

Sevenhampton Parish Council

Minutes of the Parish Council Meeting held on Wednesday 15th November 2017

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

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

1. **Apologies:** Speaker Kevin Dower (Item 6 on agenda) was unable to address the meeting. Late attendance apologies from Cllrs. Cain, Hodgkinson & Hughes
2. **Questions & Answers:** A parishioner, representing the 'coffee club', requested information about Item 6 on the agenda as the speaker was unable to attend. The meeting was told that within Gloucestershire the new Community Connected Schemes have combined Village and Community Agents with other social supporters to signpost people to activities, support groups and events in their area that are appropriate to their needs. In the Cotswolds the scheme is delivered by Gloucestershire Rural Community Council (GRCC) and is likely to operate mostly out of GP surgeries. A copy of a leaflet was given to the parishioner and additional leaflets will be available soon.
3. **Declarations of Interest:** None were received
4. **Minutes of Previous meeting:** The Minutes of the previous meeting held on September 20th, having been circulated & published, were approved and signed as a true record of proceedings.
Matters arising:

- a. Grass cutting specifications. These have been amended to include a 2m cut at Donnywell and a passing place along Gassons Lane.
- b. Standing Orders have been amended to replace **Item 1i** regarding Meetings with:

Item 1 i If present, a person may not orally report or comment about a meeting as it takes place but otherwise may:

- a. film, photograph or make an audio recording*
- b. use any other means for enabling persons not present at the meeting to see or hear proceedings*
- c. report or comment on the proceedings in writing during or after a meeting, or orally after the meeting*

The amendments, having been circulated to all Councillors, were formally adopted.

- c. Website training. Cllr Jenkin and the Clerk are due to attend training at Cirencester next week. It was suggested that a third person ought to have similar webmaster training but no one was identified.
 - d. Winter Provisions. After some years of negotiations, the Clerk has been advised by those involved that the snow plough coupling will be fitted to the operator's tractor next week.
5. **Rural Cinema.** Cllr Jenkin will not be running the Rural Cinema at Rhodes Memorial Hall after next May. There was some confusion over the responsibility for running the facility as Cllr Jenkin had always thought of it as the responsibility of the Hall Committee - having never paid rent to them for use of the hall, with the full takings from each show being paid into the hall's bank account and the invoices from the film suppliers sent directly to the hall Treasurer and paid from hall funds. Cllr Day

explained that these monies were always entered as 'a donation' in the accounts. The Hall Committee are due to meet in December and Cllr Day will suggest that they formally adopt the Rural Cinema, so that the situation is clarified for whoever takes over from Cllr Jenkin in May. Meanwhile advertisements for a replacement organiser will be placed in Village Live.

Action: Cllrs Day & Jenkin

6. **Presentation from Kevin Dower.** Speaker was unable to attend
7. **Additional grit/salt piles and bins.** Maps were provided identifying where existing grit bins are located. Some bins (eg those at Sevenhampton) were used more than others and the Clerk will inspect the bins (22 in all) within the next fortnight to identify their condition. Additional bins were wanted at 'Racecourse Road/ The Beeches' (Class 4, 40557) and 'Winchcombe Road / Top Road' (Class 3, 3/97) between Sevenhampton and Syreford. There was a feeling that salt/grit piles should not be applied loose as they damage the verges and are eroded away before needed for use. However, it was pointed out that some parishioners require them. Cllr Hodgkinson thought that there *may* be some County funding available for grit bins in the next financial year. If specific funding is not forthcoming it was suggested that the bins be paid for from the 'Wayforward Fund'. The Chairman of Whittington Parish Meeting will be approached regarding the proposed bin at 'The Beeches' as part of this road falls within their parish.
Action: Clerk
8. **Resignation of Cllr Cook.** It was stated that Mr Cook is willing to continue as the Tree Warden for the parish but re-affirmed that he does not wish to continue as Councillor. The Chairman has written to him accepting his resignation. The correct vacancy procedure will be undertaken with the Clerk contacting Cotswold District Council (Nigel Adams) as soon as possible. An announcement will be placed in Village Live and on the website about the Councillor vacancy.
Action: Clerk
9. **Clerk's report.**
 - a. The Clerk advised that the dog poo bin had been installed in Church Lane. She suggested that the Council could provide poo bags to encourage and support dog owners to tidy up after their dogs – the bags being reasonably priced at £40 for 2000. This was not thought necessary.
 - b. Mid-term audit was complete with no problems or concerns.
 - c. Details of this year's Town & Parish Liaison meeting had been circulated beforehand and Cllr Jenkin agreed to attend. The third item on their agenda refers to *Publica*, which is a new shared service for some local district authorities.
 - d. The Clerk advised that an application for additional 'Transparency Code' funding for >£1000 had been applied for. This would be determined in about a month's time.
 - e. Latest Police report figures had been circulated (Addenda 1) with no cause for concern identified. The Clerk reported that Stow Police station is now closed on Thursday and Fridays. A number of Council members visited the police HQ at Quedgeley and found it very informative
10. **Financial Matters.** Website training had been arranged for 23rd Nov. at a cost of £25 + £50 / hour. The renewal of 'Council's Direct' periodical was approved. The financial update for Period 4 and the on-going budget analysis (Addenda 2) had been circulated prior to the meeting. Cllr Day asked if the final quarter of the precept had been received. The Clerk confirmed that it had and would update the budget analysis spreadsheet to include it.
Action: Clerk

11. **Planning Matters.** The only planning received recently was an application to pollard and reduce trees at Brockhampton Mews (Planning app. 17/04366/TCONR)

12. **Dates for Meetings:** Dates for meetings in 2018 were suggested as :

Wednesday January 17th

Wednesday March 21st (Annual Parish meeting)

Wednesday May 16th (Annual Parish Council meeting)

Wednesday July 18th

Wednesday September 19th

Wednesday November 21st

The Clerk will forward these dates to Cllrs Hodgkinson & Hughes.

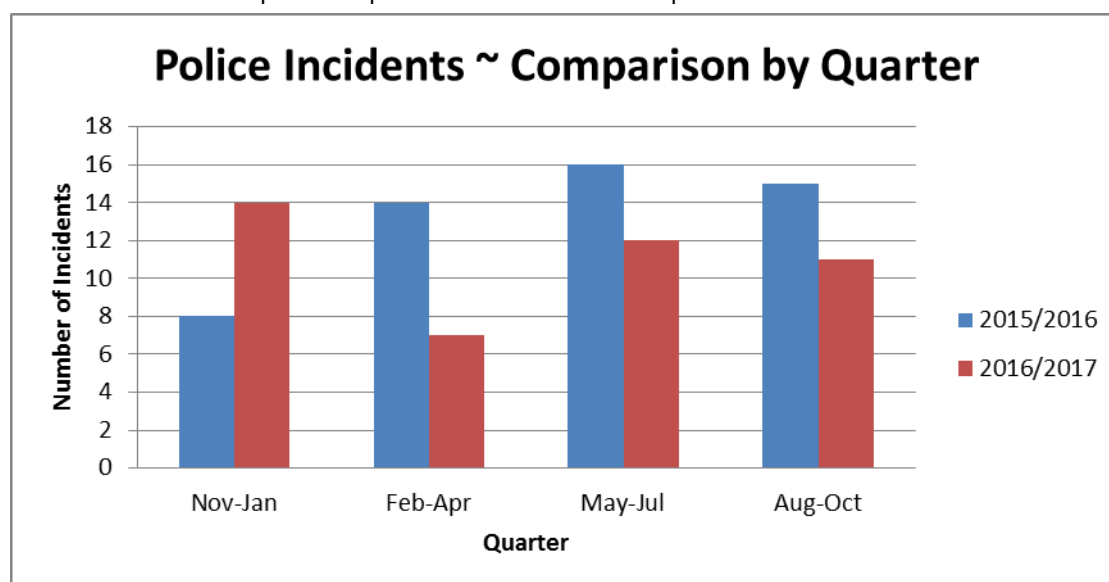
Action: Clerk

Date of next meeting: Wednesday January 17th 2018

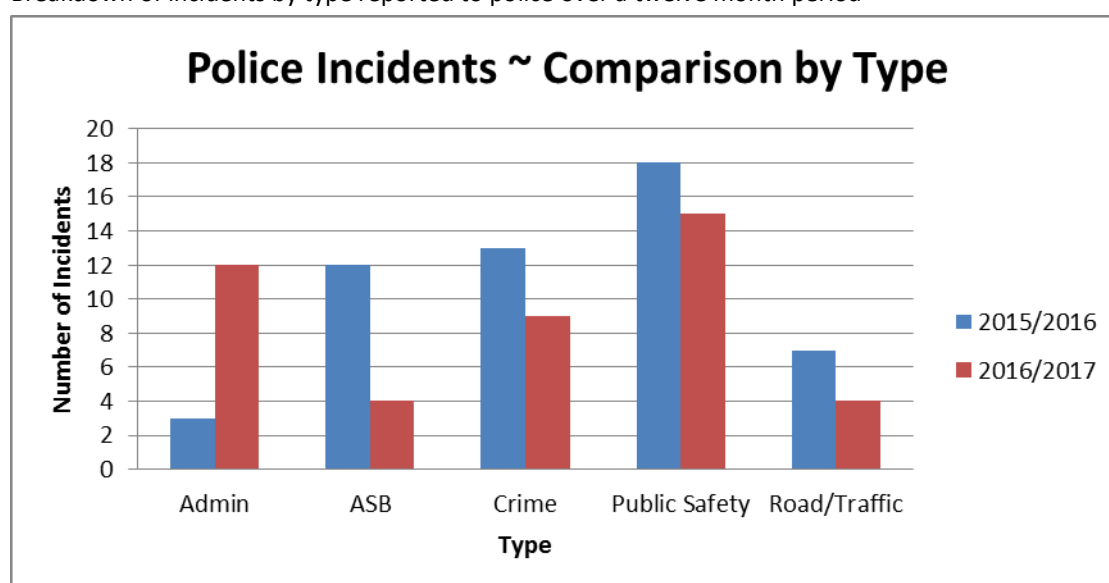
There being no other business the Chairman closed the meeting at 8.45 pm

Addenda 1
Local Police Report
Sevenhampton ~ November 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	3	3
Fraud/forgery/deception	0	1
Theft - other	3	1
Theft from motor vehicle	0	1
Theft of motor vehicle	1	1
Violence against the person	0	2
TOTAL	13	9

Addenda 2

SEVENHAMPTON PARISH COUNCIL					
FINANCIAL UPDATE PERIOD 4 (OCT/NOV 2017)					
Barclays Bank Account					
Opening Balance		£10,710.73			
<u>Receipts</u>		£	<u>Payments</u>		£
<u>Date</u>			<u>Date</u>		
			13.10.17	W J Jenkin	24.80
			13.10.17	M J Lewis	110.00
			14.10.17	Discount Domains	119.99
			23.10.17	Rhodes Memorial Ins.	35.25
			03.11.17	Athena Website Designs	25.00
TOTAL		-			£ 315.04
Closing Balance		£10,395.69			
Leeds Building Society - Way Forward					
Opening Balance		£9,963.58			
<u>Receipts</u>		£	<u>Payments</u>		£
<u>Date</u>			<u>Date</u>		
TOTAL		-			-
Closing Balance		£9,963.58			
TOTAL BALANCES =		£19,887.15			

Addenda 2 (cont.)

	Section powers	Actual 2016/17	Budget 2017/18	Actual to (03.11.17)	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	1,422.23		SCP 18, 25hrs/mth
Petty Cash purchases	LG(FP)A s.5	248.71	330.00	36.76		Inks,stationery,post etc
Office costs	LGA s.111	208.00	208.00	104.00		£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	143.02		GAPTC/Mappingonline
Council Insurance	LGA s.140(1)	195.58	250.00	216.50		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	410.00		M J Lewis
Travelling Expenses	LG(FP)A s.5	96.35	100.00	27.90		Inc. Bournemouth '16
Website fees	LGTC	119.99	120.00	254.38		D.Domains de-hack inc
Training	LGA s.111	41.40	250.00	160.00		CPD,GAPTC,Website
Way Forward (Reserves)		1,000.00	1,000.00	1,000.00		Internal Transfer
Grants and Donations	LGA s.4, s.137	200.00	200.00	100.00		Cit.Advce
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	70.40		3 Copies
Hall hire	LGA s.134(4)	48.75	60.00	35.25		for Nov '16-Nov '17
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	4,060.44		
Receipts						
Precept		6,500.00	7,000.00	7,000.00		
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	7,042.68		
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		9.69		
Total		1,260.49	1,000.00	1,009.69		
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						