

Sevenhampton Parish Council

Minutes of the Parish Council Meeting held on Wednesday 17th May 2017

Present: Cllrs. Lynne Jackson (Chairman), Bill Jenkin (Vice Chairman), Gordon Day, Harry Boyd, Tex Cook, Emma Lanfear

In Attendance: Diana Cook (Clerk) and later Ward Cllr Robin Hughes

1. **Apologies:** County Cllr. Paul Hodgkinson, Cllr Matthew Cain
2. **Questions & Answers:** Cllr Cook asked if the dog poo bin near the bus shelter needs to be as visibly prominent as it is. He was reminded that the siting of it had been previously discussed and Council felt that it needed to be in a position where dog walkers pass.
3. **Declarations of Interest:** Cllr Day declared an interest on Agenda Item 13c (planning application 17/01922/TCONR) as the tree to be coppiced is partly on his land.
4. **Election of Chairman & Vice-Chairman:** The present Chairman and Vice-chairman advised the meeting that they were willing to stand again for office. Cllr Jenkin nominated Cllr Lynne Jackson for Chairman and was seconded by Cllr Gordon Day. Cllr Tex Cook nominated Cllr Bill Jenkin for Vice- Chairman and was seconded by Cllr. Harry Boyd. As all were in agreement they were duly elected.
5. Following a meeting on 12th May it was agreed to approach resident of the Parish, Mrs Emma Lanfear, to invite her to join the Parish Council as a co-opted member. She was invited to join the meeting and sign a *Declaration of Acceptance of Office*. Other papers were provided, including a *Register of Interest* for completion, and advice that training was available. The Clerk was asked to liaise regarding details. **Action: Clerk**
6. **Minutes of Previous meeting:** The Minutes of the previous (closed session) meeting held on May 12th, having been circulated, were approved and signed as a true record of proceedings. The Minutes of the previous meeting held on March 22nd 2017, having been circulated & published, were approved and signed as a true record of proceedings.
Matters arising:
 - a) Maps of Watercourses. The Council were advised that there had been a delay which was now resolved and they will be posted to the Council soon.
 - b) Neighbourhood Watch – request for new organiser. It was established that the Neighbourhood Watch and Rural Watch were very similar. An advert had not yet been placed for a new local organiser but will be put in the next Village Live. Cllr Lanfear offered to be the local organiser if no-one responded as a result of the advert. **Action: Cllr Jenkin**The discussion identified a concern regarding Data Protection and the Clerk advised that GAPTC were advertising a course on this topic. If appropriate, she will register an interest in attending it. **Action: Clerk**
 - c) The Clerk advised that Cllr Hodgkinson had forwarded to Amey the Council's concerns about the subsidence in the road towards A436. Amey have inspected the

situation and will identify what resources may be available. A site meeting will be carried out but the road was declared to be “safe enough” in the meantime.

7. **Standing Orders & Financial Standing Orders.** It was agreed to continue to use the existing Standing Orders and Financial Standing Orders. They are identified on the website.
8. **Registration of Interest.** Councillors were asked if there were any amendments to their *Registration of Members’ Interest* form. There were none.
9. **Dates of meetings.** The dates of the meetings for the forthcoming year were identified as
- | | | | |
|-------|-----------------------|--------------------------------------|--|
| 2017: | July 19 th | Sept. 20 th | Nov. 15 th |
| 2018: | Jan 17 th | Mar 21 st (Annual Parish) | May 16 th (Annual Par. Council) |
10. **Elsdown Clump:** Cllr Jackson advised the meeting that the land bequeathed to the Parish, known as Elsdow Clump, was now registered with the Land Registry Office. The paperwork will be retained by the Clerk and kept in the Council’s fireproof safe. Cllr Jackson offered to write an article for the Village Live newsletter advising parishioners of the land and their right of access to it.
Action: Cllr Jackson
11. **Clerk’s report:**
- The horse rider who complained of discourteous and dangerous behaviour towards her whilst riding past someone strimming grass was grateful of the Council’s response. It was suggested that an article be placed in Village Live reminding people of care in these situations but it was thought it could have the opposite effect and be provocative to poor behaviour. It was ascertained that the person involved was not a Council contract worker.
 - The local Police Report for May had been circulated prior to the meeting and generated no concerns. Cllr Cook noted that the crime figures had reduced for this time of year. (Addenda 1).
 - Councillors were alerted to a scam where a Cotswold resident had been contacted, told he was eligible for a Council tax refund and asked bank details etc. Details were given to Cllr Jenkin who will place an article in Village Live.
 - The Clerk advised (supported later by Cllr Robin Hughes) that Cotswold DC had elected a new leader Mark Annet and the numbers of cabinet members had been reduced.

12. Financial Matters:

- a. The Clerk reported that there were no problems with the Internal Auditor’s check and the Report, Statement and Bank Reconciliation forms were signed by the Chairman. The Clerk was requested to contact ex Cllr. Di Brown to ask if she was still willing to carry out a mid-term internal audit for the Council.
Action: Clerk
- b. The 2016/17 Annual Governance Statement was read out with affirmative answers. The Statement was then approved and signed. (Addenda 2)
- c. The 2016/17 Accounting Statements were considered, approved and signed by the Chairman. (Addenda 3)
- d. Having been circulated prior to the meeting, the accounts for Period 1 (to date) were approved. (Addenda 4)
- e. Payment for the domain name of £15.59 was approved.
- f. Clerk’s salary and expenses (£697.43 & £94.11) for the first quarter were approved.
- g. The Clerk advised that a renewal for the Council’s insurance had been received but she felt that it did not include all of the Council’s assets, eg Elsdow Clump, benches. Also she felt that the Asset Register needs to be updated with the cost of assets being more realistically

- priced. She has contacted the Insurers and asked for an updated policy, which needs to be renewed in June. If renewal cost is £250 or less then Council approves. **Action: Clerk**
- h. Council were advised that the contractor for grass cutting would prefer payment after every cut, rather than at the end of year. This was agreed.

13. Planning Matters.

- a. **Whalley Farm** (16/04951/FUL) Ward Cllr. Robin Hughes advised the meeting that there had been an amended application submitted and that the planning officer (Martin Perks) was still considering it. Whilst there appeared to be no concerns regarding the building proposal there were major concerns re the business usage. The access road to the rear of Whalley Farm has now been tarmacked, although it is still single track. Cllr Hughes advised that if the planning officer was minded to approve the application, it would need to go for consideration to the full Planning Committee (as opposed to being dealt with under delegated powers). Decisions are expected at the end of May.
- b. **Coombe House** (17/01611/FUL). No adverse comments were offered on this application.
- c. **Coln Farm** (17/01922/TCONR). Cllr Cook, as Tree warden, had contacted the people involved as he felt this tree was potentially dangerous. No adverse comments were offered on this application.

14. Date of Next Meeting: Confirmed as Wednesday 19th July 2017 at 7.30 pm

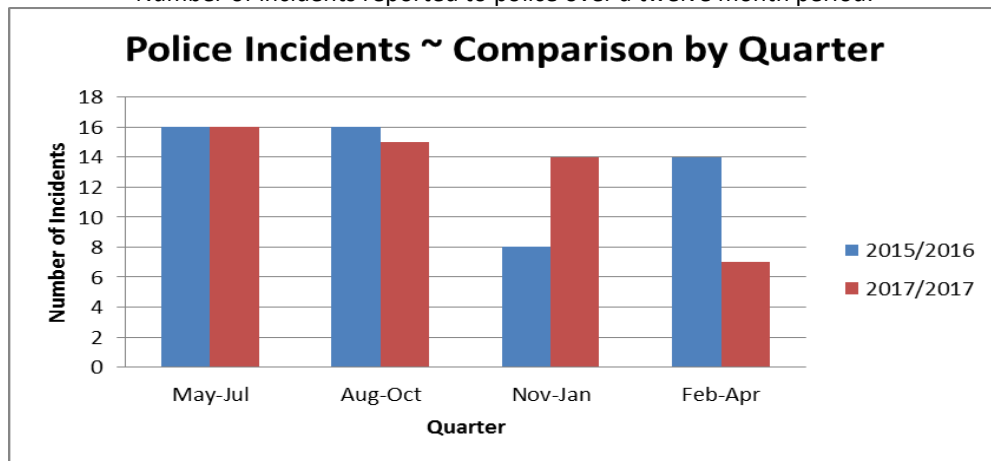
There being no other business to discuss, the Chairman closed the meeting at 8.40 pm

Footnote: Cllr Robin Hughes advised Councillors that

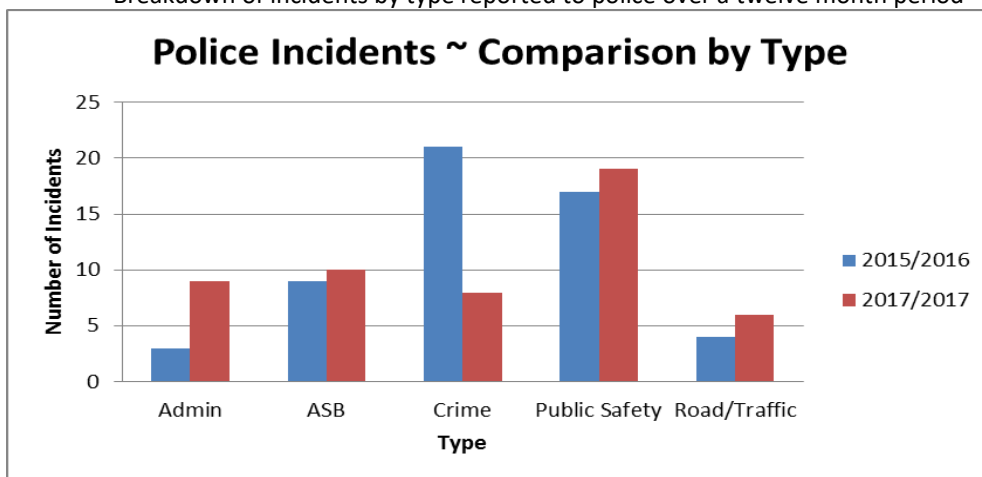
- The new Cabinet of Cotswold District Council had been announced. (Addenda 5). The new leader, Cllr Mark Annett, is from Chipping Campden.
- There remains a freeze on Council Tax
- Whist recycling rates have increased it has become costly.
- Some services shared between West Oxfordshire, Forest of Dean and Cotswold
- £1.5 million being spent on Corinium Museum
- Next year there will be £750 available to each ward to commemorate WWII
- There is £2000 available to encourage youth activity.
- Defibrillators are being encouraged throughout the district with match funding available.

ADDENDA 1
Local Police Report Sevenhampton ~ May 2017

Number of incidents reported to police over a twelve month period:



Breakdown of incidents by type reported to police over a twelve month period



Breakdown of incidents related to crimes dealt with by police over a twelve month period:

Crime Related Incident	May 2015 – Apr 2016	May 2016 – Apr 2017
Burglary dwelling	2	1
Burglary non dwelling	2	0
Crime - other	4	0
Criminal damage	8	4
Fraud/forgery/deception	0	1
Theft - other	3	2
Theft of motor vehicle	1	0
Violence against the person	1	0
TOTAL	21	8

ADDENDA 2

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

SEVENHAMPTON PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

	Agreed		'Yes' means that this smaller authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA
			N/A

This annual governance statement is approved by this smaller authority on:

17th MAY 2017 - 17/05/17

and recorded as minute reference:

FINANCIAL MATTERS - ITEM 12b

Signed by Chair at meeting where approval is given:

W. Jackson

Clerk:

D.M. Cook

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

ADDENDA 3

Section 2 – Accounting statements 2016/17 for

Enter name of
smaller authority here:

SEVENHAMPTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	(RESTATE) 12,680	15,321	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	6,000	6,500	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,779	602	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	(RESTATE) 2031	2380	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	(RESTATE) 2,107	3,675	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	15,321	16,367	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	15,321	16,367	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	4,184	4,534	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		N/A	

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

D.M. Cook

Date

16 MAY 2017

I confirm that these accounting statements were approved by this smaller authority on:

17/05/17

and recorded as minute reference:

FINANCIAL MATTERS - ITEM 12 c.

Signed by Chair at meeting where approval is given:

DR Jackson

ADDENDA 4

SEVENHAMPTON PARISH COUNCIL					
FINANCIAL UPDATE PERIOD 1 (MAR/APR 2017)					
Barclays Bank Account					
		£7,448.45			
Receipts		£	Payments		£
<u>Date</u>			<u>Date</u>		
17.4.17	Show-Village Live	21.60	1.4.17	GAPTC	92.42
24.4.17	Precept	5,250.00	26.4.17	M J Lewis	75.00
			12.5.17	I Selkirk (auditor)	80.00
			18.5.17	Clerk's salary	697.43
			18.5.17	Clerk's expenses	94.11
TOTAL		5,271.60			£ 1,038.96
Closing Balance		£11,681.09			
Leeds Building Society - Way Forward					
Opening Balance		£8,953.89			
Receipts		£	Payments		£
<u>Date</u>			<u>Date</u>		
TOTAL		-			-
Closing Balance		£8,953.89			
TOTAL BALANCES =		£20,634.98			

Sevenhampton Parish Council On-going Budget Analysis 2017 /18 up to 16/05/2017

	Section powers	Actual 2016/17	Budget 2017/18	Actual to date	Estimated year end	Comments
BARCLAYS		(inc. VAT)		(inc. VAT)		
Expenditure						
Clerk's Salary/NI/Pension	LGA s.112(2)	2,334.12	3,200.00	697.43		SCP 18, 25hrs/mth
Petty Cash purchases	LG(FP)A s.5	248.71	330.00	6.72		Inks,stationery,post etc
Office costs	LGA s.111	208.00	208.00	52.00		£4 / week
Office equipment	LGA s.111	562.95	100.00			Laptop/McAfee/backup
Chairman's Allowance	LGA s.15(5)	19.99	30.00			
Subs and Publications	LGA s.143	129.60	220.00	92.42		SLCC, GAPTC etc
Council Insurance	LGA s.140(1)	195.58	250.00			Due 1st June
Good Neighbourhood Ins.	LGA s. 140A	264.00	280.00			Due Dec/Jan
Grass Cutting	HA s.96	385.00	410.00	75.00		M J Lewis
Travelling Expenses	LG(FP)A s.5	96.35	100.00	19.80		Inc. Bournemouth '16
Website fees	LGTC	119.99	120.00	15.59		Discount Domain
Training	LGA s.111	41.40	250.00			CPD-SLCC Conference
Way Forward (Reserves)		1,000.00	1,000.00			Internal Transfer
Grants and Donations	LGA s.4, s.137	200.00	200.00			Cit.Advce/Cots.Wardens
Contingency		86.82	47.00			Land Reg. /QEII medals
Stream Clearance	CA s.5	0.00				
Printing, Village Live etc	LGA s. 142(1A)	196.00	160.00			6 Copies+firework flyer
Hall hire	LGA s.134(4)	48.75	60.00			2017 increase to £4/hr
Data Protection (ICO)		35.00	35.00			
Independent Auditor Fees	LGA s.111	80.00	100.00	80.00		I Selkirk
Total		6,252.26	7,100.00	1,038.96		
Receipts						
Precept		6,500.00	7,000.00	5,250.00		
Southern Electric Wayleave		21.08	21.00			
Produce Show		21.60	22.00	21.60		1 copy Village Live
VAT Refund		298.50	57.00			
Grants						
Other						
Total		6,841.18	7,100.00	5,271.60		
LEEDS B.S. (Way Forward)						
Expenditure						
Way Forward (Reserves)		802.89				Churchyard project
Total		802.89				(Materials & labour)
Receipts						
Way Forward (Reserves)		1,000.00	1,000.00			From Barclays a/c
Grants PCC (Churchyard)		235.00				from Parochial CC
Interest		25.49				
Total		1,260.49	1,000.00			
LGTC = Local Government Transparency Code 2015						
LG(FP)A = Local Govt.(Financial Provisions) Act 1963		LGA =Local Govt. Act		CA = Commons Act 1899		HA = Highways Act 1980



Release date: 16 May 2017

Members of Cotswold District Council attended their annual meeting on Tuesday 16 May, and agreed several key appointments, including the election of Cllr Mark Annett as the new leader. The Cabinet has also been reduced to six Members – with Cllr Sue Jepson and Cllr Alison Coggins stepping down and Cllr Stephen Hirst joining to take over the combined portfolio of Housing, Health and Leisure. Additionally, Cllr Julian Beale is the new Chairman of the Council and his Vice-Chairman is Cllr David Fowles.

The Cabinet now comprises the following:

Leader Cllr Mark Annett

Deputy Leader and Cabinet Member for Forward Planning Cllr Nick Parsons

Cabinet Member for Environment Cllr Sue Coakley

Cabinet Member for Enterprise and Partnerships Cllr Chris Hancock

Cabinet Member for Housing, Health and Leisure Cllr Stephen Hirst

Cabinet Member for Planning Services and Cirencester Car Parking Project Cllr Mark Mackenzie-Charrington

The following appointments were also agreed:

Chair of Planning and Licensing Committee – Cllr Tina Stevenson

Vice-Chair of Planning and Licensing Committee – Cllr Juliet Layton

Chair of Overview and Scrutiny Committee – Cllr Jenny Forde

Chair of Audit Committee – Cllr Len Wilkins

ENDS