SEVENHAMPTON PARISH COUNCIL

Agenda for meeting to be held on

21st MARCH 2022

At 7.30pm in the Village Hall Brockhampton

|  |  |
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|  | Welcome and introductions |
|  | Attendance to be recorded as (anticipated) Parish Councillors **Lynne Jackson**, **Harry Boyd**, **Bill Jenkin**, **Emma Lanfear**, **Mathew Cain**, **Joanna Ruddock** and **Gordon Day**, **County Councillor Paul Hodgkinson. District Councillor Robin Hughes** |
|  | **Apologies received to be recorded** |
|  | **Declaration of interests** on matters on the agenda will be invited |
|  | **Public session** for up to 15 minutes (at the Chairs’ discretion). Members of the public will be invited to speak to and ask questions of the Council for any matters on the agenda, or any other matter relating to the Parish. |
|  | **Council will be asked to approve the minutes from the Council meeting held on 17th January 2022**  And any matters arising which are not separate agenda items may be discussed for information purposes only (no decisions can be made unless included as a separate agenda item) |
|  | **Report from County Councillor Hodgkinson as distributed** |
|  | **Report from District Councillor Robin Hughes** |
|  | **Council to discuss defibrillator update –**   1. Clerk has placed order in the sum of £2550 and is waiting update from Community Heartbeat 2. Confirmation of receipt of monies from the Village Show of £1500 3. Council to confirm balance of =£694 to be vired from reserves after CDC grant taken into account |
|  | **Brockhampton phone box adoption update –**  **a)** Contract has been signed and confirmation that the phone box is now owned by the Parish Council  **b)** Ideas for future use to be discussed |
|  | **Highway matters to be discussed**   1. Potholes 2. Missing name of Village signage- PC has to purchase this independently of GCC 3. Perch Pool- barriers still in situ and the drain needs cleaning out |
|  | **Drainage and flood issues to be discussed** |
|  | **Public right of way (PROW) issues to be discussed** |
|  | **Financial reports and payment list to be approved** (as attached)   1. Council to confirm its agreement to accept NALC national pay award scales at 20p hour increase backdated to 1/4/21 2. Council to agree to renew its GAPTC subscription in the sum of £84.93 including qualified clerk saving of £7 3. Renewal of ICO fee of £35 to be paid by direct debit 7/4/22 4. Council to agree renewal of grass cutting contract in sum of Per cut: £95.00 (normally 7 cuts per season) £665 and To cut around the salt bins in December - One cut: £100.00 |
|  | **Queen’s Platinum Jubilee update and confirmation of events planned such as:**  Picnic Bring your own” big lunch possibly including the “official” Jubilee pudding- Sunday 5th June to be held in a field/open space (to be identified).  Marque costs to hire/availability for weather contingency. Some finance may be vired from under-spend accounts approx. £500  Other ideas included the Beacon (on 2nd June), the Craven Arms, a Barn at Manor Farm |
|  | **Planning matters to be discussed**  22/00718/LBC Installation of an electric vehicle charger on the south side of  the annex in the grounds of the property at Dower House Brockhampton (waiting comments)  22/00229/TCONR Works to trees in conservation area at Sundial Cottage Brockhampton (no comments received/submitted) |
|  | Emergency resilience to be discussed   1. Telephone tree 2. Clerk has been informed that the Heartbeat trust has a similar scheme 3. Community Emergency Plan workshops 2022 details as per email distribution |
|  | Date of next meeting May 16th 2022 – AGM 7pm Parish Assembly 8pm |
|  | Any other information for sharing  Council to note 4th May 2023 is the date for the Parish elections – as per information distributed via email |
|  | Close of meeting |

Draft minutes for meeting held on

17th January 2022

At 7.30pm in the Village Hall Brockhampton

|  |  |
| --- | --- |
|  | Welcome and introductions |
|  | Attendance recorded as) Parish Councillors Lynne Jackson, Harry Boyd, Bill Jenkin, Emma Lanfear, Matthew Cain, Joanna Ruddock, County Councillor Paul Hodgkinson - 1 member of public |
|  | **Apologies received recorded** Parish Councillor Gordon Day  . District Councillor Robin Hughes did not attend |
|  | **Declaration of interests** on matters on the agenda were invited- none |
|  | **Public session** for up to 15 minutes (at the Chairs’ discretion). Members of the public were invited to speak to and ask questions of the Council  see Queens Jubilee item below |
|  | **Council approved the minutes from the Council meeting held on 15th November 2021** |
|  | **Report from County Councillor Hodgkinson as distributed**  A436 accident noted  COVID Cotswolds update –  80 hospitalisations at latest report date 74% of over 12’s are triple vaccinated  GCC precept increase noted |
|  | **Report from District Councillor Robin Hughes not received** |
|  | **Council discussed defibrillator update –** Clerk has now specific information from Community Heartbeat in order to place the order costing (incl VAT) £2550. (Training not to be purchased as an extra)- **Clerk to proceed**  Waiting for confirmation from Village Show meeting of finance requests and for receipt of donation (payable to Parish Council). (Cllr Ruddock to follow up) |
|  | **Brockhampton phone box adoption update –** Clerk has sent cheque for £1 and signed contract to BT which has been received  Ideas for future use to go in Village Dates and website, notice boards, WhatsApp etc |
|  | **Highway matters noted**   1. Potholes- by the Ford, Gassons Lane, to be reported by residents/Councillors 2. Hedging-no problems at current time 3. Perch Pool- barriers still in situ and the drain needs cleaning out- to be reported by residents/Councillors 4. Missing signage**-**40 sign by Chestnuts is now on new pole 5. Brockhampton signage – from Bourton Road and at the top of the Quarry   **(clerk to email Daniel Tiffney and c.c. Paul Hodgkinson on all the above matters)** |
|  | **Drainage and flood issues discussed as above** |
|  | **Public right of way (PROW) issues –** Ash Dieback will necessitate closures of Roads/PROWS |
|  | **Financial reports and payment list approved** (as distributed) |
|  | **Council approved appointment of Iain Selkirk as independent internal auditor for 2021/22** |
|  | **Council noted correspondence from District Council charging plan for local elections** |
|  | **Ash die-back scheme update** Ash Dieback will necessitate closures of Roads/PROWS and whips have been received and distributed |
|  | **Queen’s Platinum Jubilee discussions and ideas**  No national funding yet identified  “Picnic Bring your own” big lunch possibly including the “official” Jubilee pudding- Sunday 5th June to be held in a field/open space (to be identified). Marque costs to hire/availability for weather contingency.  Some finance may be vired from under-spend accounts approx. £500  Other ideas included the Beacon (on 2nd June), the Craven Arms, a Barn at Manor Farm |
|  | **Planning matters discussed**  **22/00113/LBC – Coln Farm – 12th January 2022 –** comments no objections agreed  21/04535/TCONR  tree works – 6th December – no comments received  21/04523/TCONR tree works – 7th December – no comments received  21/04005/LBC –Old Dower House -23rd November- no objections – under delegated power of Clerk |
|  | **Proposed mast at Charlton Abbots noted**  Pre-application consultation proposed telecoms installation CTIL\_30072700- The Grange comments submitted 2/12/21 – under delegated powers of Clerk  The owners of the land have not been approached recently  Another mast is almost operational in the same area |
|  | Emergency resilience discussed – revisiting the emergency telephone tree. Cllr Jackson to follow up -cfwd |
|  | Date of next meeting 21st March 2022 at 7.30pm |
|  | Any other information for sharing  Litter picking – Duke of Edinburgh award scheme  Parish Assembly |
|  | Close of meeting 20.35pm |

Financial reports for March meeting

Cash book

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| payee | date | CHQ NO | CURRENT A/C | balance | reconciled |
|  |  |  |  | 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 | -101.80 | 17701.04 | √ |
| cancelled | 20/09/2021 | 758 |  | 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 | √ |
| clerks direct- lost in post | 20/11/2021 | 59 | 0.00 | 16803.84 |  |
| leeds building society | 20/09/2021 | 758 | -1000.00 | 15803.84 | √ |
| PATA | 20/11/2021 | 60 | -46.50 | 15757.34 |  |
| m lewis /sept | 30/09/2021 | 759 | -95.00 | 15662.34 | √ |
| cancelled | 03/11/2021 | 758 | 0.00 | 15662.34 | √ |
| l jackson defib maintenance | 03/11/2021 | 761 | -394.00 | 15268.34 | √ |
| good neighbour scheme | 31/10/2021 | receipt | 66.44 | 15334.78 | √ |
| b holder salary | 26/09/2021 | so | -224.30 | 15110.48 | √ |
| b holder salary | 26/10/2021 | so | -256.65 | 14853.83 | √ |
| cots district council | 23/09/2021 | receipt | 2040.00 | 16893.83 | √ |
| PATA 20/21 | 17/11/2021 | 764 | -95.00 | 16798.83 | √ |
| b holder expenses | 11/11/2021 | 762 | -14.64 | 16784.19 | √ |
| hmrc oct nov dec | 14/11/2021 | 763 | -177.80 | 16606.39 | √ |
| disc domaine | 14/11/2021 | 62 | -119.99 | 16486.40 | √ |
| hmrc j,a,s,o.n | 09/11/2021 | 61 | -280.00 | 16206.40 |  |
| m lewis | 17/11/2021 | 63 | -95.00 | 16111.40 | √ |
| commcorp | 17/11/2021 | 64 | -12.00 | 16099.40 | √ |
| bt phone box | 12/01/2021 | 65 | -1.00 | 16098.40 |  |
| m lewis | 12/01/2021 | 66 | -95.00 | 16003.40 | √ |
| clerks direct | 12/01/2021 | 67 | -12.00 | 15991.40 | √ |
| b holder salary/wfh | 26/11/2021 | so | -256.65 | 15734.75 | √ |
| b holder salary/wfh | 26/12/2021 | so | -256.65 | 15478.10 | √ |
| rhodes village hall | 17/01/2022 | 68 | -52.50 | 15425.60 | √ |
| community heartbeat | 17/01/2022 | 69 | -2550.00 | 12875.60 |  |
| wayleave | 21/01/2022 |  | 21.08 | 12896.68 | √ |
| The village show donation | 31/01/2022 |  | 1500.00 | 14396.68 | √ |
| b holder salary/wfh | 31/01/2022 | so | -256.65 | 14140.03 | √ |
| b holder salay/wfh | 28/02/2022 | so | -256.65 | 13883.38 |  |
| b holder expenses | 10/03/2021 | 70 | -23.94 | 13859.44 |  |
| raymex | 10/03/2021 | 71 | -50.00 | 13809.44 |  |

Bank reconciliation

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| BANK RECONCILATION |  |  |  |  |
| OPENING BANK BALANCE | 01/04/2021 |  |  | 13231.75 |
| EXPENDITURE FOR PERIOD |  |  | 7666.46 |  |
| INCOME FOR PERIOD |  |  | 8244.15 |  |
| NET EXPENDITURE |  |  |  | -577.69 |
| BANK BALANCE AS ABOVE |  |  |  | 13809.44 |
|  |  |  |  |  |
| BAL PER S/M | 03/02/2022 |  |  | 17017.53 |
| LESS U/P CHEQUES |  | 69 | 2550.00 |  |
|  |  | 61 | 280.00 |  |
|  |  | 60 | 46.50 |  |
|  |  | so | 256.65 |  |
|  |  | 65 | 1.00 |  |
|  |  | 70 | 23.94 |  |
|  |  | 71 | 50.00 |  |
|  |  |  |  |  |
|  |  |  |  | 3208.09 |
| 15/03/2022 |  |  |  | 13809.44 |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Leeds BS o/balance | £12980.05 | deposit | 1000.00 | c/bal | 13980.05 | 1/4/21 statement | |
|  |  |  |  |  |  |  |  |
|  | Total bank balance |  |  |  | 27789.49 |  |  |

Reserves summary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| general reserves | | £4065 | under spends | |
| DEFib grant |  | £650 |  |  |
| contingency |  | £8160 | 1 year precept | |
| CIL |  | £7 |  |  |
| BT phone boxes | | £200 |  |  |
| grit bins |  | £150 |  |  |
| 01/04/2021 | Current account balance | £13232 |  |  |

Community project Leeds Building society £13980

Payment list for approval

|  |  |  |  |
| --- | --- | --- | --- |
| b holder expenses | 10/03/2021 | 70 | -23.94 |
| raymex | 10/03/2021 | 71 | -50.00 |

Salary increase in line with NALC national salary scales

PATA uk £49.60

Budget against actual

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| budget to date | BUDGET | ACUTAL YEAR TO DATE | BALANCE AVAILABLE TO SPEND | notes |
| PRECEPT | 8160 | 8160 |  |  |
| CIL | 0 | 63 |  |  |
| 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 | 3338 | 487 |  |
| BT box | 100 | 51 | 49 |  |
| grit bins | 100 | 0 | 100 |  |
| hire of venue | 75 | 53 | 23 |  |
| admin/use of home | 482 | 528 | -46 |  |
| subscriptions | 225 | 98 | 127 |  |
| training | 250 | 0 | 250 |  |
| insurance | 480 | 319 | 161 | refund from closing good neighbour bank account |
| reserves | 1000 | 1000 | 0 |  |
| S137 | 0 | 0 | 0 |  |
| DEF COSTS | 100 | 1444 | -1344 | from reserves |
| grass cutting | 650 | 665 | -15 |  |
| chairs allowance | 30 | 0 | 30 |  |
| councillors' expenses /travel | 100 | 0 | 100 |  |
| it costs | 350 | 136 | 214 |  |
| Village DATES | 100 | 0 | 100 |  |
| audit fees | 120 | 0 | 120 |  |
| ico subs | 35 | 35 | 0 |  |
| balance to reserves |  |  |  |  |
| **Expenditure total for year** | 8022 | 7666 |  |  |
| contingency/balance | 159 | 557 |  |  |
| Surplus TO DATE |  | 8223 | 356 |  |