**SEVENHAMPTON PARISH COUNCIL**

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

**on 15th January 2024 at 7.30pm**

|  |  |
| --- | --- |
|  | **Welcome from Chair of Council** |
|  | **Attendance to be recorded** (anticpated as Parish Councillors’ Lynne Jackson, Emma Lanfear Harry Boyd, Bill Jenkin, Gordon Day, Matthew Cain and Kathy Haig County Councillor Paul Hodgkinson & District Councillor Jeremy Theyer |
|  | **Apologies received to be accepted &recorded** |
|  | **Declaration of Interest for matters on the agenda to be invited** |
|  | **Public Participation to be invited,** where members of the public and Councillors who have declared an interest on a matter on the agenda may address the Council. No decisions can be taken at this time. The public session will be formally closed by the Chair of the meeting before moving onto matters on the agenda**. Members of the public are invited to observe the remainder of the meeting.** |
|  | **Council to consider any updates regarding the listing of the Craven Arms as an Asset of Community Value** |
|  | **Council to consider outstanding planning matters**  **Other planning matters to be noted**   * 23/03700/FUL | Demolition of existing dwelling, stables and outbuildings and the erection of replacement dwelling with garage, annexe, swimming pool, pool house, landscaping and associated works | Sennington House Park Lane- no objection submitted under Clerk’s delegated authority * CTIL 30072700 PLOVERS WOOD- pre application information re  proposed new telecommunications installation from developers – no request for comments at this stage |
|  | **Council to note update from County Councillor Hodgkinson** |
|  | **Council to note updates on Highway matters**  **No crash meeting on 9/1/24** |
|  | **Council to note report from District Councillor Theyer** |
|  | **Minutes of the previous Parish Council Meeting held on November 20th 2023 to be approved** |
|  | **Council to approve the financial reports as attached** |
|  | **Council to approve the payment list as attached** |
|  | **Council to consider the website and actions required** |
|  | **Council to consider email correspondence received** Telephone Boxes in Sevenhampton Parish (photographer) |
|  | **Council confirmed its next meeting is scheduled for March 18th 2024 at 7.30pm** |
|  | **Meeting to be closed** |

**SEVENHAMPTON PARISH COUNCIL**

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

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

|  |  |
| --- | --- |
|  | **Welcome from Chair of Council** |
|  | Attendance recorded as Parish Councillors’ **Lynne Jackson, Harry Boyd**, **Bill Jenkin**, **Gordon Day, Matthew Cain and** **Kathy Haig** |
|  | Apologies received, accepted &recorded Parish Councillor **Emma Lanfear** and  County Councillor Paul Hodgkinson apologies received  District Councillor Jeremy Theyer did not attend |
|  | There were no Declaration of Interest for matters on the agenda were invited |
|  | There was no Public Participation**.** |
|  | Council noted there were no updates regarding the listing of the Craven Arms as an Asset of Community Value |
|  | **Council noted 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**  **Other planning matters noted**  **Spring Cottage – sample panels**  **Chestnuts – Tree work**  **Honeyacre -Tree work**  23/00128/FUL- Wychwood **– permitted**  **Quorn cottage – refused**  **Brockhampton Court -permitted** |
|  | **Council noted update from County Councillor Hodgkinson has been distributed** |
|  | **Council noted no report has been received from District Councillor Theyer** |
|  | Minutes of the previous Parish Council Meeting held on September 18th 2023 were approved |
|  | **Council noted that the national agreement on salaries have been reached and increases salary by £1 ph backdated to 1/4/23 and approved** |
|  | **Council approved the financial reports as attached**  I Selkirk was approved as independent auditor for 23/24 |
|  | **Council approved the payment list as attached** |
|  | **Council approved the precept/budget for 2024/25 in the sum £9500.00** |
|  | **Council noted there were no update on review of bank account** |
|  | **Council noted updates on Highway matters (see above)**  **“fix my street “ to be used for report (see hyperlink)** |
|  | **Council considered the website and actions required**  **Council agreed to seek outside consultant to seek further advice on what is needed to update the website after the next meeting**  **Council agreed to seek local website administrator in the meantime** |
|  | **Council confirmed its next meeting is scheduled for January 15th 2024 at 7.30pm** |
|  | **Meeting closed at 20.07** |

**Financial reports to 4/1/24**

**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 | 122 | -81.00 | 16542.30 |
| cdc precept | 26/09/2023 | receipt | 2250.00 | 18792.30 |
| b holder | 30/11/2023 | so | -256.65 | 18535.65 |
| b holder backpay | 21/11/2023 | 124 | -183.80 | 18351.85 |
| m lewis december | 19/12/2023 | 125 | -100.00 | 18251.85 |
| l jackson discount domaine | 14/11/2023 | 123 | -119.99 | 18131.86 |
| pata uk | 04/01/2024 | 127 | -10.00 | 18121.86 |
| hmrc n d j | 04/01/2024 | 128 | -172.40 | 17949.46 |
| b holder | 31/12/2023 | so | -256.65 | 17692.81 |
| b holder expenses/salary | 04/01/2024 | 126 | -77.00 | 17615.81 |

Payment list to be approved

|  |  |  |  |
| --- | --- | --- | --- |
| m lewis december | 19/12/2023 | 125 | -100.00 |
| pata uk | 04/01/2024 | 127 | -10.00 |
| hmrc n d | 04/01/2024 | 128 | -172.40 |
| b holder expenses/salary | 04/01/2024 | 126 | -77.00 |

**Bank reconciliation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| OPENING BANK BALANCE | 01/04/2023 |  |  | 14569.74 |
| EXPENDITURE FOR PERIOD |  |  | 5953.93 |  |
| INCOME FOR PERIOD |  |  | 9000.00 |  |
| NET EXPENDITURE |  |  |  | -3046.07 |
| BANK BALANCE AS ABOVE |  |  |  | 17615.81 |
|  |  |  |  |  |
| BAL PER S/M | 05/12/2023 |  |  | 18231.86 |
|  |  | 125 | -100.00 |  |
|  |  | 128 | -172.40 |  |
|  |  | 127 | -10.00 |  |
|  |  | so | -256.65 |  |
|  |  | 126 | -77.00 |  |
|  |  |  |  |  |
|  |  |  |  | -616.05 |
| 31/08/2023 |  |  |  | 17615.81 |

**Payroll**

|  |  |  |  |
| --- | --- | --- | --- |
|  | hmrc | net salary | gross |
| cash book | 617.80 | 2471.45 | 3089.25 |
| pata | 617.80 | 2471.45 | 3089.25 |
| due | 0.00 | 0.00 |  |

**Expenses**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | May-23 | Jul-23 | sept | nov | jan |
| fuel | 10.8 | 21.6 | 21.60 | 21.6 | 21.6 |
| wfh (a) | 26 | 26 | 26.00 | 52 | 0 |
| postage | 6 | 6 | 8.00 | 8 | 8 |
| printing | 3.4 | 3.4 | 3.40 | 3.4 | 3.4 |
| year end | 6 | 26 |  |  |  |
| wfh (m) | 26 | 26 | 26.00 |  |  |
|  | 78.2 | 109 | 85.00 | 85 | 33.00 |
| Salary underpayment |  |  | 10.20 | 4 | 44 |
|  | |  | 74.80 | 81 | 77.00 |

**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 |

**Actual against budget to 4/1/24**

|  |  |  |  |
| --- | --- | --- | --- |
| budget to date | BUDGET | ACUTAL YEAR TO DATE | BALANCE AVAILABLE TO SPEND |
| PRECEPT | 9000.00 | 9000 |  |
| CIL |  | 0 |  |
| bank interest deposit account |  | 0 |  |
| inter account trans |  |  |  |
| wayleave | 21 | 0 |  |
| VAT to be reclaimed |  | 0 |  |
| other receipts |  | 0 |  |
| INCOME | 9021 | 9000 | 0 |
| employment costs | 4000 | 3089 | 911 |
| BT box | 100 | 0 | 100 |
| grit bins | 100 | 0 | 100 |
| hire of venue & village events | 200 | 0 | 200 |
| admin/use of home | 500 | 442 | 58 |
| subscriptions | 225 | 87 | 138 |
| pata payroll | 250 | 178 | 72 |
| insurance | 480 | 163 | 317 |
| reserves to leeds | 1000 |  | 1000 |
| S137 |  | 0 | 0 |
| DEF maintenance | 200 | 69 | 132 |
| grass cutting & tree maintenance | 750 | 575 | 175 |
| chairs allowance | 30 | 0 | 30 |
| councillors' expenses /travel | 100 | 0 | 100 |
| it costs | 350 | 147 | 203 |
| village dates & newsletters | 100 | 54 | 46 |
| audit fees | 120 | 115 | 5 |
| ico subs | 35 | 35 | 0 |
| election costs | 250 |  | 250 |
| balance to reserves |  |  |  |
| **Expenditure total for year** | 8790 | 4955 | 3835 |