SEVENHAMPTON PARISH COUNCIL

Agenda of the **Parish Council Meeting**

to be held on **Monday 20th September 2021 at 7.30pm**

at the Village Hall Sevenhampton

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 Council meeting held on 19th July 2021 and consider matters arising other than those stated below as agenda items:**
6. **Council to note update on dog-bin in Sevenhampton from District Council (original information submitted November 2020).** . Clerk is still chasing
7. **Council to discuss defibrillator update. Cllr Ruddock to provide update and Council to approve any actions**
8. **Adopt a phone box -points raised at previous meeting to be considered and authority to sign the contract to be agreed – see attached information from BT**
9. Upgrade lighting, electrical supply, connect to power supply, signage, annual maintenance – costs/specification
10. Alternative ideas for use update following ideas sought via the Village newsletter.
11. **Reports from County Councillor – issues previously raised**
12. Upgrading of road signage on crossroads as agreed at site meeting to be followed up with Highways Manager.
13. Speed survey data results-noting that Brockhampton and Sevenhampton are transposed on the maps.
14. push for pot holes to be filled where they have been identified.
15. “Quiet roads scheme”with priority for pedestrian – research by County Councillor
16. **Report from District Councillor**
17. **Council to discuss speed issues**
18. **Syreford to Charlton Abbots Road**
19. **Meeting with Highways manager and County Councillor regarding request for lower speed limit from resident update**
20. **Council to discuss updates on any Drainage/flood issues**
21. **Council to discuss other Highway and PROW issues**
22. **Financial reports and payments to be approved (as attached)**
23. **Council to discuss any updates for “village dates” newsletter**
24. **Planning matters to be considered (applications received and distributed via email)**

21/02961/LBC Quarr Cottage The Quarry - dated 9th Sept

21/03076/FUL Byre Cottage The Quarry dated 24th August

21/02928/FUL 4 New Row Brockhampton dated 17th August

21/02929/LBC 4 New Row Brockhampton dated 17th August

21/02708/FUL Sevenhampton House dated 5th August

1. **Any other business for information purposes**
2. **date of next meeting to be confirmed as 15th November 2021 7.30pm**

SEVENHAMPTON PARISH COUNCIL

Draft minutes of the **Parish Council Meeting**

held on **Monday July 19th 2021 at 7.30pm**

at the Village Hall Brockhampton

1. Welcome by Chairman – Councillor Lynne Jackson
2. Attendance recorded as Parish Councillors’ **Lynne Jackson, Harry Boyd, Gordon Day, Bill Jenkin**, **Mathew Cain** and **Joanna Ruddock**. County Councillor **Paul Hodgkinson**. Council noted no apologies for absence had been received. Parish Councillor Emma Lanfear and District Councillor Robin Hughes did not attend.
3. Public Session at the discretion of the Chairman. No members of the public attended.
4. Councillors were invited to make Declarations of interest in any item on the agenda
5. Reports from County Councillor Hodgkinson including COVID update.
6. Upgrading of road signage on crossroads as agreed at site meeting to be followed up with Highways Manager.
7. Speed survey data was discussed noting that Brockhampton and Sevenhampton are transposed on the maps.
8. Discussion on speeds within the Parish took place.
9. Mowing of verges was discussed including that where there is a road safety hazard there will be 2 cuts a year. Where there is no road safety hazard, the County Council are not cutting verges. There is a possibility of local parish councils to cut verges and claim monies from GCC.
10. Local parishioner has started to fill in pot holes, which washes away. The County Council can not hold the individual responsible if they do not know who it is. County Councillor will push for pot holes to be filled where they have been identified.
11. Question of whether the barriers at Perch Pool have been removed was poised
12. Quiet roads with priority for pedestrian, horses and bikes (Wiltshire scheme) to be investigated by County Councillor
13. Council approved the minutes from the Annual Council meeting held on 17th May 2021 and consider matters arising other than those stated below as agenda items:
14. 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 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. It was noted that the Clerk is continues to chase.
15. Council discussed defibrillator update. £625 grant received. Council approved £250 donation at the previous meeting. Councillor Ruddock brought copy of the notes from recent meeting with Karen Pearson Banrjee. There was a discussion on the BT adoption on 5.5(iii). Council felt it was worth investigating CHT option 2. Installation costs £200 but Council would like to know the cost of option 2 including the cabinet and any costs. Training could be done locally or in Gloucester.
16. Adopt a phone box -BT correspondence and contract were considered (as distributed) for Brockhampton Phone Box. Contract points discussed included
17. Decommission of phone box appears to be a fait accomplice
18. Upgrade lighting
19. Upgrade electrical supply
20. Permission to connect to power supply
21. Signage to highlight ownership
22. Not connected to electronic communication network
23. Financial costs needed to be ascertained before agreement.
24. Alternative ideas for use were discussed, it was suggested that ideas would be sought via the Village newsletter.
25. Accessibility issues was noted.
26. Annual maintenance costs would also be required
27. **Council agreed that in principle the adoption was agreed subject to contract and clarification financial liabilities.**
28. Council discussed speed issues
29. Syreford to Charlton Abbots Road
30. Meeting with Highways manager and County Councillor regarding request for lower speed limit from resident- **see report from County Councillor item 5**
31. Update on correspondence from Mr Morrish- summary of responses distributed- see County Councillor item 5
32. Council discussed updates on any Drainage/flood issues- resolved at present time
33. Council discussed Highway issues
34. Church Lane (kerbs) – resolved at present time
35. Perch Pool (see above with County Councillor item 5)
36. Financial Matters
	1. Presentation of financial reports - deferred to next meeting pending bank statements
	2. agreed payment list – M Lewis £95.00, Clerk Expenses £71.80 and HMRC
37. Council discussed updates for “village dates” newsletter – none from Parish Council at present time. Village Hall update including charges being waived indefinitely to encourage users to return. Village Cinema scheme update included lack of updating information on CDC website.
38. Planning matters -applications received as distributed via email. Council agreed No Comment to the following:

21/02529/FUL- Extension and alterations to garage to create additional garaging and

stores with dependent annex above at Colnside

21/02433/FUL -Erection of a detached oak framed garage building at Brockhampton

Lodge Brockhampton Park

21/02519/LBC & 21/02518/FUL Listed Building Consent for Single storey extension. Demolition of section of garden wall, relocation of steps, construction of additional garden wall at Spring Cottage Brockhampton

21/02294/TCONR - To fell to ground level large Conifer (T1) in rear garden at 57 Sevenhampton

Hampen Cottages – rear extension

Seniton House – Removal of condition

1. Any other business for information purposes

Ash Die-Back update noted that a renewed application has been submitted by Councillor Jackson

Litter Survey – as distributed via email.

Consultation document on Green Environment – not specific to Brockhampton/Sevenhampton.

1. Date of next meeting confirmed as 20th September 2021 7.30pm
2. Meeting closed at 20.42

Financial reports

Agree to increase standing order – B Holder from £224.30 to £230.65

Cash Book

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| payee | date | CHQ NO | CURRENT A/C | CURRENT A/C TOTAL FOR YEAR TO DATE |
|  |  |  |  | 13231.75 |
| ico | 07/04/2021 | dd | -35.00 | 13196.75 |
| cots district council | 27/04/2021 | receipt | 63.07 | 13259.82 |
| cots district council | 27/04/2021 | receipt | 6120.00 | 19379.82 |
| b holder salary | 26/04/2021 | so | -224.30 | 19155.52 |
| discount domaine | 17/05/2021 | 743 | -15.59 | 19139.93 |
| zurich car scheme | 17/05/2021 | 744 | -179.87 | 18960.06 |
| gaptc | 17/05/2021 | 745 | -85.99 | 18874.07 |
| mm lewis /3048 | 17/05/2021 | 746 | -95.00 | 18779.07 |
| hmrc a,m,j | 17/05/2021 | 747 | -168.60 | 18610.47 |
| b holder expenses | 17/05/2021 | 748 | -67.35 | 18543.12 |
| community first | 31/05/2021 | 750 | -205.68 | 18337.44 |
| mr lewis/3053 | 10/06/2021 | 751 | -95.00 | 18242.44 |
| m lewis / | 19/07/2021 | 752 | -95.00 | 18147.44 |
| hmrc a,m,j | 19/07/2021 | 753 | -177.80 | 17969.64 |
| b holder expenses | 19/07/2021 | 754 | -71.80 | 17897.84 |
| m lewis / | 01/09/2021 | 755 | -95.00 | 17802.84 |
| b holder expenses | 20/09/2021 | 756 | -101.88 | 17700.96 |
| parish online | 20/09/2021 | 757 | -36.00 | 17664.96 |
| b holder salary | 26/05/2021 | so | -224.30 | 17440.66 |
| b holder salary | 26/06/2021 | so | -224.30 | 17216.36 |
| b holder salary | 26/07/2021 | so | -224.30 | 16992.06 |
| b holder salary | 26/08/2021 | so | -224.30 | 16767.76 |
| leeds building society | 20/09/2021 | 758 | -1000.00 | 15767.76 |

Approve cheques

|  |  |  |  |
| --- | --- | --- | --- |
| m lewis / | 01/09/2021 | 755 | -95.00 |
| b holder expenses | 20/09/2021 | 756 | -101.88 |
| parish online | 20/09/2021 | 757 | -36.00 |
| leeds building society | 20/09/2021 | 758 | -1000.00 |

Bank reconciliation

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| BANK RECONCILATION |  |  |  |  |
| OPENING BANK BALANCE | 01/04/2021 |  |  | 13231.75 |
| EXPENDITURE FOR PERIOD |  |  | 2647.06 |  |
| INCOME FOR PERIOD |  |  | 7183.07 |  |
| NET EXPENDITURE |  |  |  | -4536.01 |
| BANK BALANCE AS ABOVE |  |  |  | 15767.76 |
|  |  |  |  |  |
| BAL PER S/M  | 03/09/2021 |  |  | 17178.44 |
| LESS U/P CHEQUES |  |  |  |  |
|  |  | 753 | 177.80 |  |
|  |  | 755 | 95.00 |  |
|  |  | 756 | 101.88 |  |
|  |  | 757 | 36.00 |  |
|  |  | 75 | 1000.00 | 1410.68 |
|  |  |  |   | 15767.76 |

Budget against actual

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| budget to date | BUDGET | ACUTAL YEAR TO DATE | BALANCE AVAILABLE TO SPEND | still to be received |
| PRECEPT | 8160 | 6120 |  | 2040 |
| CIL | 0 | 63 |  |  |
| bank interest deposit account | 0 |  |  |  |
| inter account trans | 0 |  |  | 0 |
| wayleave | 21 | 0 | 0 |  |
| VAT to be reclaimed | 0 | 0 |  | 0 |
| other receipts |  | 0 |  |  |
| INCOME | 8181 | 6183 | 0 | 2040 |
| employment costs | 3825 | 1513 | 2312 |  |
| BT box | 100 | 0 | 100 |  |
| grit bins | 100 | 0 | 100 |  |
| hire of venue | 75 | 0 | 75 |  |
| admin/use of home | 482 | 196 | 286 |  |
| subscriptions | 225 | 122 | 103 |  |
| training | 250 | 0 | 250 |  |
| insurance | 480 | 386 | 94 |  |
| reserves | 1000 | 0 | 1000 |  |
|  S137 | 0 | 0 | 0 |  |
| DEF COSTS | 100 | 0 | 100 |  |
| grass cutting | 650 | 380 | 270 |  |
| chairs allowance | 30 | 0 | 30 |  |
| councillors' expenses /travel | 100 | 0 | 100 |  |
| it costs | 350 | 16 | 334 |  |
| Village DATES | 100 | 0 | 100 |  |
| audit fees | 120 | 0 | 120 |  |
| ico subs | 35 | 35 | 0 |  |
| balance to reserves |  |  |  |  |
| **Expenditure total for year** | 8022 | 2647 |  |  |
| contingency/balance | 159 |  |  |  |
| Surplus TO DATE  |   |   | 7415 |  |

he electrical upgrade has already taken place for this kiosk.

BT Payphones will continue to be responsible for the electrical supply and any payments to the electricity companies for that supply. BT reserves the right to disconnect the electricity supply at some point in the future however; BT will contact the kiosk owner should this become necessary.

BT will only be responsible for the supply in to the kiosk to the point of the R.E.C. fuse box. Any future faults beyond this point will be the responsibility of the kiosk owner (i.e bulb replacement)

Upon completion we will issue you with a notice to display on the kiosk advising the public that the kiosk no longer belongs to BT .

A kiosk has an unmetered power supply and we have a charge code only to cover the operation of an 8watt light bulb .

The clause “The buyer is not permitted to connect any equipment to the unmetered power supply without first obtaining the Sellers written agreement” relates to the connection of  defibrillator equipment to which we have to declare a defib charge code with the power company.

With regards to any maintenance costs,  the average cost for BT  is approximately £800 per annum, however this is a national average for a fully working kiosk. We would expect the maintenance of a village kiosk with no telephony equipment to be minimal