

# Sevenhampton Parish Council

## Minutes of the Parish Council Meeting held on 18<sup>th</sup> May 2016

**Present:** Councillors Lynne Jackson (Chairman), Bill Jenkin (Vice Chairman), Gordon Day, Harry Boyd, Matthew Cain, Tex Cook, Di Brown.

**In Attendance:** Diana Cook (Clerk), and later Cllr. Robin Hughes

1. **Apologies:** Cllr. Paul Hodgkinson (County Councillor).
2. **Declarations of Interest:** None received
3. **Questions & Answers:** It was noted that former Councillor and Chairman of the Parish Council, Mr John Lanfear, had recently died. Over the years he contributed greatly to the work of the Council and the local community and will be sadly missed.  
The distribution of & payment for the *Village Live* circular was clarified by Cllr Jenkin after the Clerk reported that an invoice sent to The Produce Show treasurer (Charles Fergusson-Wood) had been queried. As the circular is distributed to areas outside Sevenhampton Parish (i.e. Hawling & Charlton Abbots) it has been agreed that these villages' joint Produce Show will contribute to 1/6<sup>th</sup> of the production costs. The Clerk was asked to draft a letter to the Chair of the Show to confirm this arrangement.  
**Action: Clerk**
4. **Election of Chairman and Vice-Chairman:** The present Chairman (Cllr Lynne Jackson) and Vice-Chairman (Cllr Bill Jenkin) advised the meeting that they would be willing to stand again for office. Cllr. Gordon Day proposed Cllr Jackson to continue as Chairman, seconded by Cllr Cain. Cllr Tex Cook proposed Cllr. Jenkin to continue as Vice-Chairman, seconded by Cllr Di Brown. As all were in agreement they were duly elected.
5. **Minutes of Previous meeting:** The Minutes of the previous meeting held on March 16th having been circulated & published, were approved following clarification of Item 3c, which should summarise as: "*Cllr Jackson said they (Cotswold Wardens) had been approached to install the kissing gate by the old school.*" The minutes were then signed as a true record of proceedings.  
**& Matters arising:**
  - a. Emergency Plan. The Clerk was asked to access an electronic version with a view to updating the contact names for cascading emergency information. **Action: Clerk**
  - b. It was confirmed that the Cotswold Wardens had still to repair/replace the benches along Gassons Lane. The Clerk was asked to contact them regarding the likely scheduling of this work. **Action: Clerk**
  - c. It was confirmed that the present specifications of grass cutting at Donneywell requires a cut of 1m width. Next year's specs will extend this to 2m but meanwhile Mr Carey Emtage, who has the contract for this year's grass cutting, will be approached to request a wider cut at Donneywell. It was noted that other verges, not part of the Council's grass cutting tender, were tended by the highways dept. **Action: Clerk**
  - d. It was reported that the Commemorative medals celebrating the Queen's 90 years had still not arrived, although the providers had been approached and will despatch them nationally before the Queen's official birthday in June. 15 have been ordered, payment on receipt.

- e. Cllrs Day and Cain were thanked for the draft letter to be sent to Cllr. Lyndon Stowe, Leader Cotswold D.C. and Cllr. Mark Hawthorne, Leader Gloucestershire C.C. regarding Cotswold DC's proposal to join with West Oxfordshire. It was agreed that this would be signed by the Chairman and posted forthwith. ([Addenda 1](#))
- f. Community Payback – The Clerk reported that there had been a re-organisation of this service but she was in touch with the new providers and will continue to pursue their support in churchyard clearance etc. **Action: Clerk**

6. Standing Orders, including Financial Procedures, were re-affirmed.

7. There were no changes to the Council's membership of outside bodies (Register of Interest)

8. The dates for the Council meetings for the next year were set as:  
Tuesday 12<sup>th</sup> July 2016 / Wed. 21<sup>st</sup> Sept. 2016 / Wed. 16<sup>th</sup> Nov. 2016  
Wed. 18<sup>th</sup> Jan. 2017 / Wed. 22<sup>nd</sup> Mar. 2017 / Wed. 17<sup>th</sup> May 2017

9. Elsdown Clump is a small copse of trees planted on the hillside above Sevenhampton and surrounded by a stone wall ([Addenda 2](#)). Cllr Jackson informed the meeting that, following the discovery of his will, the copse is known to have been bequeathed by parishioner Alan Smith in 1986 for the perpetual enjoyment of residents of Sevenhampton Parish. Sevenhampton Parish Council are to hold the land in trust, which is to remain permanently planted with trees. The land is not registered and enquiries are to be made as to the cost of registration. **Action: Cllr Jackson**  
The copse should be entered on the asset register and also there may be insurance implications which the Clerk will enquire about. **Action: Clerk**

10. The provision of a Dog Waste Bin supplied by a Cotswold DC fund via Cllr. Robin Hughes was discussed. The Clerk had received only one response from locals on the topic; they were adamant they did not wish to see a bin on the Brockhampton Green (triangle). After deliberation it was agreed to site a single bin next to the bus shelter, conveniently placed at the cross roads (main thoroughfare) in the centre of the village. The owner of the land, thought to be Edwin Bailey, would be approached for approval. **Action: Clerk**

11. Councillors had been provided with access to Cotswold DC's Housing Plan (2016 – 2020). Having assessed it they felt they did not wish to respond.

12. An email from Martin Surl, Police & Crime Commissioner, suggested that funding may be available for road safety initiatives. After discussion it was identified that the Winchcombe road (Class 3/97) near the dip by Manor Farm may benefit from a solar powered digital speedchecker sign. Also a reduction in speed limit from 40 mph to 30 mph would be welcomed. Cllr Hughes offered to talk to Bob Skinner (Highways) for further info. The cost of signage is as yet unknown, as is whether funding is still available. Clerk asked to make enquiries. **Action: Clerk**

13. Clerk's Report:

-Laptop (Lenova G50) and Epson scanner (XP-635) now purchased for Council use.

-Website provision has been investigated by Cllrs Cook & Jenkin. Having surveyed several providers, they recommend a provider called *e-mango*. Cllr Cook requested permission to approach this provider with a view to establishing the Council's new website for a fee of £288 p.a., which includes training for 2 people at their headquarters in Bournemouth. It is wished that the *Sevenhampton.org* website domain name is retained. Clubs and societies using the current website are to be informed of the change of provider and nature of new website. **Action: Cllr Cook**

- A complaint has been received via Cotswold Conservation Board regarding a stone stile in poor repair. This has been confirmed by the Clerk and another nearby wooden stile is also felt to need attention. Landowner is to be approached asking for repair of both stiles. **Action: Clerk**
- Clerk has received a letter from Police urging vigilance re securing property; also for residents to be aware of strangers and to note description of anyone acting suspiciously and to inform police (tel. 101) A synopsis of the letter will be placed in next edition of *Village Live*. **Action: Cllr Jenkin**
- The latest police crime figures were presented. ([Addenda 3](#))
- £4875, being 75% of precept for 2016/17, has now been received.
- A letter of thanks from Glos. Records Office has been received following the Council's donation of £250
- Following advice from a horticulturist the Clerk asked for permission to replace the existing guard from the sapling on Brockhampton Green. This would be granted following approval from Mr Dave Allen. **Action: Clerk**
- An invitation to attend an Open Day (28<sup>th</sup> / 30<sup>th</sup> June) at Cirencester market has been received. Councillors interested in attending to advise Clerk who will book places. **Action: Clerk**

#### 14. Financial Matters

- a. The annual return & Statement of Governance was approved & signed, and will be placed on the website for the *Exercise of Public Right*. The internal auditor noted there was no petty cash held and the Council's accounts were approved by him.
- b. Accounts for Period 1 were presented and approved. The Clerk will enter final update for this period following approval of further expenditure and email Councillors with result ([Addenda 4](#)). A comparison of expenditure between financial years 2014/15 and 2015/16 was presented ([Addenda 5](#)).
- c. Clerk's Salary and expenses were approved ([Addenda 6](#)) as was repeat subscription to NALC (£17 pa) and renewal of insurance policy with Zurich via Community First (195.58)

#### 15. Planning Matters

The revised plans of Manton House, Sevenhampton (15/05261/FUL) were discussed and no further objection was offered. It was noted that the planning application for New House, Brockhampton (16/00453/FUL) had been amended to withdraw the proposal for a detached garage on the site. There was no objection to the revised plan.

16. **Date of Next Meeting:** Tuesday 12<sup>th</sup> July at 7.30 pm

**The Chairman closed the meeting at 9.20 pm**