

Sevenhampton Parish Council

Minutes of the Annual Parish Council Meeting held on Wednesday 16th May 2018

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

In Attendance: Diana Cook (Clerk), 2 parishioners and later, Ward Councillor Robin Hughes

1. **Apologies:** County Cllr. Paul Hodgkinson, Cllr Matthew Cain

The Council noted that Cllr Cain has been unable to attend meetings recently but acknowledged his interest in maintaining contact with the Council and Parish. Understanding the circumstances involved, they approved his absence and will review the situation in 6 months.

2. **Declarations of Interest:** None were declared

3. **Questions & Answers:** A parishioner asked a question about the Rickyard, which is in the centre of Brockhampton but owned by the Charlton Abbots Estate, in Sudeley parish. He raised concern about the prominent and seemingly permanent parking of a large horsebox and hoped that it could be moved to the edge of the site so as not to impose on the enjoyment of his own property, which adjoins the Rickyard. The parishioner was advised to approach the owners (Messrs. Bailey) via the Estate Office in the first instance.

4. **Election of Chairman & Vice-Chairman:** Cllr. Jenkin nominated the re-election of Cllr. Jackson as Chairman. Seconded by Cllr. Boyd the motion was carried unanimously. Cllr. Jackson nominated the re-election of Cllr. Jenkin as Vice-chairman, which was seconded by Cllr. Lanfear and unanimously carried.

5. **Minutes of Previous meeting:** The Minutes of the previous meeting held on March 21st 2018, having been circulated & published, were approved and signed as a true record of proceedings. Matters arising:

- a. Parish Vacancy. Parishioner Mr Richard Foulkes, who was in attendance and who had previously communicated with the Chairman and Clerk, was co-opted onto the Council. Appropriate papers were provided and Mr Foulkes was formally invited onto the Council.
- b. Winter provisions. All blue grit bins have now had replacement lids fitted; thanks were offered to those involved. The local Highways manager has approved the positioning of the new black grit bins, including those in neighbouring Whittington & Syreford Parish, who have been notified. A date for placement of the bins by the Highways is still awaited.
- c. Notice boards. Mr Phil Box has been contacted and will attend to the boards in due course.
- d. [Lengthsmen Scheme](#) (Click for hyperlink). This is organised via County Cllr. Paul Hodgkinson. Some items have been identified and will be forwarded to Cllr Hodgkinson (Addenda 1).

Action: Clerk

6. **Adoption of NALC recommended Standing Orders (SOs)**

Having been scrutinised, the recommended SOs will be tailored to the Council's needs. After they are adjusted, final approval will be sought at the next meeting.

Action: Clerk

7. **Safeguarding of village amenities through the Localism Act.** This item was deferred until the end of the meeting.
8. **Future of 'Village Live' newsletter.** Cllr Jenkin has produced the newsletter since it was requested in 2000's 'Village Appraisal'. He is not wanting to continue in this role after the end of this year. Whilst some notices may be placed in the Church magazine there is limited space in that publication, which has a distribution wider than the parish. Cllr Jenkin will place an advertisement in future newsletters seeking a replacement. **Action: Cllr Jenkin**
9. **'Growing Our Community' Funding.** It was explained that there is £10K per year available for the next 3 years to support projects which may help local communities. No specific projects have yet been identified.
10. **Clerk's report.**
 - a. **Police Report.** The latest police figures (Addenda 2), having been circulated to Cllrs, showed no great increase in crime in the Sevenhampton area.
Cllr Jenkin no longer co-ordinates Neighbourhood Watch but individuals can sign-up to receive alerts directly from the police. Cllr Jackson also advised that alerts can be received from Ashley Weller (Cotswold Rural & Environmental Crime Liaison Officer), by registering to receive them through 'WhatsApp', which is his preference over emails.
The Clerk also advised that a Police Community Support Officer, PCSO Charlie Symes, has been appointed for our area. It was suggested that he be invited to attend the next Council meeting. **Action: Clerk**
 - b. **GDPR.** The Clerk is compiling a list of 'processing activities' held by the Council (eg Cllr details on website). A useful list of legally requested documentation (eg Minutes) and the required duration of retention has been provided by SLCC. Although not yet certain, it is likely that Parish Council's will be exempt from having to appoint a Data Protection Officer; all other requirements of the Regulations will apply.
 - c. **Cotswold Friends.** As many of the services provided by Cotswold Friends are duplicated within the Parish (car lifts, exercise clubs etc) it was felt inappropriate to offer a donation, particularly as they are centred in Moreton-in-the-Marsh.
 - d. **Petty Cash.** The Clerk paid for the new Grit Bins online, funding their purchase (<£400) herself. Reimbursement, earlier than the usual invoice for petty purchases, has been paid.
11. **Financial Matters.**
 - a. The Internal Auditor's report, noting that the systems of internal control are good with no matters arising, was accepted by the Council.
The Council approved the election to request an exemption certificate as it qualifies by having a budget of less than £25,000 per annum.
 - b. The Annual Governance Statement was considered, approved and signed by the Chairman. (Addenda 3)
 - c. The Accounting Statement was considered, approved and signed by the Chairman. (Addenda 4)
 - d. The renewal of the domain name for the Council's website was approved.
 - e. The renewal of the Council's insurance policy with Community First, at an annual cost of £216.50, was approved.
 - f. The Clerk presented the National Association of Local Clerk's (NALC's) national pay awards for 2018-19. The Clerk's pay would increase to £9.80/hr, which was accepted by Council.
 - g. The financial update for Period 1 was presented to Council (Addenda 5)
 - h. The Council's budget, having been devised at the previous council meeting, was approved.

12. **Planning Matters.** A planning application for Colnside, Sevenhampton (18/00942/FUL), had been received and circulated to councillors; the Council had no objection. Whilst the planning application for an extension and refurbishment at Puckham Farm (18/01394/FUL) was extensive, the Council had no objection.
13. The next Council meeting will be held on **Wednesday 18th July 2018**. Although dates for future meetings had been set up until November, the Clerk advised that, according to Standing Orders, they should be set for the whole of the year following this, the Annual Parish Council meeting. All meetings scheduled for the forthcoming year are:
July 18th 2018, September 19th 2018, November 21st 2018, January 16th 2019, Mar 20th 2019,
May 15th 2019

Ward Cllr Robin Hughes addressed the meeting and advised that Publica, the co-ordinator of the shared resources between West Oxfordshire DC, Cotswold DC, Forest of Dean DC and Cheltenham BC, is now in place. The *Affordable Housing* target set by CDC has been met and almost doubled. There was discussion regarding how 'affordable' the housing in villages could actually be, especially when types of building materials were restricted (eg use of Cotswold Stone). The *Local Plan* which is later in completion than hoped, should be signed by CDC before the Autumn.

14. **Safeguarding of village amenities through the Localism Act** (deferred from Item 7).
Papers regarding the possibility of applying to register an amenity within the parish under the Localism Act had been circulated prior to the meeting. These were discussed at length. It was decided that nothing could be pursued unless the owner/manager of any such asset is approached in the first instance. This was agreed. Cllr Day will contact the parishioner who raised the topic with him. It was resolved to conduct a 'closed session' at the end of normal proceedings of the next Council meeting in July.
Action: Cllr Day

The Chairman closed the meeting at 9.20 pm

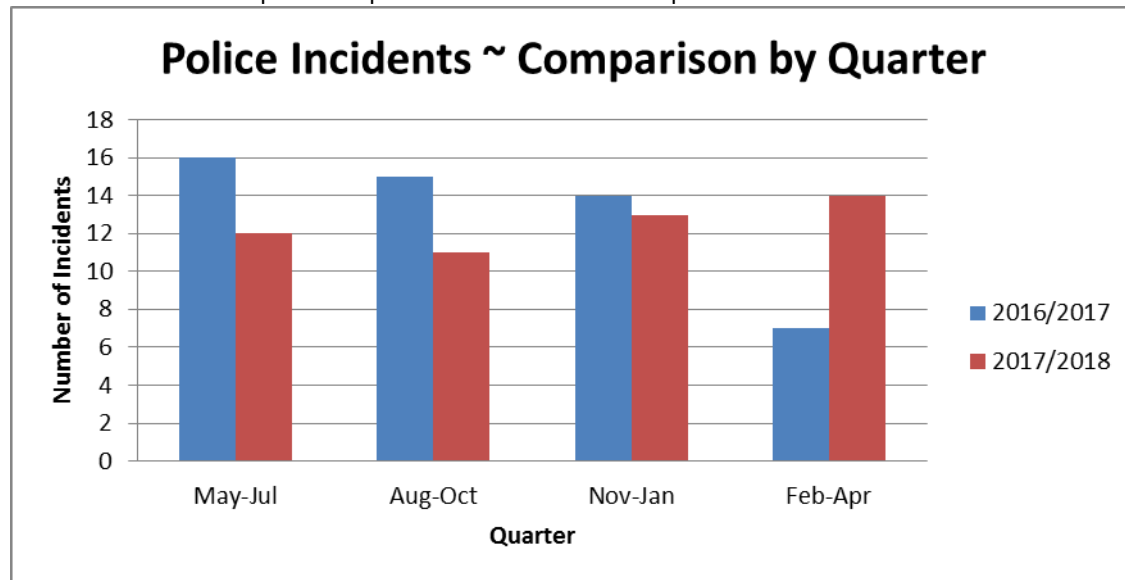
Lengthsmen Scheme: Items hitherto identified for attention

- Straighten signpost and 'No Through Road' sign at Whitehall
- Clean traffic/road signs throughout the parish. Trim vegetation around signs.
- Replace '40' (mph) sign missing beyond Cotehay approaching to the parish boundary from Winchcombe.
- Replace 'Brockhampton' sign missing on Bakerswood Lane. Only its poles remain.
- Perch Pool – drainage channels and culvert through to the stream are silted up and need clearing
- Drainage ditches through to the stream approaching junction at Syreford. Flooding here is frequent and damages road surface.

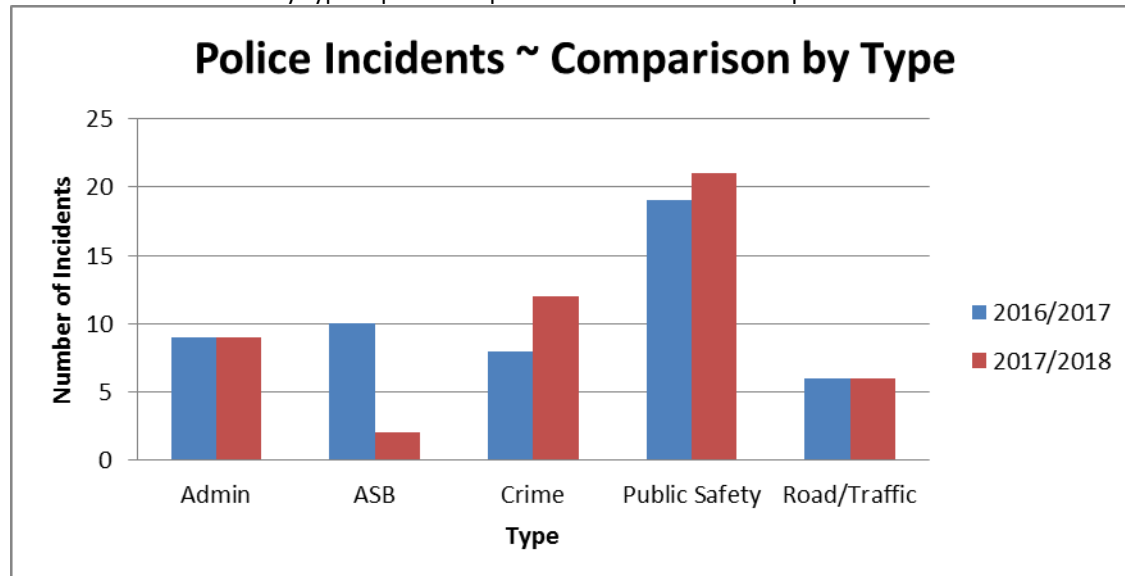
ADDENDA 2

Local Police Report Sevenhampton ~ May 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 | 2017/2018 |
|-----------------------------|-----------|-----------|
| Burglary dwelling | 1 | 3 |
| Criminal damage | 4 | 0 |
| Fraud/forgery/deception | 1 | 1 |
| Theft - other | 2 | 2 |
| Theft from motor vehicle | 0 | 2 |
| Theft of motor vehicle | 0 | 2 |
| Violence against the person | 0 | 2 |
| TOTAL | 8 | 12 |

NB. Each 'Incident' represents a contact report made to the Police via email, 101, 999, website, 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.

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

Sevenhampton Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

| | Agreed | | Yes means that this authority |
|---|--------|----|---|
| | Yes | No | |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. | ✓ | | prepared its accounting statements in accordance with the Accounts and Audit Regulations. |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. | ✓ | | made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge. |
| 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. | ✓ | | has only done what it has the legal power to do and has complied with Proper Practices in doing so. |
| 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. | ✓ | | during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts. |
| 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. | ✓ | | considered and documented the financial and other risks it faces and dealt with them properly. |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. | ✓ | | arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority. |
| 7. We took appropriate action on all matters raised in reports from internal and external audit. | ✓ | | responded to matters brought to its attention by internal and external audit. |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements. | ✓ | | disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant. |
| 9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. | Yes | No | N/A |
| | | | has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts. |

This Annual Governance Statement is approved by this authority and recorded as minute reference:

Item 11 to (Financial Matters)

dated

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman

Clerk

K. Jackson
D. M. Cook

Section 2 – Accounting Statements 2017/18 for

Sevenhampton Parish Council

| | Year ending | | Notes and guidance |
|---|-----------------------|-----------------------|---|
| | 31 March 2017 £ | 31 March 2018 £ | |
| 1. Balances brought forward | 15,321 | 16,367 | Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year. |
| 2. (+) Precept or Rates and Levies | 6,500 | 7,000 | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received. |
| 3. (+) Total other receipts | 602 | 16 18 | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received. |
| 4. (-) Staff costs | 2,380 | 2,976 | Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses. |
| 5. (-) Loan interest/capital repayments | NIL | NIL | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any). |
| 6. (-) All other payments | 3,675 | 2,782 | Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5). |
| 7. (=) Balances carried forward | 16,367 | 19,227 | Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6). |
| 8. Total value of cash and short term investments | 16,367 | 19,227 | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation. |
| 9. Total fixed assets plus long term investments and assets | 4,534 | 6,680 | The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March. |
| 10. Total borrowings | NIL | NIL | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB). |
| 11. (For Local Councils Only) Disclosure note re Trust funds (including charitable) | Yes | No | The Council acts as sole trustee for and is responsible for managing Trust funds or assets. |
| | | | N.B. The figures in the accounting statements above do not include any Trust transactions. |

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

J.M. Cook

Date

18th May 2018

I confirm that these Accounting Statements were approved by this authority on this date:

AR Jackson

and recorded as minute reference:

Item 11 c. (Financial Matters)

Signed by Chairman of the meeting where approval of the Accounting Statements is given

AR Jackson

SEVENHAMPTON PARISH COUNCIL

FINANCIAL UPDATE PERIOD 1 (APR/MAY 2018)

Barclays Bank Account

£9,263.32

Receipts**£**Date

24.4.18 Precept 5,250.00

TOTAL 5,250.00Closing Balance **£13,696.90****Payments****£**Date

| | | |
|---------|-----------------------------|--------|
| 1.4.18 | B. Jenkin (Vil .Live print) | 24.00 |
| 18.4.18 | D.Cook (online 7 gritbins) | 395.92 |
| 27.4.18 | M J Lewis | 90.00 |
| 16.5.18 | Comm. 1st Insurance | 216.50 |
| 16.5.18 | Ian Selkirk (Auditor) | 90.00 |

£ 816.42**Leeds Building Society - Way Forward**Opening Balance **£9,963.58****Receipts****£**Date**TOTAL -**Closing Balance **£9,963.58****Payments****£**Date**TOTAL BALANCES = £23,660.48**