SEVENHAMPTON PARISH COUNCIL

Draft Minutes of the **Parish Council Meeting**

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

at the Village Hall Brockhampton

1. **Welcome by Chairman**
2. **Attendance and accept apologies for absence recorded. Parish Councillors’ Lynne Jackson, Harry Boyd, Bill Jenkin, Emma Lanfear, Mathew Cain and Joanna Ruddock. Non-attendance of Gordon Day and Apologies received from County Councillor Paul Hodgkinson & District Councillor Robin Hughes**
3. **Public Session at the discretion of the Chairman. No members of the public attended. Council noted rocks have appeared on the way to Winchcombe, Glos Highways are aware.**
4. **Councillors were invited to make Declarations of interest in any item on the agenda.**

**Cllr Ruddock declared an interest in planning item Quorr Cottage**

1. **Council approved the minutes from the Council meeting held on 19th July 2021 and considered matters arising other than those stated below as agenda items:**
2. **Council noted update on dog-bin in Sevenhampton from District Council (original information submitted November 2020) – Clerk is still chasing.**
3. **Council discussed defibrillator update.** Cllr Ruddock gave update and Council approved the following actions- 28 people have now done or applied for training on the First Aid/Defibrillator training. There will also be a free training session in the Village if the Defibrillator is purchased. Price £1925. plus VAT (for machine only) or £2125 with unlockable cabinet. +£165 annually for the support, small equipment, loan if out of action for more than 3 days, webniose, pads and batteries, plus £200 fitting charge, phone box paint and signage can be provided. Funding from the village show in region of £1000 plus the 2nd show which need confirming and the Council has approx. £850 earmarked. Questions to be confirmed a) if support contract can be added at any time b) the cost would be £165 for second one in the village c) if the webniose contract was necessary or if it can be done by volunteers. **Council agreed to proceed in principle without the service contract pending final finance figures. Delegation to Clerk within parameter of price**.

Further information from training courses attended included a universal unlock code or ambulance service preferred no locking cabinet.

1. **Brockhampton phone box adoption points raised at previous meeting considered following email from BT and authority to sign the contract by Chair/Clerk agreed –**
2. Upgrade lighting, electrical supply, connect to power supply, signage, annual maintenance – costs/specification **see attached information from BT**
3. Alternative ideas for use update following ideas sought via the Village newsletter – apart from suggestion of moving current defibrillator, no other consultation.
4. **Reports from County Councillor – issues previously raised as covered by email.**
5. Upgrading of road signage on crossroads as agreed at site meeting to be followed up with Highways Manager. **Signs have been ordered**
6. Speed survey data results-noting that Brockhampton and Sevenhampton are transposed on the maps.
7. push for pot holes to be filled where they have been identified- no additional information
8. “Quiet roads scheme” with priority for pedestrian – research by County Councillor not able to provide any information- Chair will follow up
9. Barriers at Perch Pool are still there, but hidden by overgrowth of hedgerow.
10. Two Brockhampton signs are missing -Bakers Wood and A436
11. **Report from District Councillor Hughes not available**
12. **Council discussed on going speed issues signage waited-It was agreed the matter was now closed as it was in the hands of Glos Highways/County Councillor**
13. **Council discussed updates on any Drainage/flood issues**

Work done at Perch Pool has not solved the problem

1. **Council discussed other Highway and PROW issues**

Noting that a stile at Sevenhampton bridge by Home Farm is in need of maintenance. It was suggested that Cllr Jackson approach the Cotswold Wardens

1. **Financial reports and payments approved (as attached)**

Discussion on renewal of Parish Online- not approved

Standing order increase – approved

Budget setting/precept to be set at next meeting.

1. **Council discussed updates for “village dates” newsletter**

An article including adopting Brockhampton phone box and additional Defribillator to be submitted.

1. **Planning matters were considered (applications received and distributed via email)**

21/02961/LBC & 21/02960/FUL Quarr Cottage The Quarry - dated 9th Sept -

It was felt that the annex was causing concern and that it will be seen from the road. Parking issues will affect other residents in the area. – **Council OBJECT**

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

Council had objected to previous application on access grounds, and affect on other residents minimal – **No Comment**

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

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

Footprint will not change – **No Comment**

21/02708/FUL Sevenhampton House dated 5th August

Garden shed at the back of the plot. **No Comment**

1. **Any other business for information purposes**

Planting a tree for platinum jubilee **–** Different locations were discussed near to PROW’s in the area. Chair to apply.

Ash trees in the area was discussed

1. **Date of next meeting confirmed as 15th November 2021 7.30pm**
2. **Meeting closed at 20.38**

Financial reports

Agreed to increase standing order – B Holder from £224.30 to £230.65 (wfh to be included)

Clerk to provide contacts for undergrounding of cables information to Cllr Jenkin

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 - cancel | 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 |

Approved cheques

|  |  |  |  |
| --- | --- | --- | --- |
| m lewis / August – sent to Mr Lewis | 01/09/2021 | 755 | -95.00 |
| b holder expenses | 20/09/2021 | 756 | -101.88 |
| parish online – cancel subscription /cancel cheque | 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 |  |

Way Forward / Land (Leeds Building Society) reserves balance £12980.05 at 1/4/21 +£1000 (2021/22)

The 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