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Dear Councillor

3rd May 2024

You are hereby summoned to attend the Annual Meeting of Dinton with Ford & Upton Parish Council on **Tuesday 14th May 2024 at 7.30pm** in Dinton Village Hall, Dinton.

Please note the attached agenda of business and please contact me if you require any further information regarding the proposed business of the council.

Keith Gray

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Clerk to the Council

AGENDA
Annual Meeting of Parish Council
Tuesday, 14th May 2024 at 7.30pm
Dinton Village Hall



1. Election of Chairman of the Council

To elect a Chairman for the term of one year
The Chairman to sign the Declaration of Acceptance of Office

2. Apologies for Absence

To receive and accept apologies for absence notified to the Chairman or Clerk

3. Declarations of Interest

To receive any pecuniary or non-pecuniary declarations of interest
To receive written requests for dispensations for disclosable pecuniary interests (if any)
To grant any requests for dispensation as appropriate

4. Minutes of the previous meeting held on Tuesday 9th April 2024

To accept and sign the minutes of 9/4/24 as a true record.

5. Election of Vice-Chairman of the Council

To elect a Vice-Chairman for the term of one year

6. Clerk's Report

To receive a report from the Clerk on matters dealt with and taking forward for the parish council.

The Chairman to adjourn the meeting in order to receive questions from the public and receive any reports/questions from cllrs on matters relating to council business.

7. Questions from the public & any reports from Councillors or questions not on the agenda.

The Chairman to re-convene the meeting under Standing Orders

8. Finances and Orders for Payment

To agree and authorise orders for payments and retrospective orders for payment presented by the RFO and/or Clerk

• Sarah-Jane Farlam	Grant Award	£300.00	101247
• K Gray	Salary difference owed	£33.19	101248
• M Audley	MRA Garden Services	£820.00	101251

To receive, and agree, the monthly finance report from the RFO as at 31/3/24.

9. Annual Internal & External Audits

Council to agree to the Internal Auditor appointment.
That Mrs D Cole be appointed as the Internal Auditor for 2024/2025 Annual Audit.

10. Internal Audit Report

Council to receive and agree the Internal Auditor's Report in line with procedures for the Annual Governance & Accountability Return (AGAR) 2024/2025.

11. Annual Governance & Accountability Return 2024/2025 (AGAR)

Council to receive, approve and sign the AGAR and issue to the External Auditor.

12. Outside Bodies, Organisations & Councillor Leads/Representatives

To agree the Parish Councillor Representatives to outside bodies/organisations

- Haddenham Community Board
- Cuddington & Dinton CofE School
- Village Hall Management Committee
- Parish Public Footpaths / Bridleways
- Parish Field & Spinney
- Any other groups/leads/representatives

13. Standing Orders & Financial Regulations

The Council to review and approve its current Standing Orders & Financial Regulations

14. General Powers of Competence

To resolve to take the powers of the General Powers of Competence and to agree that the Parish Council meets the criteria for eligibility relating to its Electoral Mandate and Qualified Clerk.

15. Code of Conduct

Councillors to agree to abide by the Code of Conduct as advised by Government/NALC/SLCC and administered by the Monitoring Officer of Buckinghamshire Council.

16. Policies and Risk Assessments

Council to agree the current policies and risk assessments, with no changes to make.

17. Roads & General Maintenance

To receive any feedback (if required) on matters relating to road maintenance concerns raised with the County Council and other stakeholders.

18. Parking near Church & Dinton Hall

To consider the proposal for green mesh installation to allow grass to grow and parking near church/Dinton Hall. The council agreed to spend up to £1,600 for the proposed works.

Steve Webb to give further advice on the matter of purchasing other suitable, lower priced, material for the work and report back to Cllr O'Driscoll. Council to agree any proposals made.

19. Tree Warden Report –

Council to receive and accept the tree warden report which was copied to all councillors in April for the Annual Meeting of the Parish.

20. Dog Waste Collection Service 2024-2025

To receive and accept the Buckinghamshire Council Dog Waste Collection Agreement (copied to all councillors on 11/4/24). The Clerk to sign the Agreement.

21. Council Insurance – 2024-2025

To agree the councils insurance from 1st June 2024 with Clear Councils (formally known as BHIB). Total insurance cover is £2,039.52.

22. Planning Applications

To receive, comment and to either object, support or oppose the following planning applications:

To accept and consider late applications presented by the Clerk.

To note any applications (decisions made and to be made) delegated to Councillors.

- **24/01152/APP Starveall Farm Buildings, Oxford Rd, Dinton**
Change of use of 52 sqm of floor space to a butchers shop and preparation area and the installation of solar panels (Retrospective).
- **24/01249/AGN Wootton Grounds Farm, Lower Rd, Dinton**
Erection of agricultural steek portal frame building