SEVENHAMPTON PARISH COUNCIL

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

1. **Welcome by Chairman**
2. **Attendance recorded as Parish Councillors’**

**Lynne Jackson (Chair), Harry Boyd, Gordon Day, Bill Jenkin, Emma Lanfear.**

1. **No members of the Public attended.**
2. **Councillors were invited to make Declarations of interest in any item on the agenda**
3. **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**
4. **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.**
5. **Drainage issues were discussed. Specific problems to be reported to County Council. Clerk/Chair confirmed telephone 08000 514 514 for reporting**
6. **Council noted update on the damage to verges along Gassons Lane caused by large, wide vehicles**
7. **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**
8. **Council noted amendments to Barclays Bank Mandates have been confirmed.**
9. **Council considered correspondence received**
10. **Council agreed to appoint I Selkirk as independent internal auditor in the sum of £90**
11. **Update on VAS -still awaited – Clerk to chase Shipton Parish Council**
12. **Email from County Councillor re “No Crash “ meeting to be held 10th February at 6.30pm at Andoversford Village Hall**
13. **Email regarding winter Plough Operators information required**
14. **Financial Matters**
    1. **Approved the payment of PAYE for January of £56.20**
    2. **Approved the payment of PAYE for February of £56.20**
    3. **Approved expenses for Clerk in the sum of £48.50**
    4. **Approved payment of Salary for Clerk for January £224.30 (standing order)**
    5. **Approved payment of Salary for Clerk for February £224.30 (standing order)**
    6. **Approved payment to Mr Lewis grass cutting in sum of £95.00 paid 9/11/19**
    7. **Approved payment to Mr Lewis grass cutting in sum of £100 paid 6/12/19**
    8. **Approved payment to Zurich Insurance £179.88 (Good Neighbourhood Scheme)**
    9. **Approved financial reports as attached**
    10. **Completion of internal control checklist were completed at end of meeting**
15. **Council approved budget for 2020/21- Precept sum £8000 approved at December meeting**
16. **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**

1. **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**

1. **Date of next meetings confirmed as 16th March 2020**

**May 18th 2020 to start at 7pm and will be adjoined after formal meeting and the Parish Assembly (Chair report and matters arising from last year) also start at 7pm. Clerk to inform “Village dates”**

1. **Any other business for information purposes only and close of meeting at 21.05pm**

**Cash book**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 01/04/19-31/03/2020 | CASH BOOK |  |  |  |  |
| DATE 16th January 2020 | 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 |
| 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 October | 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 November | s/o | 224.30 | -224.30 | 12232.84 |
| 28/12/2019 | b holder December | 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 |
|  | NET INCOME/EXPENDITURE | | | 1975.31 |  |

*Bank Reconciliations*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| BANK RECONCILATION |  |  |  |  |  |
| 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 | reconciled balance | |  |  | 12008.54 |
|  |  |  |  |  |  |
| Leeds BS Deposit account |  |  |  |  | 11968.62 |
|  |  |  |  |  |  |
|  | Total bank balance |  |  |  | 23977.16 |

*Year to date/budget comparisons*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| budget to date | BUDGET | ACUTAL YEAR TO DATE | BALANCE AVAILABLE TO SPEND | still to be received | **actual jan 2019** |
| 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 |

*Agreed budget 2020/1*

|  |  |  |  |
| --- | --- | --- | --- |
| budget to date | BUDGET 2019/20 | ACUTAL YEAR TO DATE | agreed budget 2020/21 |
| PRECEPT | 7750.00 | 7750.00 | 8000 |
| 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 | 8021.00 |
| contingency | 132.00 | 50.40 | 52 |
| grit bins | 100.00 | 0.00 | 100 |
| employment costs | 3650.00 | 2976.30 | 3750 |
| hire of venue | 60.00 | 0.00 | 75 |
| 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 | 216 |
| reserves | 1000.00 | 1000.00 | 1000 |
| S137 | 0.00 | 0.00 | 0 |
| mileage allow | 0.00 | 0.00 | 100 |
| grass cutting | 615.00 | 670.00 | 650 |
| 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 | 100 |
| audit fees | 90.00 | 90.00 | 90 |
| ico subs | 35.00 | 35.00 | 35 |
| **Expenditure** |  |  | **7968** |
| balance to contingency |  |  |  |
| **TOTALS** | 7871.00 | 5795.77 |  |
|  |  |  |  |

*Draft minutes from Previous Meeting*

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.**

Tex 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
* The Old 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

1. **Councillor Lynne Jackson made a Declaration of interest** in the Planning item regarding the Telecommunication Notification for EE emergency services
2. **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:**
3. **Council agreed actions following public session re Email based village diary/notice board** in that the Parish Councilwould 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.
4. **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**.**
5. **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 interestedand the matter to be carried forward to next meeting.
6. **Council noted updates regarding amendments to Bank Mandates which have been forwarded to Cllr Jenkin.**
7. **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.**
8. **Council noted correspondence received**
9. **Council motion request from powerforpeople.org.uk**
10. **Update on VAS – Clerk to ask them to contact Chair of Council**
11. **Financial Matters**
    1. **Approved the payment of PAYE for November of £56.20**
    2. **Approved the payment of PAYE for December of £56.20**
    3. **Approved expenses for Clerk in the sum of £48.50**
    4. **Approved payment of Salary for Clerk for November £224.30 (standing order)**
    5. **Approved payment of Salary for Clerk for December £224.30 (standing order)**
    6. **Approved payment to Mr Lewis grass cutting in sum of £95.00 paid 9/11/19**
    7. **Approved payment of PATA payroll services in the sum of £23.25**
    8. **Approved payment for Clerks Direct to CommunicCorp in the sum of £12.00**
    9. **Approved Discount Domains Uk in the sum of £119.99 and agreed Cllr Jackson will arrange payment.**
    10. **Presentation of financial reports as distributed as separate documents were noted**
    11. **Completion of internal control checklist**
    12. **proposed budget for 2020/21 will be agreed in January 2020 as a separate agenda item**
    13. **Approved Precept for 2020/21 in the sum of £8000**
12. **Planning matters**
13. **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**
14. **19/03302/FUL alterations and extensions at the Grange, Brockhampton “no comment”**
15. **19/03293/FUL- oak framed garage- Flock Hill, Brockhampton “no comment”**
16. **19/03338/LBC - re roofing log store – “no comment”**
17. **19/03529/FUL -detached single garage - 1 Hampen Cottages “no comment”**
18. **Date of next meeting confirmed as 20th January 2020**
19. **other business for information purposes only and close of meeting 20.59pm**