**Minutes of a Meeting of CUTSDEAN PARISH COUNCIL**

held on **Thursday 1st April 2025**

at Rainbows End, Cutsdeancommencing 6.35pm

**Present**: Cllrs M Butler (Chair), T Smith, D Wright

District Councillor Len Wilkins

**Officer:** A Davis (Parish Clerk)

* + - 1. **1a** **To receive Apologies for Absence and to approve the reasons given:**

None were received.

**1b To give thanks for the service of Cllr Denny Beetson**

A tribute and expression of sadness was given.

Cotswold District Council has been notified.

* + - 1. **Public Session**: To provide members of the public/press with the opportunity to comment on items on the agenda

None present

* + - 1. **Declarations of interests**: Members to declare any interests, including Disclosable Pecuniary Interests thay may have in agenda items that accord with the requirements of the Parish Council’s Code of Conduct and to consider any prior requests from Members for dispensations that accord with Localism Act 2011 s33b-e (NB This does not preclude any later declarations)

None

* + - 1. **To agree Minutes of Meetings**

30.01.2025

Agreed

* + - 1. **To receive report from retiring County Cllr MacKenzie-Charrington**

Noted with thanks, and with thanks for service during his term of office

* + - 1. **To receive report from District Cllr Wilkins**

Noted with thanks

* + - 1. 7aTo note **Pre-election Period** commenced 25th March 2025, for county council elections on 1st May 2025

Noted

7bTo note the process whereby Cotswold District Council issues

**Notice of a Vacancy** at Parish Council and to discuss the Parish Council co-option procedure to fill the vacancy

Noted. Delayed due to County Council elections taking place on 1st May 2025. Councillors to make enquiries informally to encourage local residents to consider standing for cooption to Parish Council.

* + - 1. **To receive and consider an update on:**

8a the formal request that District Council commence a Community Governance Review, to **dissolve Parish Council and transition to Parish Meeting**

Delayed until after the County Council elections on 1st May 2025

8b **County reorganization to Unitary** Authorities, Regional Devolution and implications for Parish Councils

Noted, along with the timeline for decisions at higher authority level and government. Cutsdean Parish Council has already indicated its proposed intention towards becoming a Parish Meeting in due course

* + - 1. **To consider and approve financial reports and decide to**:

**9a Ratify payments made between meetings under delegated powers**

Ratified

**9b Agree payments as per schedule**

Agreed. PATA payroll cheque for closing balance.

**9c Note bank reconciliation**

Noted and signed

**9d Note instruction to close PAYE account, notify HMRC and stop PATA** Payroll service at 31st March 2025

Noted

**9e Note Pensions Regulator has been informed that Council has no employees and redeclarations of compliance no longer required**

Noted

**9f Note progress with internal audit, including review of Internal Audit Report of 2023/24 and agreeing any further actions**

The Internal Audit Report of 2023/24 had been considered during summer 2024, and actions taken. The request to commence the process for a Community Governance review had been made to CDC. Internal audit for 2024/25 to be requested.

**9g Consider and agree good governance internal checks 2024/25**

Two councillors sign each cheque and sign off against invoices, no online banking, two councillors check and sign bank statements, as part of bank reconciliation such as at 9c above. Agreed procedure for 2025/26 going forward as is, and to be reviewed in light of any internal audit points raised.

**9h Note progress in switching bank account in light of existing bank introducing charges**

Progress is being made with switching bank accounts, moving away from Lloyds and to NatWest Bank plc. It was noted that NatWest anticipated delays of over 4 weeks, after all the signatories details and other required submissions had been completed.

* + - 1. **Clerk’s Report**

Nothing further to report

* + - 1. To consider **Matters for the agenda of the next Parish Council** meeting (no decisions may take place at this item)
      2. To confirm **Dates:**

12a next Parish Council meeting: Tuesday 20th May 2025 at 5.30pm

12b Annual Meeting of Parish Council: Tuesday 20th May 2025 at 6pm

12c Annual Parish Meeting: Tuesday 20th May 2025 at 7pm

Meeting closed at 8.25pm