

## SEVENHAMPTON PARISH COUNCIL

Agenda of the **Parish Council Meeting** to be held at Rhodes Memorial Hall on **Monday November 16th 2020 at 7.30pm** via zoom

<https://zoom.us/j/97410479516?pwd=d2FmQzhiS1pYeXpLdHA5YTICU0ZYQT09>

from 8.15 pm (if necessary)

<https://zoom.us/j/93637293166?pwd=SU82YU1EaGNRQVFiOUhFbnoyNXRidz09>

1. **Welcome by Chairman**
2. **Attendance and accept apologies for absence to be recorded.**  
**Parish Councillors' Lynne Jackson, Harry Boyd, Gordon Day, Bill Jenkin, Emma Lanfear, Mathew Cain and Joanna Ruddock. County Councillor Paul Hodgkinson District Councillor Robin Hughes**
3. **Public Session at the discretion of the Chairman.**
4. **Councillors to 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 note request for dog-bin in Sevenhampton with maps/drawings has been submitted to District Council**
7. **Council to discuss defib update. If the PC already own the Telephone box, the defib would be covered under public liability. If Council wish to cover under all-risks policy, additional cost to be approx. £25.00 : Council to confirm they own the Telephone box and if they wish to cover defib under all risks policy.**
8. **Reports from County and District Councillors**
9. **Council to discuss updates on any Drainage/flood issues**
10. **Council to discuss any other Highway issues**
11. **Financial Matters**
  - a. **Presentation of financial reports as distributed**
  - b. **To agree payment list as distributed**
  - c. **To consider Precept/budget for 2021/22**
12. **Council to discuss updates on "village dates" newsletter**
13. **Planning matters -applications received as distributed via email.**
14. **To agree date, time and format of next Council meeting-11<sup>th</sup> January 2021**
15. **Any other business for information purposes only and close of meeting**

## SEVENHAMPTON PARISH COUNCIL

Draft minutes of the **Parish Council Meeting** held at Rhodes Memorial Hall on **Monday September 21st 2020 at 7.30pm** via zoom

<https://zoom.us/j/91653773250?pwd=NmtMOHNhV0NubW1EUHNmQzhkd0pLQT09>

1. **Welcome by Chairman**
2. **Attendance and accept apologies for absence recorded.**  
Parish Councillors' Lynne Jackson, Gordon Day, Bill Jenkin, Emma Lanfear, Mathew Caine. County Councillor Paul Hodgkinson District Councillor Robin Hughes have sent their apologies. Non attendance of Councillor Harry Boyd,
3. **No Public attended Session at the discretion of the Chairman.**
4. **Councillors were invited to make Declarations of interest in any item on the agenda**
5. **Council approved the minutes from the last Council meeting and considered matters arising for information purposes other than those stated below as agenda items:**
6. **Council discussed update on request for dog-bin in Sevenhampton. CDC can provide and install for the sum of £210-£230 plus VAT, time limit 1-2 weeks from order being placed. Will need a google map and a site plan/sketch with x for installation. As this is within budge of £300, Clerk will proceed if provided with map/sketch plan. Council approved expenditure from general reserves. Chairman to obtain permission of land owner for it to be situated between grit bin and telephone kiosk.**
7. **Council discussed defib update – waiting for insurance information. Clerk to chase insurance company for confirmation**
8. **Clerk provided update on number of parish councillors following enquiry of District Council. It has been confirmed that 7 Councillors can be elected/co-opted on to the parish council. There has been one application from a resident. Council approved co-option of Mrs J Ruddock**
9. **Reports from County Councillor as distributed and District Councillor report not available**
10. **Council discussed updates on any Drainage/flood issues**
11. **Council discussed any other Highway issues- Action being taken Perch Pool was noted,**
12. **Financial Matters**
  - a. **Presentation of financial reports as distributed**
  - b. **Agreed payment list as distributed**
13. **Council discussed updates on “village dates” newsletter and approved expenses claim in the sum of £27.41**
14. **Planning matters -applications received as distributed via email. No comment on 20/02796/TCONR**
15. **Agreed date, time and format of next Council meeting-16<sup>th</sup> November 2020- Zoom meetings going forward 7.30pm (Clerk gave update from NALC regarding formats of meetings)**
16. **Any other business for information purposes only and meeting closed at 19.53pm**

## Cash book

| <u>18/09/1920</u> | <u>PAYEE</u>   | <u>CHQ NO</u> | <u>AMOUNT</u> | <u>CURRENT<br/>A/C</u> | <u>CURRENT<br/>A/C TOTAL<br/>FOR YEAR<br/>TO DATE</u> |
|-------------------|----------------|---------------|---------------|------------------------|---|
|                   |                |               |               |                        | 10640.29  |
| 01/04/2020        |                |               |               |                        | 10640.29  |
| 30/04/2020        | B HOLDER       | SO            | 224.30        | -224.30                | 10415.99  |
| 07/04/2020        | ICO            | DD            | 35.00         | -35.00                 | 10380.99  |
| 17/04/2020        | CDC            | INCOME        | 6000.00       | 6000.00                | 16380.99  |
| 26/05/2020        | B HOLDER       | SO            | 224.30        | -224.30                | 16156.69  |
| 29/05/2020        | EXPENSES       | 200039        | 41.40         | -41.40                 | 16115.29  |
| 27/05/2020        | M LEWIS        | 200040        | 95.00         | -95.00                 | 16020.29  |
| 27/05/2020        | DOMAIN         | 200041        | 15.59         | -15.59                 | 16004.70  |
| 30/05/2020        | COM FIRST      | 200042        | 205.68        | -205.68                | 15799.02  |
| 21/07/2020        | M LEWIS        | 200043        | 95.00         | -95.00                 | 15704.02  |
| 21/07/2020        | HMRC           | 200044        | 168.00        | -168.00                | 15536.02  |
| 21/07/2020        | LEEDS BS       | 200045        | 1000.00       | -1000.00               | 14536.02  |
| 21/07/2020        | EXPENSES       | 200046        | 67.20         | -67.20                 | 14468.82  |
| 21/07/2020        | I SELKIRK      | 200047        | 100.00        | -100.00                | 14368.82  |
| 21/07/2020        | DEF BATT       | 200048        | 25.90         | -25.90                 | 14342.92  |
| 21/07/2020        | PATA           | 200049        | 23.25         | -23.25                 | 14319.67  |
| 17/09/2020        | M LEWIS        | 200050        | 95.00         | -95.00                 | 14224.67  |
| 17/09/2020        | RHODES V H     | 200051        | 67.50         | -67.50                 | 14157.17  |
| 18/09/2020        | EXPENSES       | 200052        | 60.60         | -60.60                 | 14096.57  |
| 18/9/20           | HMRC           | 200053        | 168.00        | -168.00                | 13928.57  |
| 26/08/2020        | B HOLDER       | SO            | 224.30        | -224.30                | 13704.27  |
| 26/06/2020        | B HOLDER       | SO            | 224.30        | -224.30                | 13479.97  |
| 26/07/2020        | B HOLDER       | SO            | 224.30        | -224.30                | 13255.67  |
| 15/07/2020        | WAYLEAVE       | DEPOSIT       | 21.08         | 21.08                  | 13276.75  |
|                   |                | 200058        |               |                        |   |
| 10/09/2020        | DISC DOMAIN    | 62            | 119.99        | -119.99                | 13156.76  |
| 10/11/2020        | COUNCIL DIRECT | 20059         | 12.00         | -12.00                 | 13144.76  |
| 10/11/2020        | PATA           | 200060        | 46.50         | -46.50                 | 13098.26  |
| 17/09/2020        | Y RUGGINS      | 200054        | 27.41         | -27.41                 | 13070.85  |
| 19/10/2020        | P ONLINE       | 200056        | 36.00         | -36.00                 | 13034.85  |
| 09/11/2020        | HMRC TO DEC    | 200061        | 280.00        | -280.00                | 12754.85  |
| 23/09/2020        | CDC            | PRECEPT       | 2000.00       | 2000.00                | 14754.85  |
| 26/09/2020        | B HOLDER       | SO            | 224.30        | -224.30                | 14530.55  |

**Bank reconciliations**

|                          |                           |            |                        |                 |
|--------------------------|---------------------------|------------|------------------------|-----------------|
| 01/04/2020               | OPENING BANK BALANCE      |            | 10640.29               |                 |
|                          | EXPENDITURE FOR PERIOD    |            | -4130.82               |                 |
|                          | INCOME FOR PERIOD         |            | 8021.08                |                 |
|                          | NET EXPENDITURE           |            | 3890.26                |                 |
| 10/11/2020               | BANK BALANCE AS ABOVE     |            |                        | 14530.55        |
|                          |                           |            |                        |                 |
|                          | BAL PER S/M               | 04/10/2020 | 15287.95               |                 |
|                          | LESS U/P CHEQUES          |            |                        |                 |
|                          | 200058                    | 119.99     |                        |                 |
|                          | 20059                     | 12.00      |                        |                 |
|                          | 200060                    | 46.50      |                        |                 |
|                          | 200054                    | 27.41      |                        |                 |
|                          | 200056                    | 36.00      |                        |                 |
|                          | 200061                    | 280.00     |                        |                 |
|                          | 200051                    | 67.5       |                        |                 |
|                          | 200053.00                 | 168        |                        |                 |
|                          |                           |            |                        |                 |
|                          |                           |            | 757.40                 |                 |
|                          |                           |            | <b><u>14530.55</u></b> |                 |
| 11/11/2020               | <u>reconciled balance</u> |            |                        | <b>14530.55</b> |
|                          |                           |            |                        |                 |
| Leeds BS Deposit account |                           |            |                        | 12968.62        |
|                          |                           |            |                        |                 |
|                          | Total bank balance        |            |                        | 27499.17        |

## Budget against actual

|                                | <u>BUDGET</u> | <u>ACUTAL<br/>YEAR TO<br/>DATE</u> | <u>BALANCE<br/>AVAILABLE<br/>TO SPEND</u> | <u>Comparison with<br/>nov 19</u> |
|--------------------------------|---------------|------------------------------------|---|-----------------------------------|
| budget to date                 |               |                                    |   |                                   |
| PRECEPT                        | 8000          | 8000                               |   | 7750.00                           |
| Produce show                   | 0             | 0                                  |   | 0.00                              |
| bank interest deposit account  | 0             | 0                                  |   | 0.00                              |
| inter account trans            | 0             | 1000                               |   | 0.00                              |
| wayleave                       | 21            | 21                                 | 0   | 21.08                             |
| VAT to be reclaimed            | 0             | 0                                  |   | 0.00                              |
| other receipts                 |               | 0                                  |   | 0.00                              |
| INCOME                         | 8021          | 9021                               | 0   | 7771.08                           |
| employment costs               | 3750          | 1962                               | 1788                                      | 50.40                             |
| contingency - repair of BT box | 52            | 0                                  | 52  | 0.00                              |
| grit bins                      | 100           | 0                                  | 100                                       | 2527.70                           |
| hire of venue                  | 75            | 68                                 | 8   | 0.00                              |
| subscriptions                  | 225           | 48                                 | 177                                       | 119.97                            |
| training                       | 250           | 0                                  | 250                                       | 0.00                              |
| insurance                      | 480           | 206                                | 274                                       | 216.50                            |
| admin/use of home              | 216           | 169                                | -103                                      | 408.61                            |
| reserves                       | 1000          | 1000                               | 0   | 1000.00                           |
| S137                           | 0             | 0                                  | 0   | 0.00                              |
| DEF COSTS                      | 100           | 26                                 | 74  | 0.00                              |
| grass cutting                  | 650           | 285                                | 365                                       | 570.00                            |
| stationery                     | 250           | 0                                  | 250                                       | 24.00                             |
| chairs allowance               | 30            | 0                                  | 30  | 0.00                              |
| councillors' expenses /travel  | 250           | 0                                  | 250                                       | 0.00                              |
| it costs                       | 350           | 205                                | 145                                       | 0.00                              |
| Village DATES                  | 100           | 27                                 | 73  | 24.00                             |
| audit fees                     | 90            | 100                                | -10                                       | 90.00                             |
| ico subs                       | 35            | 35                                 | 0   | 35.00                             |
| <b>Expenditure</b>             | <b>8003</b>   | <b>4131</b>                        | <b>3723</b>                               | <b>5066.18</b>                    |
| contingency/balance            |               |                                    |   |                                   |
| EXPENDITURE TO DATE TOTALS     | 18            | 4890                               | -3722                                     | 5066.18                           |

## Budget /precept for 2021/22

|                                | <u>BUDGET 2020/21</u> | <u>ACUTAL<br/>YEAR TO<br/>DATE</u> | <u>Budget for<br/>2021/22</u> | <u>notes</u>                    |
|--------------------------------|-----------------------|------------------------------------|-------------------------------|---------------------------------|
| budget to date                 |                       |                                    |                               |                                 |
| PRECEPT                        | 8000                  | 8000                               | 8160                          | 2% increase for inflation       |
| Produce show                   | 0                     | 0                                  |                               |                                 |
| bank interest deposit account  | 0                     | 0                                  |                               |                                 |
| inter account trans            | 0                     | 1000                               |                               |                                 |
| wayleave                       | 21                    | 21                                 | 21                            |                                 |
| VAT to be reclaimed            | 0                     | 0                                  |                               |                                 |
| other receipts                 |                       | 0                                  |                               |                                 |
| INCOME                         | 8021                  | 9021                               | 8181                          |                                 |
| employment costs               | 3750                  | 1962                               | 3366                          | actual                          |
| contingency - repair of BT box | 52                    | 0                                  | 50                            |                                 |
| grit bins                      | 100                   | 0                                  | 100                           |                                 |
| hire of venue                  | 75                    | 68                                 | 75                            |                                 |
| subscriptions                  | 225                   | 48                                 | 225                           |                                 |
| training                       | 250                   | 0                                  | 250                           |                                 |
| insurance                      | 480                   | 206                                | 480                           |                                 |
| admin/use of home              | 216                   | 169                                | 312                           |                                 |
| reserves                       | 1000                  | 1000                               | 1000                          | To leeds b/society              |
| S137                           | 0                     | 0                                  |                               |                                 |
|                                |                       |                                    | 100                           | Additional costs for extra def? |
| DEF COSTS                      | 100                   | 26                                 |                               |                                 |
| grass cutting                  | 650                   | 285                                | 650                           |                                 |
| stationery                     | 250                   | 0                                  | 24                            |                                 |
| chairs allowance               | 30                    | 0                                  | 30                            |                                 |
| councillors' expenses /travel  | 250                   | 0                                  | 100                           |                                 |
| it costs                       | 350                   | 205                                | 350                           |                                 |
| Village DATES                  | 100                   | 27                                 | 50                            |                                 |
| audit fees                     | 90                    | 100                                | 140                           |                                 |
| ico subs                       | 35                    | 35                                 | 35                            |                                 |
| <b>Expenditure</b>             | 8003                  | 4131                               | 7337                          |                                 |
| contingency/balance            |                       |                                    | 844                           | surplus                         |
| EXPENDITURE TO DATE TOTALS     | 18                    | 4890                               |                               |                                 |