SEVENHAMPTON PARISH COUNCIL

Draft minutes for meeting to be 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 for any matters on the agenda, or any other matter relating to the Parish- see Queens Jubilee |
|  | **Council approved the minutes from the Council meeting held on 15th November 2021**  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**  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 |

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 included-**

**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 January meeting

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 01/04/21-05/01/2022 | 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 | -101.80 | 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 | 20/11/2021 | 59 | -12.00 | 16791.84 |
| leeds building society | 20/09/2021 | 758 | -1000.00 | 15791.84 |
| PATA | 20/11/2021 | 60 | -46.50 | 15745.34 |
| m lewis /sept | 30/09/2021 | 759 | -95.00 | 15650.34 |
| cancelled | 03/11/2021 | 758 | 0.00 | 15650.34 |
| l jackson defib maintenance | 03/11/2021 | 761 | -394.00 | 15256.34 |
| good neighbour scheme | 31/10/2021 | receipt | 66.44 | 15322.78 |
| b holder salary | 26/09/2021 | so | -224.30 | 15098.48 |
| b holder salary | 26/10/2021 | so | -256.65 | 14841.83 |
| cots district council | 23/09/2021 | receipt | 2040.00 | 16881.83 |
| PATA 20/21 | 17/11/2021 | 764 | -95.00 | 16786.83 |
| b holder expenses | 11/11/2021 | 762 | -14.64 | 16772.19 |
| hmrc oct nov dec | 14/11/2021 | 763 | -177.80 | 16594.39 |
| disc domaine | 14/11/2021 | 62 | -119.99 | 16474.40 |
| hmrc j,a,s,o.n | 09/11/2021 | 61 | -280.00 | 16194.40 |
| m lewis | 17/11/2021 | 63 | -95.00 | 16099.40 |
| commcorp | 17/11/2021 | 64 | -12.00 | 16087.40 |
| bt phone box | 12/01/2021 | 65 | -1.00 | 16086.40 |
| m lewis | 12/01/2021 | 66 | -95.00 | 15991.40 |
| clerks direct | 12/01/2021 | 67 | -12.00 | 15979.40 |
| b holder salary | 26/11/2021 | so | -256.65 | 15722.75 |
| b holder salary | 26/12/2021 | so | -256.65 | 15466.10 |

Bank reconciliation

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| BANK RECONCILATION |  |  |  |  |
| OPENING BANK BALANCE | 01/04/2021 |  |  | 13231.75 |
| EXPENDITURE FOR PERIOD |  |  | 5988.72 |  |
| INCOME FOR PERIOD |  |  | 8223.07 |  |
| NET EXPENDITURE |  |  |  | -2234.35 |
| BANK BALANCE AS ABOVE |  |  |  | 15466.10 |
|  |  |  |  |  |
| BAL PER S/M | 03/01/2022 |  |  | 15912.60 |
| LESS U/P CHEQUES |  | 61 | 280.00 |  |
|  |  | 65 | 1.00 |  |
|  |  | 66 | 95.00 |  |
|  |  | 67 | 12.00 |  |
| Lost in post |  | 59 | 12.00 |  |
|  |  | 60 | 46.50 |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  | 446.50 |
|  |  |  |  | 15466.10 |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Leeds BS Deposit account | 12980.05 | deposited | 1000.00 | 13980.05 |
|  |  |  |  |  |
|  | Total bank balance |  |  | 29446.15 |

Payment list

Defibrillator £2550 including VAT

B Holder expenses £25.44

Village Hall £52.50

Budget against actual

|  |  |  |  |
| --- | --- | --- | --- |
| budget to date | BUDGET | ACUTAL YEAR TO DATE | BALANCE AVAILABLE TO SPEND |
| 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 | 2887 | 938 |
| BT box | 100 | 1 | 99 |
| grit bins | 100 | 0 | 100 |
| hire of venue | 75 | 0 | 75 |
| admin/use of home | 482 | 442 | 40 |
| subscriptions | 225 | 110 | 115 |
| training | 250 | 0 | 250 |
| insurance | 480 | 319 | 161 |
| reserves | 1000 | 1000 | 0 |
| S137 | 0 | 0 | 0 |
| DEF COSTS | 100 | 394 | -294 |
| 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 | 5989 |  |
| contingency/balance | 159 |  |  |
| Surplus TO DATE |  |  | 2033 |