

MINUTES OF THE ANNUAL MEETING OF BIBURY PARISH COUNCIL
HELD IN THE VILLAGE HALL,
ON TUESDAY 16TH MAY 2023 AT 6.30 PM

Present: Cllr Craig Chapman (Chairman)
Cllr Simon Brownless
Cllr Ann Haigh
Cllr Michelle Holt
Cllr John Phillips
Cllr Mike Pini
Cllr Brian Skarda

Also Present: District Cllr David Fowles (arrived at 6.40 pm) and County Cllr Lisa Spivey (arrived at 7pm)

36/23. To elect a Chairman.

The Council unanimously agreed to elect Cllr Craig Chapman as Chairman.

37/23. Apologies for absence.

There were none.

38/23. Declaration of Interest (Members are requested to declare any interest they may have in the business set out on the Agenda to which the approved Code of Practice appears.)

There were none.

39/23. Approval of the Parish Council Meeting held on Tuesday 11th April 2023.

The minutes of the Parish Council Meeting held on Tuesday 11th April 2023, were approved and signed as true record.

<https://www.biburyparishcouncil.gov.uk/uploads/bibury-april-23-draft-minutes.pdf>

40/23. To agree roles within the Council.

The Council agreed to allocate the following roles:

Internal Checker – Cllr Simon Brownless
Highways, including the lead on the TRO – Cllr Craig Chapman
Village Life – Cllr Ann Haigh

41/23. To agree the representatives for Other Bodies.

The Council agreed the following representatives:

Bibury United Charities – Cllrs Simon Brownless, Michelle Holt, John Phillips and Brian Skarda.
Village Hall – Cllr Mike Pini

42/23. To review Standing Orders

The Council reviewed the Standing Orders, there were no changes.

<https://www.biburyparishcouncil.gov.uk/uploads/standing-orders-may-2023.pdf?v=1684066122>

43/23. To review the Financial Regulations.

The Council reviewed the Financial Regulations, there were no changes.

<https://www.biburyparishcouncil.gov.uk/uploads/model-financial-regulation-reviewed-may-2023.pdf>

44/23. To adopt the new Code of Conduct.

The Council adopted the new Code of Conduct.

<https://www.biburyparishcouncil.gov.uk/uploads/code-of-conduct-may-2023.pdf?v=1683564909>

45/23. To review the Risk Management Policy.

The Council reviewed the Risk Management Policy.

<https://www.biburyparishcouncil.gov.uk/uploads/financial-risk-review-may-2023-20.pdf>

46/23. To adopt the General Power of Competence.

The Clerk confirmed that the Council meet the criteria.

The Council agreed to adopt the General Power of Competence.

47/23. To adopt the data protection policies in relation to the installation of an ANPR camera.

The Council agreed to adopt the following policies:

<https://www.biburyparishcouncil.gov.uk/uploads/anpr-data-protection-policy.pdf>

[https://www.biburyparishcouncil.gov.uk/uploads/data-protection-impact-assessment-\(dpia\)-18.pdf](https://www.biburyparishcouncil.gov.uk/uploads/data-protection-impact-assessment-(dpia)-18.pdf)

48/23. Finance:

a. To agree payments in accordance with the budget.

The Clerk sent the Members the May RFO report prior to the meeting.

<https://www.biburyparishcouncil.gov.uk/uploads/rfo-report-14th-may-2023.pdf>

The Council approved the payments.

b. To review the Asset Register.

The Council reviewed the Asset Register.

<https://www.biburyparishcouncil.gov.uk/uploads/asset-register-reviewed-may-23.pdf>

c. To receive the Internal Auditors report.

The report has been completed and verbally informed that there is no issues but this item is deferred until the report has been received.

d. To confirm the Council it is eligible to complete the Certificate of Exemption for Financial Year 31st March 2023

The Council confirmed that it is eligible for complete the Certificate of Exemption for Financial Year ending 31st March 2023

<https://www.biburyparishcouncil.gov.uk/uploads/certificate-of-exemption-fy-ending-31st-march-2023.pdf?v=1684498496>

e. To approve the Annual Governance Statement for the Financial Year ending 31st March 2023.

The Council approved the Annual Governance Statement for the Financial Year ending 31st March 2023.

<https://www.biburyparishcouncil.gov.uk/uploads/agar-annual-governance-and-accounting-statements-fy-ending-31st-march-2023.pdf?v=1684498622>

f. To adopt the Accounting Statement for the Financial Year ending 31st March 2023.

The Council approved the Accounting Statement for the Financial Year ending 31st March 2023.

<https://www.biburyparishcouncil.gov.uk/uploads/agar-annual-governance-and-accounting-statements-fy-ending-31st-march-2023.pdf?v=1684498622>

g. To note the dates for the Exercise in Public Rights (5th June – 14th July 2023).

The Council noted the dates.

<https://www.biburyparishcouncil.gov.uk/uploads/15-making-provision-for-the-exercise-of-public-rights-2022-23-exempt-authorities.pdf?v=1681551523>

h. To approve the setting up of a direct debit payment for the registration with the Information Commissioner's Office.

The Council approved the setting up of the direct debit payment.

49/23. To receive the ROSPA report and agree and actions.

The Council received the report and agreed for Mr D Smith to carryout any remedial works.

50/23. To receive the Highways Report from Cllr Craig Chapman

Cllr Chapman sent the Members a written report prior to the meeting.

<https://www.biburyparishcouncil.gov.uk/uploads/bibury-pc-highways-report-may-2023.pdf?v=1684228761>

51/23. Planning:

a. To consider any new Planning, Licenses applications or Enforcement issues.

i) 23/01112/LBC | Essential repair and reconstruction of structurally unstable gable and adjoining flank walls. Further to 21/04712/LBC and 22/02261/LBC (partially retrospective) | **Barn House** Hawkers Hill Arlington

The Council agreed to support this application.

ii) 23/00886/FUL | Erection of an agricultural building, to include a fishing room and store | **Bibury Trout Farm** Arlington

The Council agreed to support this application.

b. To receive an update on Planning application already considered.

The report was circulated to the Members prior to the meeting.

<https://www.biburyparishcouncil.gov.uk/uploads/bibury-planning-report-may-2023.pdf>

52/23. Date of the next meeting of the Parish Council –13th June 2023.

The date of the next meeting will be Tuesday 13th June 2023, in Bibury Village Hall commencing at 7pm .

There being no further business the Chairman closed the meeting at 7.30 pm.