SEVENHAMPTON PARISH COUNCIL

Annual meeting of the Parish Council

To take place at 7pm at the Village Hall

1. Welcome by Current Chair of the Council
2. Election of Chair and Vice Chair of the Council (with a pause for signing acceptance of office forms)
3. Recording of attendance and apologies for absence
4. Public session at the Chair’s discretion 15 minutes at discretion of chair of the meeting
5. Approval of the minutes of the meeting held on March 15th 2021
6. Council is asked if it wishes to review the Standing orders and Financial regulations
7. Council is asked if it wishes to nominate Councillors to specific lead roles eg Trees, Highways, planning
8. Council is asked if it wishes to renew existing arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses eg grass cutting agreement (agreed at last meeting) , Pata Payroll, etc
9. Council is asked if it wishes to review representation on or work with external bodies

and arrangements for reporting back for example the Village newsletter, website etc

1. Council is asked if it wishes to conduct a review of inventory of land and other assets
2. Council is asked if it wishes to renewal its insurance cover in respect of all insurable

risks in the sum (tbc approx. £210 ) noting the Council is in a 3 year LTA (due June 21)

1. Council is asked if it wishes to continue with the car-sharing insurance ( next due April 2022)
2. Council is asked if it wishes to review the Council’s and/or staff subscriptions to other

bodies;eg GAPTC (agreed at last meeting), Parish Online, Council Direct

1. Council is asked if it wishes to review the Council’s complaints procedure;
2. Council is asked if it wishes to review policies, procedures and practices in respect of

its obligations under freedom of information and data protection legislation (see also

standing orders);

1. Council is asked to agree its schedule of the time and place of ordinary meetings of

the Council up to and including the next annual meeting of the Council

1. Council is asked to agree the financial statements and to authorise Chair of Council

to sign AGAR papers (due by 30th June 2021)

1. Council is asked to approve payments including Grass Cutting invoice £95, Domaine Name renewals £15.59, car sharing insurance £179.87, Clerk expenses (May and June wfh and mileage) £61.90
2. Council is asked to note that the Leeds Building Society account is now set up for Cllr Jackson and Clerk to sign and is asked if it wishes to extend the mandate
3. Council is asked to note that the Barclays Bank Account is set up with Cllr Jackson, Cllr Lanfear and Clerk to sign and is asked if it wishes to extend the mandate
4. Council to discuss
5. Highway issues brought forward from previous meeting
6. Signage issues brought forward from previous meeting
7. Defibrillator update as monies (£625) have been received from Cotswold District Council
8. Dog bin
9. Councillors are asked for any other business for information purposes only
10. Close of meeting

Draft minutes of the **Parish Council Meeting** held via zoom on **Monday March 15th 2021 at 7.30pm – zoom link**

<https://us05web.zoom.us/j/82371161706?pwd=Ync3NlJMd3JEUFNhcFNwaGJta3NTZz09>

at 8.15 pm

<https://us05web.zoom.us/j/84177583902?pwd=Vm5lL21PcCsybG1NRXRQVlJMa3IyUT09>

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. County Councillor Paul Hodgkinson Apologies from Parish Councillor Joanna Ruddock**
3. **Public Session at the discretion of the Chairman. No members attended**
4. **There were no Declarations of interest in any item on the agenda**
5. **Council approved the minutes from the Council meeting held on 18th January 2021 and considered matters arising other than those stated below as agenda items:**
6. **Verbal Report from County Councillor Hodgkinson was received.**
7. **Council noted update on dog-bin in Sevenhampton from District Council (original information submitted November 2020). Confirmation that the information needed has been received and has been passed this across to waste partners Ubico. The crew responsible will carry out a site visit of the proposed location for the dog waste bin and then arrange installation**. Clerk to chase again.
8. **Council noted defibrillator update. Application for £625 grant approved. Monies to be paid to Parish council bank account via BACS. Balance to be requested from the Show Committee. Training has been scheduled for the end of April**
9. **Council discussed speed issues**
10. **Syreford to Charlton Abbots Road**

**Meeting with Highways manager and County Councillor regarding Request for lower speed limit from resident. A meeting was held with Dan Tiffney (Highways Manager) County Councillor Hodgkinson, Parish Councillor Lynne Jackson and 1 member of the public. Matters discussed included white lines on the junction and along some distance along the road, to visually narrow the road. There will also be a speed monitoring exercise undertaken after the Schools Easter Holiday. The “resident sign “on the Manor Farm side will be replaced as it is faded. It was suggested that a road narrowing sign or give way to oncoming traffic sign may be effective. – carry forward**

1. **Cycle path/route at each end of Gassons Lane – a question was asked if there was any consultation. There did not appear to have been any local consultation and it was suggested that it was a nationwide initiative and it was thought that the intention was to publicise lesser-known cycle routes.**
2. **It was asked if the red barriers left over from works previously done at Perch Pool could be removed.**
3. **“Twenty is Plenty” signs can be ordered from Glos Highways**
4. **Road side hedge cutting was discussed at the above site meeting. Highways are working their way around and will be working with local landowners**
5. **Council noted updates on any Drainage/flood issues**

**The road between the railway bridge and the Bourton Road has been flooded in excess of previous years. Councillor Boyd will make further enquiries.**

1. **Council discussed Highway issues**
2. **Church Lane (kerbs)- carry forward**
3. **Council noted Ash Die Back project update, in that the Parish Council was unsuccessful this year but on the list for next year.**
4. **Financial Matters**
   1. **approval of financial reports as attached**
   2. **agreed payment list as attached**
   3. **agreed payment for IOC data protection fee £40**
   4. **GAPTC subscription - £85.99 approved**
   5. **appointment independent internal auditor agreed**
   6. **agreed grass cutting contract in the sum of 6 cuts at £95 and 1 cut at £100**
5. **Council discussed updates for “village dates” newsletter – Councillor Jackson will forward some ideas to co-ordinator.**
6. **Council discussed virtual/person meetings as advised by NALC (May 2021). Legal legislation ceasing on 7th May and thereafter meetings should be held in person (unless notified otherwise)**
7. **Council discussed village hall and organisations re-opening. It was anticipated that Village Hall would only be able to open 21/6/21 after full restrictions are listed.**
8. **Planning matters -applications received (as distributed via email) noted**
9. **20/04368/FUL- green sedum roof at High Bank -permitted**
10. **21/00437/FUL – Erection of detached double garage and workshop etc at Old Stones, The Quarry**
11. **21/00951/TCONR – to remove Cherry tree at Wood Avens**
12. **21/01032/TCONR – tree works at Street Record, Brockhampton Park**
13. **Extension at Court Cottage - ongoing**
14. **Closed session -public were excluded due to staff matters being discussed**

the increase in Clerk salary in line with national agreements

AGREED

1. **date, time and format of next Council meeting- Monday 17th May 2021 at 7.00pm format agreed- Parish Assembly at 8.00pm**
2. **Any other business for information purposes only**

**Sign has been removed at the entry to the Village by the Grange**

**The finger post sign is broken at Syeford – it was requested that these items be highlighted to the County Councillor**

Future agenda item – update signatories on the Leeds Building Society

Clerk to confirm grass cutting contract with Mr Lewis.

**and close of meeting at 20.17pm**