

## SEVENHAMPTON PARISH COUNCIL

### To all members of the Council

You are hereby summoned to attend the **Parish Council Meeting** to be held at Rhodes Memorial Hall on **Monday September 16th 2019 at 7.30pm** for the purpose of transacting the following business. MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND and there will be a **Question and Answer** session, if required, for Members of the Public wishing to raise questions.

Belinda Holder

8<sup>th</sup> September 2019

(Clerk to Sevenhampton Parish Council)

## A G E N D A

1. Welcome by Chairman
2. To record attendance and accept apologies for absence. Parish Councillors' Lynne Jackson, Harry Boyd, Gordon Day, Bill Jenkin, Emma Lanfear. District Councillor Robin Hughes, County Councillor Paul Hodgkinson
3. Public Session at the discretion of the Chairman.
4. Councillors will be invited to make Declarations of interest in any item on the agenda
5. Council to approve the minutes from the last Council meeting and consider matters arising other than those stated below as agenda items:
6. Council to note the damage to verges along Gassons Lane caused by large, wide vehicles has been reported to District and County Council Officers
7. Council to note no applications for co-option have been received and to discuss way forward
8. Council to note that certification of Clerk's documents and amendments to Bank Mandates has been submitted to Barclays bank
9. Council to consider storage of Council items
10. Police report to be considered
11. Council to consider correspondence received
  - a) Photographs of Brockhampton Park
  - b) Request for donation from Cotswold Friends, Charity providing community transport, Befriending, Carer respite and community activities to older and vulnerable people living in the North Cotswolds. ([www.cotswoldfriends.org](http://www.cotswoldfriends.org))
12. Financial Matters
  - a. To approve the payment of PAYE for September of £56.20
  - b. To approve the payment of PAYE for October of £56.20
  - c. To approve expenses for Clerk for in the sum of £56.09
  - d. To approve payment of Salary for Clerk for September £224.30 (standing order)
  - e. To approve payment of Salary for Clerk for October £224.30 (standing order)
  - f. To approve payment of PATA payroll costs in the sum of £43.25
  - g. To approve payment to Mr Lewis grass cutting in sum of £95.00 paid 8/9/19
  - h. To approve payment to Mr Lewis grass cutting in the sum of £95.00 paid 15/7/19
  - i. Presentation of financial reports as attached
  - j. Completion of internal control checklist
13. Council to consider ceasing monthly updates of Register of Electors for Clerk
14. Council to approve change of address for Pensions Regulator to Clerk
15. Planning Matters-
  - a. Planning application 19/019472853/FUL- demolition of outbuildings and single storey rear extension etc – Court Cottage Brockhampton
  - b. Works to TPO trees at Brockhampton Park House
  - c. Planning application 19/02715/FUL- erection of two storey side extension etc at Warren Cottage Wittington
  - d. Planning application 19/02078/FUL- detached garage with office above at Gassons Farm, The Quarry, Brockhampton
  - e. Works to trees in conversation area – Brockhampton Park 19/02926/TCONR
16. Date of next meetings as 18<sup>th</sup> November, 20<sup>th</sup> January 2020 and 16<sup>th</sup> March.
17. Any other business for information purposes only

# Cash book at 9/9/19

01/04/19-31/03/2020	CASH BOOK				
<u>DATE</u> 9th September 2019	<u>PAYEE</u>	<u>CHQ NO</u>	<u>AMOUNT</u>	<u>CURRENT A/C</u>	<u>CURRENT A/C TOTAL FOR YEAR TO DATE</u>
01/04/2019	BUDGET				
01/04/2019	deposit account				10968.62
01/04/2019	petty cash				0.00
01/04/2019	O/BALANCE				10033.23
30/04/2019	I SELKIRK	100724	90.00	-90.00	9943.23
02/04/2019	W JENKIN	100725	24.00	-24.00	9919.23
02/04/2019	GAPTC	100726	83.97	-83.97	9835.26
22/04/2019	M LEWIS	100727	95.00	-95.00	9740.26
08/04/2019	ICO	D/D	35.00	-35.00	9705.26
25/04/2019	PRECEPT	receipt	5813.00	5813.00	15518.26
20/05/2019	community first trading	20001	216.50	-216.50	15301.76
20/05/2019	D Cook	20002	508.00	-508.00	14793.76
20/05/2019	D Cook expenses	20003	93.89	-93.89	14699.87
20/05/2019	b holder april salary	20004	224.50	-224.50	14475.37
20/05/2019	cancelled	20005	0.00	0.00	14475.37
20/05/2019	HMRC April	20006	56.00	-56.00	14419.37
20/05/2019	HMRC MAY	20007	56.20	-56.20	14363.17
20/05/2019	B HOLDER Expenses	20008	73.10	-73.10	14290.07
30/06/2019	HMRC June	20009	56.20	-56.20	14233.87
20/05/2019	I jackson/BT phone box	20010	50.40	-50.40	14183.47
30/06/2019	m lewis	20011	95.00	-95.00	14088.47
26/06/2019	SSE wayleave	receipt	21.08	21.08	14109.55
28/05/2019	B HOLDER May salary	s/o	224.30	-224.30	13885.25
26/06/2019	bholder june salary	s/o	224.30	-224.30	13660.95
15/07/2019	B HOLDER Expenses	200012	70.53	-70.53	13590.42
15/07/2019	hmrc july	200013	56.20	-56.20	13534.22
15/08/2019	hmrc august	200014	56.20	-56.20	13478.02
15/07/2019	W JENKIN printing	200015	24.00	-24.00	13454.02
15/07/2019	m lewis	200016	95.00	-95.00	13359.02
04/09/2019	m lewis	200017	95.00	-95.00	13264.02
28/07/2019	b holder july	s/o	224.30	-224.30	13039.72
28/08/2019	b holder august	s/o	224.30	-224.30	12815.42
28/09/2019	b holder sept	s/o	224.30	-224.30	12591.12
09/09/2019	B HOLDER Expenses	200018	56.09	-56.09	12535.03
09/09/2019	PATA uk	200019	43.25	-43.25	12491.78
				0.00	12491.78
				0.00	12491.78
	NET INCOME/EXPENDITURE			2458.55	

*Bank Reconciliations*

BANK RECONCILATION					
01/04/2019	OPENING BANK BALANCE			10033.23	
	EXPENDITURE FOR PERIOD		-3375.53		
	INCOME FOR PERIOD		5834.08		
	NET EXPENDITURE			2458.55	
09/09/2019	BANK BALANCE AS ABOVE				12491.78
	BAL PER S/M 6/6/19			13247.12	
	LESS U/P CHEQUES				
		200013	56.20		
		200014	56.20		
		200017	95.00		
		s/o	224.30		
		s/o	224.30		
		200018	56.09		
		200019	43.25		
				755.34	
09/09/2019	<u>reconciled balance</u>				12491.78
Deposit account					10968.62
	Total bank balance				23460.40

*Budget to year*

		<u>ACUTAL</u> <u>YEAR TO</u> <u>DATE</u>	<u>BALANCE</u> <u>AVAILABLE</u> <u>TO SPEND</u>	<u>still to</u> <u>be</u> <u>received</u>	<u>overspent</u>	actual sept 2018
budget to date	<u>BUDGET</u>					
PRECEPT	7750.00	5813.00		1937.00		5250.00
Produce show	0.00	0.00		0.00		
bank interest deposit account	0.00	0.00		0.00		
inter account trans	0.00	0.00		0.00		
wayleave	21.00	21.08	0.08			21.08
VAT to be reclaimed	100.00	0.00		100.00		
other receipts	0.00	0.00		0.00		114.98
INCOME	7871.00	5834.08	0.08	2037.00	0.00	5386.06
contingency	132.00	50.40	81.60			
grit bins	100.00	0.00	100.00			395.92
employment costs	3650.00	2134.80	1515.20			1474.20
hire of venue	60.00	0.00	60.00			
subscriptios	225.00	83.97	141.03			53.00
training	250.00	0.00	250.00			
insurance	480	216.50	263.50			216.50
admin/use of home	234.00	336.86			102.86	
reserves	1000.00	0.00	1000.00			1000.00
S137	0.00	0.00	0.00			
mileage allow	0.00	0.00	0.00			9.45
grass cutting	615.00	380.00	235.00			270.00
stationery	250.00	24.00	226.00			446.32
chairs allowance	30.00	0.00	30.00			
councillors' expenses /travel	250.00	0.00	250.00			
it costs	350.00	0.00	350.00			15.59
Village live	120.00	24.00	96.00			72.00
audit fees	90.00	90.00	0.00			90.00
ico subs	35.00	35.00	0.00			
EXPENDITURE TO DATE TOTALS	7871.00	3375.53	4598.33	0.00	102.86	4042.98