SEVENHAMPTON PARISH COUNCIL

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**
   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**

Local Council clerks were awarded a pay increase in August 20 back dated to april 20.  I did not request this increase at the time but would ask that you consider this a request to increase my salary with effect from 1/4/21

the increase is from £11.22 to £11.53 per hour which equates to an increase of £7.75 per month.

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**

SEVENHAMPTON PARISH COUNCIL

Draft minutes of the **Parish Council Meeting** held via zoom on **Monday January 18th 2021 at 7.30pm – zoom link** <https://us05web.zoom.us/j/85214020615>

1. **Welcome by Chairman**
2. **Attendance recorded as Parish Councillors’ Lynne Jackson, Harry Boyd, Gordon Day, Bill Jenkin, Emma Lanfear, Mathew Cain and Joanna Ruddock. County Councillor Paul Hodgkinson and 3 members of the public attended.**

**District Councillor Robin Hughes had indicated he would join the meeting but did not attend**

1. **Public Session took place at the discretion of the Chairman. The members of the public spoke on speed issues (see below)**

**An extra Grit bin requested for specific area.**

1. **Council discussed speed issues**
2. **Request for lower speed limit from resident GS as distributed via email**

**It was confirmed that speed limits are County Council responsibility.**

**There was a discussion on Parish boundary limits. It was suggested that other Parishes are consulted by Glos Highways**

**It was discussed if “20 is plenty” would be an option**

**The cost and length of process was mentioned by CC Hodgkinson. He confirmed that the cost will be paid for by the County Council.**

**Residents asked where the “20 is plenty” would be able to used**

**Residents also stated that an accident had taken place last year**

**Councillor Day stated previously the Council had tried to avoid using the same posts for the existing 40mph and 20 is plenty signs**

**Residents expressed concern on the specific cross-road pinch point which is within a 40 mph but would benefit from the 20 is plenty sign as it is a particularly dangerous point for children.**

**County Councillor Hodgkinson suggested a site meeting with residents and highway officers may be a way forward and County Councillor Hodgkinson will make arrangements**

1. **Report from County Councillor – Covid update, vaccination statistics, no crash meeting on 1st February via zoom (Councillor Jenkin). County Council services are still available.**

**Questions re local elections delayed from 2020. District Council administer the local elections (May 6th 2021)**

1. **There were no Declarations of interest in any item on the agenda**
2. **Council approved the minutes from the Council meeting held on 16th November 2020**
3. **Council noted Clerk shared an update on dog-bin in Sevenhampton from District Council (original information submitted November 2020)- clerk to keep chasing**
4. **Council discussed new defibrillator for Sevenhampton update. Delayed due to COVID and Cllr Ruddock is liaising with KB. Training recommended before installation. KB is also investigating grant application. Cllr Jackson will also contact KB**
5. **Report from District Councillor – none**
6. **Council discussed speed issues**
7. **Request for lower speed limit from resident GS as distributed via email – see above public session discussion**

**Councillor Jenkin suggested Traffic Calming schemes may be an option**

**Another matter that may be discussed at the site meeting “priority for pedestrians/horse-riders signage”**

**White gates to the village were also mentioned as a possible speed calming measure**

1. **Correspondence from PM 20pmh schemes noted – bring to next agenda following meeting with Glos Highways (see above items)**
2. **Clerk to request the loan of speed gun from Shipton PC**
3. **Council discussed updates on any Drainage/flood issues**
4. **Perch Pool – works have been done but flooding still noted**
5. **Drains by Manor Farm have been done, but not jetted. Bollards have been left in situ to slow traffic down**
6. **Council discussed Highway issues**
7. **Church Lane (kerbs) – discuss with Highways at site meeting -Cllr Jackson**

**Cllr Lanfear suggested some photos be taken**

1. **Trees (correspondence from KB) in Church Lane – Cllr Jackson**
2. **Council discussed Ash Die Back project as distributed via email**

**Feedback from residents noted**

**Cllr Jackson has ordered 300 plants which will be distributed among those that have expressed an interest. Further public consultation will be undertaken once total number received is known**

1. **Financial Matters**
   1. **Presentation of financial reports as attached**
   2. **agreed payment list as attached**
   3. **agreed budget for 2021/22**
   4. **Noted that CDC has collected £7.01 of Neighbourhood CIL funds which will be paid to the Parish Council (see note attached)-It was agreed to be put towards the cost of dog bin.**
2. **Council noted there were no updates on “village dates” newsletter**
3. **Council noted the new WhatsApp Councillor group for information sharing**
4. **Planning matters -applications received as distributed via email.**
5. **Court Cottage correspondence from resident NB as distributed via email**

**Parish Council had no objection except for Cllr Boyd to liaise with residents to ascertain local feedback**

**All the following not objected to**

1. **20/04491/TCONR – 23/12/20 Treees at East Lodge Brockhampton**
2. **20/04556/TCONR – 21/12/20 Treees at The Old Stables, Sevenhampton**
3. **20/04200/TCONR – 04/12/20 Treees at Park Cottage Brockhampton**
4. **20/03929/TCONR – 17/11/20 Treees at 52 Sevenhampton**
5. **Council agreed date, time and format of next Council meeting- Monday 15th March 2021 at 7.30pm via Zoom. Clerk to arrange zoom.**
6. **Any other business for information purposes only**

Voluntary Car driving scheme update

Footpath erosion

Bollards at Perch pond

**close of meeting at 20.47**

bank reconciliation

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| BANK RECONCILATION |  |  |  |  |  |
| 01/04/2020 | OPENING BANK BALANCE | |  | 10640.29 |  |
|  | EXPENDITURE FOR PERIOD | | -5948.73 |  |  |
|  | INCOME FOR PERIOD | | 8028.09 |  |  |
|  | NET EXPENDITURE |  |  | 2079.36 |  |
| 05/02/2021 | BANK BALANCE AS ABOVE | |  |  | 12719.65 |
|  |  |  |  |  |  |
|  | BAL PER S/M | 05/02/2021 |  | 13168.76 |  |
|  | LESS U/P CHEQUES |  |  |  |  |
|  |  | so | 224.30 |  |  |
|  |  | 100740.00 | 56.21 |  |  |
|  |  | 100741.00 | 168.60 |  |  |
|  |  |  |  | 449.11 |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| reconciled balance |  |  |  |  | -12719.65 |
|  |  |  |  |  |  |
|  |  |  |  |  | 0.00 |
|  |  |  |  |  |  |
| Leeds BS Deposit account |  |  |  |  | 12968.62 |
|  |  |  |  |  |  |
|  | Total bank balance |  |  |  | 12968.62 |

Payments for approval

|  |  |  |  |
| --- | --- | --- | --- |
| 08/03/2021 | b holder expenses | 100740 | 56.21 |
| 31/03/2021 | hmrc | 100741 | 168.60 |

Cash book

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 01/04/20-31/03/2021 | CASH BOOK |  |  |  |  |
| 18/09/1920 | PAYEE | CHQ NO | AMOUNT | CURRENT A/C | CURRENT A/C TOTAL FOR YEAR TO DATE |
|  |  |  |  |  |  |
| 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 |
| 18/09/2020 | 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 |
| 10/09/2020 | DISC DOMAIN | ~~200058~~ 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 |
| 26/10/2020 | B HOLDER | SO | 224.30 | -224.30 | 14306.25 |
| 29/10/2020 | CIL | receipt | 7.01 | 7.01 | 14313.26 |
| 29/09/2020 | M LEWIS | 100737 | 95.00 | -95.00 | 14218.26 |
| 02/11/2020 | bholder exp | 100738 | 60.60 | -60.60 | 14157.66 |
| 26/11/2020 | bholder | so | 224.30 | -224.30 | 13933.36 |
| 26/12/2020 | bholder | so | 224.30 | -224.30 | 13709.06 |
| 09/12/2020 | M LEWIS | 100740 | 225.00 | -225.00 | 13484.06 |
| 26/01/2021 | B HOLDER | so | 224.30 | -224.30 | 13259.76 |
| 12/01/2021 | b h expenses | 100739 | 91.00 | -91.00 | 13168.76 |
| 26/02/2021 | B HOLDER | so | 224.30 | -224.30 | 12944.46 |
| 08/03/2021 | b holder expenses | 100740 | 56.21 | -56.21 | 12888.25 |
| 31/03/2021 | hmrc | 100741 | 168.60 | -168.60 | 12719.65 |

Budget /year to date

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| budget to date | BUDGET | ACUTAL YEAR TO DATE | BALANCE AVAILABLE TO SPEND | still to be received |
| PRECEPT | 8000 | 8000 |  | 0 |
| CIL | 0 | 7 | 7 |  |
| bank interest deposit account | 0 | 0 |  | 0 |
| inter account trans | 0 | 1000 |  | 0 |
| wayleave | 21 | 21 | 0 |  |
| VAT to be reclaimed | 0 | 0 |  | 0 |
| other receipts |  | 0 |  | 0 |
| INCOME | 8021 | 9028 | 7 | 0 |
| employment costs | 3750 | 3252 | 498 |  |
| repair of BT box | 52 | 0 | 52 |  |
| grit bins | 100 | 0 | 100 |  |
| hire of venue | 75 | 124 | -49 |  |
| subscriptions | 225 | 48 | 177 |  |
| training | 250 | 0 | 250 |  |
| insurance | 480 | 206 | 274 |  |
| admin/use of home | 216 | 321 | -103 |  |
| reserves | 1000 | 1000 | 0 |  |
| S137 | 0 | 0 | 0 |  |
| DEF COSTS | 100 | 26 | 74 |  |
| grass cutting | 650 | 605 | 45 |  |
| stationery | 250 | 0 | 250 |  |
| chairs allowance | 30 | 0 | 30 |  |
| councillors' expenses /travel | 250 | 0 | 250 |  |
| it costs | 350 | 205 | 145 |  |
| Village DATES | 100 | 27 | 73 |  |
| audit fees | 90 | 100 | -10 |  |
| ico subs | 35 | 35 | 0 |  |
| **Expenditure** | 8003 | 5949 | 3079 | 0 |
| contingency/balance |  |  |  |  |
| EXPENDITURE TO DATE TOTALS | 18 | 3079 |  | 0 |

**Check the year to date totals. And check chq numbers 740**