**SEVENHAMPTON PARISH COUNCIL**

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

**on March 18th 2024 at 7.30pm**

|  |  |
| --- | --- |
|  | **Welcome from Chair of Council** |
|  | **Council to record the vacancy on the Council** |
|  | **Attendance to be recorded (anticipated** as **Parish** **Councillors’ Lynne Jackson, Emma Lanfear**, **Harry** **Boyd**, **Gordon Day**, **Matthew Cain and** **Kathy Haig**,District Councillor Jeremy Theyer ) & members of the public |
|  | **Apologies to be received, accepted & recorded from County Councillor Paul Hodgkinson** |
|  | **Declaration of Interest for matters on the agenda to be invited** |
|  | **Public Participation to be invited**  Members of the public may speak to the Council at the discretion of the Chair of the meeting on matters on the agenda. After the public session is closed, the public are invited to remain and observe the remainder of the meeting  Close of public session. |
|  | **Council to consider planning application 24/00386/FUL – 3 dwellings at Woodleigh, Brockhampton** |
|  | **Council to consider planning application 24/00435/TELEC at Old allotments, Charlton Abbot Estate, The Quaryy, Brockhampton** |
|  | **Council to consider planning application 24/00313/FUL -replacement dwelling at Wychwood, Brockhampton** |
|  | **Council to consider planning application 23/03700/FUL-replacement dwelling at Sennington House, Sevenhampton** |
|  | **Council to approve the Minutes of the previous Parish Council Meeting held on 15th January 2023** |
|  | **Council to approve the financial reports as attached** |
|  | **Council to consider tender price submitted for grass cutting remains as current cost** |
|  | **Council to approve the payment list as attached** |
|  | **Council to note update from County Councillor Hodgkinson has been distributed via email** |
|  | **Council to invite report from District Councillor Theyer** |
|  | **Council to consider updates on Highway /PROW matters**   * **Temporary closure of restricted Byway KSE2 Sevenhampton** * **New Highways Manager – Anne Johns** |
|  | **Council t**o **consider any updates regarding the listing of the Craven Arms as an Asset of Community Value** |
|  | **Council to consider other outstanding planning matters**   * **Clarification on catergorising Brockhampton as a non-principal settlement sought** |
|  | **Council to consider the website and actions required** |
|  | **Council to note/consider correspondence received**   * **Telephone boxes in the parish (status and history)** |
|  | **Council to confirm its next meeting is scheduled for 20th May 2024 at 7.00pm for AGM and 8pm for Parish Assembly** |
|  | **Meeting to be closed** |

**SEVENHAMPTON PARISH COUNCIL**

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

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

|  |  |
| --- | --- |
|  | **Welcome from Chair of Council** |
|  | **Attendance recorded** as **Parish** **Councillors’ Lynne Jackson, Emma Lanfear**, **Harry** **Boyd**, **Gordon Day**, **Matthew Cain and** **Kathy Haig**, **County Councillor Paul Hodgkinson** & no members of the public |
|  | **Apologies received, accepted & recorded from Parish Councillor Bill Jenkin** District Councillor Jeremy Theyer did not attend |
|  | **Declaration of Interest for matters on the agenda were invited -none** |
|  | **Public Participation - none.** |
|  | **Council noted update from County Councillor Hodgkinson**  **“**No Crash” meeting feedback  A436 – works done between The Kilkenny and Severn Springs  A40 – water drainage works  Phone Mast pre-application noted  **Fix My Street**- for reporting direct to GCC  5% proposal for budget increase at GCC  Build Back Better grants to be spent before May 2025 |
|  | **Council noted updates on Highway matters**  **Potholes in the village**  A417 missing link update  Additional grit bin requested – location to be agreed by Highways- Cllr Jackson will organise purchase and “temporary storage” of grit. Highways to be asked to be topped up existing bins asap.  National speed limit sign at the cross road (Deer Park) is down on the grounds  Brockhampton sign is also not looking straight  Traffic light on the Andoversford junction has been twisted  Feedback from Bridleways consultation– will remain as existing |
|  | **Council considered any updates regarding the listing of the Craven Arms as an Asset of Community Value**  **The Council will seek a response to the outcome of the review request**  **Clerk has looked at public register of ACV via CDC website and confirms that the above is listed as having been registered as a ACV** |
|  | **Council considered outstanding planning matters**  **Other planning matters 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. Cllr Jackson had registered her abstention and took no part in any discussion * CTIL 30072700 PLOVERS WOOD- pre application information re proposed new telecommunications installation from developers – no request for comments at this stage -noted   **Other Planning matters**   * **Brockhampton Park flat (internal alterations) -no comments** * **The grange – dormer – permitted** * **Spring Cottage – stone samples -permitted** * **Sundial – stone samples - ongoing** * **Tree work at the Old Post - permitted** |
|  | **Council noted no report received from District Councillor Theyer** |
|  | **Minutes of the previous Parish Council Meeting held on November 20th 2023 w**ere **approved** |
|  | **Council approved the financial reports as attached** |
|  | **Council approved the payment list as attached** |
|  | **Council considered the website and actions required- cfwd** |
|  | **Council considered email correspondence received** Telephone Boxes in Sevenhampton Parish (photographer)-noted  * Cleeve Hill Pylon development meeting at Whittington Hall 3pm-7.30pm – 30th January 2024-noted |
|  | **Council confirmed its next meeting is scheduled for March 18th 2024 at 7.30pm** |
|  | **Meeting closed at 20.30pm** |

Financial reports for March 24 meeting

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 | 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 |
| b holder | 31/01/2024 | so | -256.65 | 17359.16 |
| b holder salary underpaid | 31/01/2024 | 129 | -44.00 | 17315.16 |
| council direct | 01/03/2024 | 130 | -15.50 | 17299.66 |
| stow agricultural | 09/02/2024 | 131 | -211.00 | 17088.66 |
| b holder | 28/02/2024 | so | -256.65 | 16832.01 |
| b holder | 28/03/2024 |  | -256.65 | 16575.36 |
| hmrc | 28/03/2024 | 132 | -205.80 | 16369.56 |
| b holder | 28/03/2024 | 133 | -121.00 | 16248.56 |

**Payment list for approval**

|  |  |  |  |
| --- | --- | --- | --- |
| stow agricultural | 09/02/2024 | 131 | -211.00 |
| hmrc | 28/03/2024 | 132 | -205.80 |
| b holder salary/expenses -feb/march | 28/03/2024 | 133 | -121.00 |

**Reconciliations**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| BANK RECONCILATION |  |  |  |  | TOTAL INC |
| OPENING BANK BALANCE | 01/04/2023 |  |  | 14569.74 | deposit inc |
| EXPENDITURE FOR PERIOD |  |  | 7321.18 |  |  |
| INCOME FOR PERIOD |  |  | 9000.00 |  |  |
| NET EXPENDITURE |  |  |  | -1678.82 |  |
| BANK BALANCE AS ABOVE |  |  |  | 16248.56 | 0.00 |
|  |  |  |  |  |  |
| BAL PER S/M | 05/02/2024 |  |  | 17315.16 |  |
|  |  | 132 | -205.80 |  |  |
|  |  | so | -256.65 |  |  |
|  |  | so | -256.65 |  |  |
|  |  | 130 | -15.50 |  |  |
|  |  | 131 | -211.00 |  |  |
|  |  | 133 | -121.00 |  |  |
|  |  |  |  | -1066.60 |  |
| 12/03/2024 |  |  |  | 16248.56 | 0.00 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Leeds BS Deposit account | 14986.51 | 6.46 | 1000.00 | c/bal | 15992.97 |

**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 |

**Payroll**

|  |  |  |  |
| --- | --- | --- | --- |
|  | hmrc | net salary | gross |
| cash book | 823.60 | 3295.40 | 4119.00 |
| pata | 823.60 | 3295.40 | 4119.00 |
| due | 0.00 | 0.00 | 0.00 |

**Expenses**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | May-23 | Jul-23 | sept | nov | jan |  | march |  |
| fuel | 10.8 | 21.6 | 21.60 | 21.6 | 21.6 |  | 21.6 |  |
| wfh (a) | 26 | 26 | 26.00 | 52 | 0 | part of s/o |  |  |
| postage | 6 | 6 | 8.00 | 8 | 8 |  | 8 |  |
| printing | 3.4 | 3.4 | 3.40 | 3.4 | 3.4 |  | 3.4 |  |
| year end | 6 | 26 |  |  |  |  |  |  |
| wfh (m) | 26 | 26 | 26.00 |  |  |  |  |  |
|  | 78.2 | 109 | 85.00 | 85 | 33.00 |  | 33 |  |
|  |  |  | 10.20 | 4 | 44 |  | 88 | feb/mrch |
| 2 years interest | |  | 74.80 | 81 | 77.00 |  | 121 |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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 |
| 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 | 0 | 9500 |
| employment costs | 4000 | 4119 | -119 |  | 4300 |
| BT box | 100 | 0 | 100 |  | 100 |
| grit bins | 100 | 211 | -111 | reserves | 100 |
| hire of venue & village events | 200 | 0 | 200 | jubilee costs | 200 |
| admin/use of home | 500 | 553 | -53 |  | 500 |
| subscriptions | 225 | 103 | 122 |  | 225 |
| pata payroll | 250 | 178 | 72 |  | 200 |
| insurance | 480 | 163 | 317 |  | 480 |
| reserves to leeds | 1000 |  | 1000 |  | 1000 |
| S137 |  | 0 | 0 |  |  |
| DEF maintenance | 200 | 69 | 132 |  | 200 |
| grass cutting & tree maintenance | 750 | 575 | 175 |  | 750 |
| chairs allowance | 30 | 0 | 30 |  | 30 |
| councillors' expenses /travel | 100 | 0 | 100 |  | 100 |
| it costs | 350 | 147 | 203 |  | 350 |
| village dates & newsletters | 100 | 54 | 46 |  | 100 |
| audit fees | 120 | 115 | 5 |  | 150 |
| ico subs | 35 | 35 | 0 |  | 35 |
| election costs | 250 |  | 250 |  | 250 |
| balance to reserves |  |  |  |  | 430 |
| **Expenditure total for year** | 8790 | 6322 | 2468 |  | 9500 |
| contingency/balance | 231 | 2468 |  |  |  |
| to leeds reserve account |  | 1000 |  |  |  |
|  | 9021 | 9790 | -769 |  | 9500 |