SEVENHAMPTON PARISH COUNCIL

Draft minutes of the **Parish Council Meeting**

held on **Monday 15th November 2021 at 7.30pm**

at the Village Hall Brockhampton

1. **Welcome by Chairman**
2. **Attendance recorded.** Parish Councillors’ **Lynne Jackson**, **Harry Boyd**, **Bill Jenkin**, **Emma Lanfear**, **Mathew Cain**, **Joanna Ruddock** and **Gordon Day**, **Apologies received from County Councillor Paul Hodgkinson. District Councillor Robin Hughes did not attend**
3. **Public Session at the discretion of the Chairman. No public attended**
4. **Councillors did not make Declarations of interest in any item on the agenda.**
5. **Council approved the minutes from the Council meeting held on 20th September 2021**
6. **Council noted dog-bin in Sevenhampton has now been installed.**
7. **Council discussed defibrillator update.** Cllr Ruddock –Cllr Ruddock has approached the “the Village Show” for their contribution. This is still being discussed but confirmation has been received that £500 has been allocated However the Minutes of December 20 meeting of the Village Show committee appear to confirm an allocation of £1k had been set aside, this is to be followed up and if necessary, a further application will be made in January 2022 for more funding. The Council was asked if public donations can be considered for any shortfall- Council agreed that cheques would be preferrable.

**Confirmed funding at the present time £1k from village show, £625 grant held in reserves of the Parish Council with a shortfall of £500**

**Council instructed the Clerk to purchase the Defibrillator at £2125 plus VAT subject to receiving specific details from Karen/Joanna**

**service contract £165 pa to be discussed at later date and potential set up costs of £200 noted**

**Further information:** A service contract can be started at any point**.** Discounts can be allocated if a service contract for 3 Defibs are set up and it was suggested that the Defib at Wittington village could be included subject to their agreement

1. **Brockhampton phone box adoption update includied-**

**No further information received from BT-**

contract signed by Chair/Clerk to be sent off

Alternative ideas for use to be sought via the Village newsletter (Village Dates) –cfwd

**Sevenhampton** and **Brockhampton** phone boxes have been re-painted without the Parish Council being approached for funding.

1. **Report from County Councillor as distributed.**
2. Upgrading of road signage on crossroads as agreed at site meeting to be followed up with Highways Manager. **Signs have been ordered and County Councillor Hodgkinson will confirm if they have been installed**
3. “Quiet roads scheme” with priority for pedestrian – research by County Councillor not able to provide any information- Chair has followed up - completed
4. Barriers at Perch Pool are still there, but hidden by overgrowth of hedgerow.
5. Two Brockhampton signs are missing -Bakers Wood and A436 (the Quarry). Council are considering purchasing replacement signs.
6. **Report from District Councillor Hughes- non received**

1. **Council discussed Drainage/flood issues – none**
2. **Council discussed other Highway and PROW issues –**

Ash die back project update discussed – clerk to send out the email details of officer responsible

Ash die back replacement scheme, the Parish Council was successful this year and Cllr Jackson will receive and distribute the whips when received

Pot holes on unadopted road leading to the Village Hall car park noted

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

Council confirmed that Councillor Emma Lanfear is to be added to the signatories for the Leeds Buildings Society, forms to be completed and sent back to Building Society

1. **Budget setting/precept agreed (see attached) in the sum of £8568**
2. **Planning matters**

21/02960/FUL (additional details added to website) Council already commented

21/03626/FUL 1 Chapel Cottages -11th October – no comments received from Councillors

21/03665/TCONR – Tree works – Sevenhampton House 29th September –

no comments received from Councillors

21/03265/FUL Thorncombe – 23rd September – no comments received from Councillors

1. **Planting of tree for Queens Jubilee update from Cllr Jackson-**

Different possible sites were discussed and 2 sites were proposed, pending further consultation in Village Dates

1. **Any other business for information purposes - none**
2. **Date of next meeting confirmed as 17th January 2022 at 7.30pm**
3. **Meeting closed at 20.32pm**

Financial reports for November 21

Bank reconciliations

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| BANK RECONCILATION |  |  |  |  |  |
| OPENING BANK BALANCE | 01/04/2021 |  |  | 13231.75 |  |
| EXPENDITURE FOR PERIOD |  |  | 4602.05 |  |  |
| INCOME FOR PERIOD |  |  | 8223.07 |  |  |
| NET EXPENDITURE |  |  |  | -3621.02 |  |
| BANK BALANCE AS cash book |  |  |  | **16852.77** |  |
|  |  |  |  |  |  |
| BAL PER S/M | 03/10/2021 |  |  | 17619.54 |  |
| LESS U/P CHEQUES |  | 759 | -95.00 |  |  |
|  |  | 760 | -119.91 |  |  |
|  |  | 761 | -394.00 |  |  |
|  |  | receipt | 66.44 |  |  |
|  |  | so | -224.30 |  |  |
|  |  |  |  | -766.77 |  |
| Reconciled balance |  |  |  | **16852.77** |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Leeds BS Deposit account | 12980.05 | income | 1000.00 | c/bal | 13980.05 |
|  |  |  |  |  |  |
|  | Total bank balance |  |  |  | 30832.82 |

Payment list approved

|  |  |  |  |
| --- | --- | --- | --- |
| discount domain | 03/11/2021 | 760 | 119.91 |
| l jackson defib maintenance | 03/11/2021 | 761 | 394.00 |
| B holder expenses | 13/11/21 | 762 | 14.64 |
| HMRC oct nov dec | 17/11/21 | 763 | 177.80 |
| PATA uk – annual fee | 17/11/21 | 764 | 95.00 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 01/04/21-31/10/2021 | 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 domain | 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 j , j a | 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 | -101.80 | 17701.04 |
| cancelled | 20/09/2021 | 757 |  | 17701.04 |
| b holder salary | 26/05/2021 | so | -224.30 | 17476.74 |
| b holder salary | 26/06/2021 | so | -224.30 | 17252.44 |
| b holder salary | 26/07/2021 | so | -224.30 | 17028.14 |
| b holder salary | 26/08/2021 | so | -224.30 | 16803.84 |
| leeds building society | 20/09/2021 | 758 | -1000.00 | 15803.84 |
| m lewis /sept | 30/09/2021 | 759 | -95.00 | 15708.84 |
| discount domain | 03/11/2021 | 760 | -119.91 | 15588.93 |
| l jackson defib maintenance | 03/11/2021 | 761 | -394.00 | 15194.93 |
| good neighbour scheme | 31/10/2021 | receipt | 66.44 | 15261.37 |
| b holder salary | 26/09/2021 | so | -224.30 | 15037.07 |
| b holder salary | 26/10/2021 | so | -224.30 | 14812.77 |
| cots district council | 23/09/2021 | receipt | 2040.00 | 16852.77 |

Budget against actual

|  |  |  |  |
| --- | --- | --- | --- |
| To 31/10/21 | BUDGET | ACUTAL YEAR TO DATE | BALANCE AVAILABLE TO SPEND |
| PRECEPT | 8160 | 8160 |  |
| CIL | 0 | 63 |  | Ear mark for dog bin |
| bank interest deposit account | 0 |  |  |
| inter account trans | 0 |  |  |
| wayleave | 21 |  | 0 |
| VAT to be reclaimed | 0 | 0 |  |
| other receipts |  | 0 |  |
| **INCOME** | **8181** | **8223** | **0** |
| employment costs | 3825 | 1962 | 1863 |
| 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 | 86 | 139 |
| training | 250 | 0 | 250 |
| insurance | 480 | 319 | 161 | Includes refund from good neighbour scheme | |
| reserves | 1000 | 1000 | 0 |
| S137 | 0 | 0 | 0 |
| DEF COSTS | 100 | 394 | -294 | Over spend to be taken out of general reserves | | |
| grass cutting | 650 | 475 | 175 |
| chairs allowance | 30 | 0 | 30 |
| councillors' expenses /travel | 100 | 0 | 100 |
| it costs | 350 | 136 | 215 |
| Village DATES | 100 | 0 | 100 |
| audit fees | 120 | 0 | 120 |
| ico subs | 35 | 35 | 0 |
| balance to reserves |  |  |  |
| **Expenditure total for year** | **8022** | **4602** |  |
| contingency/balance | 159 |  |  |
| Surplus TO DATE |  |  | 3420 |
|  |  |  |  |

Precept/budget for 2022/23

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | BUDGET 2021/22 | ACTUAL YEAR TO DATE | **Agreed** 2022/23 | | notes |
| PRECEPT | 8160 | 8160 | 8568 | Inflation 5% | |
| CIL | 0 | 63 | 0 | Earmark dog bin | |
| bank interest deposit account | 0 |  | 0 |  | |
| inter account trans | 0 |  |  |  | |
| wayleave | 21 |  | 0 |  | |
| VAT to be reclaimed | 0 | 0 |  |  | |
| other receipts |  | 0 |  |  | |
| INCOME | 8181 | 8223 | 8568 |  | |
| employment costs | 3825 | 1962 | 3632 | Actual 3459 plus 5% provision | |
| BT box | 100 | 0 | 100 | Earmark un spent surplus at year end? | |
| grit bins | 100 | 0 | 100 | Earmark un spent surplus at year end | |
| hire of venue | 75 | 0 | 75 |  | |
| admin/use of home | 482 | 196 | 460 |  | |
| subscriptions | 225 | 86 | 100 | 100 for GAPTC | |
| training | 250 | 0 | 250 |  | |
| insurance | 480 | 319 | 480 | refund from closing good neighbour bank account in 2021/22 | |
| reserves | 1000 | 1000 | 1000 |  | |
| S137 | 0 | 0 | 0 |  | |
| DEF COSTS | 100 | 394 | 300 | New set up/training/ maintenance- earmark | |
| grass cutting | 650 | 475 | 760 | 8 months at £95 | |
| chairs allowance | 30 | 0 | 30 |  | |
| councillors' expenses /travel | 100 | 0 | 100 |  | |
| it costs | 350 | 136 | 350 |  | |
| Village DATES | 100 | 0 | 100 | Contribution? | |
| audit fees | 120 | 0 | 120 |  | |
| ico subs | 35 | 35 | 35 |  | |
| balance to reserves |  |  |  |  | |
| **Expenditure total for year** | 8022 | 4602 | 7992 |  | |
| contingency/balance | 159 |  | **576** | To general reserves | |
| Surplus TO DATE |  | 3621 |  | Year to date (31/10/21) | |

Do you need to earmark for any projects?

Reserves

|  |  |  |
| --- | --- | --- |
| Balance bfwd 1/4/21 |  |  |
| Long term deposit account | 12980 | Public open spaces |
| General reserves | 4600 | contingency |
| Precept reserves | 8000 |  |
| Defibrillator reserves | 625 |  |
| CIL reserves (5 year use by date) | 7 | Dog bins |
|  | 26212 |  |