

Sevenhampton Parish Council

Minutes of the Parish Council Meeting held on Wednesday 16th January 2019

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

In Attendance: Diana Cook (Clerk)

1. **Apologies:** Cllr. Bill Jenkin, County Cllr. Paul Hodgkinson, Ward Councillor Robin Hughes
2. **Questions & Answers:** The Clerk asked if the Council would wish to employ Mr Iain Selkirk as internal auditor again this year. If so, she would reply to his recent letter affirmatively.
3. **Declarations of Interest:** None
4. **Minutes of Previous meeting:** The Minutes of the previous meeting held on November 21st 2018, having been circulated & published, were approved and signed as a true record of the proceedings.
Matters arising:
New Savings Account: The Clerk has approached Barclays Bank, TSB and a number of Building Societies with a view of securing a better interest rate for the Council's *Way Forward* fund. Seemingly, only banks can offer accounts requiring two signatures (ie charity accounts). Barclays offer 0.2% on their a/c, TSB are expecting to be able to offer such an a/c in the near future. Once TSB details are known Council will make a decision re investment. It was suggested that the Village Hall holds a charity a/c and the Clerk was asked to contact their treasurer to enquire about the account provider. **Action: Clerk**
Recruitment of New Clerk: The results of the recent interviews for a new clerk were summarised and a favoured applicant has been identified. The present Clerk will inform her by email in the first instance with a formal letter and contract of employment to follow. It is planned to have the new Clerk attending the next Council meeting in March with the present Clerk staying in post until May when change-over will be complete. There was discussion about payment for travel to and from Council meetings and the Clerk was asked to make further enquiries on the matter. **Action: Clerk**
5. **Localism Act.** This will be held in abeyance until the next meeting.
6. **Clerk's report:**
 - a. **Police report:** Circulated beforehand, the report (Addenda 1) held no causes for concern.
 - b. **Advertisement for grass cutting tender:** Adverts will be placed in the Parish Magazine, Village Live, Andoversford Post Office and on the website. Specifications will stay the same as last year apart from a slight increase in the number of grit bins needing clearing at the end of the season. **Action: Clerk**
 - c. **To advise that Notice of Council elections will be at end of March.** Nomination papers will be available at the end of February with elections on Thursday 2nd May.
 - d. **To advise on APGB aerial photography agreement:** The Government funds the Public Sector Mapping Agreement (PSMA), which enables Councils to use OS maps digitally; the Council uses this facility through *Parish Mapping Online*. An additional mapping tool, which

- provides aerial photography (APGB) is now freely available and can be similarly available through Parish Mapping Online. The Clerk will pursue provision of this facility. **Action: Clerk**
- e. **To advise on the increase in hall hire charges.** This will be increased to £5/hour for the Reading Room and £7/hour for the main hall (£9 & £13 respectively for non-local users).
 - f. **To advise on the forthcoming SLCC conference at Kenilworth** on 14th February.
 - g. **Request to advertise *Community Alerts*.** A poster has been provided encouraging people to sign up for 'Community Alerts'. People who are registered will receive news directly about crime prevention and local crime information. It provides a similar service to *Neighbourhood Watch*. www.yourcommunityalerts.co.uk for more details. Whilst the A5 poster provided can be displayed, an A5 size poster would be more versatile. **Action: Clerk**

7. Financial Matters:

- a. **To approve purchase of Microsoft Office for installation on Council's laptop.** The Council Laptop needs to be a stand-alone device but at present it is using the Clerk's personal Microsoft package. Expected to be about £80, purchase of new package was approved. The Clerk will organise purchase and installation. **Action: Clerk**
 - b. **To approve renewal of membership for SLCC (£76).** Approved
 - c. **To approve renewal of GAPTC (approx. £ 100).** Whilst the invoice has not yet been received, it is expected before the next Council meeting in March. In anticipation approval has been sought and granted.
 - d. **To approve renewal of Good Neighbourhood Scheme insurance (£215.85).** It was explained that this insurance is to support the car lift scheme that operates within the parish. Whilst numbers using the service have fallen a little, it is still felt to be an important provision and the Council approved the expenditure.
 - e. **To approve Clerk's wages (£735.60) and expenses (£58.96).** Approved.
 - f. **To advise on VAT claim (£151.29).** Typically claimed once a year, the claim has been submitted to HMRC but monies not yet received.
 - g. **Presentation of financial update for Period 5 & consequent budget analysis.** (Addenda 2).
 - h. **To identify and approve the required precept for 2019/2020.** Forms need to be submitted before the end of January. As an annual increase in Clerk's salary is expected and extra travel costs may be incurred due to the appointment of a new, non-local Clerk, the Council identified a required precept of £7,750. The present precept has been held for 2 years at £7000 and the proposal represents a rise of less than £3.60 per month for a Band D Council Tax property.
8. Planning Matters. The recent application for Coppice Bank, Brockhampton (18/04137/FUL) has been approved as has that for Puckham Farm. The application for Hillview, Brockhampton (18/04493/FUL) is yet to be decided.
9. **Date of Next Meeting:** Wednesday 20th March 2019 which will be preceded by the Annual Parish Meeting at 7.15 pm

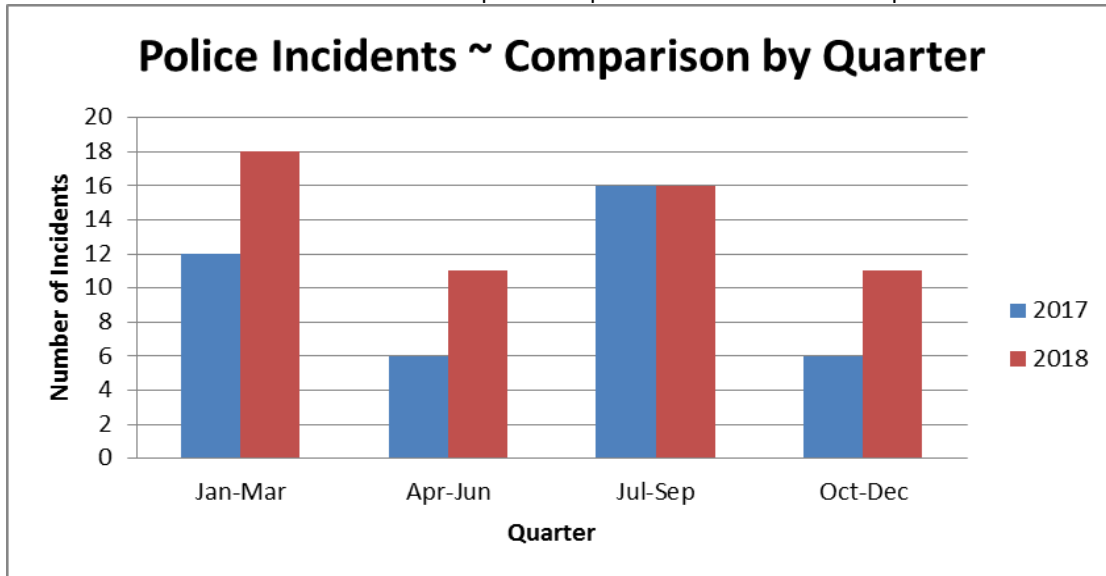
The Chairman closed the meeting at 8.25 pm

Addenda 1

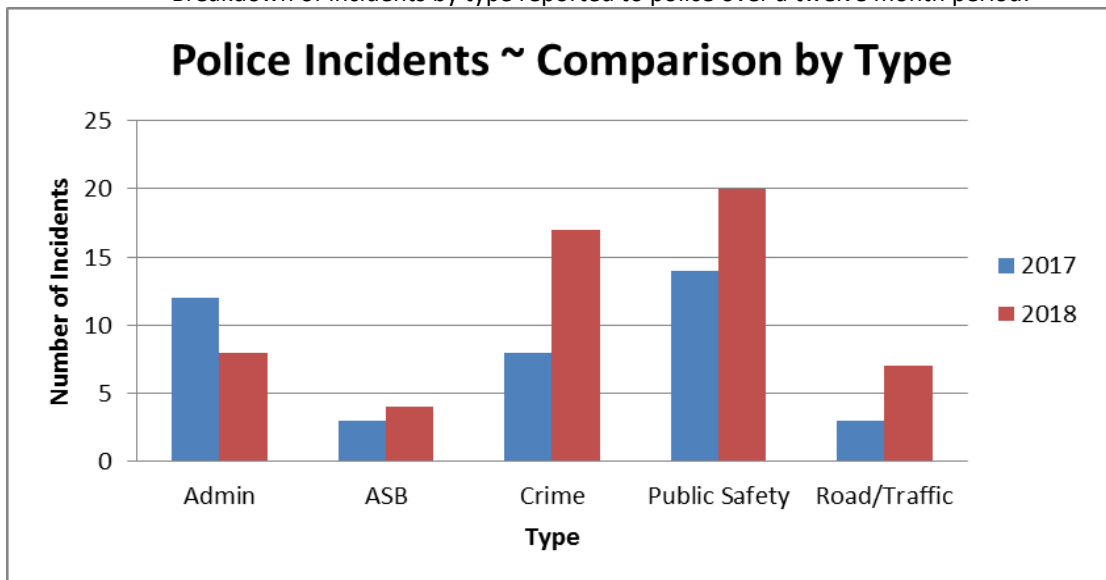
Local Police Report

Sevenhampton ~ January 2019

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	2017	2018
Burglary dwelling	0	6
Crime - other	0	1
Criminal damage	1	2
Fraud/forgery/deception	1	1
Theft - other	1	4
Theft from motor vehicle	2	0
Theft of motor vehicle	1	1
Violence against person	2	2
TOTAL	8	17

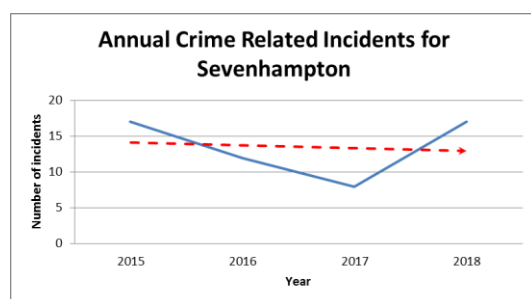
Addenda 1 (cont)

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

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>

Please be aware that during April 2017, Central Government changed the way burglaries are to be categorised; consequently direct comparisons with previous years are problematic.



Crime: The rise in crime related incident reports of burglary is of particular concern and we are actively working to address this state of affairs. Notwithstanding this, the current situation appears more extreme as in the past couple of years crime related incidents have been at historical lows. When comparing the number of crime related incidents over the past 4 years, the trend on the graph helps place the current figures in context.

General:

The following table compares the daily average no. of Sevenhampton incidents reported to the police for 2017 & 2018:

	Admin	ASB	Crime	Public Safety	Road/Traffic
2017	0.03	0.01	0.02	0.04	0.01
2018	0.02	0.01	0.05	0.05	0.02

Please rest assured that, regardless of the average daily number of incidents, your Neighbourhood Policing Team in the North Cotswolds continues to take the concerns of the community, together with those of every victim 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 and would encourage them to report suspicious activity to 101 as and when they observe it.

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).

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
 PCSO 249251 Charlie SYMES
Charlie.Symes@gloucestershire.pnn.police.uk

PCSO 249228 John ALLEN
John.Allen@gloucestershire.pnn.police.uk

Addenda 2

SEVENHAMPTON PARISH COUNCIL			
FINANCIAL UPDATE PERIOD 5 (DEC/JAN 2018/19)			
Barclays Bank Account			
Opening Balance		£12,113.41	
Receipts		£	Payments
<u>Date</u>			<u>Date</u>
VAT claim		151.29	12.12.18 MJ Lewis (final cut)
			16.1.19 Clerk's salary
			16.1.19 D Cook (Expenses etc)
			16.1.19 SLCC
			16.1.19 Gd Neighb. Insurance
TOTAL		151.29	£ 1,311.41
Closing Balance		£10,953.29	
Leeds Building Society - Way Forward			
Opening Balance		£10,968.62	
Receipts		£	Payments
<u>Date</u>			<u>Date</u>
TOTAL		-	-
Closing Balance		£10,968.62	
TOTAL BALANCES =		£21,921.91	

	Section powers	Actual 2017/18	Budget 2018/19	Actual to (16.01.19)	Budget 2019/20	Comments
BARCLAYS		(inc. VAT)		(inc. VAT)		
Expenditure						
Clerk's Salary/NI/Pension	LGA s.112(2)	2,831.03	3,200.00	2,206.80		SCP 18, 25hrs/mth
Petty Cash purchases	LG(FP)A s.5	82.97	200.00	239.36		Post, sundries, 2xbins
Office costs	LGA s.111	208.00	208.00	156.00		£4 / week
Office equipment/supplies	LGA s.111	109.99	180.00	109.92		McAfee/Inks/Paper etc
Chairman's Allowance	LGA s.15(5)		30.00			
Subs and Publications	LGA s.143	318.28	220.00	141.00		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	215.85		Due Dec/Jan
Grass Cutting	HA s.96	410.00	600.00	585.00		M J Lewis (all cuts)
Travelling Expenses	LG(FP)A s.5	74.25	100.00	9.45		Inc. Bournemouth '16
Website fees	LGTC	254.38	120.00	135.58		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	96.00		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
Total		6,758.58	7,450.00	5,597.38		
Receipts						
Precept		7,000.00	7,000.00	7,000.00		Precept , final pay Sept
Southern Electric Wayleave		21.08	21.00	21.08		
Produce Show		21.60	400.00			Winter provisions
VAT Refund		160.17	29.00	151.29		Claim submitted 1.1.19
Grants		400.00				
Other		1,005.60		114.98		Oil fund for grit bins
Total		8,608.45	7,450.00	7,287.35		
LEEDS B.S. (Way Forward)						
Expenditure						
Way Forward (Reserves)						Churchyard project
Total						(Materials & labour)
Receipts						
Way Forward (Reserves)		1,000.00	1,000.00			From Barclays a/c
Grants PCC (Churchyard)						from Parochial CC
Interest		9.69		5.04		Building Soc.
Total		1,009.69	1,000.00			
LGTC = Local Government Transparency Code 2015						
LG(FP)A = Local Govt.(Financial Provisions) Act 1963		LGA =Local Govt. Act		CA = Commons Act		HA = Highways Act 1980