

Sevenhampton Parish Council

Minutes of the Parish Council Meeting held on Wednesday 19th July 2017

Present: Cllrs. Lynne Jackson (Chairman), Gordon Day, Harry Boyd, Matthew Cain, Tex Cook, Emma Lanfear

In Attendance: Diana Cook (Clerk)

1. **Apologies:** Cllr. Bill Jenkin, County Cllr. Paul Hodgkinson, Ward Councillor Robin Hughes
2. **Declarations of Interest:** None were received
3. **Questions & Answers:** Cllr Cook was concerned about routinely checking the trees at Elsdown Clump to ensure they were in safe condition. He asked if this could be included on the agenda for the next Council meeting, which was agreed. The Clerk was asked to contact Council's Insurers to ascertain their views on the matter. **Action: Clerk**
4. **Minutes of Previous meeting:** The Minutes of the previous meeting held on May 17th 2017, having been circulated & published, were approved and signed as a true record of proceedings. Matters Arising:
 - a. Neighbourhood Watch/Rural Watch co-ordinator. Cllr Lanfear will take over this role.
 - b. Di Brown has been approached and she is willing to conduct mid-term audit.
5. **Asset Register:** Having previously been circulated, the proposed value of Council Assets was scrutinised and up-to-date values were agreed. This will now be placed on the Council's website, as required by legislation. (*Addenda 1*) **Action: Clerk**
6. **Dog Fouling:** Complaints of dog fouling in Church Lane have been received. The Council are willing to install a dog poo bin in the locality, if the residents wish. Their opinions are to be ascertained by the Clerk who will draft a letter (for Chairman's approval) to Church Lane residents. **Action: Clerk**
7. **Community Emergency Plan:** Clerk informed the meeting that Cotswold DC have requested an updated *Community Emergency Plan* by 12th August. Cllr Jackson will identify some dates when she and the Clerk can scrutinise the existing plan and attend to this request. **Action: Cllr Jackson & Clerk**
8. **Highway's Customer Satisfaction Survey:** Apart from noting that many repairs (particularly patching) to the highways were of poor workmanship/quality, the Councillors asked the Clerk to complete the survey as appropriate. **Action: Clerk**
9. **Clerk's Report:**
 - a. Maps of the parish showing watercourses and areas at risk of flooding have been provided by County Council's Flood management team. They were displayed at the meeting.
 - b. The Clerk advised that National Salary Awards had been published. The hourly pay increase for SCP18 (Clerk's Spinal Column Point) was from £9.299 to £9.392, as of April 2017. Council accepted this and agreed payment should be backdated.
 - c. The Clerk advised that the website had recently been hacked and Discount Domains (host) had successfully de-hacked it. Extra security on the site is now installed.

- d. Cllr Jenkin had previously notified Councillors of the possibility of visiting the Police Control Room. Cllrs Jackson, Cook & Lanfear were interested in a visit, as was the Clerk. Cllr Jenkin would be asked to co-ordinate a visit. **Action: Cllr Jenkin**
- e. Latest police figures for Sevenhampton were circulated prior to the meeting. (*Addenda 2*)
- f. In order to complete Amey's Winter Maintenance Form for this year the Clerk asked if the stockpile of salt/grit held at Manor Farm was adequate. Cllr Jackson will check the situation and advise. **Action: Clerk & Cllr Jackson**

10. Financial Matters

- a. The transfer of £1000 from the Council's Barclays a/c to the Leeds BS was approved.
- b. There were no additions to the financial update for Period 2 (June/July), which was circulated, together with the on-going budget analysis, prior to the meeting (*Addenda 3*). Payment for grass cutting generated a request from Cllr Day to extend the areas to be cut along Gassons Lane, notably at passing places. Clerk will place on future Agenda for discussion. **Action: Clerk**
- c. A rationale for applying for further 'Transparency Code' funding (*Addenda 4*), circulated to Councillors prior to the meeting, was discussed. It was noted that:
 - i. **Access to the Internet** at Rhodes Memorial Hall was not thought necessary by the Hall Committee. Cllrs Cook & Jenkin thought it would benefit the community generally, and that wi-fi at the Hall could also boost mobile phone signals. It was also noted that the Council had not provided a router for the Clerk and other webmasters to use, they having to rely upon personal equipment.
 - ii. **Access to a website** commands on-going costs and Council agreed to support a claim for further funding.
 - iii. **Training** on WordPress, the CMS (content management tool) used for the Council website, may be available and if so, Cllr Jenkin suggested it could be beneficial. If there is appropriate training and funding permits, it was agreed to apply for financial support. Clerk to ascertain availability of training. **Action: Clerk**
 - iv. **Staffing** costs are on-going and Council agreed to pursue funding for this.
- d. Payment for GAPTC training was approved
- e. Payment for grass cutting was approved
- f. Payment for de-hacking was formally approved and Council advised of outcome.

11. Planning Matters

There were no adverse comments offered against planning applications **17/00848/FUL**, **17/02342/LBC** and **17/02654/FUL**

12. Date of Next Meeting was confirmed as Wednesday 20th September 2017.

The Chairman closed the meeting at 8.40 pm

SEVENHAMPTON PARISH COUNCIL

ASSET REGISTER 2017

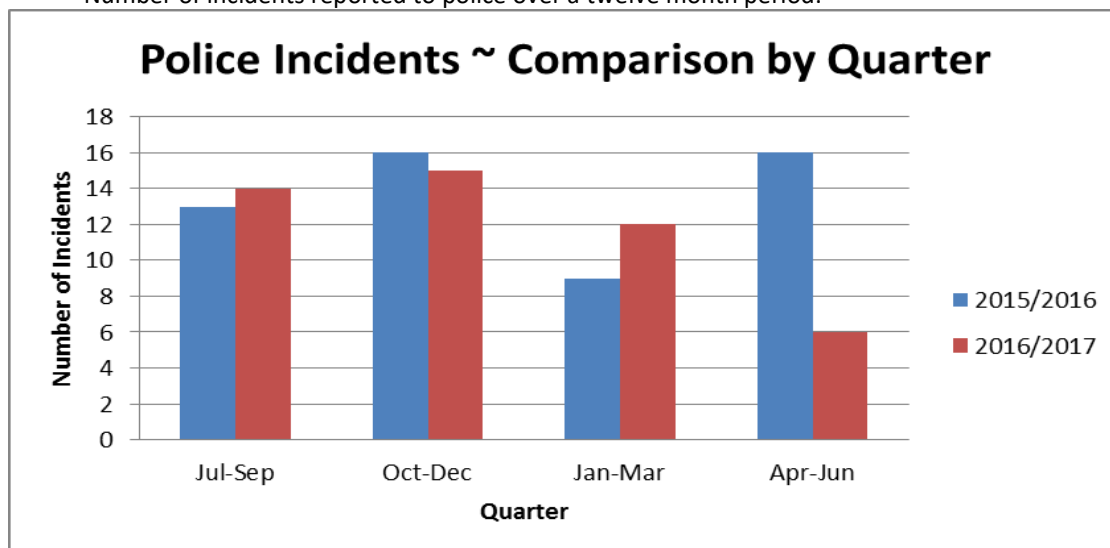
<u>ASSET</u>	<u>VALUE</u>
Noticeboard (upper Quarry)	£600
Noticeboard (Lower Sevenhampton	£600
Bus shelter (Gassons Lane)	£2000
Telephone kiosk, Lower Sevenhampton	£1000
Grit Bins (13)	£1000
Defibrillator	£1000
Stone Memorial seat, Brockhampton	£300
Wooden Seat, Brockhampton	£50
Wooden Seat, Sevenhampton	£50
Wooden Benches (2), Gassons Lane	£80
‘Kiosk’ Green (Common Land)	Nominal
Elsdown Clump (Bequeathed to Parish, registered with Land Registry April 2017)	Nominal
Drystone Wall at Elsdown Clump	Nominal

Addenda 2

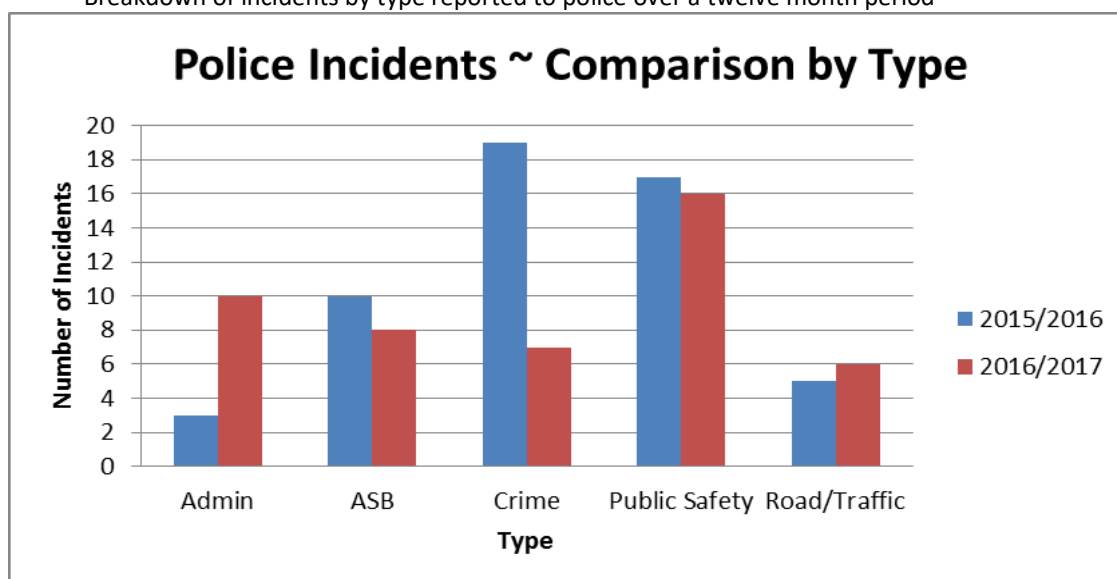
LOCAL POLICE REPORT

SEVENHAMPTON ~ July 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	Jul 2015 - June 2016	Jul 2016 - Jun 2017
Burglary dwelling	3	0
Burglary non dwelling	2	0
Crime - other	3	0
Criminal damage	7	4
Fraud/forgery/deception	0	1
Theft - other	3	2
Theft of motor vehicle	1	0
TOTAL	19	7

Admin @	Public Safety *	Road/Traffic #
<ul style="list-style-type: none"> • Complaint against police • Lost or found Property or animals • Messages inc press release • Police generated resource activity • Pre-planned event 	<ul style="list-style-type: none"> • Alarms ~ Personal, etc • Animals/Wildlife • Awol/abscond from hmp • Civil dispute-not btw neighbours • Concern for safety • Domestic incident - non crime • Missing Person • Susp. Circs./Insecure veh./prems. 	<ul style="list-style-type: none"> • Highway disruption • Road related offence • RTC Death / Injury • Rtc_damage only(inc animal rtc's)

NB. Each 'Incident' represents a contact report made to the Police via email, 101, 999, <https://www.gloucestershire.police.uk/contact-us/report-a-crime-or-incident/> , F2F with an officer, or at Stow on the Wold Police Station Reception. This being the case, it may be that a single event generates a number of incidents. An example of this could be a single vehicle losing control and damaging a number of properties which could result in a number of 'Criminal Damage' incidents.

For precise details of recorded 'Crimes', please visit: <https://www.police.uk/gloucestershire>

NB. Please be aware that during April 2017, Central Government changed the way burglaries are to be categorised; consequently direct comparisons with last year are problematic.

General:

When compared to the same period last year, there has been no significant change in the overall number of ASB Incidents; however the number of Crime Incidents has fallen. In order to maintain, and improve on this state of affairs, we will continue to rely on the support of the community as a whole, and the Neighbourhood/Rural Watch in particular to report suspicious activity. Your Neighbourhood Policing Team in the North Cotswolds takes the concerns of the community, together with those of every victim of crime or ASB seriously, and endeavours to provide the best service possible; however this must be within the resourcing constraints under which they have to operate.

We will not be able to attend every meeting we are invited to and on some occasions may have to cancel meetings providing little or no notice due to the nature of Emergency service demands. We will however always provide a Police Report which is designed to provide clear and simple information which can be shared with all those present at the meeting.

If questions are raised by those present please note the email addresses of the Beat Manager covering your area; however in the first instance, it would be as well to contact Stow Police Station:

[\(Robert.Hardie@gloucestershire.pnn.police.uk\).](mailto:Robert.Hardie@gloucestershire.pnn.police.uk)

The Neighbourhood Policing Team will be happy to address any concerns you have or that are raised during the meeting.

We will endeavour to attend as many meetings as we can but the new format of police Report combined with an up to date list of contact details will be provided for occasions we are not present.

PC 0436 Jason Page

Jason.Page@gloucestershire.pnn.police.uk

PCSO 9005 Mel Oliveira

Mel.Oliveira@gloucestershire.pnn.police.uk

SEVENHAMPTON PARISH COUNCIL

FINANCIAL UPDATE PERIOD 2 (JUN/JUL 2017)

Barclays Bank Account

£11,465.09

Receipts**£**Date

SSE -

Wayleave

21.08

Payments**£**Date

6.6.17

W J Jenkin

24.00

6.6.17

M J Lewis

75.00

26.6.17

Discount Domains

118.80

Internal transfer to

15.7.17

Leeds

1000.00

15.7.17

GAPTC - training

95.00

15.7.17

GAPTC - training

40.00

15.7.17

M J Lewis

75.00

TOTAL**21.08****£1,427.80**

Closing Balance

£10,058.37

Leeds Building Society - Way Forward

Opening Balance

£8,953.89**Receipts****£**Date

15.7.17

1,000.00

Payments**£**Date**TOTAL****1,000.00****-**

Closing Balance

£9,953.89**TOTAL BALANCES =****£20,012.26**

Section powers		Actual 2016/17	Budget 2017/18	Actual 19/7/17	Estimated year end	Comments
BARCLAYS		(inc VAT)		(inc.VAT)		
Expenditure						
	LGA					
Clerk's Salary/NI/Pension	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
	LGA					
Council Insurance	s.140(1)	195.58	250.00	216.00		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	225.00		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	134.39		Discount Domain
Training	LGA s.111	41.40	250.00	135.00		CPD-SLCC Conference
Way Forward (Reserves)		1,000.00	1,000.00	1,000.00		Internal Transfer
	LGA s.4,					
Grants and Donations	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				
	LGA s.					
Printing, Village Live etc	142(1A)	196.00	160.00	24.00		6 Copies+firework flyer
	LGA					
Hall hire	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	2,682.76		
Receipts						
Precept		6,500.00	7,000.00	5,250.00		
Southern Electric Wayleave		21.08	21.00	21.08		
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	5,292.68		
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	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	1,000.00		

Addenda 4**Information regarding funding for Sevenhampton Parish Council compliance with the TRANSPARENCY CODE**

The Transparency Code declares that Parish Councils, with a turnover of less than £25,000, are required to publish on a website the following:

- **All items of expenditure above £100**
- **End of year accounts**
- **Annual governance statement**
- **Internal audit report**
- **List of Councillor or member responsibilities**
- **The details of public land and building assets**
- **Minutes, agendas and meeting papers of formal meetings**

The Transparency Fund was set up in 2015 to help Parish Councils cover the extra burden which resulted from compliance with the *Transparency Code*.

After applying for initial funding, Sevenhampton Parish Council received **£1,586.12** in February 2016. The application requested funding (received in full) to cover:

a. Access to the internet

At the time of application, it was hoped to provide internet access to Rhodes Memorial Hall where the Council meets. This resulted in requesting **£130** for set-up costs (e.g. providing telephone lines / router) and yearly costs of **£300** (for line rental etc). In reality this did not occur and the Council still rely on internet connection provided by the Clerk and Cllr Jenkin.

b. Access to a computer & scanner

Up until Feb 2016 the Council relied upon the Clerk using personal equipment. As a result of funding the Council were able to purchase a laptop and scanner and were provided with funds of **£332.50** and **£100** respectively to achieve this.

c. Access to a website

Prior to funding, the Council relied upon uploading information onto a community website and did not have an independent web presence. In order to secure their own website the Council claimed **£290.83** for set-up costs (hosting, uploading files, web design costs etc) and **£124.19** for annual maintenance costs.

d. Training

A requirement for training staff (the Clerk & webmasters) was identified, estimated to be **£128** and provided for by funding.

e. Staffing

Funding also provided for staffing set-up costs, i.e. the cost of paying existing staff for the extra time needed to set-up the new website. This was identified as being **£180.60** (20 hours @ £9.03). No monthly on-going costs were identified, although funding existed for this.

Note: All costings are excluding VAT

Whilst initially it was thought that the Transparency Fund would not continue into the following financial year (Apr 2016-Apr 2017) after its inception, it has remained available to support Parish Councils who have low funding levels (<£25K). It also continues for this financial year and at least up until April 2018.

Given this, I would recommend that the Council requests further funding, with a view to achieving full support to address *Transparency Code* requirements. I suggest:

a. Access to the internet

It would be beneficial to provide internet access at Rhodes Memorial Hall, for use by the Council and the Clerk at meetings and on other related occasions. The Parish Clerk could then choose to use a router and its connections as an alternative to or instead of personal provision. Internet access here would also benefit the community generally. If approved, the costs involved would need to be identified.

[Maximum available: £300 for set-up; £25 monthly]

b. Access to a computer & scanner

No further funding necessary for hardware although there may be a case for software funding.

[Maximum available: Computer £350; Software £200; Scanning £100]

c. Access to a website

Annual costs of £124.19 were awarded for 2016/17. Another claim for costs could be made for 2017/18 and I would suggest a figure of £ 112.98 [£12.99 (domain name) + £99.99 (hosting fee)] be claimed for this period. Hacking protection costs could also be considered.

[Maximum available: Set up costs £500; Monthly costs £25]

d. Training

Training needs have been met at present; no further funding necessary.

[Maximum available: £400]

e. Staffing

No monthly on-going costs were identified for 2016/17, even though extra staffing time was needed to input data, upload files etc. Funding application forms suggest an allowance of 3 hours per month and I suggest that the full complement of hours be applied for, dating back to Sept 2016 when the Council's website was conceived.

Sept – Dec 2016: 3 hours per month @ £9.120 = 4 x 3 x 9.120 = £ 109.44

Jan – Mar 2017: 3 hours per month @ £9.299 = 3 x 3 x 9.299 = £ 83.69

Apr '17 – Mar 2018 3 hours per month @ £9.299 = 12 x 3 x 9.392 = £ 338.11

[Maximum available: Set up costs 50 hours; Monthly costs 3 hours]

The above is provided as background information for discussion at the Parish Council meeting on Wednesday July 19th 2017.

Di Cook
(10/6/17)