

Sevenhampton Parish Council

Minutes of the Parish Council Meeting held on Wednesday 21st March 2018

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

In Attendance: Diana Cook (Clerk), County Cllr Paul Hodgkinson

1. **Apologies:** None received
2. **Declarations of Interest:** None
3. **Questions & Answers:** Cllr Day asked to be able to report on the Village Hall committee and the future of the Village Cinema. He informed the meeting that the hall committee did not support the purchasing of a projector. Bob Chandler volunteered to do publicity for films but other support wasn't forthcoming. Cllr Jenkin felt that a small group running the cinema would be better than an individual.
4. **Minutes of Previous meeting:** The Minutes of the previous meeting held on January 17th 2018, having been circulated & published, were approved and signed as a true record of proceedings.
Matters arising:
 - a. *Councillor Vacancy.* Parishioner Berit Hagen, who was interested in this position is not eligible due to her non-EU status; the Clerk has been in contact with her. Parishioner Ian Parker, was contacted by the Chairman, but is no longer wishing to fill the vacancy. No other suggestions were received.
 - b. *Lids for blue grit bins.* The Council examined 2 sample lids and decided to purchase seven more of the larger lid to cover all 8 blue grit bins. **Action: Clerk**
 - c. *Purchase of new grit bins.* The Show Committee have agreed to provide £400 towards the purchase of 7 more grit bins. The Clerk was asked to purchase green or black bins of a similar size (or larger) to those already in use in the parish. If necessary they can be stored at Manor Farm before placement. A letter of thanks will be sent to the Show Committee. **Action: Clerk**
 - d. *Data Protection Regulations.* Whether a Parish Clerk can be the DPO (Data Protection Officer) for their own parish or not, has still not been declared. The Regulations are due to be introduced at the end of May. Item needed on agenda for next meeting. **Action: Clerk**
5. **'Winter Provisions' Policy:** The obligations of a local snow plough operator (locally Richard Jones) was clarified – they are only supposed to clear the minor roads to and from villages. There is no obligation for snow plough operators to clear lanes and if this happens it is done at their discretion. Gloucestershire Highways clear major traffic routes as a priority, attention to other routes is dependant upon conditions and staff time. A letter will be sent thanking Mr Jones. **Action: Clerk**
Grit was successfully replenished once during the winter but stock is now low. It was considered best to not renew the grit in bins but to use up what is there before replenishment. A highways' questionnaire and request form, with regard to stock piles of grit/salt, is completed in the summer. A larger quantity of reserves will be requested, which could be stored at Manor Farm, eg in a dumper sack.
The Council's Emergency Plan will be examined re bad weather policy. **Action: Cllr Jackson & Clerk**
It was suggested that a page on the website could be used to advise parishioners which roads were passable during bad weather. This was not considered workable but Twitter could be used. The

Police use this media to warn of major road closures. Also BBC Radio Gloucestershire are very good at giving warning bulletins.

6. **Grass Cutting Tender:** Four requests for information about the tender had been made, although only 2 applications were received. Having considered the 2 submissions, the Council decided to award the contract to Mr Lewis. The Clerk will contact him. **Action: Clerk**

7. **Clerk's Report:**

- a. *Notice Boards.* The Clerk informed the Council that some notice boards were showing signs of age, in particular the one at Sevenhampton whose glazed door had areas of rot. The Council will approach Mr Phil Box to request repair. **Action: Cllr. Jackson**
- b. *Register of Members' Interest:* The Council were asked if there were any changes to these records. None present had any amendments.
- c. *Cotswolds' litter campaign:* This runs from 2nd March – 29th April. The Council did not wish to participate in this, particularly as the campaign is already in progress. Posters have been displayed in the Parish to inform individuals and groups.
- d. *Chartered Parishes meeting:* The Clerk attended this and had useful information from Martyn Midgley, Area Highways Manager for Glos.CC. Reference to the Lengthsman scheme was made, which involves a two-man highways crew working for 3 weeks within the County Councillor's division: attending to such matters as filling small potholes, clearing footways, cleaning signs, straightening signs etc. Cllr Paul Hodgkinson suggested that the Council draw up a list of such things that need attention within the parish and send it to him via the Clerk (copying in Local Highways Manager). While the meeting was worthwhile attendance took a lot of time. Future attendance will depend on the agenda. **Action: All**
Cllr Hodgkinson also referred to the recent rise in Council Tax which was mainly a result of a 10% cut from Government and a rise in the costs for adult and child care. He urged the reporting of potholes and other highways issue. The freephone number for this is 0800 514514. This will be reported in Village Live. **Action: Cllr Jenkin**

8. **Financial Matters:**

- a. No projects for the forthcoming year were identified.
- b. Renewal of registration with Information Commissioner Office (ICO) was approved.
- c. Clerk's quarterly salary and expenses were approved.
- d. No concerns were expressed regarding Period 6 update
- e. The budget for the forthcoming year was identified. The Clerk was asked to clarify the amount spent on 'Subscriptions & Publications'. (see Addenda 1)

9. **Planning Matters:**

- a. A copy of CDC's PowerPoint presentation (with useful hyperlinks) had been circulated earlier. It was reported that CDC's Local Plan, used for decision making, became out of date in 2011 but is still in use. Until the new version is adopted, they are vulnerable with regard to enforcement.
- b. Info re CDC's new Local Plan has been circulated, comments to be received before 4th April.
- c. There are no current planning applications.

10. **Date of Next Meeting:** **Wednesday 16th May 2018 at 7.30 p.m.,**
which will be the Annual Parish Council meeting.

The Chairman closed the meeting at 9pm.

Addenda 1

| | Section powers | Actual 2016/17 | Budget 2017/18 | Actual to (21.3.18) | Budget 2018/19 | Comments |
|----------------------------|----------------|-------------------|-------------------|------------------------|-------------------|--------------------------|
| BARCLAYS | | (inc. VAT) | | (inc. VAT) | | |
| Expenditure | | | | | | |
| Clerk's Salary/NI/Pension | LGA s.112(2) | 2,334.12 | 3,200.00 | 2,831.03 | 3,200.00 | SCP 18, 25hrs/mth |
| Petty Cash purchases | LG(FP)A s.5 | 248.71 | 330.00 | 82.97 | 200.00 | Inks,stationery,post etc |
| Office costs | LGA s.111 | 208.00 | 208.00 | 208.00 | 208.00 | £4 / week |
| Office equipment | LGA s.111 | 562.95 | 100.00 | 109.99 | 180.00 | Laptop/McAfee/backup |
| Chairman's Allowance | LGA s.15(5) | 19.99 | 30.00 | | 30.00 | |
| Subs and Publications | LGA s.143 | 129.60 | 220.00 | 318.28 | 220.00 | GAPTC/Mappingonline |
| Council Insurance | LGA s.140(1) | 195.58 | 250.00 | 216.50 | 250.00 | Due 1st June |
| Good Neighbourhood Ins. | LGA s. 140A | 264.00 | 280.00 | 215.85 | 230.00 | Due Dec/Jan |
| Grass Cutting | HA s.96 | 385.00 | 410.00 | 410.00 | 600.00 | M J Lewis |
| Travelling Expenses | LG(FP)A s.5 | 96.35 | 100.00 | 74.25 | 100.00 | |
| Website fees | LGTC | 119.99 | 120.00 | 254.38 | 120.00 | D.Domains de-hack inc |
| Training | LGA s.111 | 41.40 | 250.00 | 220.00 | 250.00 | CPD,GAPTC,Website |
| Way Forward (Reserves) | | 1,000.00 | 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 | 100.00 | Cit.Advce |
| Contingency | Varies | 86.82 | 47.00 | 273.48 | 117.00 | |
| Public Land management | CA s.5 | 0.00 | | 180.00 | 350.00 | Provision of grit bins |
| Printing, Village Live etc | LGA s. 142(1A) | 196.00 | 160.00 | 92.00 | 120.00 | |
| Hall hire | LGA s.134(4) | 48.75 | 60.00 | 35.25 | 60.00 | for Nov '16-Nov '17 |
| Data Protection (ICO) | | 35.00 | 35.00 | 35.00 | 35.00 | |
| Independent Auditor Fees | LGA s.111 | 80.00 | 100.00 | 80.00 | 80.00 | I Selkirk |
| Total | | 6,252.26 | 7,100.00 | 6,736.98 | 7,450.00 | |
| Receipts | | | | | | |
| Precept | | 6,500.00 | 7,000.00 | 7,000.00 | 7,000.00 | |
| Southern Electric Wayleave | | 21.08 | 21.00 | 21.08 | 21.00 | |
| Produce Show | | 21.60 | 22.00 | 21.60 | 400.00 | Winter provisions |
| VAT Refund | | 298.50 | 57.00 | 160.17 | 29.00 | |
| Grants | | | | | | |
| Other | | | | 1,005.60 | | Tr.Code additional fund |
| Total | | 6,841.18 | 7,100.00 | 8,208.45 | 7,450.00 | |