

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 January 20th 2020 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

16th January 2020

(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 discuss "village dates" newsletter**
7. **Council to note any update on the damage to verges along Gassons Lane caused by large, wide vehicles**
8. **Council to note no applications for co-option have been received**
9. **Drainage issues**
10. **Council to note amendments to Barclays Bank Mandates have been confirmed**
11. **Council to consider correspondence received**
 - a) **Letter from I Selkirk regarding appointment of independent internal auditor in the sum of £90**
 - b) **Update on VAS**
 - c) **Email from County Councillor re "No Crash " meeting to be held 10th February at 6.30pm at Andoversford Village Hall**
 - d) **Email regarding winter Plough Operators**
12. **Financial Matters**
 - a. **To approve the payment of PAYE for January of £56.20**
 - b. **To approve the payment of PAYE for February of £56.20**
 - c. **To approve expenses for Clerk in the sum of £48.50**
 - d. **To approve payment of Salary for Clerk for January £224.30 (standing order)**
 - e. **To approve payment of Salary for Clerk for February £224.30 (standing order)**
 - f. **To approve payment to Mr Lewis grass cutting in sum of £95.00 paid 9/11/19**
 - g. **Presentation of financial reports as attached**
 - h. **Completion of internal control checklist**
- 12 **To approve budget for 2020/21- Precept sum £8000 approved at December meeting**
13. **Planning matters**

Full Application for Demolition of outbuildings and single-storey rear extensions, erection of two-storey rear extension and alterations to boundary wall at Court Cottage Brockhampton 19/02853/FUL
14. **Council to discuss Defibrillator – Cllr L Jackson**
15. **Date of next meetings as 16th March 2020 and May 18th 2020 (date of Parish Assembly to be confirmed**
16. **Any other business for information purposes only and close of meeting**

Cash book

01/04/19-31/03/2020	CASH BOOK				
<u>DATE</u> 16th January 2020	<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
16/09/2019	m lewis	200020	95.00	-95.00	12396.78
16/09/2019	leeds bs	200021	1000.00	-1000.00	11396.78
06/09/2019	geox phere	200022	36.00	-36.00	11360.78
06/11/2019	m lewis	200023	95.00	-95.00	11265.78
16/11/2019	b holder	200024	48.50	-48.50	11217.28
16/11/2019	pata uk	200025	23.25	-23.25	11194.03
16/11/2019	hmrc	200026	56.20	-56.20	11137.83
16/12/2019	hmrc	200027	56.20	-56.20	11081.63
16/01/2020	hmrc	200028	56.20	-56.20	11025.43
26/10/2019	b holder	so	224.30	-224.30	10801.13
26/09/2009	cots district	receipt	-1937.00	1937.00	12738.13
18/11/2019	clerks direct	200029	12.00	-12.00	12726.13
19/11/2019	domaine discounts	200030	119.99	-119.99	12606.14
06/12/2019	m lewis	200031	100.00	-100.00	12506.14
16/01/2020	b holder	200032	49.00	-49.00	12457.14
28/11/2019	b holder	s/o	224.30	-224.30	12232.84
28/12/2019	b holder august	s/o	224.30	-224.30	12008.54
				0.00	12008.54
				0.00	12008.54
				0.00	12008.54
				0.00	12008.54
				0.00	12008.54
				0.00	12008.54
	NET INCOME/EXPENDITURE			1975.31	

Bank Reconciliations

BANK RECONCILIATION					
01/04/2019	OPENING BANK BALANCE			10033.23	
	EXPENDITURE FOR PERIOD		-5795.77		
	INCOME FOR PERIOD		7771.08		
	NET EXPENDITURE			1975.31	
16/01/2020	BANK BALANCE AS ABOVE				12008.54
	BAL PER S/M 6/01/20			12169.94	
	LESS U/P CHEQUES				
		200027	56.20		
		200028	56.20		
		200032	49.00		
				161.40	
16/01/2020	<u>reconciled balance</u>				12008.54
Leeds BS Deposit account					11968.62
	Total bank balance				23977.16

Year to date/budget comparisons

<u>budget to date</u>	<u>BUDGET</u>	<u>ACUTAL YEAR TO DATE</u>	<u>BALANCE AVAILABLE TO SPEND</u>	<u>still to be received</u>	<u>actual jan 2019</u>
PRECEPT	7750.00	7750.00		0.00	7000.00
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	151.29
other receipts	0.00	0.00		0.00	114.98
INCOME	7871.00	7771.08	0.08	100.00	7287.35
contingency	132.00	50.40	81.60		
grit bins	100.00	0.00	100.00		395.92
employment costs	3650.00	2976.30	673.70		2206.80
hire of venue	60.00	0.00	60.00		
subscriptions	225.00	131.97	93.03		141.00
training	250.00	0.00	250.00		
insurance	480	216.50	263.50		432.35
admin/use of home	234.00	457.61	-102.86		156.00
reserves	1000.00	1000.00	0.00		1000.00
S137	0.00	0.00	0.00		
mileage allow	0.00	0.00	0.00		9.45
grass cutting	615.00	670.00	-55.00		585.00
stationery	250.00	24.00	226.00		349.28
chairs allowance	30.00	0.00	30.00		
councillors' expenses /travel	250.00	0.00	250.00		
it costs	350.00	119.99	230.01		135.58
Village live	120.00	24.00	96.00		96.00
audit fees	90.00	90.00	0.00		90.00
ico subs	35.00	35.00	0.00		
Expenditure					
contingency/balance					
EXPENDITURE TO DATE TOTALS	7871.00	5795.77	2195.98	0.00	5597.38

Proposed budget 2020/1

budget to date	<u>BUDGET</u> <u>2019/20</u>	<u>ACUTAL</u> <u>YEAR TO</u> <u>DATE</u>	proposed budget 2020 /21	notes
PRECEPT	7750.00	7750.00	8000	Approved by council 12/19
Produce show	0.00	0.00		
bank interest deposit account	0.00	0.00		
inter account trans	0.00	0.00		
wayleave	21.00	21.08	21	
VAT to be reclaimed	100.00	0.00		
other receipts	0.00	0.00		
INCOME	7871.00	7771.08	7771	
contingency	132.00	50.40		
grit bins	100.00	0.00	100	
employment costs	3650.00	2976.30	3650	
hire of venue	60.00	0.00	60	
subscriptions	225.00	131.97	225	
training	250.00	0.00	250	
insurance	480	216.50	480	
admin/use of home	234.00	457.61	234	
reserves	1000.00	1000.00	1000	
S137	0.00	0.00	0	
mileage allow	0.00	0.00	0	
grass cutting	615.00	670.00	615	
stationery	250.00	24.00	250	
chairs allowance	30.00	0.00	30	
councillors' expenses /travel	250.00	0.00	250	
it costs	350.00	119.99	350	
Village live	120.00	24.00	120	
audit fees	90.00	90.00	90	
ico subs	35.00	35.00	35	
<u>Expenditure</u>			7739	
balance to contingency			32	
TOTALS	7871.00	5795.77	7771	

SEVENHAMPTON PARISH COUNCIL

Draft Minutes of the Parish Council Meeting held at Rhodes Memorial Hall on Monday November 18th 2019 at 7.30pm

- 1. Welcome by Chairman**
- 2. Attendance recorded of Parish Councillors' Lynne Jackson, Gordon Day, Bill Jenkin, Emma Lanfear. 3 members of the public and County Councillor Paul Hodgkinson attended. Cllr Harry Boyd did not attend.**
- 3. Public Session at the discretion of the Chairman.**

Dex Cook spoke regarding his role as Tree Warden and would like to receiving tree planning applications when received by Parish Council. He also asked if there was anywhere in the Village that required trees as he would be receiving 100 in December. Grit piles have started to appear over the village and he asked the Council to ask Glos Highways to stop dropping them outside of the grit bins. Filing cabinet, printer, GDPR, insurance documents and maps have been returned to the village hall for storage. Change of address issues were noted as was the difficulties of the website. Council would like draft minutes to be posted on to the website as soon as possible after the meeting and agendas to be posted with 3 working days noticed rather than the statutory required "3 day notice period".

Invited guest – Yvette Ruggins re email-based village diary/notice board spoke regarding the proposed changes from the Village Live magazine. It would be an email based "diary for dates" with a hard copy available if requested. GDPR rules were discussed and a one-off "sign up" hard copy was preferred. Methods of delivery of hard copies was also discussed. Name suggested of "Village dates", the Parish Council would still support the project and provide finance. Suggested information would also include highway closures etc. Pdf attachment version or html links were discussed. Contact was made with the County Councillor.

Robert Jackson was present to answer any questions on the planning application Telecommunication Notification for EE emergency services. A general discussion took place.

County Councillor P Hodgkinson spoke to Council on various points including

- The A417 public consultation which has now closed
- No Crash road-safety meeting update with the next anticipated meeting in January 2020
- A40 at Northleach has closed again and Glos Highways are monitoring the situation,
- Feedback was sought regarding the Mobile library
- Feedback sought regarding Road signs that are not clear of vegetation and are visually blocked, residents are encouraged to report on 08000514514

Councillors spoke to CC Hodgkinson regarding item 7 "Gassons Lane".

Public session closed at 20.25pm

- 4. Councillor Lynne Jackson made a Declaration of interest** in the Planning item regarding the Telecommunication Notification for EE emergency services
- 5. Council approved the minutes from the last Council meeting which were then duly signed and there were no matters arising other than those stated below as agenda items:**
- 6. Council agreed actions following public session re Email based village diary/notice board** in that the Parish Council would support financial costs on the initial hard copy of sign up contact and the Parish Council would be identified as being involved in the project. The initial sign up invitation would be sent to the Chairman of the Parish Council before distribution.
- 7. Council noted update on the damage to verges along Gassons Lane caused by large, wide vehicles** -CC Hodgkinson will re-visit and District Councillor Robin Hughes has held a meeting with a resident and Chair of Council.
- 8. Council noted no applications for co-option have been received and to discuss way forward** – Chair of Council and Councillors to approach local residents who may be interested and the matter to be carried forward to next meeting.

9. Council noted updates regarding amendments to Bank Mandates which have been forwarded to Cllr Jenkins.
10. Council formally agreed resolution to changes to Leeds Building Society Account in the name and address of contact and formally authorised signatories to sign letter in support of the formal resolution.
11. Council noted correspondence received
 - e) Council motion request from powerforpeople.org.uk
 - f) Update on VAS – Clerk to ask them to contact Chair of Council
12. Financial Matters
 - a. Approved the payment of PAYE for November of £56.20
 - b. Approved the payment of PAYE for December of £56.20
 - c. Approved expenses for Clerk in the sum of £48.50
 - d. Approved payment of Salary for Clerk for November £224.30 (standing order)
 - e. Approved payment of Salary for Clerk for December £224.30 (standing order)
 - f. Approved payment to Mr Lewis grass cutting in sum of £95.00 paid 9/11/19
 - g. Approved payment of PATA payroll services in the sum of £23.25
 - h. Approved payment for Clerks Direct to CommunicCorp in the sum of £12.00
 - i. Approved Discount Domains Uk in the sum of £119.99 and agreed Cllr Jackson will arrange payment.
 - j. Presentation of financial reports as distributed as separate documents were noted
 - k. Completion of internal control checklist
 - l. proposed budget for 2020/21 will be agreed in January 2020 as a separate agenda item
 - m. Approved Precept for 2020/21 in the sum of £8000
13. Planning matters
 - a) application Telecommunication Notification for EE emergency services telegraph pole mast at land at Nashs Barn, Park Lane. Council agreed “no comment” to be emailed to Planning Officer
 - b) 19/03302/FUL alterations and extensions at the Grange, Brockhampton “no comment”
 - c) 19/03293/FUL- oak framed garage- Flock Hill, Brockhampton “no comment”
 - d) 19/03338/LBC - re roofing log store – “no comment”
 - e) 19/03529/FUL -detached single garage - 1 Hampen Cottages “no comment”
14. Date of next meeting confirmed as 20th January 2020
15. other business for information purposes only and close of meeting 20.59pm