**SEVENHAMPTON PARISH COUNCIL**

**MEETING OF THE COUNCIL**

**TO BE HELD AT 7PM ON 18TH JULY 2022**

**IN THE VILLAGE HALL**

|  |  |
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|  | **Welcome and introductions –** |
|  | Attendance to be recorded as Parish Councillors’ Lynne Jackson, Harry Boyd, Emma Lanfear Mathew Cain, Bill Jenkin, Joanna Ruddock and Gordon Day. County Councillor Paul Hodgkinson District Councillor Robin Hughes |
|  | Apologies received recorded, |
|  | Declaration of Interest for matters on the agenda to be invited- |
|  | Public Participation to be invited – |
|  | **Report to be invited from County Councillor Hodgkinson –** |
|  | **Report to be invited from District Councillor Hughes** |
|  | Minutes of the previous Parish Council Meeting held on 16th May 2022 to be approved |
|  | Council to review Community Emergency Plan including: place of safety, specific risks eg fertilizer, vulnerable people issues Data protection communication methods consideration to be given to telephone complications – proforma booklet from GRCC distributed via email |
|  | **Council to approve the financial reports and payment list as attached** |
|  | **Council to receive feedback on Jubilee celebrations** |
|  | **Council to consider planning applications**  [22/00752/FUL | Erection of equestrian office/storage building | The Deer Park Park Lane Sevenhampton Cheltenham Gloucestershire GL54 5SR (cotswold.gov.uk)](https://publicaccess.cotswold.gov.uk/online-applications/simpleSearchResults.do?action=firstPage)  Expiry date 12th July 2022 |
|  | **Council to confirm its next meeting schedule 19th September 2022, commencing at 7.30pm** |
|  | **Meeting to closed** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 01/04/22-5/07/2022 | CASH BOOK |  |  |  |
| Payee | date | CHQ NO | transaction | CURRENT A/C balance |
|  |  |  |  | 13461.50 |
| w/off pata payroll november chq | 01/04/2022 | 760 | 46.50 | 13508.00 |
| Ico | 04/04/2022 | s/o | -35.00 | 13473.00 |
| precept receipt | 21/04/2022 | receipt | 6426.00 | 19899.00 |
| b holder | 26/04/2022 | s/o | -256.65 | 19642.35 |
| b holder | 26/05/2022 | s/o | -256.65 | 19385.70 |
| b holder | 26/06/2022 | s/o | -256.65 | 19129.05 |
| m lewis (a,m,j,j,a) | 11/05/2022 | 77 | -475.00 | 18654.05 |
| b holder expenses | 16/05/2022 | 78 | -26.80 | 18627.25 |
| Hmrc | 16/05/2022 | 79 | -175.80 | 18451.45 |
| l jackson tree expenses | 16/05/2022 | 80 | -125.14 | 18326.31 |
| Cancel | 16/05/2022 | 81 |  |  |
| LJ good neighbour ins | 16/05/2022 | 82 | -179.87 | 18146.44 |
| discount domain | 16/05/2022 | 83 | -23.75 | 18122.69 |
| jubilee events | 31/05/2022 | 84 | -317.07 | 17805.62 |
| b holder expenses | 11/07/2022 | 85 | -26.10 | 17779.52 |
|  |  |  |  |  |

**Financial reports for July 22 meeting**

**Payment list for approval**

Expenses £26.10 (including £8 salary underpayment)

HMRC for September £175.80

PATA payroll invoice awaited

Insurance renewal £205.70

**Bank reconciliations**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| BANK RECONCILATION |  |  |  |  | TOTAL INC |
| OPENING BANK BALANCE | 01/04/2022 |  |  | 13416.50 | deposit inc |
| EXPENDITURE FOR PERIOD |  |  | 2107.98 |  |  |
| INCOME FOR PERIOD |  |  | 6426.00 |  |  |
| NET EXPENDITURE |  |  |  | -4318.02 |  |
| BANK BALANCE AS ABOVE |  |  |  | 17779.52 |  |
|  |  |  |  |  |  |
| BAL PER S/M | 05/07/2022 |  |  | 17981.42 |  |
|  |  | 79 | 175.80 |  |  |
|  |  | 85 | 26.10 |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  | 201.90 |  |
| 05/07/2022 |  |  |  | 17779.52 | 0.00 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| reconciled balance |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Leeds BS Deposit account | 13980.05 | 6.46 |  | c/bal | 13986.51 |
|  |  |  |  |  |  |
|  | Total bank balance |  |  |  | 31766.03 |

**Actual against budget**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| budget to date | BUDGET | ACUTAL YEAR TO DATE | BALANCE AVAILABLE TO SPEND | still to be received |
| PRECEPT | 8160 | 6426 |  | 1734 |
| CIL | 0 | 0 |  |  |
| bank interest deposit account | 0 | 6 |  |  |
| inter account trans | 0 |  |  | 0 |
| wayleave | 21 | 0 | 0 |  |
| VAT to be reclaimed | 0 | 0 |  | 0 |
| other receipts |  | 0 |  |  |
| INCOME | 8181 | 6432 | 0 | 1734 |
| employment costs | 3825 | 880 | 2945 |  |
| BT box | 100 | 0 | 100 |  |
| grit bins | 100 | 0 | 100 | reserves |
| hire of venue & village events | 75 | 317 | -242 | jubilee costs |
| admin/use of home | 482 | 119 | 363 |  |
| subscriptions | 225 | 0 | 225 |  |
| pata payroll | 250 | -47 | 297 |  |
| insurance | 480 | 180 | 300 |  |
| reserves | 1000 | 0 | 1000 |  |
| S137 | 0 | 0 | 0 |  |
| DEF maintenance | 100 | 0 | 100 |  |
| grass cutting & tree maintenance | 650 | 600 | 50 |  |
| chairs allowance | 30 | 0 | 30 |  |
| councillors' expenses /travel | 100 | 0 | 100 |  |
| it costs | 350 | 24 | 326 |  |
| village dates & newsletters | 100 | 0 | 100 |  |
| audit fees | 120 | 0 | 120 |  |
| ico subs | 35 | 35 | 0 |  |
| balance to reserves | 159 |  | 159 |  |
| **Expenditure total for year** | 8181 | 2108 | 6073 |  |
| contingency/balance |  | 6073 |  |  |
|  | 8181 | 8181 |  |  |

**SEVENHAMPTON PARISH COUNCIL**

**DRAFT MINUTES OF**

**ANNUAL MEETING OF THE COUNCIL**

**HELD AT 7PM ON 16TH MAY 2022**

**IN THE VILLAGE HALL**

|  |  |
| --- | --- |
|  | **Welcome and introductions – by the present Chairman** |
|  | **Election of Chairman – took place following nomination/seconder of Cllr Lynne Jackson followed by signing of acceptance of office papers** |
|  | **Election of Vice-Chairman took place following nomination/seconder of Cllr Emma Lanfear took place followed by signing of acceptance of office papers** |
|  | **Attendance recorded as Parish Councillors** **Lynne Jackson**, **Harry Boyd**, **Emma Lanfear** **Mathew Cain**, **Bill Jenkin**, **Joanna Ruddock** and **Gordon Day**. County Councillor **Paul Hodgkinson** |
|  | **Apologies received recorded,** District Councillor Robin Hughes |
|  | **Declaration of Interest for matters on the agenda were invited- none** |
|  | **Public Participation was invited – none** |
|  | **Report received from County Councillor Hodgkinson –**  **Covid update- booster jabs**  **Roads/Highways – “No Crash” update including traffic calming in Andoversford, A40 overnight closure near Shipton, 30K Highways local budget, CPRE quiet lane designation, Frogmill/A40 junction was highlighted**  **A417 missing link going ahead, construction starts in 2023**  **Resident raised concern of potholes around the ford in Sevenhampton and Cllr Hodgkinson has requested photographs to progress concern**  **Drains blocked in Sevenhampton noted- Cllr Jackson will send photographs**  **Question raised on Brockhampton name sign follow up with Wendy Grey** |
|  | **Report not received from District Councillor Hughes** |
|  | **Minutes of the previous Parish Council Meeting held on 5th April 2022 approved** and updates noted  Yelllow Shark application- approved  No update on the Replacement dwelling has been received – Clerk to follow and ask regarding green planning notices  **Noted 2 other applications in Brockhampton have now been received- no comments have been submitted to Clerk** |
|  | **Council agreed to continue delegation to Clerk of authority to make submission of comments on planning matters where no meeting of the Council is able to be held** |
|  | **Council considered if changes are required to standing orders or financial regulations- pending new standing orders** |
|  | **Council considered if any changes are required to the asset register – add new defib £2k and telephone box of £1** |
|  | **Council reviewed representation on outside organisations such as No Crash group- Cllr Bill Jenkin to continue to attend, other Councillors can attend if they wish** |
|  | **Council reviewed any lead Councillor roles – Cllr Harry Boyd to continue leading on planning** |
|  | **Council considered if any changes are required to insurance policy for the coming year -telephone and defib to be added – Good Neighbour scheme also paid by Parish Council** |
|  | **Council considered if any changes are required to banking mandate -none** |
|  | **Council considered if any changes are required to its Complaints, Freedom of Information or Data protection policies procedure-** pending review of standing orders  **Community Emergency Plan update from Cllr Jackson – place of safety, specific risks eg fertilizer, vulnerable people (no lists /Data protection) communication methods consideration to be given to telephone complications , Clerk to send out link via email – Clerk to provide brief outline for next meeting** |
|  | **Council approved its independent internal auditor- Ian Selkirk** |
|  | **Council confirmed it wishes to renew its subscriptions and/or contracts – Council direct, IOC, grass cutting, (2 benches in gassons have missed), GAPTC, discount domain x2** |
|  | **Council confirm process for new defibrillator updates to be submitted – s**uggested KB to be asked to check on a monthly basis and report back to Clerk. Training organized by KB funded by donation as PC did not pay as part of contract |
|  | **Council approved the financial reports and payment list as attached** |
|  | **Council approved its AGAR completion and delegate to the Chair of Council to sign the appropriate forms** |
|  | **Council considered update on Jubilee celebrations**  **Exhibition in the Village Hall**  **Coins for local children have been organized**  **Songs of Praise -organised by Church**  **Picnic 1-4pm in Brockhampton – bring your own refreshments/chair**  **Parking implication considered**  **Risk assessment to be submitted by Cllr Jackson**  **PC have previously agreed a donation of £500** |
|  | **Council agreed that its meeting schedule shall remain as 3rd Monday of May, July, September, November, January, March commencing at 7.30pm** |
|  | **Meeting closed at 20.05** |