

Sevenhampton Parish Council

Minutes of the Parish Council Meeting held on Wednesday 17th January 2018

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

In Attendance: Diana Cook (Clerk), Ward Cllr. Robin Hughes (late arrival)

1. **Apologies:** Cllr. Matthew Cain, County Cllr. Paul Hodgkinson,
2. **Declarations of Interest:** None
3. **Questions & Answers:** None
4. **Minutes of Previous meeting:** The Minutes of the previous meeting held on November 15th 2017, having been circulated & published, were approved and signed as a true record of proceedings, with slight addition to Item 2.
Matters arising:
 - a. *Responsibility towards Rural Cinema.* The Village Hall Trustees committee, having met later than originally scheduled, accepted the Rural Cinema as a “hall activity” and is prepared to underwrite its costs; a projector may also be provided for the hall. It was pointed out that, to date, the Rural Cinema is self-financing. No one has volunteered to run the cinema so an advert will be placed in Village Live. **Action: Cllr. Jenkin**
 - b. *Dog Waste Bin Installation.* The cost of £252 was accepted and a cheque signed, although a possible contribution towards costs from CDC will be explored.
 - c. *Community Agents.* Several leaflets had been received referring to the new Community Wellbeing Service which combines Village & Community Agents with Social Prescribing. The area which includes Sevenhampton Parish is overseen by Gloucestershire Rural Community Council (GRCC). Information leaflets were left in the Hall.
 - d. *Notice of Vacancy & Co-option of Councillor.* No election was called as a result of the ‘Notice of Vacancy’ so the Council will look to co-opt someone to complete the Council. A parishioner, Berit Hagen, has shown interest and whether she qualifies will be ascertained by the Clerk. Ian Parker, who previously showed interest will be contacted by the Chairman. **Action: Cllr. Jackson & Clerk**
5. **Winter Provisions:** The Clerk provided an assessment of all grit bins carried out in Nov 2017 (see Addenda 1). This highlighted the need for new lids for blue grit bins. Councillors and the Clerk will explore possible replacements. **Action: Cllrs. & Clerk**
Some bins also needed vegetation cleared around them and this duty, to be carried out in Autumn, will be added to the grass cutting tender specifications. **Action: Clerk**
Following the onset of poor weather, Cllr Jackson had had additional grit delivered to Manor Farm and her husband, Mr Robert Jackson, very kindly re-filled the bins. The Council’s thanks were forwarded to him. It was noted that there is no formal system in place for replenishment and payment for replenishment of grit bins.
More grit has been requested from Highways but it has not yet been delivered.

The Clerk contacted the neighbouring parish of Syreford & Whittington who would be pleased to accept placement of additional grit bins (paid for by Sevenhampton PC) within their parish, as they receive no precept. It was agreed to provide two additional lidded bins on the Sevenhampton to Syreford Road and two on 'The Beeches' road (1 on triangle and 1 further up slope) leading towards Whitehall. Both these roads serve areas of Sevenhampton parish. The blue bin by the ford in Sevenhampton will be replaced with a fixed-lid bin and the blue bin then moved to Brockhampton. Two more lidded bins will be placed in Brockhampton. The locations of these 3 extra bins will be: Entrance to The Craven /Bank opposite the bus stop / Verge near council houses Altogether 7 new bins will be provided, hopefully with some financial support from County. An application will also be made to The Produce Show committee for contributions towards extra bins

6. **Tree Surgeon's Report.** The recommendations given in (tree surgeon) Mr Unwin's report which require action within 3 years, were endorsed by the Council.
7. **Grass Cutting Tender.** Advertisements for this year's grass cutting contract will be placed in Andoversford Post Office, Village Live and the Church magazine. A placement in Winchcombe will also be explored. Additional specifications will be included as per Item 5.
8. **Clerk's Report.**
 - a. *Highways' Contract.* AMEY's contract is due to end on 1/4/19 but will not be extended. County will be putting 3 new contracts out to tender. The successful bidders will be announced this Autumn.
 - b. *Police report.* Circulated to Councillors prior to meeting, it gave no concern (Addenda 2)
 - c. *Gloucestershire Charter Parish meeting.* The Clerk was included in the minutes for this meeting which seem to discuss mostly highways issues. The next meeting, held at GL3 Community Hub, Churchdown, will be on Thursday 8th March. The Clerk felt it would be useful to attend. **Action: Clerk**
 - d. *Data Protection Officer.* Information has been received about the need for Councils to appoint a Data Protection Officer, required under new legislation, the General Data Protection Regulation due 25/5/18. At the moment it is thought that the Clerk will not be eligible to act as this officer due to conflict of interests. Guidance is only just emerging and more information will be sought for Council's next meeting. **Action: Clerk**
 - e. *Details for Leeds BS.* Signatures were sought for form re Financial Services Compensation Scheme before return to Leeds BS.
 - f. *Hall Hire Charges.* The Clerk advised that on the 1/1/18 hall hire charges would increase to £6.50 / hour for the main hall and £4.50 / hour for the Reading Room.
 - g. *Auditors.* The Clerk advised that the Smaller Authorities Audit Appointments (SAAA) have appointed PKF Littlejohn LLP, Canary Wharf, London as the Council's external auditors for the next 5 years. Council were asked to declare any conflict of interests with this appointment. None were declared.
Previously used internal auditor, Mr Selkirk, has enquired whether the Council wishes to make use of his services again this year. Affirmed. Clerk to reply. **Action: Clerk**
 - h. *VAT refunds.* The system for claiming VAT refunds will be changing soon. Pre-empting this the Clerk has submitted a refund claim of £160.17.
 - i. *Transparency Code.* An update of how the Transparency Fund had so far been used was circulated to Councillors

9. Financial Matters.

- a. Renewal of SLCC membership (£72) approved.
- b. Clerk's wages (£704.40) and expenses (£108.51) were approved (Addenda 3).
- c. Payment of the Good Neighbourhood Scheme Insurance to Zurich (£215.85) was approved.
- d. The renewal of GAPTC membership will be due before Council's next meeting, although actual cost not yet known. If about £95, Council will approve renewal.
- e. Period 5 Update was circulated prior to the meeting but will not be complete until end of January as more payments to be made. Final update will then be circulated to Councillors (Addenda 4). **Action: Clerk**
- f. A request to raise the Council's precept for 2018/19 is due. It was proposed by Cllr. Day to keep the Precept at the same level of £7000 for the year. Proposal was seconded by Cllr Jenkin and agreed.

10. Planning Matters.

Cllr Boyd noted a planning application for change of windows at Oakfield Cottage (17/04605/FUL). Whilst this was validated prior to last November's meeting, Council were unaware of it at the time. Councillors were alerted to a newly validated planning application (17/05070/LBC) regarding combining Flats 5 & 6 Brockhampton Park into one. The Clerk asked for any comments to be given to her for submission before expiry date 8th February. **Action: Councillors**

Ward. Cllr Hughes had emailed Council inviting 3 representatives to attend a meeting with Mr Kevin Field and other representatives of parishes within Mr Hughes' ward. It was agreed that Cllr Day, Cllr Boyd and the Clerk would attend the meeting in Cirencester, they are available for a meeting on the mornings of 21st or 22nd February. Cllr Hughes to confirm.

- 11. Date of Next Meeting:** Wednesday 21st March, following the Annual Parish meeting which will start at 7 pm.

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

Addenda 1

Inspection of Grit bins in Parish – November 2017

<u>No.</u>	<u>Location</u>	<u>Type</u>	<u>Grit level</u>	<u>Condition of</u> <u>Grit & Bin</u>		<u>Ease of Access</u>	<u>Comments</u>
1	Brockhampton crossroads	Green bin (with lid)	Full	Good	Removed some rubbish from it	Now cleared of brambles & nettles	Some caking of grit evident but now OK
2	By Brockhampton sign from crossroads	Green bin (with lid)	Full	Good	Good	Good	Cleared branches from sign
3	Opposite Park house	Green bin (with lid)	Too full	OK	Lid not shutting easily as too full	Good	Grit re-arranged to accommodate lid
4	Entrance to Deerpark, Park Lane	Blue bin	Full	Good	Lid OK but size reduced	Kept clear by residents	Small lid permits water ingress
5	Event gate, Park Lane	Blue bin	Full	Good	Lid very poor	Good	Lid needs replacing
6	Top of Park Lane	Blue bin	Full	Good	Lid poor	Some vegetative growth, cleared now	Lid needs replacing
7a	Church Lane, top	Green bin (with lid)	Full	Good	Good	Good	
7b	Church Lane, middle	Blue bin	Full	Good	Lid very poor	Good	Lid needs replacing
7c	Church Lane, bottom	Black bin	Full	Good	Lid very poor	Good	Lid needs replacing
10	Main road outside Manor House	Blue bin		Good	Lid very poor	Good access	Lids needs replacing
11	Corner of Bakers Wood Lane /Dower House	Blue bin	Full	Good	Lid in poor condition	Generally accessible; approach cleared of grass & few nettles	Lid needs replacing
12	Corner towards Donneywell	Green bin (with lid)	3" off top of bin	Good	Good	Overhead branches impedes lifting of lid	Some branches cut back, although' more needed to be removed
13	Village green	Green bin (with lid)	Full	Good	Good	Good	Caking cleared
14 ?	<i>Plovers Wood</i> entrance	Green bin (with lid)	Full	Good	Good	Kept clear by residents	
15 ?	Opposite <i>Hillside</i>	Green bin (with lid)	Full	Good	Good	Brambles & nettles	Vegetation now cleared
?	Outside <i>The Barn</i> The Quarry	Black Bin with fixed lid	Full	Perfectly dry	Good	Good	

16	Opposite <i>Ivy Bank</i> (The Quarry)	Green bin (with lid)	Full	Quite caked	Good	Approach clear	Caking cleared
17	Beyond <i>Ivy Bank</i> towards top of Quarry hill (RHS)	Blue bin	Full	Some caking	Lid in very poor repair	Approach clear	Caking cleared
18	Top of Quarry hill	Green bin (with lid)	Full	Good	Good	Approach clear	Caking
8a	Main Road at turning to Sevenhampton	Green bin (with lid)	Full	Good	Good	Good	
8b	Before ford, outside Home Farm, Sevenhampton	Green bin (with lid)	Full	Badly caked	Good	Very poor	Brambles, ivy and surrounding grass now cleared
9a	On corner by Colnside, Sevenhampton	Blue bin	Full	Good	Lid in poor condition	Access kept clear by residents	Lid needs replacing
9b	Near telephone kiosk, Sevenhampton	Green bin (with lid)	Full	Very good	Good	Good access	

All grit has been forked over, cleared of occasional rubbish and dead slugs removed! Generally little water ingress but nearly all bins' grit had caked over - hence forking.

Recommendations: Lids for all blue bins (8) should be replaced as most are disintegrating and unsightly.

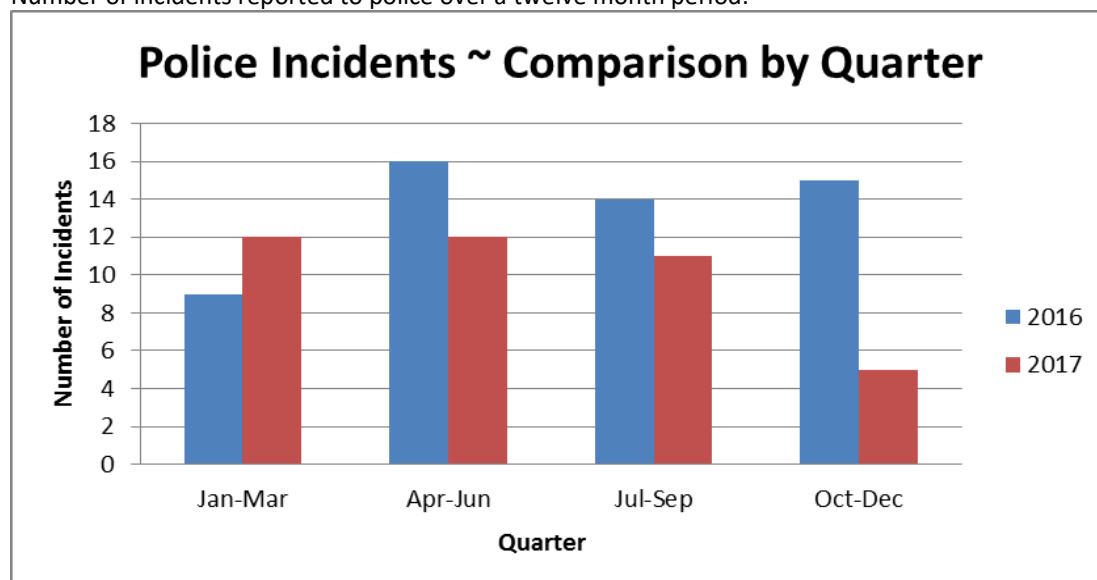
Green bin 8b – surrounding vegetation is very invasive – immediate growth has been cleared. Only about $\frac{3}{4}$ of grit inside is useable. Suggest that it is NOT refilled but used as much as possible and completely emptied in the new year to be replenished with new grit/sand once cleared. There are 3 other bins nearby so this strategy should not be problematic

Addenda 2

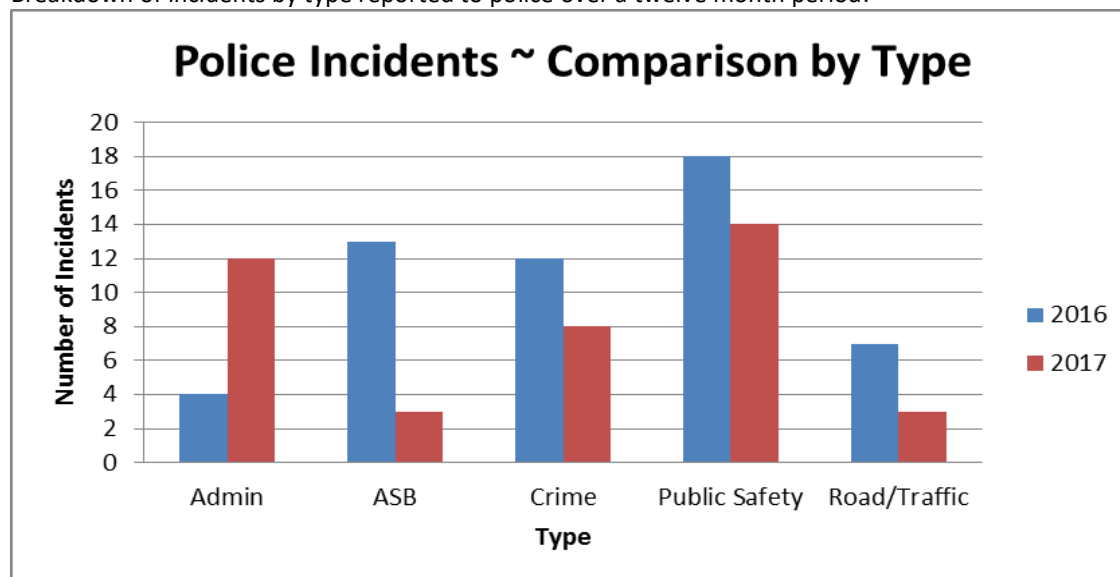
Local Police Report

Sevenhampton ~ January 2018

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	2016	2017
Burglary dwelling	1	0
Crime - other	3	0
Criminal damage	4	1
Fraud/forgery/deception	0	1
Theft - other	3	1
Theft from motor vehicle	0	2
Theft of motor vehicle	1	1
Violence against the person	0	2
TOTAL	12	8

Admin @ <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 	Public Safety * <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. 	Road/Traffic # <ul style="list-style-type: none"> • Highway disruption • Road related offence • RTC Death / Injury • Rtc_damage only(inc animal rtc's)
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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:

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. This having been said, we continue to rely on the support of the communities we serve

Addenda 3

CLERK'S EXPENSES CLAIM FORM. Oct/ Nov/ Dec 2017

Stationery

DATE	COMMENT	AMOUNT
12.11.17	Printer Ink (black)	£ 23.99
20.11.17	1 st & 2 nd class stamps	£ 14.52
	Total	£ 38.51

Other Expenses

DATE	COMMENT	AMOUNT
1.10.17 – 31.12.17	Home Office Use 13 wks. @ £4 / wk	£ 52.00
20.11.17	Mileage (grit bin assess/service) 6 mls @ 45p / ml	£ 2.70
23.11.17	Mileage (Web Training Cirencester) 34 mls @ 45p / ml	£ 15.30
	Total	£ 70.00

TOTAL = £ 108.51

Salary

DATE	COMMENT	AMOUNT
17.1.18	25hrs / month @ £9.392 (SCP18) per hour.	£704.40
	Total	£704.40

TOTAL = £ 812.91

Addenda 4

SEVENHAMPTON PARISH COUNCIL

FINANCIAL UPDATE PERIOD 5 (DEC '17/JAN '18)

Barclays Bank Account

Opening Balance **£11,307.69**

Receipts

£

Date

Payments

£

Date

9.12.17	B J Unwin	180.00
17.1.18	Cotswold DC (Dog bin)	252.00
	Clerk's	
17.1.18	wages/expenses	704.40
17.1.18	Clerk's Expenses	108.51
17.1.18	SLCC subs renewal	72.00
	Good Neighbr.	
17.1.18	Scheme	215.85
26.1.18	Village Live printing	21.60

TOTAL

-

£
1,554.36

Closing Balance **£9,753.33**

Leeds Building Society - Way Forward

Opening Balance **£9,963.58**

Receipts

£

Date

Payments

£

Date

TOTAL

-

-

Closing Balance **£9,963.58**

TOTAL BALANCES = £19,716.91