**SEVENHAMPTON PARISH COUNCIL**

**Agenda/summons of the meeting to be held at Brockhampton Village Hall**

**on November 20th 2023 at 7.30pm**

|  |  |
| --- | --- |
|  | **Welcome from Chair of Council** |
|  | Attendance to be recorded (anticipated as Parish Councillors’ **Lynne Jackson, Harry Boyd**, **Bill Jenkin**, **Emma Lanfear** **Gordon Day** **Kathy Haig** and **Matthew Cain** County Councillor Paul Hodgkinson District Councillor Jeremy Theyer and Members of the public) |
|  | Apologies received to be accepted/recorded |
|  | Declaration of Interest for matters on the agenda to be invited  **Councillors to note 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 to be invited for matters on the agenda, following which the public session will be closed and t**he public invited to remain and observe the remainder of the meeting. Councillors who have declared an interest will also be invited to speak during the public session.**  **Chair of the meeting will close the public session before moving on to matters on the agenda** |
|  | Council to consider updates and further actions regarding the listing of the Craven Arms as an Asset of Community Value |
|  | **Council to consider any outstanding planning matters**  **23/02980/FUL -agricultural and to residential garden at The old Farmhouse, the Quarry- distributed to Councillors-no comment**  **23/03049/TCONR- Old Shop, Brockhampton – distributed to Councillors – no comment**  **23/03023/TCONR -High Bank- distributed to Councillors -no comment** |
|  | **Council to note update from County Councillor Hodgkinson** |
|  | **Council to invite report received from District Councillor Theyer** |
|  | Minutes of the previous Parish Council Meeting held on September 18th 2023 to be approved |
|  | **Council to note that the national agreement on salaries have been reached and increases salary by £1 ph backdated to 1/4/23.** |
|  | **Council to approve the financial reports as attached** |
|  | **Council to approve the payment list as attached** |
|  | **Council to approve the precept/budget for 2024/25** |
|  | **Council to note any update on review of bank account**  **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 updates on Highway matters (see above)** |
|  | **Council to consider the website and actions required** |
|  | **Council to confirm its next meeting is scheduled for January 15th 2024 at 7.30pm** |
|  | **Meeting to be closed** |

**SEVENHAMPTON PARISH COUNCIL**

**Draft minutes of the held at Brockhampton Village Hall**

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

|  |  |
| --- | --- |
|  | **Welcome from Chair of Council** |
|  | Attendance recorded as Parish Councillors’ **Lynne Jackson, Harry Boyd**, **Bill Jenkin**, **Emma Lanfear** **Gordon Day** and **Matthew Cain** County Councillor Paul Hodgkinson and 2 Members of the public |
|  | Apologies accepted/recorded from Parish Councillors **Kathy Haig**  District Councillor Jeremy Theyer |
|  | Declaration of Interest for matters on the agenda were invited  **Councillors noted 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**  **Cllr Day & Cain declared a non-pecuniary interest in ACV**  **Cllr Boyd declared a pecuniary interest in ACV** |
|  | Public Participation was invited for matters on the agenda, following which the public session was closed and t**he public were invited to remain and observe the remainder of the meeting. Councillors who declared an interest were also invited to speak during the public session.**   * **Cllr Day spoke on the expert witness documents and draft comment for consideration circulated** * **Resident 1 asked if the expert witness letter will be submitted by the PC** * **Resident 2 spoke on behalf of the Save The Pub Group** * **There was a comment that viability is subjective view and not necessarily linked to the perceived value.** * It was questioned if the valuation figures do not appear to reflect the various plots within the ACV * **Previous planning permission for managers accommodation was noted** * **Comments were invited from the public on Planning item 7**   **Chair of the meeting closed the public session at 19.45pm before moving on to matters on the agenda** |
|  | Council agreed its response to review of the listing of the Craven Arms as an Asset of Community Value  Cllrs Cain, Cllr Boyd and Cllr Day took no part in the discussion or vote  Councillors proposed, seconded and agreed to submit via email the 3 documents as distributed  Copy to CDC Councillor  Submission date noted 20th September 2023 |
|  | **Council considered planning application**  23/00128/FUL- Remodelling and extension of the existing dwelling, and construction of a garage at Wychwood-closing date 20th September 2023   * Councillors discussed the materials/colouring of the external surfaces * Light pollution from the windows and the size of the windows were noted * Height of the wall at the front of the plot was also noted * Noted inclusion of Bat Box * Council considered if more Cotwold stone could be used * Council noted resident comments already submitted * No external lighting was shown on the plans but any such lighting was noted   Councillors agreed to submit **Comment** on the lack of Cotswold stone and Cotswold roofing in the plans and concern over potential of light pollution |
|  | **Council noted update from County Councillor Hodgkinson**   * **Highways**   **A435 has re-opened**  **A417 missing link work has started**  **Whiteway (North Cerney/Chedworth) resurfacing**  **BOATs update requested- not yet available**  **Potholes- specific mention of east of the Ford at Sevenhampton**  **“Report IT” or “Fix my Street” to be used for reporting pot holes etc**   * **“Robin on Demand” bus service was discussed and needs more publicity** * **Health update- Covid and Flu jabs for those in the identified groups** * **Boundary changes -Change to parliamentary constituency –“North Cotswolds”**   **-County Council divisions (2025) proposals coming soon** |
|  | **Council noted no report received from District Councillor Theyer** |
|  | Minutes of the previous Parish Council Meeting held on 23rd August 2023 were approved |
|  | **Council approved the financial reports as attached**  **Grass cutting -concern over bench area at Gassons not being mowed to the edge**  **Councillors will provide a plan of works/concerns for Clerk to follow up** |
|  | **Council approved the payment list as attached** |
|  | **Council noted update on review of bank account**  **The Clerk has responded but the bank does not appear to have registered the reply (as set out in the supporting papers)** |
|  | **Council noted & considered updates on Highway matters (see above)**  **Council noted 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 confirmed its next meeting is scheduled for 20th November 2023 (budget and precept) at 7.30pm** |
|  | **Meeting closed at 20.22** |

**Financial reports**

**Cash book**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| payee | date | CHQ NO | transaction | CURRENT A/C balance |
|  |  |  |  | 14569.74 |
| cdc precept | 28/04/2023 | income | 6750.00 | 21319.74 |
| b holder | 28/04/2023 | so | -256.65 | 21063.09 |
| b holder | 28/05/2023 | so | -256.65 | 20806.44 |
| b holder | 28/06/2023 | so | -256.65 | 20549.79 |
| b holder | 28/07/2023 | so | -256.65 | 20293.14 |
| b holder | 28/08/2023 | so | -256.65 | 20036.49 |
| m lewis ( 5months) | 09/05/2023 | 105 | -475.00 | 19561.49 |
| domaine discounts | 03/05/2023 | 106 | -26.39 | 19535.10 |
| pata payroll | 09/05/2023 | 107 | -103.20 | 19431.90 |
| pata payroll 22/23 | 09/05/2023 | 108 | -45.00 | 19386.90 |
| gaptc | 09/05/2023 | 109 | -87.39 | 19299.51 |
| hmrc (a,m,j) | 03/05/2023 | 110 | -190.80 | 19108.71 |
| b holder | 09/05/2023 | 111 | -52.20 | 19056.51 |
| b holder | 09/05/2023 | 112 | -26.00 | 19030.51 |
| leeds b s | 12/05/2023 | 113 | -1000.00 | 18030.51 |
| telephone box signs | 15/05/2023 | 114 | -68.50 | 17962.01 |
| community first insurance | 12/05/2023 | 115 | -163.42 | 17798.59 |
| pata 22/23 pension | 23/05/2023 | 116 | -19.65 | 17778.94 |
| b holder | 13/07/2023 | 117 | -109.00 | 17669.94 |
| jubilee celebration | 05/06/2023 | 118 | -53.94 | 17616.00 |
| I selkirk | 11/07/2023 | 119 | -115.00 | 17501.00 |
| ico | 06/04/2023 | dd | -35.00 | 17466.00 |
| b holder to 31/10/23 | 12/09/2023 | 120 | -74.80 | 17391.20 |
| b holder | 30/09/2023 | so | -256.65 | 17134.55 |
| b holder | 31/10/2023 | so | -256.65 | 16877.90 |
| hmrc (a,s,o) | 31/10/2023 | 121 | -254.60 | 16623.30 |
| b holder expenses to 31/12/23 | 14/11/2023 |  | -81.00 | 16542.30 |
| cdc precept | 26/09/2023 | receipt | 2250.00 | 18792.30 |

**Bank reconciliation**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| BANK RECONCILATION |  |  |  |  | TOTAL INC |
| OPENING BANK BALANCE | 01/04/2023 |  |  | 14569.74 | deposit inc |
| EXPENDITURE FOR PERIOD |  |  | 4777.44 |  |  |
| INCOME FOR PERIOD |  |  | 9000.00 |  |  |
| NET EXPENDITURE |  |  |  | -4222.56 |  |
| BANK BALANCE AS ABOVE |  |  |  | 18792.30 | 0.00 |
|  |  |  |  |  |  |
| BAL PER S/M | 31/10/2023 |  |  | 19127.90 |  |
|  |  | 121 | 254.60 |  |  |
|  |  | 122 | 81.00 |  |  |
|  |  |  |  |  |  |
|  |  |  |  | -335.60 |  |
| 31/10/2023 |  |  |  | 18792.30 | 0.00 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Leeds BS Deposit account | 14986.51 | 6.46 | 1000.00 | c/bal | 15992.97 |
|  |  |  |  |  |  |
| Total bank balance |  |  |  |  | 34785.27 |

**Payment list**

B holder expenses including 2x wfh and mileage = £81.00

Hmrc £254.60

L Jackson Domain discounts £119.99

Salary backpay as calculated by payroll

**Other reconciliations**

**payroll**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | hmrc | net salary | gross |
| cash book | 445.40 | 1782.35 | 2227.75 |
| pata | 445.40 | 1782.35 | 2227.75 |
| due | 0.00 | 0.00 |  |

**Expenses**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  | May-23 | Jul-23 | sept | nov | wf h |  |
| fuel | 10.8 | 21.6 | 21.60 | 21.6 | 234 | to 31/12 |
| wfh (a) | 26 | 26 | 26.00 | 52 | 234 |  |
| postage | 6 | 6 | 8.00 | 8 |  |  |
| printing | 3.4 | 3.4 | 3.40 | 3.4 |  |  |
| year end | 6 | 26 |  |  |  |  |
| wfh (m) | 26 | 26 | 26.00 |  |  |  |
|  | 78.2 | 109 | 85.00 | 85 |  |  |
|  |  |  | 10.20 | 4 |  |  |
|  | |  | 74.80 | 81 |  |  |

**Reserves (for information )**

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| budget to date | BUDGET | ACUTAL YEAR TO DATE | BALANCE AVAILABLE TO SPEND | still to be received | Proposed 23/24 |  |
| PRECEPT | 9000.00 | 9000 |  | 0 | 9500.00 | 5% increase |
| CIL |  | 0 |  |  |  |  |
| bank interest deposit account |  | 0 |  |  |  |  |
| inter account trans |  |  |  | 0 |  |  |
| wayleave | 21 | 0 |  |  |  |  |
| VAT to be reclaimed |  | 0 |  | 0 |  |  |
| other receipts |  | 0 |  |  |  |  |
| INCOME | 9021 | 9000 |  | 0 | 9500 |  |
| employment costs | 4000 | 2228 | 1772 |  | 4300 | increase of £25 pm |
| BT box | 100 | 0 | 100 |  | 100 |  |
| grit bins | 100 | 0 | 100 | reserves | 100 |  |
| hire of venue & village events | 200 | 0 | 200 |  | 200 |  |
| admin/use of home | 500 | 357 | 143 |  | 500 |  |
| subscriptions | 225 | 87 | 138 |  | 225 |  |
| pata payroll | 250 | 168 | 82 |  | 200 |  |
| insurance | 480 | 163 | 317 |  | 480 |  |
| reserves to leeds | 1000 |  | 1000 |  | 1000 |  |
| S137 |  | 0 | 0 |  |  |  |
| DEF maintenance | 200 | 69 | 132 | reserves | 200 |  |
| grass cutting & tree maintenance | 750 | 475 | 275 |  | 750 |  |
| chairs allowance | 30 | 0 | 30 |  | 30 |  |
| councillors' expenses /travel | 100 | 0 | 100 |  | 100 |  |
| it costs | 350 | 27 | 323 |  | 350 |  |
| village dates & newsletters | 100 | 54 | 46 |  | 100 |  |
| audit fees | 120 | 115 | 5 |  | 150 |  |
| ico subs | 35 | 35 | 0 |  | 35 |  |
| election costs | 250 |  |  | Reserves | 250 |  |
| balance to general reserves |  |  | 567 | reserves | 430 |  |
| **Expenditure total for year** | 8790 | 3778 | 5321 |  | 9500 |  |
| contingency/balance | 231 | 5321 |  |  |  |  |
| to leeds reserve account |  | 1000 |  |  |  |  |
|  | 9021 | 10099 |  |  | 9500 |  |

Proposed budget is a starting point for Councillors todebate – it presumes a 5 % increase for inflation on precept and the nationally agreed salary scales have been taken into account. Other expenses have not been increased in line with inflation.