proposed by Cllr. Salter and seconded by Cllr. Williams.
Cllr Hart accepted and took over the chair.
- 2.2 The need for the role of Vice Chairman will be reviewed at a future PC meeting. **EW**
- 3 The Register of members Interests were reviewed and there have been no changes since 14 May 2019
- Appointment of Parish Council representatives on local organisations**
- 4 The following Parish Council representatives were appointed:
- | | | |
|-----|-------------------------|------------------------------|
| 4.1 | Village Hall Committee | Mr Peter Hart |
| 4.2 | Playing Field Committee | Mr William Roch |
| 4.3 | ALCA | To be shared amongst members |
| 4.4 | Langton's Trust | Mr Crew. |
- 5 **Date of Next meeting:** May 4th 2021. The meeting closed at 7.20 pm.

Signed.....

Date.....

15th JULY 2021