**SEVENHAMPTON PARISH COUNCIL**

**Agenda/Summons for meeting**

**To be held at Brockhampton Village Hall**

**on September 18th 2023 at 7.30pm**

|  |  |
| --- | --- |
|  | **Welcome**  |
|  | Attendance to be recorded (anticipated as Parish Councillors’ **Lynne Jackson, Harry Boyd**, **Bill Jenkin**, **Emma Lanfear** and **Gordon Day**. County Councillor Paul Hodgkinson and District Councillor Jeremy Theyer) Members of the public |
|  | Apologies received to be accepted/recorded  |
|  | Declaration of Interest for matters on the agenda to be invited**Councillors are referred to the distributed information regarding declaration of interest on matters on the agenda and the taking part in items on the agenda where an interest may have been declared** |
|  | Public Participation will be invited for matters on the agenda, following which the public session will be closed and t**he public will be invited to remain and observe the remainder of the meeting. Councillors may also speak during the public session.** **Chair of the meeting will ensure that the public session is formally closed before moving on to matters on the agenda** |
|  | Council to agree its response to review of the listing of the Craven Arms as an Asset of Community ValueSubmission date 20th September 2023 |
|  | **Council to consider planning applications** 1. 23/00128/FUL- Remodelling and extension of the existing dwelling, and construction of a garage at Wychwood-closing date 20th September 2023
 |
|  | **Council to note update from County Councillor Hodgkinson**  |
|  | **Council to note report received from District Councillor Theyer**  |
|  | Minutes of the previous Parish Council Meeting held on 23rd August 2023 to be approved |
|  | **Council to approve the financial reports as attached** |
|  | **Council to approve the payment list as discussed-**  |
|  | **Council to note update on review of bank account (see supporting papers)****The Clerk has responded but the bank does not appear to have registered the reply (as set out in the supporting papers)**  |
|  | **Council to note & consider updates on Highway matters** **Council to note that any concerns made by Councillors or members of the public should be registered through the website portal “report it” to ensure that it processed by GCC staff** |
|  | **Council to confirm its next meeting is scheduled for 20th November 2023 (budget and precept) at 7.30pm** |
|  | **Meeting to be closed**  |

**Council to note update on review of bank account**

Clerk has been asked to provide

* 1. The Parish Council’s trading address is showing as (clerk personal address)

               “ I am unable to independently verify the trading address”

**Clerk has explained it is their personal home address and not a trading address as the Council does not trade -**

* 1. I would be grateful if you could provideindependent verification of Sevenhampton Parish Council’s address. This could be

* a current insurance contract, Bank / Credit Card statement from a recognised financial institution (not Barclays)
* correspondence from a regulator dated within the last 3 months e.g., FCA, Law Society,
* correspondence from HMRC, lease / licence / rental agreement relating to property only
* letter from a Local Authority e.g., Council Tax
* a letter from an accountant or solicitor.

                The letter from an accountant or solicitor must be:

* On headed paper
* Have the name of the accountant/solicitor (the individual, not the firm)
* Regulated Body Name
* Regulated Body Membership Number
* Confirm the business is physically trading from the address, and is not a virtual office.

**Clerk has explained that there is no independent verification of the above address for Sevenhampton Parish Council as the address is the private address of the Clerk as an employee, it does not trade and therefore none of the above are applicable**

1. The address appears to be a residential address, can you provide an explanation as to why that is?

**Clerk has explained that it is the home address of the Clerk where bank statements are sent**

1. xxxxxx can be found at this address. Can you clarify the relationship between xxxxxx Limited and Sevenhampton Parish Council?

**Clerk has explained that the Clerk has other employment**

1. We do not have a fully validated address for xxxx (Councillor)

**Clerk has provided an email address for direct contact to be made.**

Declaration of interests – full document distributed via email

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in Table 1, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest, just that you have an interest.

Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

1. Where you have a disclosable pecuniary interest on a matter to be considered must not take any steps or further steps in the matter

Disclosure of Other Registerable Interests

1. Where a matter arises at a meeting which directly relates to one of your Other Registerable Interests (as set out in Table 2), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest.

Disclosure of Non- Registerable Interests

7. Where a matter arises at a meeting which directly relates to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest.

You may speak on the matter only if members of the public are alsoallowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest.

8. Where a matter arises at a meeting which affects – a. your own financial interest or well-being; b. a financial interest or well-being of a friend, relative, close associate;or c. a body included in those you need to disclose under Disclosable Pecuniary Interests as set out in Table 1 you must disclose the interest.

 In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter affects your financial interest or well-being: a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and; b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest.

**Financial reports**

**Cash book**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| payee | date | CHQ NO | transaction | CURRENT A/C balance | reconciled |
|  |  |  |  | 14569.74 |  |
| cdc precept | 28/04/2023 | income | 6750.00 | 21319.74 | y |
| b holder | 28/04/2023 | so | -256.65 | 21063.09 | y |
| b holder | 28/05/2023 | so | -256.65 | 20806.44 | y |
| b holder | 28/06/2023 | so | -256.65 | 20549.79 | y |
| b holder | 28/07/2023 | so | -256.65 | 20293.14 | y |
| b holder | 28/08/2023 | so | -256.65 | 20036.49 | y |
| m lewis ( 5months) | 09/05/2023 | 105 | -475.00 | 19561.49 | y |
| domaine discounts | 03/05/2023 | 106 | -26.39 | 19535.10 | y |
| pata payroll | 09/05/2023 | 107 | -103.20 | 19431.90 | y |
| pata payroll 22/23 | 09/05/2023 | 108 | -45.00 | 19386.90 | y |
| gaptc | 09/05/2023 | 109 | -87.39 | 19299.51 | y |
| hmrc (a,m,j) | 03/05/2023 | 110 | -190.80 | 19108.71 | y |
| b holder | 09/05/2023 | 111 | -52.20 | 19056.51 | y |
| b holder | 09/05/2023 | 112 | -26.00 | 19030.51 | y |
| leeds b s | 12/05/2023 | 113 | -1000.00 | 18030.51 | y |
| telephone box signs | 15/05/2023 | 114 | -68.50 | 17962.01 | y |
| community first insurance | 12/05/2023 | 115 | -163.42 | 17798.59 |  |
| pata 22/23 pension | 23/05/2023 | 116 | -19.65 | 17778.94 | y |
| b holder | 13/07/2023 | 117 | -109.00 | 17669.94 | y |
| jubilee celebration  | 05/06/2023 | 118 | -53.94 | 17616.00 | y |
| I selkirk | 11/07/2023 | 119 | -115.00 | 17501.00 | y |
| ico | 06/04/2023 | dd | -35.00 | 17466.00 | y |
| b holder to 31/10/23 | 12/09/2023 | 120 | -74.80 | 17391.20 |  |

**Bank reconciliation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| OPENING BANK BALANCE | 01/04/2023 |  |  | 14569.74 |
| EXPENDITURE FOR PERIOD |  |  | 3928.54 |  |
| INCOME FOR PERIOD |  |  | 6750.00 |  |
| NET EXPENDITURE |  |  |  | -2821.46 |
| BANK BALANCE AS ABOVE |  |  |  | 17391.20 |
|  |  |  |  |  |
| BAL PER S/M  | 31/08/2023 |  |  | 17466.00 |
|  |  | 120 | 74.80 |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  | -74.80 |
| 31/08/2023 |  |  |   | 17391.20 |

**Other reconciliations**

**payroll**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | hmrc | net salary | gross |  |
| cash book | 190.80 | 1273.05 | 1463.85 |  |
| pata | 318.20 | 1273.05 | 1591.25 |  |
| due | -127.40 | 0.00 |  | 5/10/23 |
|  |  |  |  |  |

**Expenses**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | May-23 | Jul-23 | sept | due | wf h |  |
| fuel | 10.8 | 21.6 | 21.60 |  | 182 | to 31/10 |
| wfh (a) | 26 | 26 | 26.00 | sept | 182 | Paid  |
| postage | 6 | 6 | 8.00 |  |  |  |
| printing | 3.4 | 3.4 | 3.40 |  |  |  |
| year end | 6 | 26 |  |  |  |  |
| wfh (m) | 26 | 26 | 26.00 | oct |  |  |
|  | 78.2 | 109 | 85.00 | 272.2 | 272.20 | 0.00 |
|  |  |  | 10.20 | paid |  |  |
| Balance Due |  | 74.80 |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| reserves |  | Apr-21 |  | Apr-22 |  | 31/03/2023 |
| leeds bs |  | 12980 |  | 13980 |  | 15993 |
| 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 |  | 30562 |

**Actual against budget**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| budget to date | BUDGET | ACUTAL YEAR TO DATE | BALANCE AVAILABLE TO SPEND | still to be received |
| PRECEPT | 9000.00 | 6750 |  | 2250 |
| CIL |  | 0 |  |  |
| bank interest deposit account |  | 0 | 13 |  |
| inter account trans |  |  |  | 0 |
| wayleave | 21 | 0 | -21 |  |
| VAT to be reclaimed |  | 0 |  | 0 |
| other receipts |  | 0 |  |  |
| INCOME | 9021 | 6750 | -8 | 2250 |
| employment costs | 4000 | 1464 | 2536 |  |
| BT box | 100 | 0 | 100 |  |
| grit bins | 100 | 0 | 100 | reserves |
| hire of venue & village events | 200 | 0 | 200 | jubilee costs |
| admin/use of home | 500 | 272 | 228 |  |
| subscriptions | 225 | 87 | 138 |  |
| pata payroll | 250 | 168 | 82 |  |
| insurance | 480 | 163 | 317 |  |
|  | 1000 |  | 1000 |  |
|  S137 |  | 0 | 0 |  |
| DEF maintenance  | 200 | 69 | 132 |  |
| grass cutting & tree maintenance | 750 | 475 | 275 |  |
| chairs allowance | 30 | 0 | 30 |  |
| councillors' expenses /travel | 100 | 0 | 100 |  |
| it costs | 350 | 27 | 323 |  |
| village dates & newsletters | 100 | 54 | 46 |  |
| audit fees | 120 | 115 | 5 |  |
| ico subs | 35 | 35 | 0 |  |
|  | 250 |  |  |  |
| balance to reserves |  |  | 567 |  |
| **Expenditure total for year** | 8790 | 2930 | 6169 |  |
| contingency/balance | 231 | 6169 |  |  |
| to leeds reserve account |  | 1000 |  |  |
|  | 9021 | 10099 |   |  |

**SEVENHAMPTON PARISH COUNCIL**

**Draft minutes**

**Extra-ordinary meeting held on Tuesday**

**23rd August 2023 at 7pm**

**Brockhampton Village Hall**

|  |  |
| --- | --- |
|  | **Welcome from Chair of Council** |
|  | Attendance recorded as Parish Councillors **Lynne Jackson, Emma Lanfear,** **Bill Jenkin**, and **Gordon Day and 1** Member of the public |
|  | Apologies received accepted and recorded from Parish Councillor **Harry Boyd**, **Matthew Cain Kathy Haig** |
|  | Declaration of Interest for matters on the agenda was invited – item 7 Councillor Gordon Day |
|  | Public Participation was invited on matters on the agenda-Planning application points raised included Objections to planning application in terms of personal impact on neighbouring propertiesOther concerns discussed included parking, concerns during construction, narrow lane, joining to an existing detached property via a party wall, future use of development, grade II listing of existing building, visibility of developmentA different application in the locality was refused planning permission in the area on the grounds of Highway amenities & parking (Council to reference this application-Farthings)**Public session closed at 19.17** |
|  | Council considered planning applications for Conversion of existing outbuilding to residential annex and other associated works at Quarr Cottage23/02364/LBC23/02363/FULCouncil objects based on 23/01339/PLP decision for refusal Narrowest point on village with existing parking and congestion problems, parking on the site is already being used by residents opposite the proposed siteThere is no off-road access to the site during the construction periodCouncil requests that Highways officers make a site visit prior to making their comments/recommendations **Clerk to submit on 29th August 2023** |
|  | Council noted correspondence received from the District Council regarding assets of community value in respect of the Craven Arms (as distributed via email) The owner has stated “there is no reasonable prospect of this being a viable business in the next 5 years” and has requested a review CDC have confirmed procedureIt will be determined by written representationsBy 1st September 2023- owner – detailed and full reasons for requesting a reviewBy 15th September 2023 – Parish Council agreed that the response to the above will be submitted by Clerk under delegated authorityBy 29th September – further representations by ownerCouncil noted receipt of response to complaint to Head of Legal department on the late receipt of the notice of intent (as distributed via email)  |
|  | Minutes of the previous Parish Council Meeting held on 1st August 2023 approved |
|  | **Council approved resolution to exclude members of the****public/press/members of other Council bodies under Public Bodies****(Admission to meetings Act 1960) by reason of the confidential nature of the****business to be transacted regarding employment matters****Council noted the advice from GAPTC** |
|  | **Council confirmed its next meeting is scheduled for 18th September 2023 at 7.30pm** |
|  | **Meeting closed at 19.48** |