

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 March 16th 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

11th March 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 consider applications for co-option if received**
7. **Update re "No Crash " meeting held 10th February at 6.30pm at Andoversford Village Hall**
8. **Reports from County Councillor and District Councillor if available**
9. **Council to note any updates on the damage to verges along Gassons Lane caused by large, wide vehicles**
10. **Council to discuss updates on any Drainage/flood issues**
11. **Council to discuss any other Highway issues**
12. **Financial Matters**
 - a. **To approve the payment of PAYE for March of £56.20**
 - b. **To approve expenses for Clerk in the sum of**
 - c. **To approve payment of Salary for Clerk for March £224.30 (standing order)**
 - d. **To approve payment of Salary for Clerk for April £224.30 (standing order)**
 - e. **To approve for reimbursement to Di Cook for £89.99 virus protection package**
 - f. **To approve for reimbursement to Tex Cook for £59.99 for Microsoft Office**
 - g. **To approve payment of £91.19 for GAPTC subscription (noting saving of £7.75 for qualified Clerk)**
 - h. **Presentation of financial reports as attached**
 - i. **Council to discuss tender for grass contract**
13. **Council to discuss updates on "village dates" newsletter**
14. **Planning matters -applications received as distributed via email.**
 - a. 20/00061/FUL East Lodge Brockhampton
 - b. 19/04034/FUL Warren Cottage, Wittington
 - c. 20/00412/FUL High Bank, The Quarry
 - d. 20/00665/FUL Hillview, The Quarry – resubmission 19/04180/FUL
15. **Council to discuss update on Defibrillator – Cllr L Jackson**
16. **Council to discuss Localism Act**
17. **Council to agree review date of Clerk employment**
18. **Date of next meetings as May 18th 2020 (Parish Assembly and AGM)**
19. **Any other business for information purposes only and close of meeting**

Draft Minutes of the **Parish Council Meeting** held in the Rhodes Memorial Hall on **Monday January 20th 2020 at 7.30pm**

20. **Welcome by Chairman**
21. **Attendance recorded as Parish Councillors'**
Lynne Jackson (Chair), Harry Boyd, Gordon Day, Bill Jenkin, Emma Lanfear.
22. **No members of the Public attended.**
23. **Councillors were invited to make Declarations of interest in any item on the agenda**
24. **Council approved the minutes from the last Council meeting were approved with 2 typing corrections and amendment of the "Old Road A40". The Clerk was asked to send Councillors the draft minutes within 10 days of the meeting**
25. **Council discussed "village dates" newsletter. 47.5% of Parish of Sevenhampton have received the copy of the updated "Village Dates". Publicity included electronic, hard copies, notice boards and other local groups. Next issue March/April to be sent out late February. Council agreed to putting a flyer in the Parish Magazine for delivery within the Parish.**
26. **Drainage issues were discussed. Specific problems to be reported to County Council. Clerk/Chair confirmed telephone 08000 514 514 for reporting**
27. **Council noted update on the damage to verges along Gassons Lane caused by large, wide vehicles**
28. **Co-option discussed the legal definition of qualification for co-option. Clerk to send email to interested party, inviting him to attend and to confirm his interest in co-option**
29. **Council noted amendments to Barclays Bank Mandates have been confirmed.**
30. **Council considered correspondence received**
 - a) **Council agreed to appoint I Selkirk as independent internal auditor in the sum of £90**
 - b) **Update on VAS -still awaited – Clerk to chase Shipton Parish Council**
 - 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 information required**
31. **Financial Matters**
 - a. **Approved the payment of PAYE for January of £56.20**
 - b. **Approved the payment of PAYE for February of £56.20**
 - c. **Approved expenses for Clerk in the sum of £48.50**
 - d. **Approved payment of Salary for Clerk for January £224.30 (standing order)**
 - e. **Approved payment of Salary for Clerk for February £224.30 (standing order)**
 - f. **Approved payment to Mr Lewis grass cutting in sum of £95.00 paid 9/11/19**
 - g. **Approved payment to Mr Lewis grass cutting in sum of £100 paid 6/12/19**
 - h. **Approved payment to Zurich Insurance £179.88 (Good Neighbourhood Scheme)**
 - i. **Approved financial reports as attached**
 - j. **Completion of internal control checklist were completed at end of meeting**
- 13 **Council approved budget for 2020/21- Precept sum £8000 approved at December meeting**
- 14 **Planning matters were considered**
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 – no comments
Other updates were given by Cllr Boyd
- 15 **Council discussed Defibrillator correspondence and agreed access code to be published in the Village dates**

**Cllr Jackson will follow up on some maintenance of case
Weekly checking agreed to be delegated to correspondent
Training materials are available from Cllr Jackson who will follow up with
correspondent**

- 16 Date of next meetings confirmed as 16th March 2020
May 18th 2020 to start at 7pm and will be adjointed after formal meeting and the Parish
Assembly (Chair report and matters arising from last year) also start at 7pm. Clerk to
inform "Village dates"**
- 17 Any other business for information purposes only and close of meeting at 21.05pm**