

SEVENHAMPTON PARISH COUNCIL

Draft minutes

Meeting held at Brockhampton Village Hall
on 16th March 2026 at 7.30pm

1.	Council elected Councillor Matthew Cain as Chair of meeting
2.	Council noted that following the resignation of Cllr Kathy Haig, CDC have now informed the PC that it may co-opt to fill the vacancy, and the appropriate notices have now published. Council has not received any applications to date
3.	Attendance recorded as Parish Councillors', Emma Lanfear, Gordon Day, Matthew Cain, Nicola Edmondson, Harry Boyd, Joanna Ruddock, members of the public,
4.	No apologies were received from Parish Councillors Council noted advice on absences Parish Councillors need to request a dispensation via the clerk and before the agenda is prepared for the meeting before where the 6 month rule would become active Apologies need to be APPROVED by Council after a dispensation has been requested LGA 1972 s85 , in that Councillors must attend at least one meeting within 6 months unless the absences have been approved - "approved absences" are given in extraordinary circumstances where a dispensation has been requested via the clerk and apologies have been formally approved by the Council County Councillor Paul Hodgkinson sent apologies District Councillor Theyer did not attend
5.	Council received no Declaration of Interest on matters on the agenda.
6.	Council noted update from County Councillor Hodgkinson has been distributed via email and Council noted his apologies
7.	Council noted updates regarding the listing of the Craven Arms as an Asset of Community Value As delegated by the Council, updates from Cllr Day were received. Hearing took place 19/1/26 regarding the appeal to have the ACV lifted. Judgement has now been received and there has been no notification of any appeal yet.
8.	Public session: no members of the public attended
9.	Council noted no update has been received from District Councillor Theyer
10.	Council approved the Minutes of the previous Parish Council Meeting held on 19th January 2026
11.	No Councillor for administration handover period was agreed- further discussion took place under confidential business
12.	Council considered assertion 10 for AGAR <ul style="list-style-type: none">• Noted Email address should be gov.uk Council/Clerk and cost to move to gov.uk is £160 plus VAT for year 1 and £260 thereafter• Council agreed for Clerk/Council via Parish on-line • Same email format recommended for Councillors – Council agreed to defer this at the present time• Cost to move to new website with gov.uk domain and emails £300 year 1 and £400 thereafter – Council noted but felt that the new website would be compliant

	<ul style="list-style-type: none"> • Council to assert on AGAR that the website meets WCAG2:2 – clerk has emailed information -Council noted but felt that the new website would be compliant • Council to approve updated IT policy, DATA Protection policy Privacy Notices and Publication scheme at the AGM
13.	<p>Council noted the financial reports and payment lists to be approved at the next meeting as bank statements not yet received</p> <p>Council agreed to change bank mandate in due course and to cancel standing order for Clerk post 31/3/26</p>
14.	<p>Council considered payment of insurance for Sevenhampton Good Neighbourhood scheme due 28th April 2026 -approved if costs are in line with previous year up to £200 limit</p>
15.	<p>Council discussed updates on Highway /PROW matters – no actions needed</p>
16.	<p>Council considered planning matters</p> <p>Clerk will use delegated authority for outstanding planning applications when further information is available</p> <ul style="list-style-type: none"> • 26/00636/LBC Whitehall Farm -alterations and internal changes- no comment • 26/00435/FUL Hawthorne Cottage -rear extension -out of consultation period • 26/00336/LBC – window replacements at Sevenhampton House – out of consultation period • Applications with decisions were noted
17.	<p>Council moved to confidential session to discuss employment matters</p> <ul style="list-style-type: none"> • Agreed to request a locum -via GAPTC & Clerk to set up • Council will leave advertisements in place and will consider any other candidates • Handover to Locum or a Councillor if nothing is in place by 31/3/26
18.	<p>Council confirmed its next meeting is scheduled at 7pm for AGM and 8pm for Parish Assembly on Monday 18th May 2026 –</p>
19.	<p>Meeting closed at 20.10</p>

SEVENHAMPTON PARISH COUNCIL
Approved minutes
Meeting held at Brockhampton Village Hall
on 19th January 2026 at 7.30pm

1.	Council elected Councillor Nichola Edmondson as Chair of meeting
2.	Council decided not to elect a chair or vice chair of Council
3.	Council noted the resignation of Cllr Kathy Haig and that CDC have been informed with the appropriate notices now having been published
4.	Attendance recorded as Parish Councillors', Emma Lanfear, Gordon Day, Matthew Cain, Nicola Edmondson, Joanna Ruddock & 0 members of the public & County Councillor Paul Hodgkinson
5.	Apologies received from Parish Councillor Harry Boyd, The Clerk reminded Councillors of the 6 month rule, in that Councillors must attend at least one meeting within 6 months unless the absences have been approved - "approved absences" are given in extraordinary circumstances where apologies have been formally approved by the Council District Councillor Theyer did not attend
6.	Council invited Declaration of Interest on matters on the agenda. Cllr Ruddick declared an interest in planning and Grant application and took no part in discussions.
7.	Council noted update from County Councillor Hodgkinson LG Reorganisation Budget updates Pothole reporting Charlton Kings bridge closure Speed Limit programme update A436 average speed cameras Passing Place signs have been requested-Clerk to forward previous email to CC Hodgkinson
8.	Council noted updates regarding the listing of the Craven Arms as an Asset of Community Value As delegated by the Council, updates from Cllr Day were received. Hearing took place 19/1/26 regarding the appeal to have the ACV lifted. Judgement has been reserved.
9.	Public session: No members of the public attended

10.	Council noted no update has been received from District Councillor Theyer
11.	Council approved the Minutes of the previous Parish Council Meeting held on 17th November 2025 Feedback from memorial bench item noted Website update
12.	Council agreed grant application from Coln River Guardians - £250 for one year test kit
13.	Council approved the financial reports and payment lists Future budgets to consider grants as a separate entity
14.	Council noted updates on Highway /PROW matters – see CC Report Clerk to ask if Grit bins will be automatically topped up following recent weather.
15.	Council considered planning matters Clerk will use delegated authority for outstanding planning applications when further information is available <ul style="list-style-type: none"> • 25/03869/FUL -Self build dwelling house at Old Forge Brockhampton Council discussed the application as submitted. Council also noted the DS policy that could apply. The Council noted it is within the settlement. The Parish Council will submit comment questioning the DS Policy to remain consistent with comments submitted for other applications Applications with decisions noted
16.	Council moved to confidential session to discuss employment matters Clerk to place advertisement. Terms agreed as present.
17.	Council confirmed its next meeting is scheduled at 7.30pm on March 16th 2026 –
18.	Meeting closed at 20.44pm

Financial reports

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	29556	32661	
				34497

		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	

expenses		feb marc	
fuel		21.6	
wfh (a)			
postage	tribunal	8.8	
printing	tribunal	13.5	
year end			
wfh (m)			
		43.9	
salary		-16.7	
		27.2	to pay

	<u>BUDGET</u>	<u>ACUTAL YEAR TO DATE</u>	<u>BALANCE AVAILABLE TO SPEND</u>	<u>still to be received</u>	agreed.26/27
budget					
PRECEPT	10000.00	10000		0	10500.
CIL		0			
bank interest deposit account	1000.00	0			
inter account trans				0	
wayleave		0			
VAT to be reclaimed		0		0	
other receipts		0			
INCOME	11000	10000	0	0	10500
employment costs	4500	4446	54		4500
bt box	100	0	100	reserves	100
grit bins	100	0	100	reserves	100
hire of venue & village events	200	0	200	reserves	100
admin/use of home	500	572	-72		500
subscriptions	225	112	113		200
pata payroll	200	166	34		200
insurance	480	343	137		480
S137	1000	250	750		700
DEF maintenance	100	-1	101	reserves	100
grass cutting & tree maintenance	750	765	-15		750
chairs allowance	30	0	30		30
councillors' expenses /travel	100	0	100		100
it costs	500	376	124		500
village dates & newsletters			0		
audit fees	150	150	0		150
ico subs	35	47	-12		50
election costs	1000		1000	reserves	600
balance to reserves	30		250	reserves	340
Expenditure total for year		7227	2993		
reserves to leads	1000		1000		1000
total for year	11000	7227	3993		10500
contingency/balance		3773			
	11000	11000	0		10500