SEVENHAMPTON PARISH COUNCIL

minutes for meeting held on

21st MARCH 2022

At 7.30pm in the Village Hall Brockhampton

|  |  |
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|  | Welcome and introductions |
|  | Attendance recorded as Parish Councillors **Lynne Jackson**, **Harry Boyd**, **Bill Jenkin**, **Joanna Ruddock** and **Gordon Day**,**.** |
|  | **Apologies received recorded Emma Lanfear**, **Mathew Cain, County Councillor Paul Hodgkinson & District Councillor Robin Hughes** |
|  | **Declaration of interests** on matters on the agenda were invited – none |
|  | **Public session** for up to 15 minutes - none |
|  | **Council approved the minutes from the Council meeting held on 17th January 2022** |
|  | **Report from County Councillor Hodgkinson as distributed** |
|  | **Report from District Councillor Robin Hughes – not available** |
|  | **Council discussed defibrillator update –**   1. Clerk has placed order in the sum of £2550 and has received update from Community Heartbeat ( Sevenhampton phone box) stating 30th March 2022 for installation date 2. Information for installation has been sent back by Cllr Jackson 3. Confirmation of receipt of monies from the Village Show of £1500 4. Council confirmed balance of =£694 is to be vired from reserves after CDC grant taken into account 5. Email from Mr Hurley – response that Brockhampton box is not site of new Defibrillator |
|  | **Brockhampton phone box adoption update –**  **a)** Contract has been signed and confirmation that the phone box is now owned by the Parish Council and signs have been put up as required  **b)** Ideas for future use discussed and Council agreed to trial a book exchange, Cllr Jackson will supply a book case and the limit will be up to the room on the book case |
|  | **Highway, drainage and flood matters discussed**   1. Potholes- noted 2. Drains need clearing out outside near phone box Sevenhampton GL54 5SL /Manor Farm**)** GL54 5SW – clerk to report 3. Missing name of Village signage- PC has to purchase this independently of GCC – **Clerk to order** 2 signs with metal poles for 1 and fittings – Brockhampton – sizes to come from Lynne 4. Perch Pool- barriers still in situ and the drain needs cleaning out- remove from agenda |
|  | **Public right of way (PROW) issues discussed**  Definitive Map update timescales noted  Public footpath signs missing noted  Maintenance of footpaths in specific places (lower Sevenhampton opposite the Church from the stream bridge to kissing gate) – clerk to report  **link to GCC PROW maps onto website-** [Rights of Way online map - Highways (gloucestershire.gov.uk)](https://www.gloucestershire.gov.uk/highways/public-rights-of-way/rights-of-way-online-map/) |
|  | **Financial reports and payment list approved** (as attached)   1. Council confirmed its agreement to accept NALC national pay award scales at 20p hour increase backdated to 1/4/21 to be paid in 2021/22 2. Council agreed 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 noted 4. Council agreed 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 5. Litter picker sticks contribution £40.00 to be paid |
|  | **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 1-4pm . Council agreed to take organisational lead, risk assessment and insurance needs. – Clerk to inform insurance company that the PC would likely to be organising this event and to confirm PC insurance would cover  Marques from local volunteers  Possible donation from PC £500 (vired from reserves)  Village Hall exhibition from local organisations Friday 10 am to 4pm  Songs of Praise (Sunday 10-11am)  Other ideas included the Beacon (on 2nd June), Thursday night  “Honourable Gentleman” 2 oak trees need a surround (one on School Bank and one on Donneywell bank where footpaths meet). Council agreed to use stock fencing. Council agreed in principle for brass plaques to be installed  Discussion on “gift for children” to be brought back to Council |
|  | **Planning matters 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 -withdrawn  22/00229/TCONR Works to trees in conservation area at Sundial Cottage Brockhampton (no comments received/submitted) -approved  Compliance with conditions – Biar Cottage and Court Cottages -noted |
|  | **Emergency resilience discussed**   1. Telephone tree & PC emergency plan needs updating – **agenda item September 22** 2. distributed information from the Heartbeat trust which has a similar scheme -noted 3. Community Emergency Plan workshops 2022 details noted as per email distribution |
|  | Date of next meeting May 16th 2022 – AGM 7pm Parish Assembly 7.30pm |
|  | **Any other information for sharing**  Council noted 4th May 2023 is the date for the Parish elections – as per information distributed via email  Village Dates reort/update – consistency of publication information shared  **2020** =33 (email and newsletter communications)  **2021** =33 communications (email and newsletter communications)  **2022** is in line with these figures  There is not a massive amount of information being submitted so emails are sent out promptly when information received |
|  | Close of meeting 20.42 |

Approved 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 (light bulb) | 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

HMRC for year end

Litter picking sticks

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 |  |