

SEVENHAMPTON PARISH COUNCIL

Draft Minutes of the Parish Council Meeting held at Rhodes Memorial Hall on Monday May 20th 2019 at 7.30pm .

1. Opening address by outgoing Chairman including appreciation of service of outgoing clerk
2. Election of Chairman for 2019/20 took place and Councillor Jackson was duly elected and signed Declaration of Acceptance of Office form
3. Election of Vice Chairman for 2019/20 took place and Councillor Lanfear was duly elected and signed the Declaration of Acceptance of Office form
4. A short pause took place to allow for the Signing of Declarations of Acceptance of Office by new /re-elected councillors and the distribution of Register of Interest forms
5. Council recorded the attendance of Parish Councillors' Harry Boyd, Gordan Day, Lynne Jackson, Bill Jenkin and Emma Lanfear. Outgoing Clerk – Di Cook and Incoming Clerk B Holder. Council accepted apologies from District Councillor Robin Hughes and County Councillor Paul Hodgkinson
6. Public Session – There were no members of the public attending.
7. There were no Declarations of interest in any item on the agenda
8. Council approved the minutes from the last Council meeting which were then duly signed. Council consider matters arising:
It was confirmed that the ICO is now being paid by Direct Debit.
9. It was confirmed that the Parish Council wish to certify themselves as exempt from a limited assurance review under section 9 of the Local Audit (Smaller Authorities) regulations 2015 and authorised the Chair of Council to sign the Certification of Exemption
10. Council approved the independent auditor's report, noted there were no comments and approved the invoice for payment in the sum of £90
11. Council considered, approved and the Chairman signed the Annual Governance Statement
12. Council considered, approved and the Chairman signed the Accounting statement
13. Council discussed the future of the *Village Live* newsletter. Thanks were expressed to all those people who have supported the newsletter. Electronic methods were considered. There was one more issue planned for June/July. Council expressed thanks to Councillor Jenkin for his work with the newsletter over many years and Council agreed to discuss again at July meeting.
14. Council discussed the damage to verges along Gassons Lane caused by large, wide vehicles and Council agreed for the Clerk to contact A) the District Council with regard to the waste collection vehicles asking if they could return to using smaller vehicles explaining the damage being caused. B) Highways to ask as it's a width restricted road, (sign present saying 2m width) what action would they recommend the Council to take to prevent further wide vehicles being used. July agenda
15. Clerk's report including:
 - a. Police report not available for this meeting but will be presented at July meeting
 - b. Pot holes were discussed
16. Financial Matters.
 - a. Council were advised of the renewal of Discount Domains paid via the outgoing clerk's expenses
Council approved the following payments
 - b. renewal of Insurance policy in the sum of £216.50
 - c. salary and expenses for outgoing clerk in the sum of £508 (PAYE paid) and £93.89 respectively
 - d. the salary for the incoming clerk of April £224.50
 - e. the salary for the incoming clerk of May £224.30
 - f. future monthly salary by standing order in the sum of £224.30 until further notice

- g. PAYE for April of £56.00
 - h. PAYE for May of £56.20
 - i. PAYE for June of £56.20
 - j. expenses for incoming Clerk for April/May in the sum of £73.10
 - k. Presentation of financial update for April 2019 was deferred until the next meeting. Outgoing clerk to email report to 31/3/19. Council noted that the precept of £5813 has been received
 - l. Presentation of on-going budget analysis was deferred (no bank statements or previous year's figures yet available to incoming clerk)
 - m. Mr Lewis grass cutting in sum of £95.00 paid 22/4/19. Clerk to ask Mr Lewis to email his invoice and Clerk will inform Council, ready for approval of payment at next meeting
- 17. Planning Matters- Council confirmed the process going forward for consideration of planning matters. Councillor Boyd gave update. Clerk to inform District Council that the Clerk is not being informed when applications are being received.
 - 18. Council agreed it would like a representative to attend "no crash" meetings -next meeting 20th June at Andoversford. Councillor Jenkin will attend.
 - 19. Council agreed it wishes to discuss at July meeting the co-option process by publicising vacancies (2) and closing date of expression of interests to be received by clerk via email with a view to co-option
 - 20. Council agreed protocol for future notice board posting of agendas- Councillor Jackson Website- Di Cook /Councillor Jenkin will continue as webmasters. Future development will need to be discussed to ensure website remains sustainable. Clerk will be put on as a user and will be trained internally to post agenda/minutes
 - 21. Council agreed it would like to review its standing orders, financial regulations and other policies at July meeting. Clerk to distribute via email by end of June.
 - 22. Council confirmed date of next meetings as 15th July 2019, 16th September, 18th November, 20th January 2020 and 16th March. Venue has been booked.

Matters arising (not on agenda)

Light in Telephone box- £50.40 contingency fund – to be authorised on next meeting

Pot hole in Park Lane will be reported by Councillor Lanfear

Bank mandates for next meeting

Meeting closed at 20.40pm