SEVENHAMPTON PARISH COUNCIL

Draft minutes of the **Parish Council Meeting** held at Rhodes Memorial Hall on **Monday September 16th 2019 at 7.30pm**

1. **Welcome by Chairman**
2. **Attendance recorded as**

**Parish Councillors’ Lynne Jackson, Harry Boyd, Gordon Day, Bill Jenkin, Emma Lanfear.**

**Apologies received from County Councillor Paul Hodgkinson and District Councillor Robin Hughes**

1. **No members of the Public attended**
2. **There were no Declarations of interest in any item on the agenda**
3. **Council approved the minutes from the last Council meeting subject to additional clarification on the attendance and absence of District and County Councillors.**

**Council then discussed matters arising other than those stated below as agenda items:**

* **Village live update by Councillor Jenkin.**
* **Stow on the Wold -police news – see item 10**
1. **Moved to item 12**
2. **Council noted no applications for co-option have been received and agreed to carry forward to next meeting**
3. **Council noted that certification of Clerk’s documents and amendments to bank mandates has been submitted to Barclays bank.**
4. **Council considered storage of Council items and the Village Hall committee have agreed to store the Fire Proof Filing cabinet and printer/scanner (Clerk to confirm Parish Council Insurance will cover Filing cabinet, historical documents, maps, insurance documentations contents and printer/scanner in Old Post Office)**
5. **Police report considered and associated correspondence received regarding changes to the Stow on the Wold Police Reception Office. Council felt it was important that this was publicised on the website and other media.**

**In future Police report to be an agenda item only if specific need is highlighted**

1. **Council considered correspondence received**
2. **Photographs of Brockhampton Park- Clerk to forward email to Chair of Council, with a view to arranging the display of the photographs in the Village Hall**
3. **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.cotswold friends.org) was considered. The Council supports the local car scheme and unfortunately at this present time there is no funding available**
4. **(Moved from item 6 on the Agenda) Council noted the damage to verges along Gassons Lane caused by large, wide vehicles has been reported to District and County Council Councillors and Officers. District Councillor has met with Chair of Council, and District Councillor will be having a site meeting with recycling contractor on 17th September 2019. County Councillor has responded and given contact details for County Council Officers to whom the Clerk has forwarded an email showing the matters of concern.**
5. **Financial Matters**
	1. **Approved the payment of PAYE for September of £56.20**
	2. **Approved the payment of PAYE for October of £56.20**
	3. **Approved expenses for Clerk for in the sum of £56.09**
	4. **Approved payment of Salary for Clerk for September £224.30 (standing order)**
	5. **Approved payment of Salary for Clerk for October £224.30 (standing order)**
	6. **Approved payment of PATA payroll costs in the sum of £43.25**
	7. **Approved payment to Mr Lewis grass cutting in sum of £95.00 paid 8/9/19**
	8. **Approved payment to Mr Lewis grass cutting in the sum of £95.00 paid 15/7/19**
	9. **Approved payment Geoxphere Ltd – Parish on-line £36.oo**
	10. **Approved payment M Lewis grass cutting in sum of £95.00 16/9/19**
	11. **Council approved transfer of £1000 from current to “Way forward account” – Leeds Building Society Deposit Account.**
	12. **Presentation of financial reports as attached were approved**
	13. **Completion of internal control checklist was completed at close of meeting**
6. **Council noted monthly updates of Register of Electors received by Clerk. (Change of address to be actioned)**
7. **Council approved change of address for Pensions Regulator to current Clerk**
8. **Planning Matters- Council noted**
	1. **Planning application 19/019472853/FUL- demolition of outbuildings and single storey rear extension etc – Court Cottage Brockhampton**
	2. **Works to TPO trees at Brockhampton Park House**
	3. **Planning application 19/02715/FUL- erection of two storey side extension etc at Warren Cottage Wittington**
	4. **Planning application 19/02078/FUL- detached garage with office above at Gassons Farm, The Quarry, Brockhampton**
	5. **Works to trees in conversation area – Brockhampton Park 19/02926/TCONR**
	6. **Extra planning brought to the attention by Councillor Boyd**

**19/02500/FUL & 19/02501/LBC Quarr Cottage – external alterations**

**19/03036/FUL & 1903037/LBC Ivy Cottage - Porch**

**19/03351/TCONR -Whitebeam tree at 4 Brockhampton Mews**

**19/03087/FUL- Priory Cottage, Climperwell Road, two storey and single storey extensions**

1. **Any other business for information purposes only**

**Council discussed - Conservation area marking on Geoxphere Ltd – Parish on-line Mapping tool noting that the Parish Council website has links to District Council website -**

**Distribution of agenda on notice boards was discussed.**

**Date of next meetings agreed as 18th November, 20th January 2020 and 16th March Meeting closed at: 20.25pm**

**Cash book at 9/9/19**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 01/04/19-31/03/2020 | CASH BOOK |  |  |  |  |
| DATE 9th September 2019 | PAYEE | CHQ NO | AMOUNT | CURRENT A/C | CURRENT A/C TOTAL FOR YEAR TO DATE |
| 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 | l 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 |  |

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*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 | reconciled balance |  |  |   | 12491.78 |
|  |  |  |  |  |  |
| Deposit account  |  |  |  |  | 10968.62 |
|  |  |  |  |  |  |
|  | Total bank balance |  |  |  | 23460.40 |

*Budget to year*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| budget to date | BUDGET | ACUTAL YEAR TO DATE | BALANCE AVAILABLE TO SPEND | still to be received | overspent | actual sept 2018 |
| 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 |  |  |  |
| subscriptions | 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 (Way forward) | 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 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |