

# Sevenhampton Parish Council

## Minutes of the Parish Council Meeting held on Wednesday 18<sup>th</sup> July 2018

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

**In Attendance:** Diana Cook (Clerk), County Cllr. Paul Hodgkinson, PC Jason Page and 2 parishioners

1. **Apologies:** Cllr Matthew Cain, Ward Councillor Robin Hughes
2. **Declarations of Interest:** None
3. **Questions & Answers:** It was asked if the issue to be discussed in **Item 10** (proposed planning application) could be brought forward. This was agreed. Parishioner, Mr Brassington, explained that his home, a 1980s barn conversion, was Grade 2 listed. He wishes to replace existing single glazed windows with double glazed units, matching them with the present style. Whilst planners at CDC seem reluctant to permit the proposal, it was advised that Cllr Jenkin's neighbour had received such permission, even though his property is also Grade 2 listed. Support for proposal would be forthcoming from Sevenhampton Parish Council.

It was also asked and agreed if **Item 8a** on the agenda could be brought forward. Having provided the current police report for the area (Addenda 1) PC Jason Page discussed the figures, identifying that crime had doubled from 7 to 14 incidents over the last year. Most increase was theft – vehicles and dwellings. PC Page wished to remind people not to leave valuables in cars. He advised the meeting that a quad bike and buggy, although kept in Cirencester, were available to him for use in the North Cotswold area if needed. PC Page also advised that people could sign up for a messaging service alerting people to local crimes. If interested, it is available at [www.yourcommunityalerts.co.uk](http://www.yourcommunityalerts.co.uk) PCSO Charlie Symes was unable to attend the meeting but would like to in the future. Dates of future meetings to be forwarded. **Action : Clerk**

County Cllr Hodgkinson advised the meeting of various road repair schemes in the area, many of them involving overnight closures of main roads. He reminded Council of a road safety group, 'No Crash', which meet every 6 months, the next meeting being mid-winter. He felt that the Council would benefit from having an attendance at this meeting and will supply details nearer the time. Cllr Hodgkinson enquired whether the submitted items for the Lengthsmen Scheme had been attended to. Many had but not all. The cleaning of wide angle mirrors at junctions (eg Brockhampton Park crossroads) was identified as an addition.

The Clerk asked the Council if they wished to support CDC's proposal to keep the existing dog fouling provisions in place but to raise the level of fines from a maximum of £80 to £100. This was supported and the Clerk will respond before consultation closure on 17<sup>th</sup> August. **Action : Clerk**

The Clerk also advised of correspondence received from Highways regarding stones on verges. A standard letter had been provided together with an extract of the pertinent regulations. There was discussion as to ownership of verges and whether the stones were protective of potential

damage to the verge or a danger to road users (drivers, cyclists etc). If complaints were received, each situation would be need to be assessed separately.

Cllr Jackson asked if the meeting would approve a 'Water Level Data logger' wishing to be installed by FWAG near the splash in Sevenhampton. It is discreet and would be in situ for at least 5 years. If permitted it will be part of a project to reduce risk of flooding along the Coln river. This was approved.

4. **Minutes of Previous meeting:** The Minutes of the previous meeting held on May 16<sup>th</sup> 2018, having been circulated & published, were approved and signed as a true record of proceedings.
5. **Standing Orders.** The updated version of Standing Orders, having been previously circulated, were approved and adopted by Council.
6. **GDPR.** The Information and Data Protection Policy, devised as a result of GDPR (2018), was approved and adopted by Council. (Note: It has been confirmed that Parish Councils are now exempt from employing a Data Protection Officer).
7. **Grit Bins** Following a site visit with the local highways area manager, Danny Taylor, the Clerk advised that tickets have now been raised for the placement of the new bins. This should take place in August sometime. Six bags (25kg) of salt will be delivered to Manor Farm for storage in readiness for the winter. Parishioner Vicky Lewis has offered to donate some money for the purchase of two new bins to be placed on the roadside at the top of Brockhampton hill (The Quarry) beyond the houses and before the cross roads by Di Brown's. The Council thanks her for her generosity and raises no objection to the placement **if** there is space and with Highway's approval.
8. **Clerk's report:**
  - a. Police report under Q & A
  - b. Organiser of a Cirencester pageant to commemorate WW1 requested numbers and names of fallen servicemen from the parish. These have been provided.
  - c. Lengthsmen scheme – report under Q & A
  - d. GAPTC training for Cllr Foulkes – dates for such training now agreed. **Clerk will book.**
  - e. Declarations of Members Interests form – should they be placed on Sevenhampton PC's website? It was felt that a link from our website through to the CDC, where they are shown anyway, would be sufficient.
  - f. Clerk has formally announced her resignation but is prepared to stay until after the elections next year. This should give Council time to find a suitable replacement who would hopefully be based locally. Formal advertising of the post will not be conducted until later in this year, and at least after the summer holidays. Requested as an agenda item at the next meeting.

**Action: Clerk**
9. **Financial Matters:**
  - a. The transfer of £1000 from Barclays to Leeds Building Society was approved.
  - b. The Clerk's salary and expenses were approved.
  - c. The annual subscription of LCR journal was approved.
  - d. The financial update for Period 2 was presented together with the Budget Analysis to date, the latter needing amendment to include 75% of the Precept (£5,250) received in April (Period 1). (See Addenda 2 & 3)

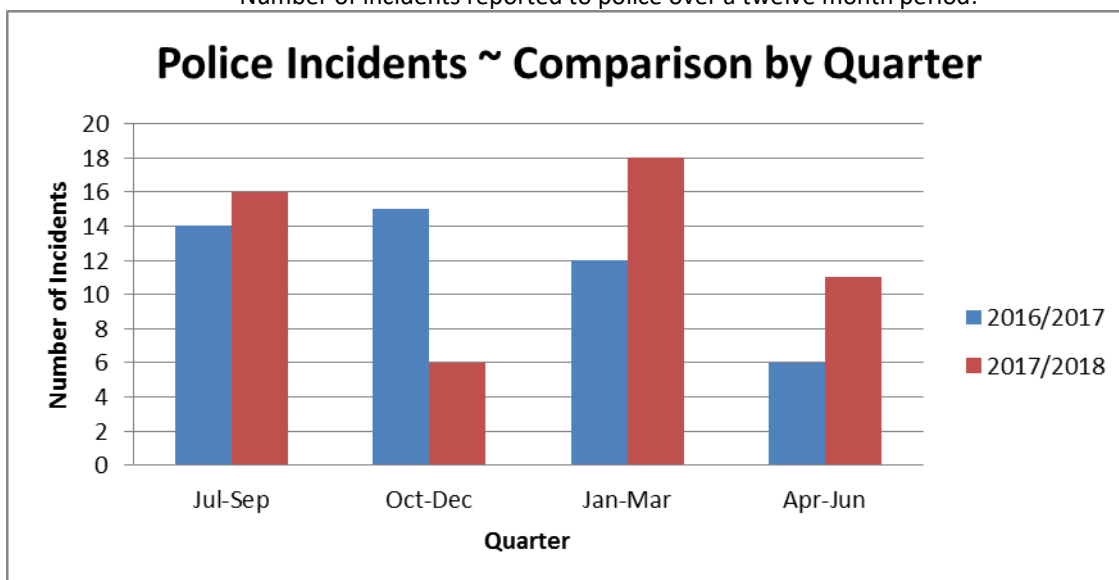
10. **Planning Matters** Mr Brassington addressed the meeting under Q & A. Cllr Boyd drew attention to the approval of new windows in the garage to the Dower House, Brockhampton.
11. **Village amenities and the Localism Act.** The vagaries of the Act were discussed at length together with ways in how it could apply to a small community, such as Sevenhampton parish. Essentially its application would seek to register certain facilities within a community with a view to protect the loss of that facility. Registration would be, in this case, with CDC. Discussions resulted in no formal action.
12. **Date of Next Meeting:** Wednesday 19<sup>th</sup> September 2018

**The Chairman closed the meeting at 9pm**

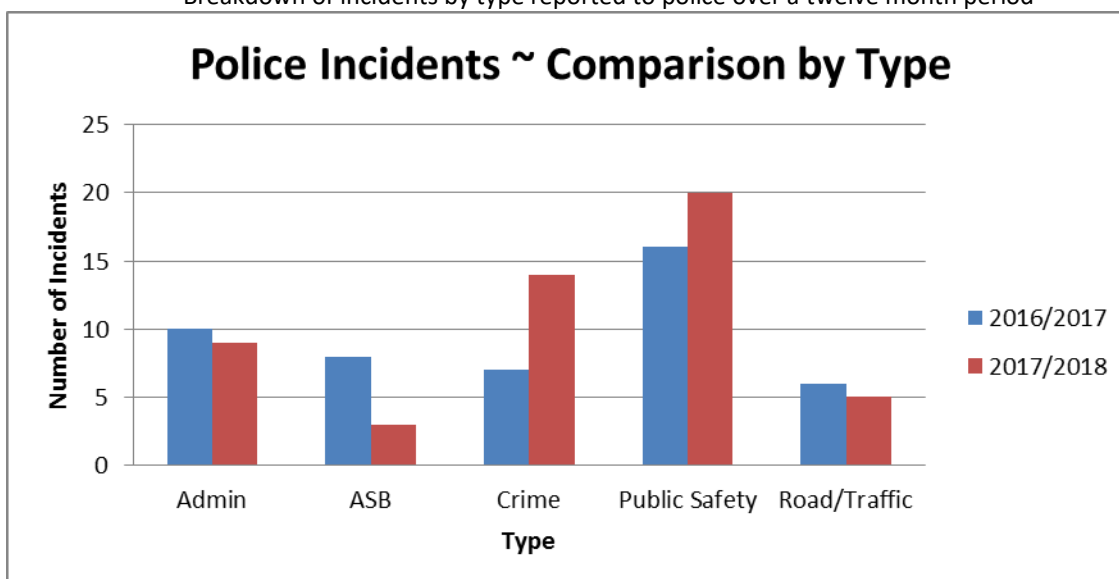
## Addenda 1

### Local Police Report: Sevenhampton ~ Jun 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	0	4
Criminal damage	4	0
Fraud/forgery/deception	1	1
Theft - other	2	3
Theft from motor vehicle	0	2
Theft of motor vehicle	0	2
Violence against the person	0	2
<b>TOTAL</b>	<b>7</b>	<b>14</b>

<b>Admin @</b> <ul style="list-style-type: none"> <li>• Complaint against police</li> <li>• Lost or found Property or animals</li> <li>• Messages inc press release</li> <li>• Police generated resource activity</li> <li>• Pre-planned event</li> </ul>	<b>Public Safety *</b> <ul style="list-style-type: none"> <li>• Alarms ~ Personal, etc</li> <li>• Animals/Wildlife</li> <li>• Awol/abscond from hmp</li> <li>• Civil dispute-not btw neighbours</li> <li>• Concern for safety</li> <li>• Domestic incident - non crime</li> <li>• Missing Person</li> <li>• Susp. Circs./Insecure veh./prems.</li> </ul>	<b>Road/Traffic #</b> <ul style="list-style-type: none"> <li>• Highway disruption</li> <li>• Road related offence</li> <li>• RTC Death / Injury</li> <li>• Rtc_damage only(inc animal rtc)</li> </ul>
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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:**

Despite the slight rise in "Crime" related Incidents from approximately 0.02 per day in 2016/2017 to 0.04 per day in 2017/2018, there does not appear be any specific pattern. Equally it should be noted that even the higher figure in 2017/2018 remains in line with historical levels for Sevenhampton. On closer inspection, the "Burglary dwelling" incidents involved two residential properties, one shed break within the curtilage of a residential property, and one theft of materials stored within the curtilage of a large residential property.

Nevertheless, please rest assured that your Neighbourhood Policing Team in the North Cotswolds continues to take 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

*We will not be able to attend every meeting we are invited to and on some occasions may have to cancel meetings providing little or no notice due to the nature of Emergency service demands. We will however always provide a Police Report which is designed to provide clear and simple information which can be shared with all those present at the meeting.*

*If questions are raised by those present please note the email addresses of the Beat Manager covering your area; however in the first instance, it would be as well to contact Stow Police Station:*

[Robert.Hardie@gloucestershire.pnn.police.uk](mailto:Robert.Hardie@gloucestershire.pnn.police.uk).

*The Neighbourhood Policing Team will be happy to address any concerns you have or that are raised during the meeting.*

*We will endeavour to attend as many meetings as we can but the new format of police Report combined with an up to date list of contact details will be provided for occasions we are not present.*

PC 436 Jason Page

[Jason.Page@gloucestershire.pnn.police.uk](mailto:Jason.Page@gloucestershire.pnn.police.uk)

PCSO 249251 Charlie SYMES

[Charlie.Symes@gloucestershire.pnn.police.uk](mailto:Charlie.Symes@gloucestershire.pnn.police.uk)

## Addenda 2

### Update for Period 2 (June & July)

#### SEVENHAMPTON PARISH COUNCIL

FINANCIAL UPDATE PERIOD 2 (JUN/JUL) 2018

##### Barclays Bank Account

Opening Balance **£13,672.90**

##### Receipts

**£**

Date

Wayleave (SSE) 21.08

**TOTAL £ 21.08**

Closing Balance **£11,527.98**

##### Payments

**£**

Date

M J Lewis (June pay)	90.00
NALC (periodical)	17.00
Clerk's expenses	233.40
Clerk's Salary	735.60
Transfer to Leeds a/c	1,000.00
M J Lewis (July pay)	90.00

**£ 2,166.00**

##### Leeds Building Society - Way Forward

Opening Balance **£9,963.58**

##### Receipts

**£**

Date

Transfer from Barclays 1,000.00

**TOTAL 1,000.00**

Closing Balance **£10,963.58**

##### Payments

**£**

Date

-

**TOTAL BALANCES = £22,491.56**

### Addenda 3 - On-going Budget Analysis

	Section powers	Actual 2017/18	Budget 2018/19	Actual to (18.7.18)	Comments
<b>BARCLAYS</b>					
<b>Expenditure</b>					
Clerk's Salary/NI/Pension	LGA s.112(2)	2,831.03	3,200.00	735.60	SCP 18, 25hrs/mth
Petty Cash purchases	LG(FP)A s.5	82.97	200.00	101.38	Post, sundries etc
Office costs	LGA s.111	208.00	208.00	52.00	£4 / week
Office equipment/supplies	LGA s.111	109.99	180.00	54.98	McAfee/Inks/Paper etc
Chairman's Allowance	LGA s.15(5)		30.00		
Subs and Publications	LGA s.143	318.28	220.00	17.00	GAPTC/Mapping/NALC
Council Insurance	LGA s.140(1)	216.50	250.00	216.50	Due 1st June
Good Neighbourhood Ins.	LGA s. 140A	215.85	230.00		Due Dec/Jan
Grass Cutting	HA s.96	410.00	600.00	270.00	M J Lewis
Travelling Expenses	LG(FP)A s.5	74.25	100.00	9.45	Inc. Bournemouth '16
Website fees	LGTC	254.38	120.00	15.59	D.Domains de-hack inc
Training	LGA s.111	220.00	250.00		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	100.00	100.00		Cit.Advce
Contingency	Varies	273.48	117.00		
Public Land management	CA s.5	180.00	350.00	395.92	Provision of grit bins
Printing, Village Live etc	LGA s. 142(1A)	113.60	120.00	48.00	W Jenkin
Hall hire	LGA s.134(4)	35.25	60.00		for Nov '16-Nov '17
Data Protection (ICO)		35.00	35.00		
Independent Auditor Fees	LGA s.111	80.00	80.00	90.00	I Selkirk
<b>Total</b>		<b>6,758.58</b>	<b>7,450.00</b>	<b>3,006.42</b>	
<b>Receipts</b>					
Precept		7,000.00	7,000.00	5,250.00	Precept
Southern Electric Wayleave		21.08	21.00	21.08	
Produce Show		21.60	400.00		Winter provisions
VAT Refund		160.17	29.00		
Grants		400.00			Produce Show
Other		1,005.60			Tr.Code additional fund
<b>Total</b>		<b>8,608.45</b>	<b>7,450.00</b>	<b>5,271.08</b>	
<b>LEEDS B.S. (Way Forward)</b>					
<b>Expenditure</b>					
Way Forward (Reserves)					Churchyard project
<b>Total</b>		-	-		(Materials & labour)
<b>Receipts</b>					
Way Forward (Reserves)		1,000.00	1,000.00		From Barclays a/c
Grants PCC (Churchyard)					from Parochial CC
Interest		9.69			
<b>Total</b>		<b>1,009.69</b>	<b>1,000.00</b>		

**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