**Draft Minutes of the Annual Meeting of Dinton Parish Council held on 21st May 2019 in the village hall.**

Present; Cllrs Bennie (from 7.47pm), Grover, MacKinder, Rowitt (Chairman), Smith and Southern (from 8.06 – 8.43pm).

In attendance; Mrs C Churchill (Clerk). Wiltshire Council. 4 members of the public.

Apologies; Cllr Southern

Not Present; Cllr Fry

**There were no questions or statements from members of the public.**

**Cllr Rowitt opened the meeting at 7.32pm**

**0837. Election of Chairman.** To elect a Chairman for the council year ending May 2020.

Dinton PC resolved to elect Cllr Rowitt as Chairman for the forthcoming year.

 *Local Government Act 1972 ss15*

**0838. Declaration of acceptance of Office.** The newly elected Chairman to sign this form.

Cllr Rowitt signed the declaration.

*Local Government Act 1972 s83(4)*

**0839. Apologies for absence** were received from Cllr Southern (personal reasons).

Dinton PC resolved to accept the apology for the reason given.

*Local Government Act 1972 s85(1)*

**0840. Council meeting minutes** - to confirm and sign the minutes of the parish council meeting held on 16th April 2019.

Dinton PC resolved to approve the previously circulated Minutes, without amendment, which were signed by the Chairman.

*Local Government Act 1972 sch 12, para 41(1)*

**0841. Declarations of Interest.**

1. Cllrs to declare any Disclosable Pecuniary Interests related to any matters to be considered in this agenda that do not appear in the Cllr’s register of interests.

Cllr Smith item 0849(iv) – expenses for the litter pick and training.

1. In accordance with the Dispensation Procedure, any requests for a grant of dispensation must be submitted prior to this meeting.

None received.

Cllrs were reminded that it is their responsibility to ensure their register of interests on the WC website is kept up to date. *Localism Act 2011. S 33*.

**0842. Exclusion of the press and public.** To agree any items to be dealt with after the public, including the press, have been excluded under. 0862 – for the reason of staff in confidence.

*Public Bodies (Admissions to Meetings) Act 1960 and Local Government Act 1972 ss100*

**0843. Update of Actions of the Minutes** dated 16th April 2018.

1. (0850.1) The Right of Way map issue remains outstanding, however Clerk has spoken to the Officer at Trowbridge who confirmed that this is not unusual. Clerk needs to confirm this in writing and it will be checked.

 2. (0820.2) Still no response from Cllr Sturgis but the issue of validation / registration was addressed at the networking day. Clerk will continue to chase this response. Clerk

3. (0832) Review of finance regs remains outstanding. Ongoing

All other actions appear as agenda items.

**0844. Update on Litter Bins and Dog Fouling.** To receive an update on the suggested locations of the litter bins.

Cllr Smith confirmed that as yet no bins had arrived., Clerk to chase. Clerk

The issue with dog fouling is ongoing.

**0845. Appointment of Vice Chairman.** To appoint a Vice Chairman for the council year ending May 2020.

This item was deferred until later in the meeting.

**0846. To confirm Cllr responsibilities for 2019 – 2020.**

Planning committee Cllrs Bennie, Fry, Rowitt and Smith.

Cheque signatories Cllrs Fry, MacKinder, Rowitt and Smith

Accounts (Int audit) Mr J Moore

CATG Cllr Grover with Cllr Rowitt as reserve

CEV Cllr Smith and Mr M Glover

Communications Clerk and Chairman

Dinton Church Clerk and Cllr Fry (tbc)

Baverstock church Clerk and Mr Hextall

Flood Warden Cllr Rowitt

Flower tubs Cllr MacKinder

Footpaths Cllrs MacKinder and Smith

Neighbourhood Watch Cllr Smith

Highways contact Cllr Fry

Police Cllr Grover

Planning 1st contact Cllr Fry

Planning 2nd contact Cllrs Bennie and Smith

Village hall Cllr Fry (until 2021)

Youth Ms V O’Keefe

Tree Warden Cllr Southern

**0847. Meeting dates for 2019 – 2020.** To confirm the following dates for meetings of Dinton Parish Council. All dates are Tuesdays.

18th June

16th July

17th September

15th October

19th November (budget and precept)

10th December (note this is the second Tuesday)

21st January

18th February

17th March. Annual Parish Meeting followed by a short DPC meeting.

21st April. (Easter weekend is 10-13 April)

 19th May. This will be the Annual Parish Council meeting.

Dinton PC resolved to meet on the dates listed above.

## Finance

## 0848. Year ending 31st March 2019.

## To note the balance of the accounts.

Opening balance £13,934.89

Total receipts £12,266.33

Total payments £14,707.66

Balance as at £11,493.56

This includes ring fenced / committed monies totalling

Unpresented cheques total £301.50

The bank balance stands at £11,795.06

Dinton PC resolved to note the balance of the accounts as of 31st March 2019.

1. To note the report from the Internal Auditor.

This has been completed and the form signed.

There were no issues or concerns raised.

Dinton PC resolved to note the Internal Audit had been completed.

*7.47pm. Cllr Bennie arrived.*

1. To approve the Annual Governance Statement

The Annual Governance statement was read out and each statement answered.

Dinton PC resolved to approve the statement and that the Chair and Clerk should sign the AGS.

1. To approve the Annual Return

The Accounting Statement was read out.

Dinton PC resolved to approve the statement and that the Chair and Clerk should sign the Accounting Statement

1. To confirm the dates for the Exercise of Public Rights.

The dates for the financial year 2017-2018 are as follows;

Notice to be displayed on 31st May

Dates for the public to inspect the accounts – 3rd June – 12th July inclusive

Dinton PC resolved to confirm the dates listed above.

Clerk to display the notice. Clerk

Cllrs were reminded that should a member of the public wish to inspect the accounts, a Cllr is required to accompany the Clerk during the inspection.

1. To resolve to certify that the Council is exempt from a limited assurance review by the External Auditor and that they meet the qualifying criteria.

Dinton PC resolved that Dinton PC meets the criteria to be exempt for a limited assurance review and the certificate was signed by the Chairman and Clerk / RFO.

Clerk will send the signed certificate off before the deadline in June. Clerk

## *Local Government Act 1972 s150(5)*

**0849. Year ending 31st March 2020.**

## To note the balance of the accounts.

Opening balance £11,493.56

Total receipts £5850.44

Total payments £1325.87

Balance as at £16,017.69

This includes ring fenced / committed monies totalling £7,767.45, leaving a balance of £8,250.24.

The bank balance stands at £17,231.51

The first half of the Precept has been received.

Unpresented cheques total £1,213.38

The internal bank transfer was not required as the Precept was received.

1. To consider ring fenced monies and vire across if required. Not required.
2. To note payments made since the last meeting. None have been made.
3. To authorise terms of expenditure totalling £3,366.57 as detailed in the schedule of payments.

Dinton PC resolved to authorise payments totalling £3,366.57.

1. Update on CIL (Community Infrastructure Levy) monies due to the parish.

Clerk has been informed that the FairView application is too recent to be able to advise on CIL.

CIL money is not liable on self build or replacement dwellings except when the replacement is larger than the existing in which case CIL is due on the extra footprint.

**0850. Village Newsletter.**

Cllr Southern has offered to take this on running in a similar format to the previous newsletter.

1. To confirm that the newsletter will be independent of Dinton Parish Council.

Dinton PC confirmed that the newsletter would be independent of Dinton PC.

1. To confirm Dinton PC will financially support the newsletter.

It is expected that the advertising revenue will cover the production costs.

Dinton PC resolved that it will consider a grant request as and when required.

1. To consider whether the agreed donation from DRGT should be paid directly to the Editor.

Dinton PC resolved that the donation from DRGT should be paid directly to the newsletter.

1. To confirm if Cllrs are willing to help with delivering the newsletter.

Dinton PC Cllrs confirmed that they will help with deliveries.

**0851. Notice boards on Hindon Rd.** To confirm who will treat the two notice boards along Hindon Rd as agreed at the October 2018 meeting (minute ref 0692).

Dinton PC resolved that the Clerk should get quotes for;

Removal of the two notice boards

Treatment with Salodin extra durable clear coat (three coats)

Replace notice boards in existing locations.

Clerk to inform the properties adjacent to the notice board about the work. Clerk

*8.06pm Cllr Southern arrived.*

**0852. Parish Map.** To consider various options.

Cllr Southern had circulated an email with a suggestion.

Cllr Southern will put a piece in the newsletter about the proposed map. Cllr Southern

**0853. Car Parking. To resolve to add the following statement into the Vision and Objectives.**

The Parish Council acknowledges that the current parking provision for Dinton School is far from ideal. It is suggested that the Parish Council, along with Wiltshire Council Highways and Development engage in discussions with developers early in the pre application process to provide satisfactory off road parking arrangements for parents dropping off and collecting children from School.

Dinton PC resolved to add this into the Vision and Objectives. Clerk

Dinton PC resolved to ask WC Planning if they would inform Dinton PC of any developments of more than 2 dwellings at the pre application stage. Clerk

**PLANNING**

**0854. To respond to WC Planning on the following application.**

1. **19/03998/106. The Long House, Teffont.** Discharge of S/84/0501 Agreement and amendment of S/2010/1607 Agreement to reduce the area of land bound by the 2011 Agreement

Dinton PC resolved to make no comment.

1. **19/03819. Little Sway, Snow Hill.** Demolition of existing conservatory and construction of new garden room.

Dinton PC resolved to support subject to condition that there are no roof lights to comply with the AONB dark skies status.

**0855. To consider how to respond to any planning applications** made after the publication of this agenda. There were none.

**0856. Tree applications.** To note any tree applications received after the publication of this agenda. There were none.

**0857. Guidance for planning applications.** To consider adopting guidance to clarify the parish council’s role in planning applications and how this process is applied.

Dinton PC resolved not to pursue this.

**0858. Delegated Power. To approve delegated powers to the Parish Clerk** so that all tree applications can be responded to in the allotted time. The response would state that any tree that is removed should be replaced with a native variety as stated in the Dinton Vision and Objectives document. All applications would be listed on the next parish council agenda.

Dinton PC resolved not to delegate this power to the Clerk, all tree applications would be considered by the parish council at a meeting open to the public.

**0859. To receive the following updates.**

## (i) Speed Indicator Device scheme. Cllr Smith reported that the batteries are lasting 11 days, also looking at a solar power option.

**(ii) Steep Hollow.** CATG meet on 1st May 2019 and agreed to the proposed signage. Dinton PC will have to pay 25% of the total cost of £1400 (approx).

**(iii) Dinton Parish Council website** – Clerk reported no issues.

**(iv) Dinton Facebook page** – Cllr Grover reported this is being used and usage is increasing.

**0860. Highways.**

1. Issue sheets for the Parish steward

Clerk has been informed that most of the SWWAB parishes are not completing the issue sheet.

Clerk to circulate the issue sheet to all.

Next meeting – confirmation who will complete these. Ongoing

1. Update on flytipping

The oil drum is still there.

The other flytipping has been removed.

1. Update on matters previously reported to Highways. Covered above.
2. Contact from member of the public re road safety. Cars parking at Four Corners (in the layby) block the visibility for drivers of pedestrians exiting the recreation ground.

Dinton PC considered the issue but as it was an unofficial bus stop it was felt nothing could be done.

Clerk to inform member of the public. Clerk

**0845. Appointment of Vice Chairman.** To appoint a Vice Chairman for the council year ending May 2020.

Dinton PC resolved to elect Cllr Grover as Vice Chairman.

*8.42pm Cllr Southern left the meeting.*

1. Issues that need to be reported to Highways. Catherine Ford Rd drain.

**0861. To receive reports from Cllrs, to inc**

Parish litter pick

Cllr Smith thanked everyone who turned up, an excellent job was achieved.

Cllr Smith will send the Clerk contact details for a thank you. Cllr Smith

Highways evening

No one was able to attend.

Networking Day

Cllr Smith attended and felt it was not as good as the last one.

The following item was deferred to the end of the meeting.

**0862. Clerk’s review.**

**0863. Clerk’s Report.**

Notice of the Village Hall AGM – Tuesday 11th June at 8pm in the village hall

DRFT AGM Monday 3rd June – details have been circulated.

SWWAB will meet on 4th June – this is a Tuesday and rescheduled from 23rd May

SWW CSG will meet on Wednesday 5th June at 6pm

Best Kept Village entry completed and sent

WC Highways newsletter - circulated

Various WC briefing notes – circulated relevant ones

WC Highways briefing

**0864. To note items for the agenda of the next meeting to be held on Tuesday 18th June 2018**

Please note that all agenda items must be sent to the Clerk before Thursday 6th June 2018.

*8.46pm The Clerk and members of the public left the meeting.*

**0862. Clerk’s review.**

Dinton PC resolved that the Clerk was regularly exceeding her paid hours and must keep to her paid hours or come back to the parish council for the hours to be reviewed.

Cllr Rowitt closed the meeting at 8.55pm.