

SEVENHAMPTON PARISH COUNCIL

Draft minutes of the Parish Council Meeting held at Rhodes Memorial Hall on **Monday July 15th 2019 at 7.30pm** for the purpose of transacting the following business.

1. **Welcome by Chair of Council**
2. **Attendance Parish Councillors recorded as**
Lynne Jackson (Chair), Harry Boyd, Gordon Day, Bill Jenkin, Emma Lanfear and
accepted apologies from District Councillor Robin Hughes, County Councillor Paul
Hodgkinson
3. **Public Session at the discretion of the Chairman. No members of the public attended.**
Councillors looked at the plans distributed via email regarding Court Cottage and had
no comments to make.
4. **There were no Declarations of interest in any item on the agenda**
5. **Council approved the minutes from the last Council meeting and there were no other**
matters arising other than those stated below as agenda items:
6. **Council discussed the future of the *Village Live* newsletter. There had been no**
applicants to continue the newsletter. The last edition has therefore been published.
It was considered using the Church magazine to inform parishioners of the demise of
the Village Live newsletter and signposting to the Village Website. Individual
organisations will be encouraged to use flyers for advertising events.
7. **Council discussed the damage to verges along Gassons Lane caused by large, wide**
vehicles mainly the bin lorries and to identify a course of action. Damage has
worsened since the May meeting. Residents are putting stones along the verges to
try to prevent vehicles driving through the verges. Clerk to flag up this problem when
distributing draft minutes to the District Councillor and County Councillor. Clerk to
email Highways Manager and Recycling Manager to highlight the problem.
8. **Council noted feedback from Cllr Jenkin regarding “No Crash” meeting held on 20th**
June. There were no specific matters relating to the villages of Sevenhampton and
Brockhampton. Speeding cameras and traffic calming in Andoversford was
discussed. Different sources of traffic hotspot data were also discussed.
9. **Council noted no applications for co-option have been received. Council discussed**
the process for co-option. It was proposed to discuss again in September.
10. **Council noted that the Clerk has received in-house training to post agenda/minutes**
onto website. Future training will be discussed at future meetings.
11. **Bank Mandates reviewed by Council. It was agreed that Councillor Lanfear and the**
Clerk to be added, Postal address to be change to Clerk’s Address and to remove
previous Clerk.
12. **Policies reviewed by Council and no changes are to be made. (Copies of which are**
found on the Council’s website)
 - a. **Standing orders**
 - b. **Financial Regulations**
 - c. **Code of Conduct**
 - d. **Data Protection**
13. **Police report noted as distributed via email.**
14. **Financial Matters- Council approved**

- a. the payment of PAYE for July of £56.20
 - b. the payment of PAYE for August of £56.20
 - c. the payment of expenses for Clerk for in the sum of £70.53
 - d. payment of Salary for Clerk for July £224.30 (standing order)
 - e. payment of Salary for Clerk for August £224.30 (standing order)
 - f. payment for BT telephone box maintenance in the sum of £50.40 from Contingency fund paid 20/5/19
 - g. payment to Mr Lewis grass cutting in sum of £95.00 x 2 paid 01/7/19 15/7/19
 - h. payment to W Jenkin £24.00 Village Live printing costs
 - i. receipt of £21.08 for Wayleave from SSE
 - j. Presentation of financial reports as attached- On budget comparison, include last year's figures for comparison. Split income and expenditure within report. Date the reports
 - k. Completion of internal control checklist
15. Council noted GAPTC vacancy on Executive Committee
16. Planning Matters-
- a. Call for Sites for housing as distributed by email – none in the village
 - b. Community infrastructure Levy information noted
 - c. Planning application 19/01947/FUL- 2 storey and single storey extension at Hillview, the Quarry, Brockhampton- noted
 - d. Planning application 19/01510/FUL –proposed alterations and extension etc at The Grange, Brockhampton- noted
 - e. Planning application 19/01773/FUL- erection of new porch, sunroom and conversion of loft space at Treyarnon, Brockhampton- noted
 - f. Planning application 19/02078/FUL- detached garage with office above at Gassons Farm, The Quarry, Brockhampton -noted
 - g. Planning application 19/02077/LBC solar panels and replacement windows at Old Barn, Sevenhampton -noted
 - h. Planning application 19/02500/FUL extension and works to boundary wall at Quarr Cottage, The Quarry, Brockhampton -noted
 - i. Planning application 19/02501/LBC extension and works to boundary wall at Quarr Cottage, The Quarry, Brockhampton -noted
 - j. Email regarding Court Cottage -noted pending formal submission of application
 - k. Tree works at Brockhampton House, permission given.
17. Highway Matters-noted
- a. Temporary road closure 3/097 Syreford to new buidings, Sudeley
 - b. A40 closed overnight 16/7/19 (7pm to 7am) for re-surfacing.
 - c. Clerk to contact Dr Morrish, Shipton Oliffe for VAS -smiley face
18. Date of next meetings as 16th September, 18th November, 20th January 2020 and 16th March.
19. Any other business for information purposes only
- Cotswold Friends correspondence – next agenda (donation)
- Six Ways car park and Church Piece car park both in Charlton Kings email noted
- Meeting closed at 20.38pm

Financial Reports

Cashbook

| | | | | | |
|------------|-------------------------|---------|---------|---------|----------|
| 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 |

Bank Reconciliations

| | | | | | |
|-----------------|-------------------------|--------|----------|----------|----------|
| 01/04/2019 | OPENING BANK BALANCE | | | 10033.23 | |
| | EXPENDITURE FOR PERIOD | | -1982.06 | | |
| | INCOME FOR PERIOD | | 5834.08 | | |
| | NET EXPENDITURE | | | 3852.02 | |
| | BANK BALANCE AS ABOVE | | | | 13885.25 |
| | | | | | |
| | BAL PER S/M 6/6/19 | | | 14889.96 | |
| | LESS U/P CHEQUES | | | | |
| | 20001 | 216.50 | | | |
| | 20002 | 508.00 | | | |
| | 20003 | 93.89 | | | |
| | 20007 | 56.20 | | | |
| | 20009 | 56.20 | | | |
| | 20011 | 95.00 | | | |
| | | | | -1025.79 | |
| | | | | | |
| | Add unpresented receipt | | | 21.08 | |
| | | | | | |
| | reconciled balance | | | | 13885.25 |
| Deposit account | | | | | 10968.62 |
| | | | | | |
| | Total bank balance | | | | 24853.87 |

Budget to year

| | | <u>BUDGET</u> | <u>ACUTAL YEAR TO DATE</u> | <u>BALANCE AVAILABLE TO SPEND</u> | <u>still to be received</u> | <u>overspent</u> |
|-------------------------------|---------------|---------------|------------------------------------|---|---------------------------------|------------------|
| budget to date | | | | | | |
| PRECEPT | | 7750.00 | 5813.00 | | 1937.00 | |
| 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 | | |
| VAT to be reclaimed | | 100.00 | 0.00 | | 100.00 | |
| other receipts | | 0.00 | 0.00 | | 0.00 | |
| contingency | | 132.00 | 50.40 | 81.60 | | |
| grit bins | | 100.00 | 0.00 | 100.00 | | |
| employment costs | | 3650.00 | 1125.20 | 2524.80 | | |
| hire of venue | | 60.00 | 0.00 | 60.00 | | |
| subscriptios | | 225.00 | 83.97 | 141.03 | | |
| training | | 250.00 | 0.00 | 250.00 | | |
| insurance | | 480 | 216.50 | 263.50 | | |
| admin/use of home | | 234.00 | 166.99 | 67.01 | | |
| reserves | | 1000.00 | 0.00 | 1000.00 | | |
| S137 | | 0.00 | 0.00 | 0.00 | | |
| mileage allow | | 0.00 | 0.00 | 0.00 | | |
| grass cutting | | 615.00 | 190.00 | 425.00 | | |
| stationery | | 250.00 | 0.00 | 250.00 | | |
| 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 | | |
| Village live | | 120.00 | 24.00 | 96.00 | | |
| audit fees | | 90.00 | 90.00 | 0.00 | | |
| ico subs | | 35.00 | 35.00 | 0.00 | | |
| | | | | | | |
| | | | | | | |
| YEAR TO DATE TOTALS | net Received* | 0.00 | *3852.02 | 5889.02 | 2037.00 | |
| | | | | | | |
| | | | | | | |
| Expenditure to date | | | 1982.06 | | | |
| Income to date | | | 5834.08 | | | |
| | | | | | | |