

Sevenhampton Parish Council

Minutes of the Parish Council Meeting held on Wednesday 20th September 2017

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

In Attendance: Diana Cook (Clerk), County Cllr. Paul Hodgkinson and later Ward Cllr. Robin Hughes

1. **Apologies:** None
2. **Declarations of Interest:** None declared
3. **Questions & Answers:** Cllr. Day asked for clarification on who was responsible for the Rural Cinema, usually shown once a month at the Rhodes Memorial Hall, except during the summer months. It is presently organised by Cllr. Jenkin who is wanting to relinquish the responsibility. Costs were discussed (£60 hire fee, £3 entry fee + 5% of take for CDC admin costs). It was identified that, even though numbers are dwindling, there have been no financial losses. It was asked to be placed on the agenda for the next Council meeting and an advert for a replacement organiser to be placed in Village Live. **Action: Clerk**
4. **Minutes of Previous meeting:** The Minutes of the previous meeting held on July 19th, having been circulated & published, were approved and signed as a true record of proceedings.
 - a. Cllr Cook informed the meeting that he had made several enquiries about who would be best qualified to inspect trees growing on Council land, in particular the copse known as Elsdown Clump. The most competent and impartial person who offered a competitive price (£150) was an arboriculturist based at Tewkesbury. He recommended to the Council that the trees be inspected and risk assessed soon, in order to ensure they are safe. The frequency of re-inspection would not be known until after an initial assessment was made. The Clerk read an email received from the Council's insurers on the topic. Cllr. Cain asked the Clerk to identify what the insurance policy actually stated before a decision was made. This information would be circulated prior to November's council meeting. **Action: Clerk**
5. **Areas for inclusion in grass cutting specifications.** Cllr Day asked for an additional area of grass to be included in the grass cutting schedule for next year. The area, identified along Gassons Lane, is to provide a wider passing place for vehicles. This was approved by Council. Cllr Jackson suggested a wider cut than the present specification of 1 metre in Donnywell. It was agreed to extend this cut to '2 metres where feasible' - inexact as the footpath width varies. **Action: Clerk**
6. **Update of Standing Orders.** Cllr Lanfear had been informed that the inclusion of Item 1i in the Council's Standing Orders (Re the recording of Council meetings) may be unlawful. The exact legal standing was unknown and the Clerk was asked to check on the legalities and advise Council accordingly. **Action: Clerk**
7. **The provision of a dog poo bin in Church Lane.** A questionnaire had been sent to all residents in the vicinity of Church Lane to ascertain their views about the need for a dog-poo bin and where to place it if one was provided. There were 8 (from 15) responses, all of whom felt there was a

problem with dog fouling; 7 wanted the provision of a bin; 6 wanted it placed by the gated entrance to the footpath opposite the church. Council agreed to provide such a bin (preferably green) but wished it to be placed at a level below the stone wall, using a shorter than usual pole. The exact location would be identified by the Chairman and the Clerk. Cllr Robin Hughes offered to approach Cotswold DC, who will be able to supply a bin and organise installation and emptying. Cllr Hughes will ask them to liaise directly with the Clerk.

8. **The Police Commissioner's Fund** was opened on 1st August and has 4 different levels of funding: £1-1,000; £1,000-5,000; £5,000-£20,000; £20,000 +. Applications for the two smaller levels of funding must be submitted by 30th September. The Council felt that this was too soon to identify a worthwhile project and will consider the possibility of applying for funding next year. Two suggestions for next year's fund applications were (1) Revitalising the Neighbourhood Watch in the Parish and (2) The Provision of 'Smart water' for vulnerable equipment.

9. **The Clerk reported that**

- a. Suitable training for *WordPress* had been identified at a cost of £50 per person + £25 website familiarisation fee. This would be paid for out of 'Transparency Code' funding. The Council approved the expenditure.
- b. The Police report for September, circulated to Councillors before the meeting (Addenda 1), generated no cause for concern.
- c. The Emergency Plan was in the progress of being updated, following a meeting with the Chairman and The Council's previous Clerk, who had been its main initial compilers.
- d. Winter provisions were still in question with the lack of the appropriate snow plough coupling, which was supposed to have been provided for last Winter. The Clerk has been in correspondence with Amey about this but is yet to have a reply. The question of the many salt/grit piles left along the verges was also raised but no comments have been forthcoming.

10. **Financial Matters**

- a. A letter had been received from Citizen Advice Stroud & Cotswold Districts requesting funding support. The Council agreed to donate £100 to this charity.
- b. The Period 3 update, having previously been circulated together with the financial analysis (see Addenda 2) was discussed. It was noted that the remaining precept (25%), while expected in September, had not yet been received. It was also noted that the interest on the Leeds a/c had reduced from 0.5% to 0.03%.
- c. Di Brown had been approached and was willing to conduct the mid-term internal audit, which would be arranged for some time in October.
- d. The renewal of the mapping tool, Parish Mapping Online, costing £28 + VAT, was approved.
- e. The Clerk's expenses (£90.14) and quarterly salary (£724.80) was approved (Addenda 3)

11. **Planning Matters**

There were 2 local planning applications since the last Council meeting which involved Sennington House and The Dower House, although the time periods for comments are now closed. Following the refusal of a planning application re Whalley farm, Whittington, it was noted that no further developments were known.

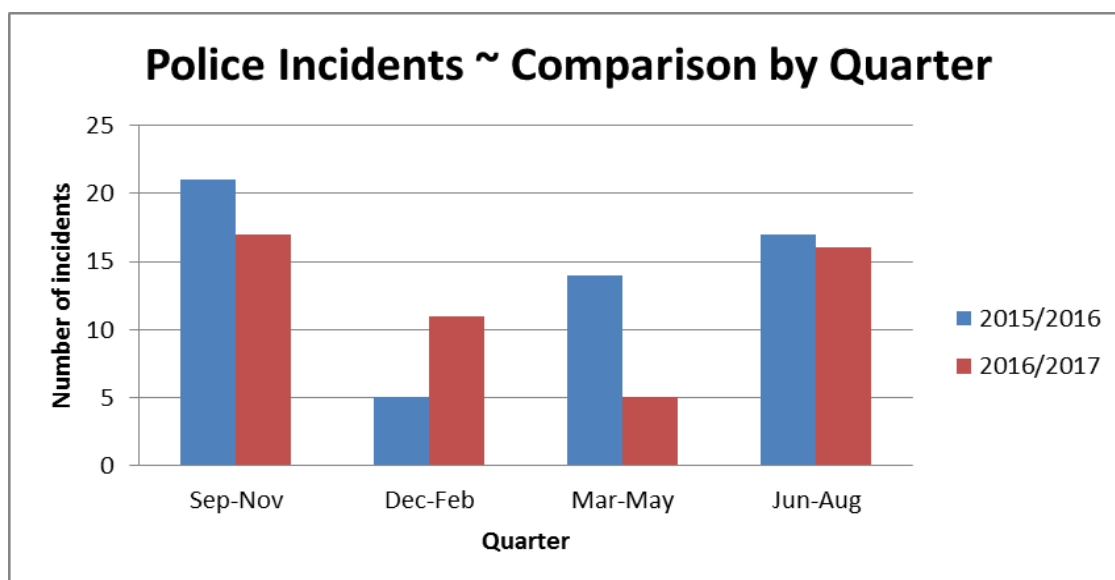
12. **Date of Next Meeting** was confirmed as Wednesday **15th November 2017**

The Chairman closed the meeting at 8.45 pm

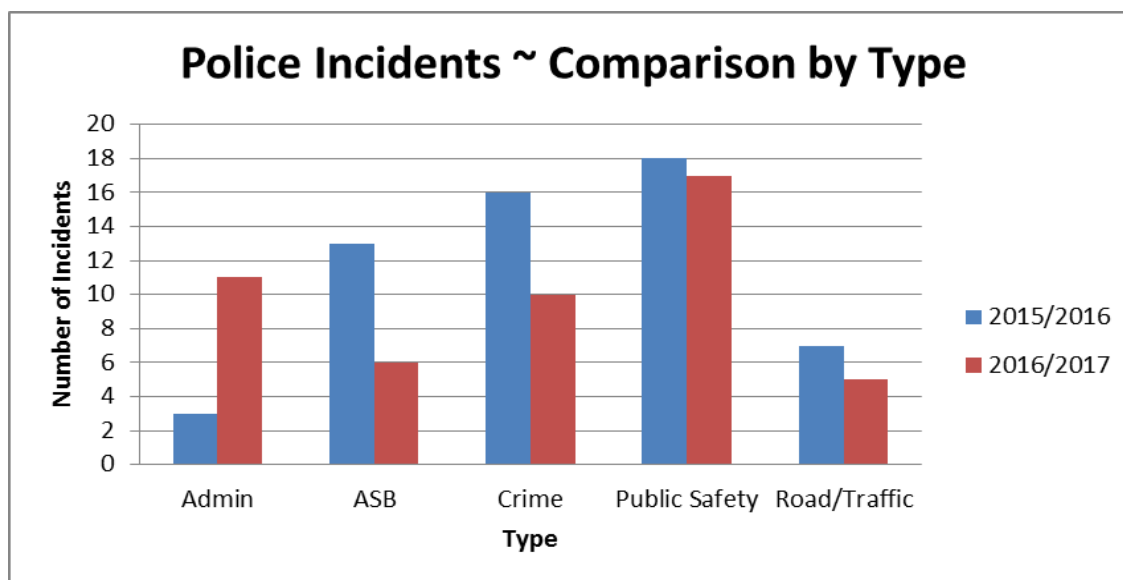
Addenda 1

Local Police Report Sevenhampton ~ September 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	Sep 2015 - Aug 2016	Sep 2016 - Aug 2017
Burglary dwelling	3	0
Crime - other	3	0
Criminal damage	5	4
Fraud/forgery/deception	0	1
Theft - other	4	1
Theft from motor vehicle	0	1
Theft of motor vehicle	1	1
Violence against the person	0	2
TOTAL	16	10

Addenda 2

FINANCIAL UPDATE PERIOD 3 (AUG/SEP 2017)

Barclays Bank Account

Opening Balance **£10,058.37**

Receipts

£

Date

Sept Precept 1,750.00

TOTAL 1,750.00

Closing Balance **£10,746.23**

Payments

£

Date

4.8.17	W J Jenkin	21.60
4.8.17	NALC (for LCR subs)	17.00
13.8.17	M J Lewis (4th cut)	75.00
	D Cook (Office	
20.9.17	expenses)	90.14
20.9.17	D Cook (Salary)	724.80
20.9.17	Get Mapping plc	33.60
22.9.17	Citizens Advice Bureau	100.00

**£
1,062.14**

Leeds Building Society - Way Forward

Opening Balance **£9,953.89**

Receipts

£

Date

1.9.17 Interest 9.69

TOTAL 9.69

Closing Balance **£9,963.58**

Payments

£

Date

-

TOTAL BALANCES = £20,709.81

Addenda 3**CLERK'S EXPENSES CLAIM FORM. Jul / Aug / Sep 2017****Stationery**

DATE	COMMENT	AMOUNT
6/7/17	Large envelopes	£ 3.99
15/7/17	Drawing Pins	£ 1.99 (inc. 33p VAT)
15/7/17	Printer Ink	£ 17.09
15/7/17	Print paper	£ 4.99
	Total	£ 28.06

Other Expenses

DATE	COMMENT	AMOUNT
22/5/17	Recorded Delivery postage (Audit)	£ 1.22
6/7/27	Large letter postage (form to CDC)	£ 0.76
28/6/17	Mileage (Brockworth) (18mls x 45p)	£ 8.10
1/7/17 – 30/9/17	Home Office Use 13 wks. @ £4 / wk	£ 52.00
	Total	£ 62.08

TOTAL = £90.14**Salary**

DATE	COMMENT	AMOUNT
July – Sept. '17	25hrs / month @ £9.392 (SCP18) per hour.	£ 704.40
	Backdated pay for Apr-Jun (£0.272 x75)	£ 20.40
	Total	£ 724.80

TOTAL = £814.94