**SEVENHAMPTON PARISH COUNCIL**

**Agenda/summons for meeting**

**to be held at Brockhampton Village Hall**

**on 16th January 2023 at 7.30pm**

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|  | **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 & Members of the public  |
|  | Apologies received to be recorded  |
|  | Declaration of Interest for matters on the agenda to be invited-  |
|  | Public Participation to be invited-  |
|  | Council to receive update on assets of community value application in respect of the Craven ArmsCouncil to note that the application was submitted and despite numerous requests for updates nothing has been received |
|  | **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 21st November 2022 to be approved |
|  | **Council to note that Key election dates have been emailed to Councillors and can be widely disseminated**  |
|  | **Council to approve the payment list as discussed-** **expenses** **HMRC** |
|  | **Council to note & consider updates on Highway matters to be referred to Highways** |
|  | **Council to note & consider Defibrillator updates-** **Monthly report update to be received and then submitted on portal by Clerk if not already submitted by nominated residents****Council received update on cost of cabinet for Village Hall - Cllr Jackson** **.** |
|  | **Council to note & consider planning applications** **The change of use of the Craven Arms- objection comments have been submitted** |
|  | **Council confirmed its next meeting scheduled for 20th March 2023, commencing at 7.30pm and the May AGM will be held on 15th May. The parish assembly should be held separately (due to it being an election year) and therefore a date in April would be recommended** |
|  | **Meeting to be closed**  |

**Draft MINUTES of Meeting held on 21st November 2022**

**In Brockhampton Village Hall At 7.30pm**

|  |  |
| --- | --- |
|  | **Welcome**  |
|  | Attendance recorded as Parish Councillors’ Lynne Jackson, Harry Boyd, Matthew Cain, Bill Jenkin, Emma Lanfear, Joanna Ruddock and Gordon Day. 4 Members of the public  |
|  | Apologies received recorded County Councillor Paul Hodgkinson and District Councillor Robin Hughes |
|  | Declaration of Interest for matters on the agenda were invited- none |
|  | Public Participation was invited- **interest in item 9****A brief outline was given by Cllr Cain. 6 months’ notice of any sale, current owner no obligation to accept any offer. Parish Council or organized body can submit an application. Change of use can also trigger it. It covers a 5 year period. Members of the public expressed their appreciation of the Parish Council beginning the process and the community value of the pub.****Public session closed at 19.38** |
|  | Council approved assets of community value application in respect of the Craven ArmsCouncil suggested any further information required for the application – Employment opportunities for young peopleUse of the asset over the past 5 yearsB&B use of the asset additional to the use as a public house/restaurantCAMRA Pub of the year for several yearsMeetings of other organisations are held there.Title map of the property may include other landCouncil agreed the application would be submitted and include the Clerk’s details as a point of contact. Standing orders and plan to be attached.  |
|  | **Update invited from County Councillor Hodgkinson –** |
|  | **Report invited from District Councillor Hughes -none** |
|  | Minutes of the previous Parish Council Meeting held on 10th October 2022 approved |
|  | **Council noted & considered 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****Dates for process next year to be circulated.**  |
|  | **Council approved the payment list as discussed-** **expenses £26.05****PATA payroll £45.00****Domain Discount £119.99****Council approved salary increase for Clerk in line with national agreement and contract of employment back dated to 1/4/22 (backdated in the sum of £159.80 ) and an extra day of holiday going forward** |
|  | **Council approved financial reports, budget for 2023/24 and precept for 2023/24 in the sum of £9000 – revised budget to be circulated with minutes****(electorate 266 at Nov 22)** |
|  | **Council noted & considered updates on Highway matters to be referred to Highways****Usual potholes by lower Sevenhampton****Drain at Perch Pool not working****Church Lane the cul de sac sign is rotted through and is dangerous****Gassons Lane flooding at bottom**  |
|  | **Council noted & consider Defibrillator updates-** **Monthly report submitted on portal by Clerk****Lynne and Karen can also report directly to the portal****The case at the Village Hall is sticky and Council considered if it should be relocated to the Telephone box. Council considered if another cabinet should be obtained (£500 approx- Cllr Jackson to investigate). Disabled access to the phone box was discussed.****Village Hall committee update on the electrical usage of the Defibrillator at the Village Hall. Electrical use cost for the Village Hall was reported as not an issue.** |
|  | **Council agreed .org email address can now be closed**  |
|  | **Council noted planning applications** **Sennington House** **The old forge -brockhampton** **Quarry hill cottage –** **Sundial cottage** **Whychwold -withdrawn** |
|  | **Council confirmed its next meeting scheduled for 16th January 2023, commencing at 7.30pm** **Dark sky initiative noted - PC continue to wish to have dark skys** |
|  | **Meeting closed at 20.30** |

**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 and budget for 2023/24**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| budget to date | BUDGET | ACUTAL YEAR TO DATE | BALANCE AVAILABLE TO SPEND | notes | Agreed budget for 2023/24 |
| PRECEPT | 8568 | 8568 |  | Increase 5% | 9000 |
| CIL | 0 | 0 |  |  |  |
| bank interest deposit account | 0 | 6 |  |  |  |
| inter account trans | 0 |  |  |  |  |
| wayleave | 21 | 0 | 0 | \*chase up | 21 |
| VAT to be reclaimed | 0 | 0 |  |  |  |
| other receipts |  | 0 |  |  |  |
| INCOME | 8589 | 8574 | 0 |  | 9021 |
| 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 coronation events | 200 |
| 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(earmarked) | 200 |
| grass cutting & tree maintenance | 650 | 600 | 50 |  | 750 |
| Chair’s allowance | 30 | 0 | 30 |  | 30 |
| councillors' expenses /travel | 100 | 0 | 100 |  | 100 |
| it costs | 350 | 24 | 326 |  | 350 |
| village dates & newsletters | 100 | 0 | 100 |  | 100 |
| audit fees | 120 | 0 | 120 |  | 120 |
| **Election costs**  |  |  |  | earmarked | 250 |
| ico subs | 35 | 35 | 0 |  | 35 |
| balance to reserves | 567 |  | 567 |  |  |
| **Expenditure total for year** | 8589 | 4643 | 3946 |  | 8790 |
|  |  |  |  |  |  |
| contingency/balance |  | 3946 |  |  | 231 |
|  | 8589 | 8589 |   |  | 9021 |

Precept increase by approx 5% (inflation 10%)

salary costs increased by 2022 award of £120 (approx.)

Other provisions considered -Asset of Community Value project-no provision made in budget but funding in reserves could be used

Reserves for increased election costs going forward started

Reserves at beginning of 2022/23

|  |  |  |  |
| --- | --- | --- | --- |
| reserves | Apr-21 |  | Apr-22 |
| leeds bs | 12980 |  | 13980 |
| General reserves | 4065 | Under/overspends spends during year | 4974 |
| DEFib grant | 650 |  | 0 |
| contingency | 8160 | 1 year precept | 8160 |
| CIL | 7 | To be used within 4 years | 70 |
| Telephone boxes | 200 |  | 0 |
| grit bins | 150 |  | 250 |
| year end balance | 26212 |   | 27434 |

At end of 2023 new reserve line of election costs will be created