**SEVENHAMPTON PARISH COUNCIL**

**ANNUAL MEETING OF THE COUNCIL**

**TO BE HELD AT 7PM ON 15TH MAY 2023**

**IN THE VILLAGE HALL**

|  |  |
| --- | --- |
|  | **Welcome and introductions – by the present Chairman** |
|  | **Election of Chairman – signing of acceptance of office papers** |
|  | **Election of Vice-Chairman – signing of acceptance of office papers** |
|  | Attendance to be recorded as Parish Councillors (anticipated as Lynne Jackson, Harry Boyd, Emma Lanfear, Bill Jenkin and Gordon Day. County Councillor Paul Hodgkinson & District Councillor Jeremy Theyer) |
|  | **Apologies received to be recorded,** |
|  | **Declaration of Interest for matters on the agenda to be invited-** |
|  | **Minutes of the previous Parish Council Meeting held on 20th March 2023 to be approved** |
|  | **Public Participation will be invited (for a period of 5 minutes or as determined by Chair of meeting)** |
|  | **Council to approve its response to planning application 23/01339/PLP Permission in principle for the erection of a single infill dwelling and associated works at Farthings The Quarry Brockhampton** |
|  | **Council to review 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 to consider if changes are required to standing orders or financial regulations** |
|  | **Council to consider if any changes are required to the asset register** |
|  | **Council to review representation on outside organisations such as No Crash group** |
|  | **Council to review any lead Councillor roles** |
|  | **Council to consider if any changes are required to insurance policy for the coming year** |
|  | **Council to consider if any changes are required to banking mandate** |
|  | **Council to consider if any changes are required to its Complaints, Freedom of Information or Data protection policies procedure** |
|  | **Council to approve its independent internal auditor** |
|  | **Council to confirm it wishes to renew its subscriptions and/or contracts** |
|  | **Council to approve the financial reports and payment list as attached** |
|  | **Council to approve its AGAR completion and delegate to the Chair of Council to sign the appropriate forms** |
|  | **Council to agree that its meeting schedule shall remain as 3rd Thursday of May, July, September, November, January, March commencing at 7.30pm** |
|  | **Update on banking correspondence** |
|  | **Update on asset of community value request** |
|  | **Report received from County Councillor Hodgkinson (may be carried forward to Parish Assembly which immediately follows this meeting)** |
|  | **Report received from District Councillor Theyer (may be carried forward to Parish Assembly which immediately follows this meeting)** |

**SEVENHAMPTON PARISH COUNCIL**

**Draft Minutes of meeting**

**held at Brockhampton Village Hall**

**on March 20th 2023 at 7.45pm**

|  |  |
| --- | --- |
|  | **Welcome** |
|  | Attendance recorded as Parish Councillors’ **Lynne Jackson, Harry Boyd**, **Bill Jenkin**, **Joanna Ruddock** **Emma Lanfear,** **Matthew Cain** and **Gordon Day**. 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- Parish Councillors Day, Cain (steering group), Cllrs Lanfear, Ruddock, Boyd (supporters) in the Save the Pub Group |
|  | Public Participation was invited- none |
|  | Council noted update on assets of community value application in respect of the Craven Arms  District Council has validated the application and is contacting the current owner (legal process) |
|  | Council considered email received from Save the Pub group requesting a donation along with supporting information (as distributed via email) Parish Councillors Day & Cain declared an interest and took no part  Councillors Lanfear, Ruddock, Boyd, Jenkin (having declared an interest) took part in a discussion and along with Cllr Jackson all agreed  Using s137 Council agreed to donate £264 to cover Plunket foundation fee and IT email platform costs (vire from other budget accounts which are surplus- Cllrs Expenses/Travel & IT costs) – Proposed /seconded and agreed |
|  | **Council noted update from County Councillor Hodgkinson via email** |
|  | **Council noted no report received from District Councillor Hughes -** |
|  | Minutes of the previous Parish Council Meeting held on 16th January 2023 approved  **Emergency plan to be cfwd and to consider emergency wardens from different areas of the village** |
|  | **Council noted updates on election available on**  [Current and future elections - Cotswold District Council](https://www.cotswold.gov.uk/about-the-council/elections-and-voting/current-and-future-elections/)  **Nomination papers available from** [parish-town-nomination-paper-pack.pdf (cotswold.gov.uk)](https://www.cotswold.gov.uk/media/vzwhk53l/parish-town-nomination-paper-pack.pdf)  The notice of election starts the process for the receipt of nominations.  These must be hand delivered to the Council Offices, Trinity Road, Cirencester, GL7 1PX  The candidate can ask another person to deliver their nomination papers for them and one person may deliver more than one set of nominations.  The office will be open from 9am until 5pm from Monday 20 March until Monday 3 April and then from 9am until the deadline of 4pm on Tuesday 4 April.  **The deadline for delivery is 4pm on Tuesday 4 April.** |
|  | **Council approved the payment list as discussed-**  **expenses £17.74**  **salary underpayment £48.00**  **HMRC £127.20 to feb 23**  **Zurich -** Sevenhampton Good Neighbourhood Scheme (tbc) |
|  | **Council noted that a periodic review of bank account is being undertaken and t the Clerk has given all the information requested & Councillors have been contacted and completed their information request** |
|  | ****Council noted**** Consultation on Cotswolds National Landscape Draft Revised Neighbourhood Plan Position Statement (as distributed via email) |
|  | **Council noted & considered updates on Highway matters to be referred to Highways**  **“report it” facility highlighted** |
|  | **Council noted no Defibrillator updates at this time** |
|  | **Council noted & considered planning application updates**  **Re-modelling and extension of the existing dwelling, and construction**  **of a detached garage at Wychwood Brockhampton 23/00128/FUL- Councillors noted response from member of the public and confirmed that there were no objections therefore Clerk was instructed not to make a comment**  **Erection of garden office at Quarr Cottage -** **23/00012/FUL- permitted**  **Cllr Boyd read out a list of those applications decided/outstanding** |
|  | **Council confirmed its next meeting is scheduled for 15th May 2023 in line with legal requirements in an election year.**  **Council gave a vote of thanks to Councillors who were not standing for re-election**  **Next agenda website.** |
|  | **Meeting closed at 20.14** |

**Financial reports for year end 31/3/23**

**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 | 01/10/2022 | 91 | -95.00 | 17291.39 |
| b holder salary/wfh | 28/11/2022 | so | -256.65 | 17034.74 |
| b holder salary/wfh | 28/12/2022 | so | -256.65 | 16778.09 |
| b holder salary/wfh | 28/01/2023 | so | -256.65 | 16521.44 |
|  |  |  | 0.00 | 16521.44 |
| pata payroll | 15/11/2022 | 92 | -45.00 | 16476.44 |
| b holder expeses | 15/11/2022 | 93 | -26.05 | 16450.39 |
| discount domain | 15/11/2022 | 94 | -119.99 | 16330.40 |
| b holder backpay | 15/11/2022 | 95 | -159.80 | 16170.60 |
| m lewis | 01/01/2023 | 96 | -100.00 | 16070.60 |
| hmrc | 11/01/2023 | 97 | -221.20 | 15849.40 |
| b holder | 11/01/2023 | 98 | -41.95 | 15807.45 |
| b holder salary/wfh | 28/02/2023 | so | -256.65 | 15550.80 |
| b holder salary/wfh | 28/03/2023 | so | -256.65 | 15294.15 |
| hmrc | 13/03/2023 | 99 | -127.20 | 15166.95 |
| b holder expenses/salary | 13/03/2023 | 100 | -65.74 | 15101.21 |
| zurich good neighbour insuance | 13/03/2023 | 101 | -179.87 | 14921.34 |
| s taylor SOP group | 13/03/2023 | 102 | -264.00 | 14657.34 |
| hmrc | 31/03/2023 | 103 | -63.80 | 14593.54 |
| b holder underpayment salary | 31/03/2023 | 104 | -23.80 | 14569.74 |

**Reconciliations**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| BANK RECONCILATION |  |  |  |  |  |
| OPENING BANK BALANCE | 01/04/2022 |  |  | 13416.50 |  |
| EXPENDITURE FOR PERIOD |  |  | 7459.76 |  |  |
| INCOME FOR PERIOD |  |  | 8568.00 |  |  |
| NET EXPENDITURE |  |  |  | -1108.24 |  |
| BANK BALANCE AS ABOVE |  |  |  | 14569.74 |  |
|  |  |  |  |  |  |
| BAL PER S/M | 31/03/2023 |  |  | 15101.21 |  |
|  |  | 101 | -179.87 |  |  |
|  |  | 102 | -264.00 |  |  |
|  |  | 103 | -63.80 |  |  |
|  |  | 104 | -23.80 |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  | 531.47 |  |
| 31/03/2023 |  |  |  | 14569.74 | 14569.74 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Leeds BS Deposit account | 13980.05 | 6.46 | 1000.00 | c/bal | 14986.51 |
|  |  |  |  |  |  |
|  | Total bank balance |  |  |  | 29556.25 |

**Payroll**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  | hmrc | net salary | gross |  |  |
| cash book | 763.80 | 3055.20 | 3819.00 |  |  |
| pata | 763.80 | 3055.20 | 3819.00 | to 31/3/23 | |
| due | 0.00 | 0.00 |  |  |  |

**Reserves**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| reserves |  | Apr-21 |  | Apr-22 |  | 31/03/2023 |
| leeds bs |  | 12980 |  | 13980 |  | 14987 |
| general reseves | | 4065 | under spends | 4974 |  | 5789 |
| Defib |  | 650 |  | 0 |  | 100 |
| contingency |  | 8160 | 1 year precept | 8160 |  | 8160 |
| CIL |  | 7 |  | 70 |  | 70 |
| BT phone boxes | | 200 |  | 0 |  | 100 |
| grit bins |  | 150 |  | 250 |  | 350 |
| year end | balance | 26212 |  | 27434 |  | 29556 |

**Budget against actual**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| budget to date | BUDGET | ACUTAL YEAR TO DATE | BALANCE AVAILABLE TO SPEND | still to be received |
| PRECEPT | 8568 | 8568 |  | 0 |
| CIL | 0 | 0 |  |  |
| bank interest deposit account | 0 | 6 | 6 |  |
| inter account trans | 0 |  |  | 0 |
| wayleave | 21 | 0 | -21 |  |
| VAT to be reclaimed | 0 | 0 |  | 0 |
| other receipts |  | 0 |  |  |
| INCOME | 8589 | 8574 | -15 | 0 |
| employment costs | 3825 | 3819 | 6 |  |
| 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 | 437 | 45 |  |
| subscriptions | 225 | 85 | 140 |  |
| pata payroll | 250 | -2 | 252 |  |
| insurance | 480 | 565 | -85 |  |
| S137 | 0 | 264 | -264 | Save our pub |
| DEF maintenance | 100 | 0 | 100 |  |
| grass cutting & tree maintenance | 650 | 795 | -145 |  |
| chairs allowance | 30 | 0 | 30 |  |
| councillors' expenses /travel | 100 | 0 | 100 |  |
| it costs | 350 | 145 | 205 |  |
| village dates & newsletters | 100 | 0 | 100 |  |
| audit fees | 120 | 0 | 120 |  |
| ico subs | 35 | 35 | 0 |  |
| balance to reserves | 567 |  | 567 |  |
| **Expenditure total for year** | 7589 | 6461 | 1113 |  |
| contingency/balance |  | 1113 |  |  |
| to leeds reserve account | 1000 | 1000 |  |  |
|  | 8589 | 8574 |  |  |

**AGAR totals**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **AGAR report** |  | 2000 | 2021 | 2022 | 2023 |  |
|  |  |  |  |  |  |  |
| balances bfwd | box 1 | 21002 | 22609 | 26212 | 27442 |  |
| precept | box 2 | 7750 | 8000 | **8160** | 8568 |  |
| other receipts | box 3 | 1021 | 1664 | 84 | 6 | 8574 |
| staff costs | box 4 | 3365 | 3366 | 3519 | 3819 |  |
| loan repayments | box 5 | 0 | 0 | 0 | 0 |  |
| all other payments | box 6 | 3799 | 2696 | 3494 | 2642 | 6461 |
| balances cfwd | box 7 | 22609 | 26212 | 27442 | 29556 |  |
| bank and cash balances | box 8 | 22609 | 26212 | 27442 | 29556 |  |

**Expenses reconciliation**

|  |  |
| --- | --- |
|  | May 23 |
| fuel | 10.8 |
| wfh (a) | 26 |
| postage | 6 |
| printing | 3.4 |
| year end | 6 |
| wfh (m) | 26 |
|  | 78.2 |

**Cheque payment list**

**Hmrc 31/3/23 £63.80**

**Underpayment of salary to 31/3/23 £23.80**

**M Lewis 5 months May to September £475**

**Domain Discounts (LJ) £26.39**

**PATA payroll annual £103.20**

**PATA 22/23 underpaid £45.00**

**GAPTC annual 87.39**

**HMRC A, M, J £190.80**

**B Holder expenses £78.20**