

# **SEVENHAMPTON PARISH COUNCIL**

agenda for

meeting to be held at Brockhampton Village Hall  
on September 15th 2025 at 7.30pm

1.	<b>Council to elect Chair of Council or Chair of meeting</b>
2.	<b>Council to elect a vice chair of Council as the Council</b>
3.	<b>Council to consider any co-option candidates who have applied</b>
4.	<b>Attendance to be recorded (anticipated as Parish Councillors' Harry Boyd, Matthew Cain, Emma Lanfear, Gordon Day, and Nicola Edmondson County Councillor Paul Hodgkinson District Councillor Jeremy Theyer &amp; members of the public )</b>
5.	<b>Apologies to be received, accepted and recorded from Parish Councillor Kathy Haig and any others received. sent apologies &amp; did not attend</b>
6.	<b>Council to invite Declaration of Interest on matters on the agenda.</b>
7.	<b>Council to note updates regarding the listing of the Craven Arms as an Asset of Community Value have been received</b> <ul style="list-style-type: none"><li>• The Owner of the Craven Arms has appealed under the First Tier Tribunal General Regulatory Chamber CR Community right to bid</li><li>• 15/7/25 FTT notified that appeal was received in time and forms submitted for 3<sup>rd</sup> Party (PC)</li><li>• As Delegated, the Clerk submitted GRC Case Management Questionnaire as a listed 3<sup>rd</sup> Party by 12/8/25</li><li>• As requested, the Clerk has sought advice on liabilities of individual Councillors And as the PC was acting lawfully and with due care and attention, it (THE PC) was a separate legal entity. (see LGA1972 s222 /NALC legal notice 15) distributed</li><li>• appeal dates confirmed as 3<sup>rd</sup> December 2025 via video link</li><li>• Council to confirm that Cllr Day will represent the PC</li><li>• Council to invite a named person of SOP to attend to support the PC</li></ul>
8.	<b>Public session, members of the public in attendance will be invited to speak to the Council and after the public session is closed, members of the public will be invited to observe the remainder of the meeting</b>  <b>Close of public session</b>
9.	<b>Council to note update from County Councillor Hodgkinson</b>
10.	<b>Council to note update received from District Councillor Theyer</b>
11.	<b>Council to approve the Minutes of the previous Parish Council Meeting held on 21<sup>st</sup> July 2025</b>
12.	<b>Council to approve the financial reports and payment lists Including National Pay awards (employment contract)</b>
13.	<b>Council to consider how the Parish Council will run moving forward</b> <ul style="list-style-type: none"><li>• Identify targets and actions-September meeting</li><li>• Use of Noticeboards</li><li>• Training courses- information distributed via email from GAPTC</li><li>• Strengths of Councillors</li></ul>

	<ul style="list-style-type: none"> <li>• <b>Good Councillors Guide to be obtained for Councillors- waiting for confirmation that paper version is available. Electronic version can be emailed if Councillors email Clerk.</b></li> <li>• <b>access to Archive Storage/ website</b></li> </ul>
<b>14.</b>	<b>Council to note updates on Highway /PROW matters</b> <ul style="list-style-type: none"> <li>• <b>Parking in passing places –the Clerk has sought the advice of Glos Highways if they can enforce the passing place with appropriate legal signs. Waiting update</b></li> <li>• <b>Clerk has registered interest for community 20's and Safer Community initiative</b></li> <li>• <b>A40 closure at Charlton Kings- see local press</b></li> </ul>
<b>15.</b>	<b>Council to note outstanding planning matters (Cllr Boyd)</b> <ul style="list-style-type: none"> <li>• <b>Council to note update on clarification on enforcement actions on 4 or 10 years and outstanding to enforcement breach of planning on use of building</b></li> </ul>
<b>16.</b>	<b>Council to note updates regarding PC website-</b> <b>Council agreed a) Lottery b) garden club c) Church d) studio 7 to be given e) quilters f) village hall diary g) village Date h) village show access rights</b> <b>Clerk has requested specific email details of those to be given access rights- only the Church has responded -</b>
<b>17.</b>	<b>Council to confirm its next meeting is scheduled at 7.30pm on 17<sup>th</sup> November 2025 – Budget and precept setting</b>
<b>18.</b>	<b>Meeting to be closed</b>

# SEVENHAMPTON PARISH COUNCIL

Draft minutes for  
meeting held at Brockhampton Village Hall  
on July 21st 2025 at 7.30pm

1.	<b>Council elected Cllr Haig as chair of the meeting</b>
2.	<b>Council could not elect a vice chair of Council as the Council has not elected a chair of Council</b>
3.	<b>Council noted no co-option candidates has applied</b>
4.	<b>Attendance recorded as Parish Councillors' Harry Boyd, Emma Lanfear, Gordon Day, Kathy Haig and Nicola Edmondson &amp; 12 members of the public</b>
5.	<b>Apologies received, accepted and recorded from Parish Councillor Matthew Cain County Councillor Paul Hodgkinson sent apologies &amp; District Councillor Jeremy Theyer did not attend</b>
6.	<b>Council invited Declaration of Interest on matters on the agenda. Cllr Boyd declared an interest in Craven Arms.</b>
7.	<p><b>Council noted updates regarding the listing of the Craven Arms as an Asset of Community Value have been received</b></p> <ul style="list-style-type: none"> <li>• Listed on CDC website as listed on 12/6/23- listed until 11/6/28</li> <li>• (moratorium period protected until 2/1/25)</li> <li>• Update given by Cllr Day on the history and application of the ACV</li> <li>• The Owner of the Craven Arms has appealed under the First Tier Tribunal General Regulatory Chamber CR Community right to bid</li> <li>• 2/7 FTT notified a failed appeal as information did not meet criteria</li> <li>• 7/7 CDC informed FTT that the appeal may be heard</li> <li>• 15/7 FTT notified that appeal received in time and forms attached for 3<sup>rd</sup> Party (PC) appeal dates outlined as 2<sup>nd</sup> December 2025 and 20<sup>th</sup> January 2026</li> <li>• 16/7 CDC may or may not need PC input</li> </ul> <p><b>Council agreed it wishes to</b></p> <ul style="list-style-type: none"> <li>a) The Council agreed to use reserves if necessary. The council also discussed if Councillors were personally liable as the PC is a separate body. It was agreed that as the PC was acting lawfully and with due care and attention, it (THE PC) was a separate legal entity. (see LGA1972 s222 /NALC legal notice 15)</li> <li>b) it agreed to take part in the appeal The First Tier Tribunal (GRC) CR community right to bid and delegated to the Clerk to submit forms by 29<sup>th</sup> July 2025 and Cllr Day to seek clarification of GDPR/costs/liability .</li> <li>b) Delegated to clerk to submit GRC Case Management Questionnaire by as a listed 3<sup>rd</sup> Party by 12/8/25</li> <li>c) Delegated to Cllr Day to discuss with CDC what is required of the PC</li> </ul>
8.	<p><b>Public session, members of the public in attendance were invited to speak to the Council and after the public session is closed, members of the public were invited to observe the remainder of the meeting</b></p> <ul style="list-style-type: none"> <li>• Questions on the above item</li> </ul>

	<ul style="list-style-type: none"> <li>• Enforcement issues on use of building</li> <li>• Gigaclear digging up roads -contacted Council in Dec 2024</li> </ul> <p>Close of public session 20.52</p>
9.	Council noted no update from County Councillor Hodgkinson – clerk to ask for update
10.	Council noted no update received from District Councillor Theyer
11.	<p>Council considered how the Parish Council will run moving forward (Cllr Haig)</p> <ul style="list-style-type: none"> <li>• Identify targets and actions-September meeting</li> <li>• Noticeboards</li> <li>• Training courses</li> <li>• Strengths of Councillors</li> <li>• Good Councillors Guide to be obtained for Councillors</li> </ul>
12.	<p>Council considered updating Highway /PROW matters</p> <ul style="list-style-type: none"> <li>• Parking in passing places – Council wishes the Clerk to seek the advice of Glos Highways if they can enforce the passing place with appropriate legal signs.</li> <li>• Clerk to Register of interest for community 20's and Safer Community initiative</li> <li>• A40 closure at Charlton Kings- clerk to ask CC Hodgkinson for any information</li> <li>• Pothole filling around the “Ford” noted but resurfacing required</li> </ul>
13.	<p>Council noted outstanding planning matters (Cllr Boyd)</p> <ul style="list-style-type: none"> <li>• 25/02014/LBC- Sevenhampton Manor – internal works</li> <li>• 25/02117/TCONR – Coln Farm</li> <li>• 25/01938/FUL – variation of condition to 24/03233/FUL -Hampen Farm</li> <li>• Tree conservation applications</li> <li>• Noted applications permitted</li> <li>• Council agreed to seek clarification on enforcement actions on 4 or 10 years and outstanding to enforcement breach of planning on use of building</li> </ul>
14.	Council approved the Minutes of the previous Parish Council Meeting held on 19 <sup>th</sup> May 2025
15.	Council approved the financial reports and payment lists Including bank mandate update
16.	<p>Council noted updates regarding PC website-</p> <p>Council agreed a) Lottery b) garden club c) Church d) studio 7 to be given e) quilters f) village hall diary g) village Date h) village show access rights</p> <p>Clerk has requested specific email details of those to be given access rights- only the Church has responded -</p>
17.	Council considered access to Archive Storage/ website (working party to be set up- discuss at next meeting when setting targets/actions
18.	Council confirmed its next meetings are scheduled at 7.30pm on 15 <sup>th</sup> September 2025
19.	Meeting closed at 21.27

## Financial reports

<u>payee</u>	<u>date</u>	<u>CHQ NO</u>	<u>transaction</u>	<u>CURRENT A/C balance</u>
				18476.60
ico	07/04/2025	dd	-47.00	18429.60
cdc	17/04/2025	re	7500.00	25929.60
b holder	28/04/2025		-256.65	25672.95
b holder	28/05/2025		-256.65	25416.30
b holder	28/06/2025		-256.65	25159.65
m lewis to sept 25	19/04/2025	165	-570.00	24589.65
local council clerk	19/04/2025	166	-15.50	24574.15
pata	08/05/2025	167	-150.40	24423.75
zurich ins -community	24/04/2025	169	-179.87	24243.88
discount domain	24/04/2025	bacs	-26.39	24217.49
l selkirk	05/06/2025	171	-150.00	24067.49
gaptc	05/06/2025	172	-96.66	23970.83
pata	05/06/2025	173	-150.40	23820.43
community first pc ins	05/05/2025	174	-163.17	23657.26
hmrc to 31/7/25	10/07/2025	175	-574.40	23082.86
b holder	28/07/2025	so	-256.65	22826.21
b holder	28/08/2025	so	-256.65	22569.56
b holder	28/09/2025	so	-256.65	22312.91
pata uk	05/07/2025	rec	150.40	22463.31
b holder b/pay	04/08/2025	176	-19.85	22443.46
pata uk	04/08/2025	177	-16.00	22427.46
hmr to 30/9/25	10/09/2025	178	-314.80	22112.66
b holder expenses ytod	10/09/2025	179	-35.45	22077.21

BANK RECONCILIATION					
OPENING BANK BALANCE	01/04/2025			18476.60	
EXPENDITURE FOR PERIOD			3899.39		
INCOME FOR PERIOD			7500.00		
NET EXPENDITURE				3600.61	
BANK BALANCE AS ABOVE				22077.21	
BAL PER S/M	05/08/2025			22976.61	
		176	-19.85		
		177	-16.00		
		178	-314.80		
		179	-35.45		
		so	-256.65		
		so	-256.65		
				-899.40	
9/9/2025				22077.21	
Leeds BS Deposit account	16020.09		392.49	c/bal	16412.58
Total bank balance					38489.79

wages	hmrc	net salary	gross	
cash				
book	889.20	1333.80	2223.00	
pata	889.20	1333.80	2223.00	sept
due	0.00	0.00	0.00	net

expenses	june/July	aug/sept	
fuel	21.6	21.6	
wfh (a)			
postage	8.8	8.8	
printing	4.6	8	
year end			
wfh (m)			
	35	38.4	105.4
salary			69.95
			<u>35.45</u>

reserves	31/03/2023	31/03/2024	31/03/2025
leeds bs	14987	16413	16020
general reseves	5789	7097	8866
Defib	100	232	42
contingency	8160	8160	8410
CIL	70	70	70
community events	100	200	400
BT phone boxes	350	100	200
election costs		250	250
grit bins		139	239
year end	balance	<u>29556</u>	<u>32661</u>
			<u>34497</u>

		2024	2025	
fixed assets				
telephone boxes (2)		2	2	
defibrillators (2)		3000	3000	
grit bins (20)		3900	3900	
notice boards (4)		3800	3800	
laptop		800	800	
filing cabinet		206	0	w/off
dog bins (3)		900	900	
road signs (6)		2400		glos highways
bus shelter		7000	7000	
elsdon clump		1	1	
name signs (4)		1600	1600	
benches 5		1500	1500	
		25109	22503	

	<u>BUDGET</u>	<u>ACUTAL YEAR TO DATE</u>	<u>BALANCE AVAILABLE TO SPEND</u>	<u>still to be received</u>
budget				
PRECEPT	10000.00	7500		2500
CIL		0		
bank interest deposit account	1000.00	0		
inter account trans				0
wayleave		0		
VAT to be reclaimed		0		0
other receipts		0		
<b>INCOME</b>	<b>11000</b>	<b>7500</b>	<b>0</b>	<b>2500</b>
employment costs	4500	2223	2277	
bt box	100	0	100	reserves
grit bins	100	0	100	reserves
hire of venue & village events	200	0	200	reserves
admin/use of home	500	261	239	
subscriptions	225	112	113	
pata payroll	200	166	34	
insurance	480	343	137	
S137	1000	0	1000	
DEF maintenance	100	-1	101	reserves
grass cutting & tree maintenance	750	570	180	
chairs allowance	30	0	30	
councillors' expenses /travel	100	0	100	
it costs	500	26	474	
village dates & newsletters			0	
audit fees	150	150	0	
ico subs	35	47	-12	
election costs	1000		1000	
balance to reserves	30		250	reserves
<b>Expenditure total for year</b>		<b>3898</b>	<b>6322</b>	
reserves to leeds	1000		1000	
<b>total for year</b>	<b>11000</b>	<b>3898</b>	<b>7322</b>	
contingency/balance		7102		
	<b>11000</b>	<b>11000</b>	<b>0</b>	