DYMOCK PARISH COUNCIL

Parish Councillors are summoned to the Annual Meeting of the Parish Council,
At Dymock Parish Hall
On Tuesday 13th May at 7.30pm

AGENDA

1. **To elect the Chairman of the Council for 2025/26 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. **To elect the Vice-Chairman of the Council for 2025/26 and to receive the Declaration of Acceptance of Office Form.**

5. **To adopt the General Power of Competence as meet criteria of 2/3 elected councillors and CiLCA qualified clerk.**

6. **To agree and sign the minutes of the Parish Council meeting held on the 8th April 2025.**

7. **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.

8. **Reports:**

a. To receive a report from County Councillor Gill Moseley.
b. To receive a report from District Councillor Gill Kilmurray.

9. **To review the following policies for Dymock Parish Council:**

a. Code of Conduct – Appendix 1
b. Financial Regulations – Updates for 2025 marked in red – Appendix 2
c. Standing Orders – Updates for 2025 marked in red - Appendix 3
d. Risk Register – Appendix 4
e. Risk Management Policy – Appendix 5
f. Reserves Policy – Appendix 6
g. To agree to comply with the transparency code.
h. To remind councillors of the self-disqualification law.

10. **To note the attendance record of councillors at meetings during 2024-25– Appendix 7**

11. **To appoint Members to serve on Working Groups:**

a. Finance and Compliance
b. Beauchamp Arms
c. Community Action Plan/NDP
d. Planning
e. Highways
f. Play Areas and Public Conveniences (Other Assets)
g. Biodiversity
h. Communications, Media and IT.
i. Staffing

12. 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.

13. Community Action Plan:

a. To consider any matters arising.

14. Beauchamp Arms:

a. To consider and approve the company Greenman as Project Management for the Beauchamp Arms Pub.
b. To consider any other matters arising.

15. Common Land/Assets:

a. To consider and approve the Asset Register for 2025/26 – Appendix 8
b. To consider a maintenance plan for the Telephone Boxes and agree any actions.
c. To consider an inspection plan for all Parish Council Assets and agree actions.
d. To consider the Playground Inspection for April 2025 and agree any actions.
e. To consider a response to the owner of the car abandoned in the Winding Pool Carpark.
f. To consider and approve Windcross Dairies maintenance of the Public Conveniences for 2025/26.

16. 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:
   - P1182/24/FUL The Croft, Allotment Road, Four Oaks. Small agricultural single pitched roof building for shelter of sheep
   - P0490/25/LD1 Application under section 191 to establish Longridge Shooting Ground use as clay pigeon shooting with clubhouse and parking is lawful.
   - P0453/25/OUT Kempley Rd, Dymock. Outline application for up to 24 no. dwellings.
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: There were none.

17. Environment and Conservation:

a. To note the receipt of the Build Back Better Grant for £190.
b. To consider any other matters arising.

18. Highways/Footpaths:

a. To appoint the Footpaths Officer for 2025/26.
b. To receive a report from the Footpaths Officer.
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.

19. Finance

a. To note the Bank Reconciliation and Bank Balances for April 2025 – Appendix 9
b. To note that the GAPTC internal audit report 2024-25 is still in progress and an extra meeting will be required in June to consider the findings and improve the Annual Governance Returns.
c. To note the dates for the Notice of Public Rights as 3rd June to 14th July published on the website and noticeboard.
d. To consider and approve the summary of regular payments for 2025-26 noting the ICO DD increase from £35 to £47 – Appendix 10 .
e. To note the VAT return for the period 01/02/25-30/04/2025 with a £651.83 payment due to HMRC.
f. To consider a competent internal auditor external to the council for 2025-26.
g. To consider and approve the use of SCRIBE accounting and the "payments and receipts" accounting method for 2025-26.
h. To consider and approve the Unity Bank signatories.
i. To note the insurance provision for 2025-26 as due for renewal in September.

j. To confirm the appointment of PATA payroll services for 2025-26.
k. To confirm the clerk's delegated authority to make payments between meetings as necessary.
l. To consider a budget of £70 to allow for the purchase of equipment to support the Footpath Officer to include Dymock F/O named hi-vis jacket, a pair of quality secateurs and a Lifesystems First Aid Kit.
m. To consider the following invoices for payment:
    - Greenfields £580net/696 gross
    - Quedgeley Computer Solutions – NDP website annual fee £98.14
    - Gareth Kemp £140.00
    - Gareth Kemp Cleaning products £81.44net/97.73 gross
    - Red Fox Media Gov.uk and website templates £263.34
n. To ratify payments made between meetings:
    - DVLA – car search £2.50
    - Luke Hyde Public Conveniences Painting £400.00
    - Luke Hyde Public Conveniences Painting £1160.00
    - Groundwork Locality Grant Repayment £290.78
o. To ratify regular payments made between meetings:
    - Water plus DD £38.04
    - Clerk salary As per contract
    - Bank monthly service fee £6
p. To note income received:
    - Beauchamp Arms April Rent £1890/2268 gross
    - Precept £17500.00
    - Build Back Better Grant £190
q. To note virements made between Unity Accounts:
    - There were none.

20. To note any training undertaken or consider any training needs.

21. Correspondence: GAPTC AGM invitation 12th July 2025.

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

23. To note the date of the next meeting.

Rachel Freestone **Date: 08.05.25**

Rachel Freestone

Parish Clerk – Dymock Parish Council.