

Sevenhampton Parish Council

Minutes of the Parish Council Meeting held on Monday 18th March 2019

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

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

1. **Apologies:** Cllr Richard Foulkes, Ward Councillor Robin Hughes
2. **Questions & Answers:** The Clerk asked why she had been presented with a bill for a new light bulb for the telephone kiosk in Brockhampton. The bill was for over £50 and no mention of it had previously been brought to the Council. As the kiosk still has active telecommunications it was thought that British Telecoms would be responsible and thus the first line of contact in this situation. The Chairman said that she would pursue the matter in order to clarify the situation.
Action: Chair
3. **Declarations of Interest:** None
4. **Minutes of Previous meeting:** The Minutes of the previous meeting held on 16th January 2019, having been circulated & published, were approved and signed as a true record of proceedings. There were no matters arising to consider.
5. **Localism Act:** Cllr Day summarised the background to this item. As the situation has changed since it was first brought to the Council's attention, it was felt that it could be disregarded for the time being.
6. **Grass Cutting Tender:** The Clerk reported that there had been six requests for specifications for the contract but only three of those had submitted tenders. After some deliberation it was decided to award the contract to the same provider as last year for the price of £615, providing he disposes of the grass responsibly (waste licence) and has Public Liability Insurance. **Action: Clerk**
7. **Great British Spring Clean:** As there are no particular trouble areas where litter accumulates it was thought that to partake in an official event was unnecessary. However, to support the campaign parishioners would be alerted to it and encouraged to 'Keep Britain Tidy'. To this end, an article would be placed in Village Live.
Action: Clerk
8. **Council Elections:** The Clerk outlined the timetable for the forthcoming Council elections, including the placement of legal notices and the submission of Nomination Papers. Councillors present accepted the Nomination Papers provided by the Clerk, which they were advised had to be submitted by hand to Cotswold District Council (CDC) by end of 3rd April. The Clerk was willing, on their behalf, to take the papers to Cirencester (CDC's offices) on Monday 1st April. **Action: Clerk**
9. **First aid and defibrillator training:** The meeting was advised that an offer from Gloucestershire County Council (GCC) for free training of specific first aid and defibrillator use had been received. Some councillors & residents have already had such training but an advert will be placed in Village

Live to enquire whether there is further interest. If so, the provider will be contacted in due course.

Action: Cllr Jenkin

10. **Broken Sign in Gassons Lane:** A resident in Gassons Lane has already alerted the Highways department to this sign, which, with its concrete base, has totally been removed from its housing. Ironically the sign warns motorists of pedestrians, 2m maximum vehicle width and no HGV's. It was considered that the Council should also pursue this matter with Highways. **Action: Clerk**

11. **Projects for the Forthcoming Year:**

- a. It was wondered if the bus shelter needs repair and, if so, this could be a worthwhile project. Cllr Lanfear offered to identify if any work on it was needed to be done and will report back at the next meeting. **Action: Cllr Lanfear**
- b. The future provision of the newsletter *Village Live* needs further thought and may be included as a worthwhile project.
- c. Apart from the information that the Council has a statutory obligation to provide electronically, it was thought that additional information placed on the website could be viewed as a project.

12. **Future of website and Webmaster Operation:** The Council website holds a lot of general and informative information about the parish in addition to the statutory information that the Council is obliged to provide in accordance with the Transparency Code. Also, as a service to the community, information concerning clubs, activities, local businesses etc. are displayed on the site. At present there are two webmaster – the present clerk and Cllr Jenkin. The incoming clerk has uploaded documents onto websites but is unfamiliar with Wordpress. Training for the new clerk was therefore deemed necessary. The outgoing clerk inputs information onto website on behalf of the village Garden Club and would be willing to continue being a webmaster. No conclusion was reached about how the website would be managed in the future.

13. **Clerk's Report:**

- a. The latest Police report had been previously circulated (Addenda 1). The Clerk noted that burglary figures were, as at the last meeting, significantly increased. She felt that regular contact with the Police, who provide these figures, was beneficial.
- b. The Microsoft Office installation of the Council's laptop has now been installed at a cost of £59.99. There is an annual subscription involved and next year (31/1/20) the cost is likely to be £70.
- c. As with last year, this year's audit will be provided electronically, with initial information being released by the auditors (PKF Littlejohn) on 19/3/19. All completed papers/forms will need to be placed on the Council's website. The Internal Auditor will be presented with accounts on 8th May.
- d. The Clerk confirmed that she had been advised by NALC & GAPTC that any single payment over £100 has to be declared and identified on the Council's website. This includes staff payments.
- e. Rural Funding. A comprehensive list of possible funding sources has been received from Rural Services Network. A condensed version of this was previously circulated to Councillors, which may aid future projects.
The Clerk also brought to the Council's attention a Home Office leaflet about *Modern Slavery*, which was considered to be worthwhile information to bring to the parish's attention. The Clerk will order additional leaflets for display.

14. Financial Matters:

- a. GAPTC's request for membership renewal is £90.97 but it was felt that a 10% reduction could be achieved as the incoming Clerk has a CILCA qualification. GAPTC will be approached and a reduction requested. **Action: Clerk**
- b. Council were advised that the fee for Information Commissioner's Office (ICO) could be reduced from £40 to £35 if payment was by Direct Debit. This direction was approved and the bank will be approached with necessary paperwork. **Action: Clerk**
- c. Clerk's quarterly salary and expenses were approved (see Addenda 2)
- d. PATA payroll services for council employees are recommended by NALC and used widely throughout Gloucestershire. They are also financially independent as opposed to a council organising their own tax returns. Thus it was approved for these services to be used for the incoming clerk.
- e. A financial update for Period 6, having been circulated beforehand, was discussed with no concerns. (Addenda 3)
- f. The on-going budget analysis was circulated prior to the meeting in order to provide councillors the opportunity to identify next year's budget. A full budget was prepared and presented by Cllr Day, which was approved by the Council. (Addenda 4).

15. Planning Matters: There are no current planning applications with CDC. A recent application (Hillview 18/04493/FUL) has been amended and approved by CDC, following comments received from consultees.

16. Date of Next Meeting: The proposed dates of the next meetings were provided and the Council were advised that the hall had been booked in anticipation of approval. These dates are –

2019

Monday 20th May

Monday 15th July

Monday 16th September

Monday 18th November

2020

Monday 20th January

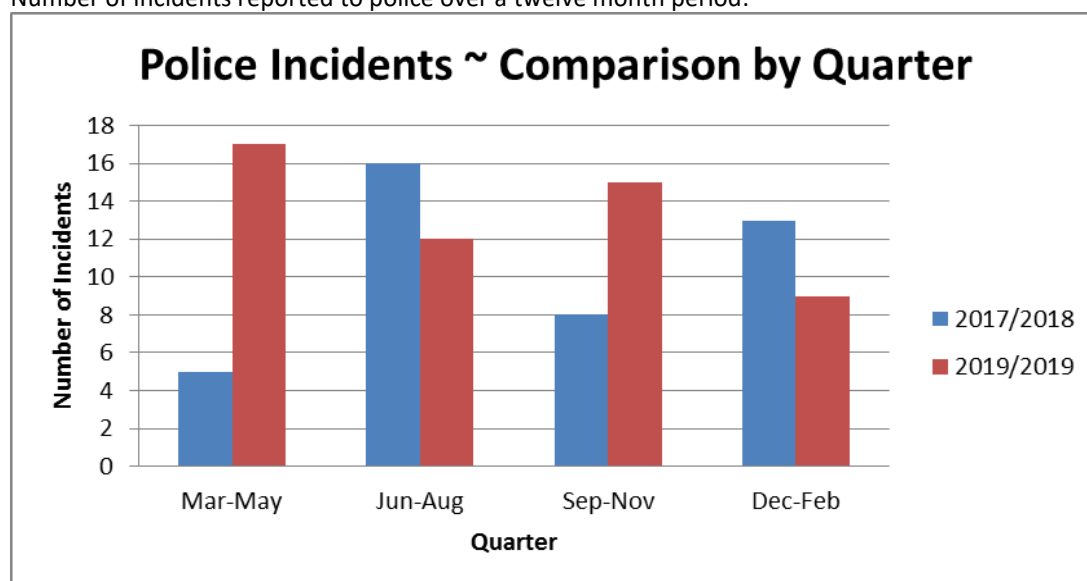
Monday 16th March

The Chairman closed the meeting at 8.45 pm

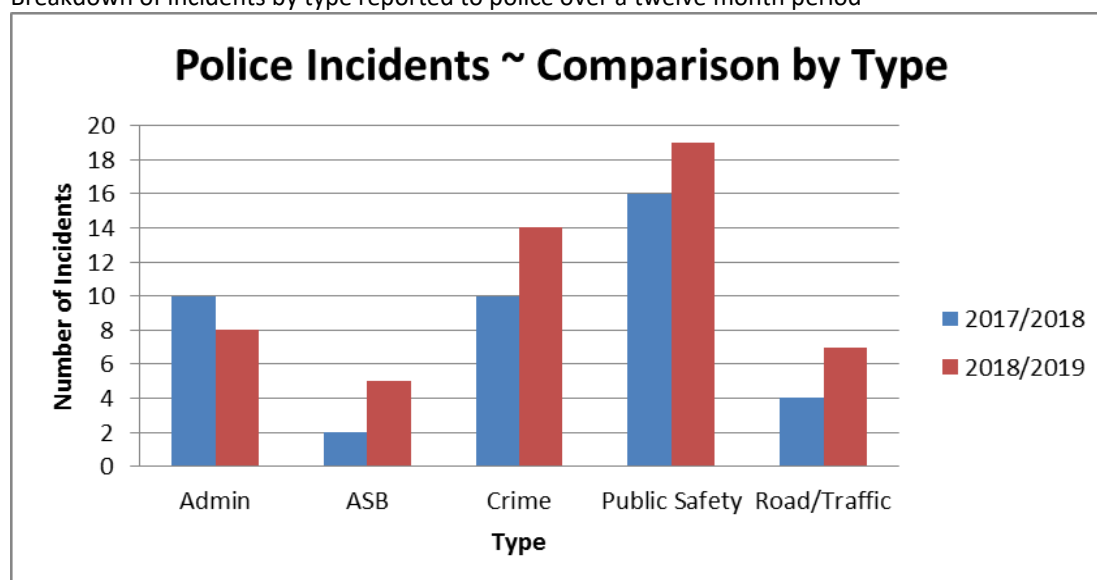
Addenda 1

Local Police Report for Sevenhampton ~ March 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	2018/2019
Burglary dwelling	1	5
Crime - other	0	1
Criminal damage	0	2
Fraud/forgery/deception	1	0
Theft - other	2	2
Theft from motor vehicle	2	1
Theft of motor vehicle	2	0
Violence against a person	2	3
	10	14

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.

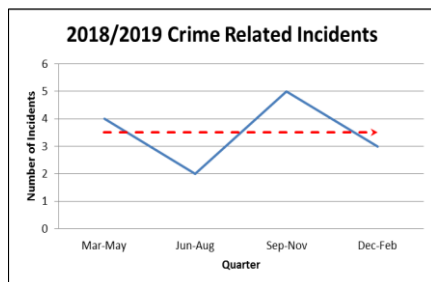
For precise details of recorded 'Crimes', please visit: <https://www.police.uk/gloucestershire>

NB. 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.

General:

Despite the slight rise in the headline figures for Police Incidents over the last 12 months, this table shows average daily number of each type of incident remains very low.

	Admin	ASB	Crime	Public Safety	Road/Traffic
2017/2018	0.027	0.005	0.027	0.044	0.011
2018/2019	0.022	0.014	0.038	0.052	0.019



This having been said, the increase in Burglary Incidents over the last 12 months is of concern; nevertheless the following graph for Crime Incidents as a whole during 2018/2019 suggests the trend is fairly stable.

Nevertheless, we would recommend the Parishioners of Sevenhampton familiarise themselves with the advice set out on the following pages: <https://www.gloucestershire.police.uk/staying-safe/>.

Notwithstanding the above, 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 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.

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

CLERK'S EXPENSES CLAIM FORM. JAN / FEB / MAR 2019

Stationery

DATE	COMMENT	AMOUNT
23.11.18	2 nd class stamps (x12)	£ 6.96
1.3.19	1 st class postage for large envelope	£ 1.01
	Sub Total	£ 7.97

Other Expenses

DATE	COMMENT	AMOUNT
Jan - Mar	Home Office Use 13 wks. @ £4 / wk	£ 52
30.01.19	Microsoft (online)	£59.99
	Sub Total	£ 111.99

TOTAL = £ 119.96

Salary

DATE	COMMENT	AMOUNT
Jan - Mar	25hrs / month @ £9.808 (SCP18) per hour.	£ 735.60
	Total	£ 735.60

TOTAL Claim = £ 855.56

Addenda 3

SEVENHAMPTON PARISH COUNCIL						
FINANCIAL UPDATE PERIOD 6 (FEB/MAR 2019)						
Barclays Bank Account						
Opening Balance		£10,888.79				
<u>Receipts</u>		£	<u>Payments</u>		£	
<u>Date</u>			<u>Date</u>			
			18.3.19	Clerk's Salary	735.60	
			18.3.19	Expenses &	59.97	
				Microsoft office	59.99	
			unpaid	ICO	35.00	
TOTAL		-			£ 890.56	
Closing Balance		£9,998.23				
Leeds Building Society - Way Forward						
Opening Balance		£10,968.62				
<u>Receipts</u>		£	<u>Payments</u>		£	
<u>Date</u>			<u>Date</u>			
TOTAL		-			-	
Closing Balance		£10,968.62				
TOTAL BALANCES =		£20,966.85				

Addenda 4

	Actual 2017/18	Budget 2018/19	Actual to (18.03.19)	Budget 2019/20	Comments
BARCLAYS	(inc. VAT)		(inc. VAT)		
Expenditure					
Clerk's Salary/NI/Pension	2,831.03	3,200.00	2,942.40	3650	SCP 22,25hrs/mth + PATA
Petty Cash purchases	82.97	200.00	247.33	250	Post, sundries etc
Office costs	208.00	208.00	208.00	234	£4.50 / week
Office equipment/supplies	109.99	180.00	109.92	200	McAfee/Inks/Paper etc
Chairman's Allowance		30.00		30	
Subs and Publications	318.28	220.00	141.00	225	GAPTC/Mapping/NALC
Council Insurance	216.50	250.00	216.50	250	Due 1st June
Good Neighbourhood Ins.	215.85	230.00	215.85	230	Due Dec/Jan
Grass Cutting	410.00	600.00	585.00	615	M J Lewis
Travelling Expenses	74.25	100.00	9.45	250	Inc. Bournemouth '16
Website fees	254.38	120.00	195.57	150	D.Domains de-hack inc
Training	220.00	250.00		250	CPD,GAPTC,Website
Way Forward (Reserves)	1,000.00	1,000.00	1,000.00	1000	Internal Transfer
Grants and Donations	100.00	100.00			eg Cit.Advce
Contingency	273.48	117.00		132	
Public Land management	180.00	350.00	395.92	100	Provision of grit bins
Printing, Village Live etc	113.60	120.00	120.00	120	W Jenkin
Hall hire	35.25	60.00	40.50	60	for Nov '16-Nov '17
Data Protection (ICO)	35.00	35.00	35.00	35	
Independent Auditor Fees	80.00	80.00	90.00	90	I Selkirk
Total	6,758.58	7,450.00	6,552.44	7871	
Receipts					
Precept	7,000.00	7,000.00	7,000.00	7750	
Southern Electric Wayleave	21.08	21.00	21.08	21	
Produce Show	21.60	400.00			Winter provisions
VAT Refund	160.17	29.00	151.29	100	
Grants	400.00				
Other	1,005.60		114.98		Tr.Code additional fund
Total	8,608.45	7,450.00	7,287.35	7871	