**SEVENHAMPTON PARISH COUNCIL**

**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**  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** |

SEVENHAMPTON PARISH COUNCIL

Approved Minutes for meeting held on

5th April 2022

At 7.30pm in the Village Hall Brockhampton

|  |  |
| --- | --- |
|  | Welcome and introductions |
|  | Attendance recorded as Parish Councillors **Lynne Jackson, Harry Boyd, Bill Jenkin**, **Mathew Cain**, **Joanna Ruddock and Gordon Day**, **22** members of the public **.** District Councillor Hughes did not attend |
|  | **Apologies received recorded from Parish Councillor** Emma Lanfear, and County Councillor Hodgkinson |
|  | **Declaration of interests** on matters on the agenda were invited- Cllrs Jenkin /Boyd declared an interest in the recording studio as close neighbours |
|  | **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,  Yelllow Shark application- planning agent spoke on behalf of the application  Pre-application advice has been sought from CDC. The Landscape and Conservation Officers have given advice on the siting of the application and the effect on the conversation area. questions were then invited from the public/Councillors  Questions were asked regarding   * The dimensions- Answered as the documents meet the legal requirements and are also given with narrative detail in the documents. There is also visualisation images. Further details were given from the documents * The applicants gave an insight for the design decisions taken including   consideration has been given to alternative designs and impact on the commercial use of the different designs   * Traffic and deliveries to site – it was felt that 4 parking spaces are adequate for the clients likely to be visiting the site * Turning circles and manoeuvring space allowing vehicles to exit and return to the highway in forward gear * Why a “3-bedroom residential accommodation” is required. It was stated that it is a more attractive and creative space and a rural location is desirable. It would also be more commercially viability * Resident spoke in support of the applicant * Sound will not be transferred outside of the building. Their business experience of 20 years has not had one environmental/sound complaint. A full noise assessment has been done and the recording studio will be totally contained   The environmental sound reports are on the planning portal   * General comment on the protection of the characteristics of the Village, to sustain a dynamic based economy, in support the recording studio but object strongly to the 2nd application on the agenda * How will it create jobs and increased economy in the village? It was stated that it will generate economy in the wider local area. The studio will occasionally employ cleaner, cooks, accountants   Replacement dwelling   * Pre-application process not followed according to the planning portal * No requirement for environmental impact report to be submitted noted from the planning portal * Ecology, landscape and environmental impact study not submitted as information stated that there are no ecology or environmental impact on the site * Local resident spoke that it is possible to design new architectural styles which does not harm the area but this one has +300% increase in volume, footprint and is not compatible with the Cotswold design code   Barn and Tawny Owls, Red Kites and dragonfly insect etc populations will be impacted by the design.  Noting it is within the AONB area   * Height of the house will impact on neighbours * Aesthetically the designs are confused and without context. There are no impact visualisations * Preservation and character of the building is very important but will this open the way for other modern designs * It is just outside the Conservation area but it will have big impact on the area * The amount of light pollution was of concern as it will a beacon on the hill * There does not seem to be any planning notices posted in the vicinity or statutory notice on the website * Access to the site is on very narrow roads and the impact during the construction period * The new development will be about 1m higher than the present dwelling * The height of the wall is being increased which in not characteristic of local walls   Public session ended at 20.16 |
|  | **Council approved the minutes from the Council meeting held on 21st March 2022** |
|  | **Council noted defibrillator update –** installed in Sevenhampton Phone Box. Monthly reports to be submitted by Clerk, nominated local person to send information via email |
|  | **Council approved payment of Good Neighbour insurance premium** £179.87 |
|  | **Council noted update on Jubilee events** advice from Insurance Company  The parish council will be covered for public liability for the Jubilee event for up to 500 attendees.  If this number is estimated to be more, additional cover will be needed.  If there will be a bouncy castle additional liability cover may be needed if the council are supervising the use themselves.  A risk assessment will need to be completed |
|  | **Planning matters discussed and responses agreed**  [22/00754/FUL Construction of recording studio with ancillary accommodation at](https://publicaccess.cotswold.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=R80VEDFIHG600&prevPage=inTray)  [Land Parcel Easting 403637 Northing 222282 – consultation expires 19](https://publicaccess.cotswold.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=R80VEDFIHG600&prevPage=inTray)[th](https://publicaccess.cotswold.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=R80VEDFIHG600&prevPage=inTray) [April 2022](https://publicaccess.cotswold.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=R80VEDFIHG600&prevPage=inTray)  Parish Council agreed to support noting the height concerns  and traffic  [22/00941/FUL Replacement dwelling with erection of garage & outbuilding at](https://publicaccess.cotswold.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=R8QVH2FIHRX00&prevPage=inTray)  [Wychwood Brockhampton consultation expires 15](https://publicaccess.cotswold.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=R8QVH2FIHRX00&prevPage=inTray)[th](https://publicaccess.cotswold.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=R8QVH2FIHRX00&prevPage=inTray) [April](https://publicaccess.cotswold.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=R8QVH2FIHRX00&prevPage=inTray)  **Parish Council agreed to object with inappropriate design, lack of detail in the planning application and other concerns heard during the public session being part of the Parish Council’s submission**  Clerk advised on the legality of the submitting the Council’s comments which should be agreed by Council at the meeting. However the Clerk does have delegated authority (already given ) to submit comments on behalf of Council.  It was agreed that a draft of Council submission will be submitted to the Clerk who will then submit under delegated authority  **Clerk will contact District Councillor to highlight the concerns of the Parish Council and the public** |
|  | Date of next meeting May 16th 2022 – AGM 7pm Parish Assembly 8pm |
|  | Any other information for sharing  none |
|  | Close of meeting 20.26 |

Cash book y/e 31/3/22

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| payee | date | CHQ NO | TRANSACTION | CURRENT BALANCE |
|  |  |  |  | 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 |
| lost in post hmrc£ 280 | 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 w/off | 09/11/2021 | 61 | 0.00 | 16486.40 |
| m lewis | 17/11/2021 | 63 | -95.00 | 16391.40 |
| commcorp | 17/11/2021 | 64 | -12.00 | 16379.40 |
| b holder expenses | 17/01/2022 | 57 | -25.44 | 16353.96 |
| bt phone box | 12/01/2021 | 65 | -1.00 | 16352.96 |
| m lewis | 12/01/2021 | 66 | -95.00 | 16257.96 |
| clerks direct | 12/01/2021 | 67 | -12.00 | 16245.96 |
| b holder salary/wfh | 26/11/2021 | so | -256.65 | 15989.31 |
| b holder salary/wfh | 26/12/2021 | so | -256.65 | 15732.66 |
| rhodes village hall | 17/01/2022 | 68 | -52.50 | 15680.16 |
| community heartbeat | 17/01/2022 | 69 | -2550.00 | 13130.16 |
| wayleave | 21/01/2022 |  | 21.08 | 13151.24 |
| The village show donation | 31/01/2022 |  | 1500.00 | 14651.24 |
| b holder salary/wfh | 31/01/2022 | so | -256.65 | 14394.59 |
| b holder salay/wfh | 28/02/2022 | so | -256.65 | 14137.94 |
| b holder expenses | 10/03/2021 | 70 | -23.94 | 14114.00 |
| raymex | 10/03/2021 | 71 | -50.00 | 14064.00 |
| b holder backpay | 10./3/22 | 72 | -47.80 | 14016.20 |
| pata | 10/03/2022 | 73 | -49.60 | 13966.60 |
| litter picker emma pillow | 10/03/2022 | 74 | -40.00 | 13926.60 |
| hmrc | 31/03/2022 | 75 | -179.60 | 13747.00 |
| pata payroll | 22/03/2022 | 76 | -28.85 | 13718.15 |
| b holder salary/wfh | 28/03/2022 | so | -256.65 | 13461.50 |

Bank reconciliation to 31/3/22

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| BANK RECONCILATION |  |  |  |  |  |
| OPENING BANK BALANCE | 01/04/2021 |  |  | 13231.75 |  |
| EXPENDITURE FOR PERIOD |  |  | 8014.40 |  |  |
| INCOME FOR PERIOD |  |  | 8244.15 |  |  |
| NET EXPENDITURE |  |  |  | -229.75 |  |
| BANK BALANCE AS ABOVE |  |  |  | 13461.50 |  |
|  |  |  |  |  |  |
| BAL PER S/M | 31/03/2022 |  |  | 16086.85 |  |
| LESS U/P CHEQUES |  |  |  |  |  |
| hmrc lost in post £280 | w/off |  |  |  |  |
|  | PATA | 60 | 46.50 |  |  |
|  | PATA | 76 | 28.85 |  |  |
|  | Banked 4/4/22 | 69 | 2550.00 |  |  |
|  |  |  |  |  |  |
|  |  |  |  | 2625.35 |  |
| 31/03/2022 |  |  |  | 13461.50 | 0.00 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| reconciled balance |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Leeds BS Deposit account | 12980.05 | deposit | 1000.00 | c/bal | 13980.05\* |
|  |  |  |  |  |  |
|  | Total bank balance |  |  |  | £27441.55 |

\*Waiting statement due May 22

Raised query with PATA re unpresented cheques

Payment list for May 22 meeting

M J Lewis – 5 months grass cutting £475.00 at £95 cut (April, May, June, July, August)

Tree protectors £125.14

HMRC (April, May June ) £175.80

B Holder expenses and £4.00 underpayment of salary £26.80

Discount Domain £119.99 and 23.75

Good Neighbour car share- Zurich £179.87

Budget against actual at 31/3/22

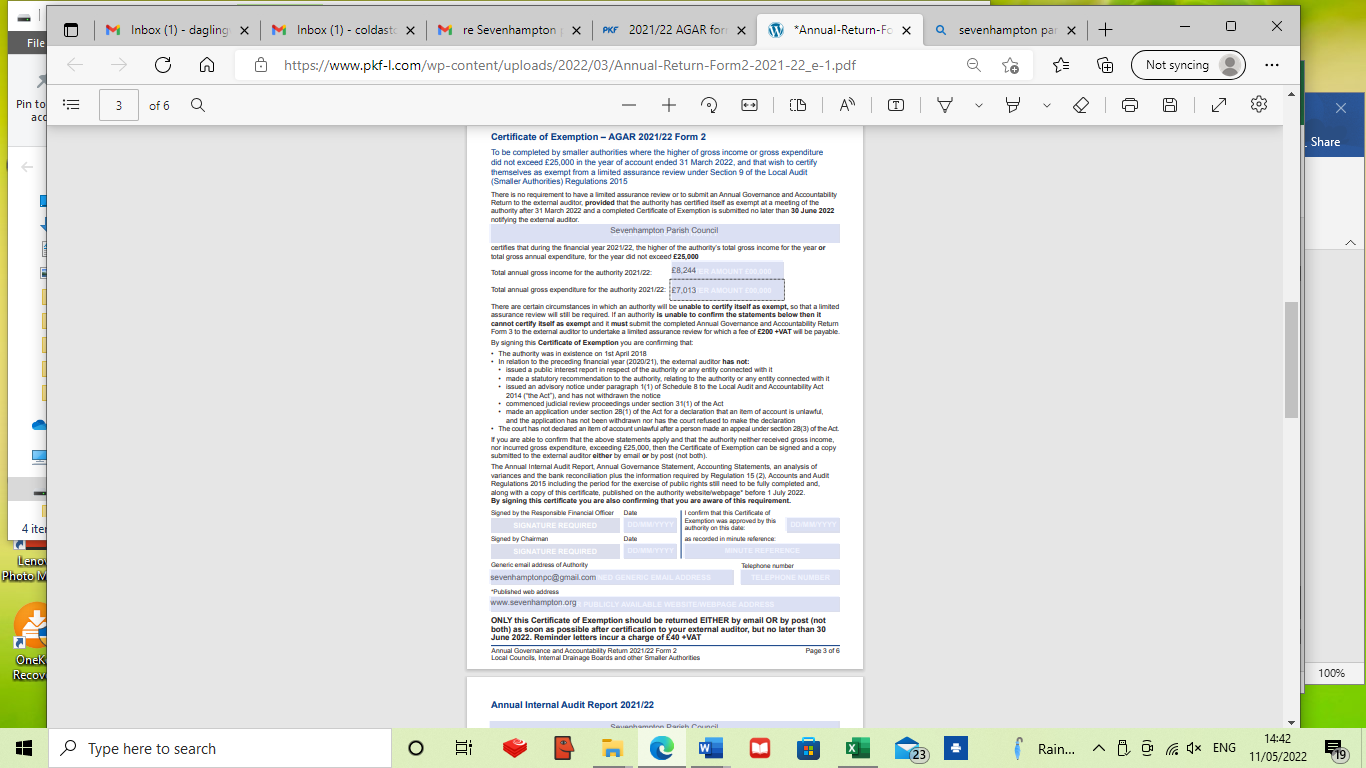
|  |  |  |  |
| --- | --- | --- | --- |
| budget to date | BUDGET | ACUTAL YEAR TO DATE | BALANCE AVAILABLE TO SPEND |
| PRECEPT | 8160 | 8160 |  |
| CIL | 0 | 63 |  |
| bank interest deposit account | 0 |  |  |
| inter account trans | 0 |  |  |
| wayleave | 21 |  | 0 |
| VAT to be reclaimed | 0 | 0 |  |
| other receipts |  | 0 |  |
| INCOME | 8181 | 8223 | 0 |
| employment costs | 3825 | 3519 | 306 |
| BT box | 100 | 51 | 49 |
| grit bins | 100 | 0 | 100 |
| hire of venue | 75 | 53 | 23 |
| admin/use of home | 482 | 655 | -173 |
| subscriptions | 225 | 98 | 127 |
| training | 250 | 0 | 250 |
| insurance | 480 | 319 | 161 |
| reserves | 1000 | 1000 | 0 |
| S137 | 0 | 40 | -40 |
| DEF COSTS (from reserves) | 100 | 1444 | -1344 |
| 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 | 8014 |  |
| contingency/balance | 159 | 209 |  |
| Surplus TO DATE |  | 8223 | 8 |

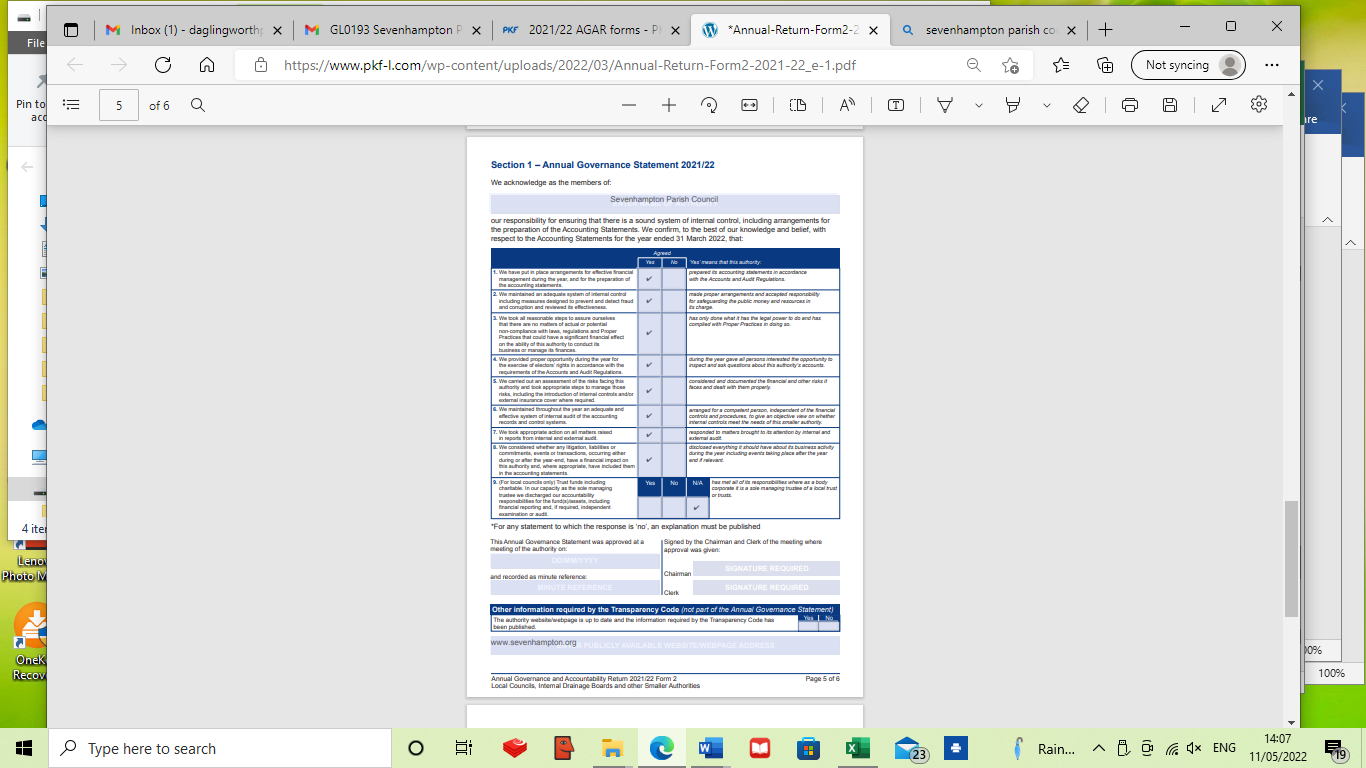
Reserves at year end

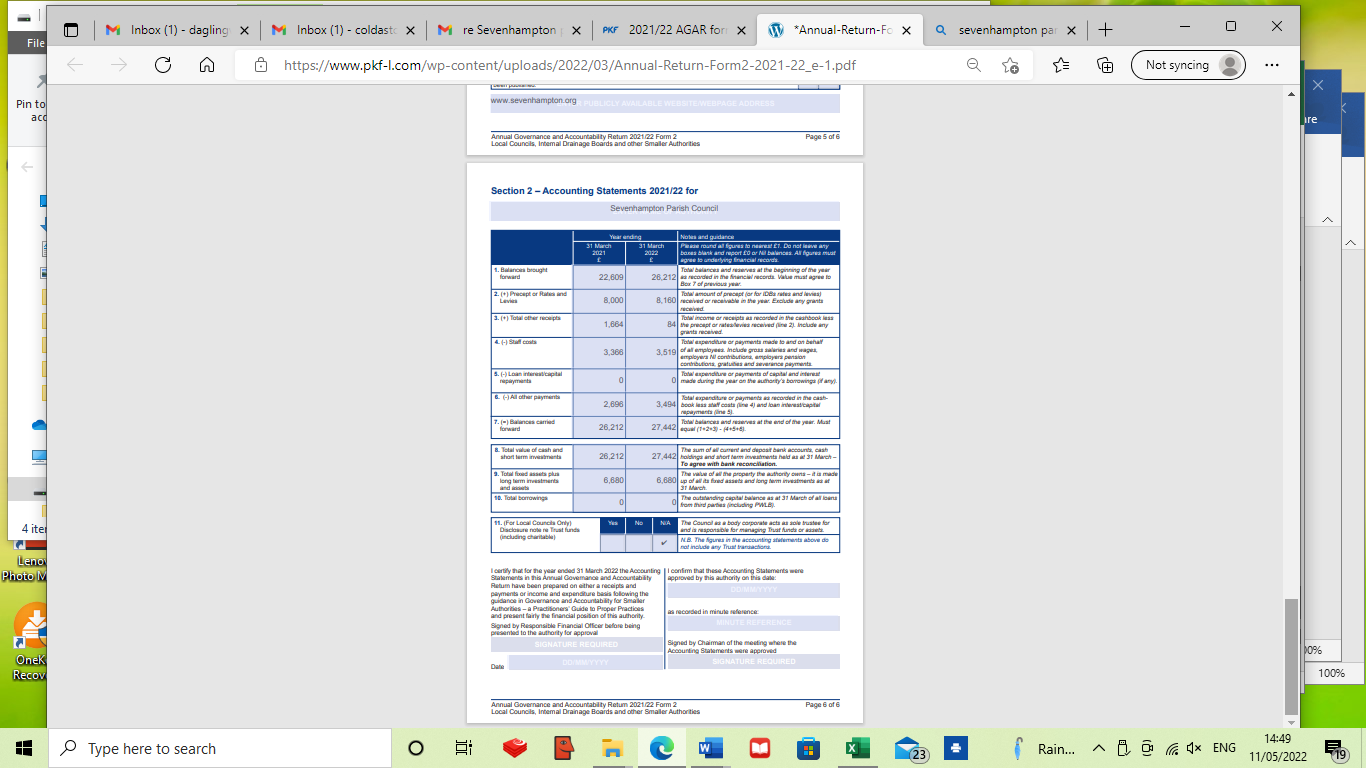
|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| reserves |  | Apr-21 |  | Apr-22 |
| Leeds bs |  | 12980 |  | 13980 |
| general reserves | | 4065 | under spends | 4982 |
| Defib grant | spent | 650 |  | 0 |
| contingency |  | 8160 | 1 year precept | 8160 |
| CIL\* |  | 7 |  | 70 |
| BT phone boxes | | 200 |  | 0 |
| grit bins |  | 150 |  | 250 |
| year end | balance | 26212 |  | 27442 |

\*to be spent within 4 years

AGAR reports to be approved and signed







Asset register to be reviewed



Telephone box at Brockhampton value - £1

Defibrillator at Sevenhampton value new £2550 –to be added

