**SEVENHAMPTON PARISH COUNCIL**

**Meeting to be held on 10th October 2022**

**In Brockhampton Village Hall**

**At 7.30pm**

|  |  |
| --- | --- |
|  | **Welcome and introductions –** |
|  | Attendance to be recorded Parish Councillors’ Lynne Jackson, Harry Boyd, Matthew Cain, Bill Jenkin Emma Lanfear, Joanna Ruddock and Gordon Day. County Councillor Paul Hodgkinson. District Councillor Robin Hughes |
|  | Apologies received to be recorded, |
|  | Declaration of Interest for matters on the agenda to be invited- |
|  | Public Participation to be invited – |
|  | **Update to be invited from County Councillor Hodgkinson –reports are distributed via email** |
|  | **Report to be invited from District Councillor Hughes-** |
|  | Minutes of the previous Parish Council Meeting held on 18th July 2022 to be approved |
|  | Council reviewed Community Emergency Plan including: place of safety, specific risks eg fertilizer, vulnerable people  Cllr Jackson to send a copy of the existing document to the Clerk |
|  | **Council to approve the payment list as discussed** |
|  | **Council to note/consider updates on Highway matters** |
|  | **Council to consider planning applications- Cllr Boyd** |
|  | **Council confirmed its next meeting scheduled for 21st November 2022, commencing at 7.30pm (budgets and financial reports)** |
|  | **Meeting to be closed** |

**DRAFT MINUTES OF THE MEETING**

**WHICH STARTED 7.28PM ON 18TH JULY 2022**

**IN THE VILLAGE HALL**

|  |  |
| --- | --- |
|  | **Welcome and introductions –** |
|  | Attendance recorded as Parish Councillors’ Lynne Jackson, Harry Boyd, Matthew Cain, Bill Jenkin and Gordon Day. |
|  | Apologies received recorded, Emma Lanfear & Joanna Ruddock County Councillor Paul Hodgkinson. District Councillor Robin Hughes did not attend |
|  | Declaration of Interest for matters on the agenda were invited- none |
|  | Public Participation was invited – none |
|  | **Report invited from County Councillor Hodgkinson –as distributed via email**  **Pot holes need identifying by photographs – Cllr Jackson will respond**  **Clerk to follow up communication with Wendy Grey regarding the Brockhampton Village name signs**  **Cycle races, walks, horse events have been held at the same weekend and it was asked if road events need to be reported/highlighted to local residents – Cllr Jackson will raise with C.C Hodgkinson** |
|  | **Report invited from District Councillor Hughes- not available** |
|  | Minutes of the previous Parish Council Meeting held on 16th May 2022 approved |
|  | Council reviewed 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.  Update to reflect contact changes, and the need for clusters of “good neighbours” to compensate for breakdown of phone systems- Cllr Jackson to send a copy of the existing document to the Clerk to look at during August and bring back to September meeting |
|  | **Council approved the financial reports and payment list as attached** |
|  | **Council received feedback on Jubilee celebrations**  **Charity donations distributed from tea serving**  **Medals are being distributed**  **Oak trees (1 survived )**  **Picnic was also successful**  **A matter raised at the Exhibition regarding Village Dates has been brought to the attention of the PC**  **The Chair of the PC has responded on behalf of the PC value the work being done**  **Members of the public who do not have IT access have been receiving paper copies. The format has devolved from being a list of dates to becoming a more encompassing village update.**  **The Village Dates are financially supported by the Parish Council where requested, and this reflects the ongoing value that the Parish Council place on the current system.**  **Whips for ash-dieback programme requested for 22/23** |
|  | **Council considered 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- Permitted  Cllr Boyd gave a verbal update on the list of applications permitted since the last meeting |
|  | **Council confirmed its next meeting scheduled for 19th September 2022, commencing at 7.30pm** |
|  | **Meeting closed at 20.02** |

**Financial reports for July 22 meeting**

**Cash book**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 |
|  |  |  |  |  |

**Payment list approved**

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 |  |  |