

Minutes from the Annual Meeting of Duntisbourne Parish Council

Held 20 May, 2025 at 7pm in Duntisbourne Village Hall

Present: Cllr Jane Edwards, Cllr Rupert Lane, Cllr Andy Beckett, Cllr Michael Lowe, Cllr Valerie Dyson, CDC Cllr Julia Judd.

Apologies: Cllr Julian Weston, Cllr Samantha Scott-White.

In attendance: Gwen Durland (as Clerk/Proper Officer)

The meeting was quorate.

AM25.1 To elect a Chairman of the Council - The clerk asked the councillors if there were any nominations for chairman for the year 2025-2026. Cllr Rupert Lane nominated Cllr Jane Edwards, all seconded.

Re-elected Chairman Edwards signed the Acceptance of Office, witnessed by Proper Officer.

AM25.2 To elect a Vice-Chairman of the Council – Chairman Edwards asked council for nominations of a vice-chairman for the year 2025-2026. Cllr Michael Lowe nominated Cllr Andy Beckett, Cllr Valerie Dyson seconded.

Newly elected Vice-Chairman Beckett signed the Acceptance of Office, witnessed by the Proper Officer.

Item 25.3 removed from agenda as completed above.

AM25.4 To complete and submit the Declaration of Pecuniary Interests – All councillors present completed and signed the DPI for the year 2025-2026 and returned to the clerk.

Action: Clerk to post on website and send originals to CDC.

Chairman Edwards moved item AM25.8 forward.

AM25.8 CDC Cllr Julia Judd gave the **District Council** update. GCC Cllr Mark Harris elected in April 2025 election representing Cirencester North with Ermin division. The next full CDC meeting to be held May 21. Rural Prosperity Fund grant applications now open; Cllr Edwards to see if fund could be used to repair the Long Ford, possibly in connection with Highways. Following complaints from residents, Cllr Judd is continuing to lobby for refuse collections in Ermin ward to be collected on the scheduled day.

A reminder of the Robin minibus, now coming to the Duntisbournes. Chairman Edwards thanked Cllr Judd for her help with DPC and her informational report.

AM25.5 Year-End Finance Report - RFO Cllr Beckett gave the year-end summary, expenditures list and bank reconciliation, attached to these minutes. It was noted that the online banking with Lloyds is now fully set up and operational.

The council **accepted** Cllr Beckett's report as accurate.

AM25.6 Governance document renewals – The following documents were reviewed and renewed/adopted for the year 2025-2026:

- a. *Standing Orders-*Renewed*
- b. Code of Conduct-*Renewed*
- c. **Financial Regulations-*Renewed with financial caps updated.*
- d. Complaints Policy-*Renewed*
- e. Transparency Code-*Adopted*
- f. Data Protection Policy-*Adopted*
- g. Vexatious Complaints Policy- *Adopted*

**NALC version used, last updated 31-3-25*

***NALC version used, last updated 05-03-25*

AM25.7 Insurance Renewal – Cllr Edwards presented updated quote from Zurich to include fixed assets in cover. The council found this a source of **assurance** and voted unanimously to **approve** for the year 2025-2026.

Annual Meeting of the Council adjourned at 8:10pm

The next Annual Meeting of the Council will be held in May 2026, tbc.

Chairman's Signature_____

Approved on_____