

SEVENHAMPTON PARISH COUNCIL

Draft Minutes held at Rhodes Memorial Hall on **Monday March 16th 2020 at 7.30pm**

1. **Welcome by Chairman**
2. **To record attendance Parish Councillors' Lynne Jackson, Harry Boyd, Gordon Day, Bill Jenkin, Apologies received from Cllr Emma Lanfear. County Councillor Paul Hodgkinson and Members of the public 3 District Councillor Robin Hughes did not attend**
3. **Public Session at the discretion of the Chairman. C-ovid 19 discussion and community help. Historic cascade system noted, Good Neighbour scheme already provide transport for doctors etc. Village date newsletter can also be asked to help. Members of the public have already WhatsApp set up for Sevenhampton/Brockhampton. Suggested that Good Neighbourhood Scheme could help vulnerable members of the community. It was recommended that neighbours look out for each other, especially vulnerable residents. Cllr Jackson will liaise with Village Dates editor. The Village Hall will close for social events from 17/3/20.**
4. **Report from County Councillor including Council Tax/budget for 2020/21 Reiteration of need to report pot holes, flooding and any other highway issues to Glos Highways via telephone number or portal on website. Update on No Crash meeting was given including traffic calming to be installed in Andoversford. Upgrading of A417 given go-ahead and is due to go ahead 2021. Question on road at the top of Sudeley Hill from Roel Gate to Winchcombe as it was closed due to flooding/ pot holes will be investigated. Update on road closure at Northleach was given.**
5. **There were no Declarations of interest in any item on the agenda.**
6. **Council approved the minutes from the last Council meeting and considered matters arising other than those stated below as agenda items:**
7. **Council discussed update on Defibrillator – Cllr L Jackson and invited information from member of the public who is leading the project for a second defibrillator. The telephone box has been agreed as an ideal location as it is highly visible and has electricity. Cardiac Science/Community heartbeat are being considered for the provision of pads etc. Consideration of insurance implications was discussed as the existing one is covered by the Village Hall insurance. In principal the Council agreed to process. The Assistant Community Responder Officer recommended the existing defibrillator be moved due to uneven access and the gate in front of it. Movement sensitive lighting was also suggested. The height of the case was discussed in terms of accessibility. A new case is due to be installed in March. Alternative locations were discussed. Councillor Day will look into the matter further.**
8. **Council agreed co-option of Matthew Cain.**
9. **Update re “No Crash” meeting held 10th February at 6.30pm at Andoversford Village Hall (see County Councillor report).**
10. **Council noted updates on the damage to verges along Gassons Lane caused by large, wide vehicles. The condition of the verges is deteriorating due to the vehicles using the lane.**
11. **Council discussed updates on Drainage/flood issues (see County Councillor report). Concern over the stretch of the road near Hyack/Whitton**

Dean “the Winchcombe Road. Perch Pool is still waiting for action. Drains at T Junction in Severnhampton is not functioning properly.

- 12. Council discussed Highway issues (See County Councillor report).
- 13. Financial Matters- approved

- a. the payment of PAYE for March of £56.20
- b. expenses for Clerk in the sum of £50.40
- c. payment of Salary for Clerk for March £224.30 (standing order)
- d. payment of Salary for Clerk for April £224.30 (standing order)
- e. for reimbursement to Di Cook for £89.99 virus protection package
- f. for reimbursement to Tex Cook for £59.99 for Microsoft Office
- g. payment of £91.19 for GAPTC subscription (noting saving of £7.75 for qualified Clerk)
- h. Presentation of financial reports as distributed. Council approved that in extra-ordinary circumstances, cheques will be prepared and sent to Councillors for signature and approval to be at next meeting.
- i. Council agreed tender for grass contract. Clerk to access the original tender documents to confirm the terms and conditions and to report back at next meeting on total cost/number of cuts for year.

- 14. Council discussed updates on “village dates” newsletter. It was reported that it was being successful and coverage was now upto at least 50% of households

- 15. Planning matters -applications received as distributed via email. Cllr Boyd gave updates on the applications.

- a. 20/00061/FUL East Lodge Brockhampton- comment-**Object** “amendments do not distract from the original comments of the objectors and the conservation officer with which we concur”. There have been other objections submitted. (18th March deadline)
- b. 19/04034/FUL Warren Cottage, Wittington- **no comment**
- c. 20/00412/FUL High Bank, The Quarry -**already approved**
- d. 20/00665/FUL Hillview, The Quarry – resubmission 19/04180/FUL-**no comment**
- e. Quarr cottage - internal plaster works – **no comment**

- 16. Council discussed Localism Act- postponed to next meeting.

- 17. Council review date of Clerk employment to be agreed by Chair/Vice Chair.

- 18. Date of next meetings as May 18th 2020 (Annual Parish meeting and AGM) at 7pm subject to government advice

close of meeting 20.53pm

Finances

<u>DATE</u> 13th march 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
20/01/2020	zurich	20033	179.98	-179.98	11828.56
27/01/2020	b holder	so	224.30	-224.30	11604.26
26/02/2020	b holder	so	224.30	-224.30	11379.96
				0.00	11379.96
				0.00	11379.96
	NET INCOME/EXPENDITURE			1346.73	

BANK RECONCILIATION					
01/04/2019	OPENING BANK BALANCE			10033.23	
	EXPENDITURE FOR PERIOD		-6424.35		
	INCOME FOR PERIOD		7771.08		
	NET EXPENDITURE			1346.73	
13/03/2020	BANK BALANCE AS ABOVE				11379.96
	BAL PER S/M 5/03/20			11492.36	
	LESS U/P CHEQUES				
		200027	56.20		
		200028	56.20		
				112.40	
16/01/2020	<u>reconciled balance</u>				11379.96
Leeds BS Deposit account					11968.62
	Total bank balance				23348.58

		<u>ACUTAL</u> <u>YEAR TO</u> <u>DATE</u>	<u>BALANCE</u> <u>AVAILABLE</u> <u>TO SPEND</u>	<u>still to be</u> <u>received</u>	<u>actual</u> <u>mar 19</u>	<u>budget</u> <u>2020</u>
budget to date	<u>BUDGET</u>					
PRECEPT	7750.00	7750.00		0.00	7000.00	8000
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	21
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	8021.00
contingency	132.00	50.40	81.60			52
grit bins	100.00	0.00	100.00		395.92	100
employment costs	3650.00	3424.90	225.10		2942.40	3750
hire of venue	60.00	0.00	60.00		40.50	75
subscriptions	225.00	131.97	93.03		141.00	225
training	250.00	0.00	250.00			250
insurance	480	396.48	83.52		432.35	480
admin/use of home	234.00	457.61	-102.86		317.92	216
reserves	1000.00	1000.00	0.00		1000.00	1000
S137	0.00	0.00	0.00			
mileage allow	0.00	0.00	0.00			100
grass cutting	615.00	670.00	-55.00		585.00	650
stationery	250.00	24.00	226.00		247.33	250
chairs allowance	30.00	0.00	30.00			30
councillors' expenses /travel	250.00	0.00	250.00		9.45	250
it costs	350.00	119.99	230.01		195.57	350
Village live	120.00	24.00	96.00		120.00	100
audit fees	90.00	90.00	0.00		90.00	90
ico subs	35.00	35.00	0.00		35.00	35
Expenditure						7968
contingency/balance						
EXPENDITURE TO DATE						
TOTALS	7871.00	6424.35	1567.40	0.00	6552.44	