DYMOCK PARISH COUNCIL

Parish Councillors are summoned to the Annual Meeting of the Parish Council,
At Dymock Parish Hall
On Tuesday 14th May at 7.30pm

AGENDA

1. **To elect the Chairman of the Council for 2024/25 and to receive Chairman's signature on the Declaration of Acceptance of Office Form.**

2. **To receive and accept apologies for absence.**

3. **To receive any declarations of interest or written applications for dispensation from Councillors on agenda items.**

4. **Parish Council Vacancy.**
a. To consider applicants for co-option onto Dymock Parish Council.
b. To receive the signed Declaration of Acceptance of Office Form.
c. To remind to submit the Register of Interests Form to the Forest of Dean District Council within 28 days and to declare any interests on the Agenda.

5. **To elect the Vice-Chairman of the Council for 2024/25 and to receive the Declaration of Acceptance of Office Form.**

6. **To adopt the General Power of Competence – Appendix 1.**

7. **To agree and sign the minutes of the Parish Council meeting held on the 9th April 2024.**

8. **Public Participation:**
Designated maximum period of 15 minutes to accommodate members of the public who may wish to raise relevant issues or ask the Parish Council Questions in respect of business itemised on the agenda. Each member of the public is entitled to speak only once and shall not speak for more than three minutes. Questions and Comments shall be directed to the Chairman.

9. **Reports:**
a. To receive a report from County Councillor Gill Moseley.
b. To receive a report from District Councillor Gill Kilmurray.

10. **To review the following policies for Dymock Parish Council:**
a. Code of Conduct – Appendix 2
b. Financial Regulations – Appendix 3
c. Standing Orders – Appendix 4
d. Risk Register – Appendix 5
e. Risk Management Policy – Appendix 6
f. Reserves Policy – Appendix 7
g. To agree to comply with the transparency code.
h. To remind councillors of the self-disqualification law.

11. **To note the attendance record of councillors at meetings during 2023-24 – Appendix 8**

12. **To appoint Members to serve on Working Groups:**
a. Finance and Compliance
b. Beauchamp Arms
c. NDP
d. Planning
e. Highways

f. Play Areas and Public Conveniences (Other Assets)
g. Environment and Conservation
h. Communications, Media and IT.

13. To Appoint Representatives to Outside Bodies:
a. Dymock Parish Hall
b. FOBA
c. Murzell and Wintours Charity - To nominate two trustees who need not be councillors.

14. Neighbourhood Development Plan:
a. To consider a report on the next stages of the NDP.

15. Beauchamp Arms:
a. To consider and approve the company Greenman as Project Management for the Beauchamp Arms Pub.
b. To present the priority maintenance actions with quotes and agree actions.

16. Common Land/Assets:
a. To consider and approve the Asset Register for 2024 – Appendix 9
b. To consider maintenance to the Telephone Boxes and agree any actions.
c. To consider the Playground Inspection for April 2024 and agree any actions.
d. To consider the quote received from Perpetua for signage as per the meeting on the 5th March and agree actions.

17. Planning:
a. To confirm the clerk's delegated authority to respond to planning queries between meetings.
b. To comment on Planning Applications for Determination by the Forest of Dean District Council:
   - P0438/24/FUL Gamage Hall Farm, Crowfield Lane, Dymock. Roofing of an existing cattle gathering area.
   - P0498/24/PQ3PA Old Rock Farmhouse, Kempley Road, Dymock. Prior approval for the conversion of existing agricultural building to residential building.
c. To note Planning Responses Submitted between Meetings under Devolved Powers:
   There was none.
d. To note planning decisions made by Forest of Dean District Council:
   - P0073/24/FUL Engine Meadow Lodge REFUSED
   - P0199/24/FUL Shakesfield CONSENT
   - P0278/24/FUL Barn, Windcross Farm CONSENT
   - P0246/24/LBC The White House CONSENT

18. Environment and Conservation:
a. To receive an update on the community verge clearing of cultivated daffodils.

19. Highways/Footpaths:
a. To appoint the Footpaths Officer for 2024/25.
b. To receive a report from the Footpaths Officer. To include the damage to the gate opposite the Beauchamp Arms.
c. To receive a report from the Highways Working Group and consider any actions.
d. To receive a report on Community Speedwatch and consider any actions.

20. Finance
a. To note the Bank Reconciliation and Bank Balances for April 2024 – Appendix 10
b. To consider and approve the GAPTC internal audit report 2023-24 – Appendix 11
c. To consider and approve the Annual Governance Statement
d. To consider and approve the Annual Return Accounting Statements
e. To consider and approve the end of year explanation of variances – Appendix 12
f. To note the dates for the Notice of Public Rights as 3rd June to 12th July.

g. To consider and approve the schedule of regular payments for 2024-25 – Appendix 13.
h. To note the VAT return for the period 01/02/24-30/04/2024 with £502.10 to be returned.
i. To consider a competent internal auditor external to the council for 2024-25
j. To consider and approve the use of SCRIBE accounting and the "payments and receipts" accounting method for 2024-25.
k. To consider and approve the Unity Bank signatories.
l. To note the insurance provision for 2024-25.
m. To confirm the appointment of PATA payroll services for 2024-25.
n. To confirm the clerk's delegated authority to make payments between meetings as necessary.
o. To consider and approve the grounds maintenance of St Mary's Church Burial Ground £608 annually.
p. To consider the following invoices for payment:
    - Clerk's Expenses printer cartridge £23.24 net/£27.89 Gross
    - Greenfields £665.55 net/£798.66 Gross
    - Greenfields £76.00 net/£91.20 Gross
    - Gareth Kemp £140.00
    - GAPTC Internal Audit £245.00
q. To ratify payments made between meetings:
    - Nest DD £48.60
    - Luke Hyde Public Conveniences Painting £400.00
    - Luke Hyde Public Conveniences Painting £1160.00
    - Groundwork Locality Grant Repayment £290.78
r. To note income received:
    - Beauchamp Arms April Rent £1666.67Net/£2000.00 Gross
    - Precept £16500.00
s. To note virements made between Unity Accounts:
    - Instant Access to Current 11/04/2024 £3000.00

21. To consider the Clerks request for Annual leave 8th – 12th July and 2nd- 6th September.

22. Correspondence: Results of the Police Election and GAPTC AGM invitation 20th July 2024.

23. To consider items for the next meeting – no discussion.

24. To note the date of the next meeting.

Rachel Freestone **Date: 09.05.24**

Rachel Freestone

Parish Clerk – Dymock Parish Council.