**SEVENHAMPTON PARISH COUNCIL**

**Agenda/summons for Meeting to be held on 21st November 2022**

**In Brockhampton Village Hall At 7.30pm**

|  |  |
| --- | --- |
|  | **Welcome** |
|  | Attendance to be recorded (anticipated as) Parish Councillors’ Lynne Jackson, Harry Boyd, Matthew Cain, Bill Jenkin, Emma Lanfear, Joanna Ruddock and Gordon Day. County Councillor Paul Hodgkinson and 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 –** |
|  | **Report to be invited from District Councillor Hughes** |
|  | Minutes of the previous Parish Council Meeting held on 10th October 2022 to be approved |
|  | Council to consider/approve assets of community value application in respect of the Craven Arms |
|  | **Council to note/consider implications of CDC policy of charging for election costs**  **By-elections £1660.25 ( 2024 50% ; 2025 75%; 2026 100%)**  **Cost of 4 yearly election 2023 = £238.36 and 2027 £476.71** |
|  | **Council to approve the payment list as discussed-**  **expenses £26.05**  **PATA payroll £45.00**  **Domain Discount £119.99**  **Council to approve salary increase for Clerk in line with national agreement and contract of employment back dated to 1/4/22 and an extra day of holiday going forward** |
|  | **Council to approve financial reports, budget for 2023/24 and precept for 2023/24**  **(electorate 266 at Nov 22)** |
|  | **Council to note/consider updates on Highway matters** |
|  | **Council to note/consider Defibrillator updates-**  **Village Hall committee update on the electrical usage of the Defibrillator at the Village Hall** |
|  | **Council to consider if .org email address can now be closed** |
|  | **Council to consider planning applications-** |
|  | **Council confirmed its next meeting scheduled for 16th January 2022, commencing at 7.30pm** |
|  | **Meeting to be closed at** |

**SEVENHAMPTON PARISH COUNCIL**

**Draft Minutes for Meeting held on 10th October 2022**

**In Brockhampton Village Hall At 7.30pm**

|  |  |
| --- | --- |
|  | **Welcome** |
|  | Attendance recorded Parish Councillors’ Lynne Jackson, Harry Boyd, Matthew Cain, Bill Jenkin, Emma Lanfear, and Gordon Day. County Councillor Paul Hodgkinson. |
|  | Apologies received recorded Parish Councillor Joanna Ruddock  District Councillor Robin Hughes did not attend |
|  | Declaration of Interest for matters on the agenda invited- Cllr Jackson planning item- not on agenda |
|  | Public Participation invited – none |
|  | **Update invited from County Councillor Hodgkinson –reports are distributed via email & gave verbal updates on**  **Covid /Flu**  **EV Charging point scheme by GCC**  **Highway issues – no new items**  **Brockhampton name signs now replaced**  **Ash Die back scheme update noted**  **Question of GCC role in PROW upkeep** |
|  | **Report invited from District Councillor Hughes- not available** |
|  | Minutes of the previous Parish Council Meeting held on 18th July 2022 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 - cfwd |
|  | **Council approved the payment list as discussed- expenses £42.10 and final payment of the year for John Lewis** |
|  | **Council noted/considered updates on Highway matters**  **Pot holes filled in (see previous minutes)** |
|  | **Council noted/considered updates on Oak Trees/Ash die back projects** |
|  | **Council noted/considered Defibrillator updates- Community Heartbeat trust in communication with Cllr Jackson**  **Clerk to submit update report on portal**  **Village Hall committee will check the electrical usage of the Defibrillator at the Village Hall** |
|  | **Council noted/considered Village Dates updates- email information being circulated** |
|  | **Council considered planning applications-**  22/02859/FUL-Old Forge church lane, raise roofs and add proposed- Council discussed the roof line and the impact on the road-side - **Council agreed to remain neutral**  22/03149/LBC & 22/03148/FUL-Yew tree cottage, re-roof and installation of new package treatment plant- **Council agreed to support** provided the immediate neighbours do not have concerns.  **Cllr Boyd gave verbal updates on the applications approved/withdrawn**  **Wychwold application has been withdrawn**  **Warren Farm -orangery – pending – no comments from Council**  **Old Farm House – Gassons – change of use**  **Manor Farm – roof**  **Deer Farm Office -permitted** |
|  | **Council confirmed its next meeting scheduled for 21st November 2022, commencing at 7.30pm (budgets and financial reports)**  **Council noted election dates – May 2023** |
|  | **Meeting closed at 20.07** |

**Financial reports for November 22 meeting**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| BANK RECONCILATION |  |  |  |  |
| OPENING BANK BALANCE | 01/04/2022 |  |  | 13416.50 |
| EXPENDITURE FOR PERIOD |  |  | 4643.11 |  |
| INCOME FOR PERIOD |  |  | 8568.00 |  |
| NET EXPENDITURE |  |  |  | -3924.89 |
| BANK BALANCE AS ABOVE |  |  |  | 17386.39 |
|  |  |  |  |  |
| BAL PER S/M | 05/10/2022 |  |  | 17770.07 |
|  |  | 89 | 84.93 |  |
|  |  | 90 | 42.10 |  |
|  |  | so | 256.65 |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  | 383.68 |
| 05/10/2022 |  |  |  | 17386.39 |
| Leeds BS Deposit account | 13980.05 | Interest 6.46 | Paid in 1000.00 | c/bal | 14986.51 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 01/04/22-5/10/2022 | 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 |
| leeds b society interest received | 01/04/2022 | receipt |  | 17779.52 |
| b holder salary/wfh | 28/07/2022 | so | -256.65 | 17522.87 |
| b holder salary/wfh | 28/08/2022 | so | -256.65 | 17266.22 |
| b holder salary/wfh | 28/09/2022 | so | -256.65 | 17009.57 |
| b holder salary/wfh | 28/10/2022 | so | -256.65 | 16752.92 |
| precept receipt | 29/09/2022 | receipt | 2142.00 | 18894.92 |
| jhmrc | 28/07/2022 | 86 | -175.80 | 18719.12 |
| leeds deposit account | 28/07/2022 | 87 | -1000.00 | 17719.12 |
| c f insurance | 01/09/2022 | 88 | -205.70 | 17513.42 |
| gaptc | 01/06/2022 | 89 | -84.93 | 17428.49 |
| b holder expenses | 10/10/2022 | 90 | -42.10 | 17386.39 |
| m lewis final | 01/10/2022 | 91 | 0.00 | 17386.39 |

**Budget against actual to 5/10/22**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| budget to date | BUDGET | ACUTAL YEAR TO DATE | BALANCE AVAILABLE TO SPEND | Potential budget for 2023/24 |  |
| PRECEPT | 8568 | 8568 |  | Increase %% | 8996 |
| CIL | 0 | 0 |  |  |  |
| bank interest deposit account | 0 | 6 |  |  |  |
| inter account trans | 0 |  |  |  |  |
| wayleave | 21 | 0 | 0 |  |  |
| VAT to be reclaimed | 0 | 0 |  |  |  |
| other receipts |  | 0 |  |  |  |
| INCOME | 8589 | 8574 | 0 |  | 8996 |
| employment costs | 3825 | 1990 | 1835 | Allowing for £120 pa increase | 4000 |
| BT box | 100 | 0 | 100 |  | 100 |
| grit bins | 100 | 0 | 100 |  | 100 |
| hire of venue & village events | 75 | 317 | -242 | Includes jubilee events | 100 |
| admin/use of home | 482 | 253 | 229 |  | 500 |
| subscriptions | 225 | 85 | 140 |  | 225 |
| pata payroll | 250 | -47 | 297 |  | 250 |
| insurance | 480 | 386 | 94 |  | 480 |
| reserves | 1000 | 1000 | 0 |  | 1000 |
| S137 | 0 | 0 | 0 |  |  |
| DEF maintenance | 100 | 0 | 100 | 2 defibs  (earmark reserves) | 200 |
| grass cutting & tree maintenance | 650 | 600 | 50 |  | 650 |
| chairs allowance | 30 | 0 | 30 |  | 30 |
| councillors' expenses /travel | 100 | 0 | 100 |  | 100 |
| it costs | 350 | 24 | 326 |  | 350 |
| village dates & newsletters | 100 | 0 | 100 |  | 0 |
| audit fees | 120 | 0 | 120 |  | 120 |
| ico subs | 35 | 35 | 0 |  | 35 |
| balance to reserves | 567 |  | 567 |  | 756 |
| **Expenditure total for year** | 8589 | 4643 | 3946 |  | 8996 |
| contingency/balance |  | 3946 |  |  |  |
|  | 8589 | 8589 |  |  |  |

Precept increase by 5% (inflation 10%) salary costs increased by 2022 award of £120 (approx.) but not providing for increase for 2023, this leaves a surplus in the budget of 756

Other provisions to be considered -Asset of Community Value project?

Reserves for increased election costs going forward

Should general reserves be split for election reserves and should a specific item be put in the budget each year for election costs – split by-election figure by 4 and divide 4 yearly by 4 – discussion point- by-elections can happen any time and any number of times within the life of a council.

Reserves at beginning of 2022/23

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| reserves |  | Apr-21 |  | Apr-22 |
| leeds bs |  | 12980 |  | 13980 |
| general reseves | | 4065 | under spends | 4974 |
| DEFib grant |  | 650 |  | 0 |
| contingency |  | 8160 | 1 year precept | 8160 |
| CIL |  | 7 |  | 70 |
| BT phone boxes | | 200 |  | 0 |
| grit bins |  | 150 |  | 250 |
| year end | balance | 26212 |  | 27434 |