**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**

**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 |  |  |  |  |  |
| 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 | Agreed 24/25 |  |
| PRECEPT | 9000.00 | 9000 |  | 0 | 9500.00 | Agreed |
| 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 |  | 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 |  |  |  |  |
|  |  |  |  |  |  |  |
|  | 9021 | 10099 |  |  | 9500 |  |

**Actual against budget and precept for 2024/25**

I Selkirk approved as independent auditor