

# Sevenhampton Parish Council

## Minutes of the Parish Council Meeting held on Tuesday 15<sup>th</sup> December 2015

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

**In Attendance:** Diana Cook (Clerk)

1. **Apologies:** Cllr. Matthew Cain, Paul Hodgkinson (County Cllr), Robin Hughes (Ward Cllr)
2. **Declarations of Interest:** Cllr Cook for Item 6 g. (Re Clerk's contract details)
3. **Questions & Answers:** There have been two planning applications submitted since the agenda was issued –  
15/00329/FUL: Sennington House, Park Lane, Brockhampton (variation to existing application, planting of additional trees)  
15/04932/FUL & 15/04933/LBC: Sunnyview, The Quarry, Brockhampton (alteration & repair to rear of property)  
The Council were asked whether they had any objections to the above and they did not.
4. **Minutes of Previous meeting:** The Minutes of the previous meeting held on 18<sup>th</sup> November having been circulated & published, were approved and signed as a true record of proceedings.  
**Matter arising:**
  - a. **Right to Buy.** As the Government had accepted the offer from the National Housing Federation in full on October 7<sup>th</sup>, there was little point in pursuing matters further. **No further action**
  - b. **Grit/salt for highways.** The Clerk informed the Council that a complaint had been generated with AMEY and they had subsequently advised her of their policy re putting grit/salt heaps on roadside. They accepted that the amount of grit/salt piles may have been excessive & the contractors over-zealous. Next year there will be further liaison between AMEY & Council in late summer when they start their winter provisions planning. A 3 year old list of local 'salt monitors' who will top up grit bins during the Winter may need updating. Clerk to contact Annie Weatherley (previous Clerk) to identify participants who will then be approached to reaffirm their willingness to continue in this task. **Action: Clerk**
  - c. **Clearance of stream at Donnywell.** Cllr Jackson met with a Cotswold Warden who will clear the stream and undergrowth at Donnywell with the exception of the side near Donnywell Cottage. They will also clear the stream at Lower Sevenhampton and place a step on the steep side of the stile which leads onto the road from cross roads down to Brockhampton.
  - d. **Draft letter re Funded Public Transport.** Cllr Cook attended a meeting on this topic which focused on proposed 'Park & Ride' charges and costs involved in issuing bus passes, which the providers, the County Council, cannot charge for – often passes are issued but never used by recipients. The Parish Council's proposed draft letter had been forwarded to Councillors prior to the meeting and it was approved with a slight amendment (Addenda 1). **Action: Clerk**
5. **Clerk's Report:** The Clerk reported that a £250 fund via the Ward Councillor for litter bins/dog poo bins/litter clearance etc was available. Cllr Brown asked if the clearance of fly tipping was included. It was requested as an agenda item at the next Parish Council meeting. **Action: Clerk**

## 6. Financial Matters:

- a. The Clerk submitted her expenses (£136.04) and quarterly salary claim (£387.59) which was approved.
- b. Period 4 accounts were presented and approved (Addenda 2)
- c. Membership of Society of Local Council Clerks (SLCC) was approved at £65 p.a.
- d. Annual Subscription for the 'Clerks & Councils' publication at a cost of £75 was thought superfluous and will be discontinued.
- e. Details of the Governments' *Transparency Code for Smaller Authorities* was discussed, in particular funding to help its implementation. The provision of Wi-Fi to Rhodes Memorial Hall, the venue for Council meetings, was also considered. Cllr Cook was asked if he would work with Hall Committee re Wi-Fi provision. No computer, nor scanner is owned by the Council with Transparency Code requirements being met using individuals' equipment. The website and newsletter (Village Live) is run by a member of the Council and other local groups have information posted on it. Training of additional people to help support the website was felt necessary. As a result of the discussions it was decided that all categories of funding to help the Council with implementation of the Transparency Code would be applied for. **Action: Clerk**
- f. The previous year's internal auditor has offered to conduct the audit for end of financial year 2015/16 at a price of £80. This was accepted by Council. However, the Council were advised that in future years, due to the implementation of the 'Transparency Code', internal audits could be done by NALC/GAPTC under a 5-year contract which would likely cost <£100. The Council's budget for 2016/17 was estimated in readiness for the Precept request to be submitted in January 2016 (Addenda 3). As a result it was proposed, seconded and approved to request a precept of £6,500, which represents the first increase for some years. **Action: Clerk**
- g. The Clerk was offered an increase in hours from 15 hours to 20 hours per. 4-week period, (5 hours per week). It was requested that a log be kept of hours worked. Salary scale was set at SCP17 (£9.029 /hr.) with no annual increments but this could be discussed further at the Clerk's annual appraisal in July. An annual holiday entitlement of 5 weeks (pro rata) was also identified. Although the present Clerk does not claim pension provision from the Council, nor have to contribute towards National Insurance, this is something the Council needs to consider with future employees.  
The above terms of employment are to be adopted immediately.

7. **Planning Matters:** Cllr Cook advised that Sevenhampton Parish was not considered suitable for 'sustainable development', defined by Cotswold DC.'s criteria in their Local Plan, as there is no employment opportunity, shop, Post Office nor bus services in the Parish. He recommended that a 'No comments' response be sent to the Cotswold District Council regarding their Local Plan Consultation; this needs to be done on line. **Action: Cllr. Cook**  
It was noted that there was a need for some affordable housing in the Parish to encourage young people to be resident, as the parish had an ageing population.

8. The dates of the Parish Council meetings for the forthcoming year, 2016, were confirmed as:
- |                                      |   |  |
|--------------------------------------|---|--|
| Wednesday 20 <sup>th</sup> January   | - | 7.30 pm                                    |
| Wednesday 16 <sup>th</sup> March     | - | <b>7.00 pm</b> (to include Parish Meeting) |
| Wednesday 18 <sup>th</sup> May       | - | 7.30 pm (Council's Annual Meeting)         |
| <b>Tuesday</b> 12 <sup>th</sup> July | - | 7.30 pm                                    |
| Wednesday 21 <sup>st</sup> September | - | 7.30 pm                                    |
| Wednesday 16 <sup>th</sup> November  | - | 7.30 pm                                    |

**There being no further items for discussion, the Chairman closed the meeting at 9.15 pm.**

# ADDENDA 1

## SEVENHAMPTON PARISH COUNCIL

**Victoria Powell**

Engagement Officer  
Communications Team  
Gloucestershire County Council  
Shire Hall, Westgate Street,  
Gloucester GL1 2TG

17<sup>th</sup> December 2015

Dear Ms Powell,

### **Funded Public Transport Plan - Consultation**

The County Council's stated priority in the above plan is to provide transport in rural areas "to the nearest town or connection to a main bus route to a major centre". Sevenhampton Parish Council would wholeheartedly agree with this but would urge that it needs to be more regular than once a day. In addition, the journey from the rural location to the town or connecting bus route should not be onerously lengthy, as this renders it undesirable and thus jeopardises the transport usage.

There are many elderly people in rural locations who are unable to provide their own transport and would rely upon public services if they were at all convenient. This includes residents from Sevenhampton parish. To help with this problem the community runs a neighbourhood scheme where people with no personal means of travel can be given lifts to doctor's appointments etc. This scheme is limited to Sevenhampton parish but could be expanded to include neighbouring villages if funding support was available. The organisers are unaware of *any* financial support which may be available but I would be grateful if you will supply further information on this matter.

The elderly residents who do manage to use public transport make full use of their concessionary bus passes and the Parish Council would not wish the provision of these to diminish. It is felt that free travel for concessionary bus pass holders on Park & Ride should also continue. It is understood that there is a cost to the County Council in producing and issuing these bus passes which is not recoverable. It is suggested that applicants should be alerted to this hidden cost and encouraged not to apply unless necessary.

Users of Park & Ride are often avoiding the roadside parking fees imposed by the Local Councils in towns. A nominal charge, as suggested in your questionnaire, would still be financially beneficial to users and therefore still represent value for money. Sevenhampton Parish Council would therefore support such a charge.

Councillors from Sevenhampton Parish have completed your questionnaire and will be interested in hearing its outcome.

Yours sincerely,

Diana Cook

*Clerk to Sevenhampton Parish Council*

## ADDENDA 2

### SEVENHAMPTON PARISH COUNCIL

FINANCIAL UPDATE **PERIOD 4** (5th OCT - 4th DEC 2015)

#### Barclays Bank Account

Opening Balance **£7,542.23**

#### Receipts

**£**

Date

	GAPTC repayment	85.00
12.11.15		

**TOTAL** **85.00**

Closing Balance **£6,684.24**

#### Leeds Building Society - Way Forward

Opening Balance **£8,474.42**

#### Receipts

**£**

Date

**TOTAL**

Closing Balance **£8,474.42**

#### Payments

**£**

Date

	Website hosting service	59.99
5.10.15		
21.10.15	Parish Online training	35.00
23.11.15	Filing Cabinet	42.99
23.11.15	Hangers	9.78
	Grant to Archives	
24.11.15	Project	250.00
24.11.15	Printing - Village Live	21.60
	Clerk's Salary &	
30.11.15	Expenses	523.63

**£  
942.99**

	Section powers	Actual 2014/15	Budget 2015/16	2015/16 (Up to 21/11/15)	Proposed Budget 2016/17			
<b>Expenditure</b>								
Clerk's Salary (salary/NI/Pension	LGA s.112(2)	£ 1,800.46	£ 1,700.00	£ 775.04	£ 2,690.00	LGA = Local Government Act		
Petty Cash purchases	LG(FP)A s.5	{ }	£ 50.00	£ 62.51	£ 125.00	LG(FP)A = Local Government		
Office costs	LGA s.111	{ }	£ 212.00	£ 104.00	£ 240.00	(Financial Provisions) Act 1963		
Chairman's Allowance	LGA s.15(5)	£ -	£ 30.00		£ 30.00			
Subs and Publications	LGA s.143	£ 167.25	£ 175.00	£ 67.50	£ 155.00			
Council Insurance	LGA s.140 (1)	£ 215.51	£ 240.00	£ 179.29	£ 240.00			
Good Neighbourhood Scheme Ins.	LGA s.140A	£ 240.40	£ 240.00		£ 270.00			
Grass Cutting	HA s.96	£ 300.00	£ 350.00		£ 350.00	HA= Highways Act 1980		
Travelling Expenses	LG(FP)A s.5	£ -	£ 25.00	£ 8.10	£ 100.00			
<b>Website fees*</b>	LGA s.137	£ 223.39	£ 90.00	£ 121.18	£ 130.00			
Training	LGA s.111	£ -	£ 100.00	£ 250.00	£ 400.00			
Way Forward (Reserves)		£ -	£ 1,000.00	£ 1,000.00	£ 1,000.00			
Grants and Donations	LGA s.137	£ 4,295.00	£ 50.00	£ 250.00	£ 100.00			
Contingency			£ 183.00		£ 335.00			
Stream Clearance	CA s.5	£ -	£ 100.00		£ -	CA= Commons Act 1899		
<b>Newsletter (Village Live)*</b>	LGA s.142 (1A)	see*	£ 160.00	£ 86.40	£ 160.00			
Hall hire	LGA s.134(4)	£ 21.00	£ 60.00	£ 29.75	£ 60.00			
<i>Data Protection Annual Fee (ICO)</i>		£ 35.00	£ 35.00		£ 35.00			
Independent Auditor Fees	LGA s.111	£ 75.00	£ 200.00	£ 75.00	£ 80.00			
<b>Total</b>		<b>£ 7,373.01</b>	<b>£ 5,000.00</b>	<b>£ 3,008.77</b>	<b>£ 6,500.00</b>			
<b>Receipts</b>								
Precept		£ 5,000.00	5000	5000				
Southern Electric Wayleave		£ 20.50		21.08				
Wayforward reserve		£ 3,295.00						
Leeds BS Interest		£ 18.20						
Produce Show		£ -						
Tax Refund		£ -						
VAT Refund		£ -						
Grants								
<b>Total</b>		<b>£ 8,333.70</b>						

\*Website / Village Live / Mapping Online for 2014/15 figs are displayed together