

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 Ruddick & 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

	<p>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</p> <p>Applications with decisions noted</p>
16.	<p>Council moved to confidential session to discuss employment matters Clerk to place advertisement. Terms agreed as present.</p>
17.	<p>Council confirmed its next meeting is scheduled at 7.30pm on March 16th 2026 –</p>
18.	<p>Meeting closed at 20.44pm</p>

Financial reports

<u>payee</u>	<u>date</u>	<u>CHQ</u> <u>NO</u>	<u>transaction</u>	<u>CURRENT</u> <u>A/C</u> <u>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
b holder expenses including tribunal				
printing	05/11/2025	180	-62.65	22014.56
discount domain	05/11/2025	bacs	-119.99	21894.57
b holder	28/10/2025	so	-256.65	21637.92
b holder	28/11/2025	so	-256.65	21381.27
precept income	25/09/2025	receipt	2500.00	23881.27
b holder	28/12/2025	so	-256.65	23624.62
hmrc to 31/12/25	05/12/2025	181	-444.40	23180.22
b holder	28/01/2026	so	-256.65	22923.57

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	

BANK RECONCILIATION

OPENING BANK BALANCE	01/04/2025	18476.60
EXPENDITURE FOR PERIOD		5553.03
INCOME FOR PERIOD		10000.00
NET EXPENDITURE		<u>4446.97</u>
BANK BALANCE AS ABOVE		<u>22923.57</u>

BAL PER S/M 05/12/2025 23881.27

so -256.65
-444.40
so -256.65

-957.70

11/1//2026

22923.57

wages	hmrc	net salary	gross	
cash				
book	1333.60	2223.00	3556.60	
pata	1482.00	2223.00	3705.00	jan
due	-148.40	0.00	-148.40	net

	april	june/July	aug/sept	oct/nov	dec jan	
expenses	may					
fuel	21.6	21.6	21.6	43.2	43.2	
wfh (a)						
postage	8.8	8.8	8.8	8.8	19.4	tribunal
printing	1.6	4.6	8	19.2	12.35	tribunal
year end						
wfh (m)	32	35	38.4	105.4	71.2	74.95
salary				<u>69.95</u>		deduct from salary
				<u>35.45</u>		

Budget against actual

	<u>BUDGET</u>	<u>ACUTAL YEAR TO DATE</u>	<u>BALANCE AVAILABLE TO SPEND</u>	<u>still to be received</u>	<u>agreed.26/27</u>
budget					
PRECEPT	10000.00	10000		0	10500.00
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	3557	943		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	461	39		500
subscriptions	225	112	113		200
pata payroll	200	166	34		200
insurance	480	343	137		480
S137	1000	0	1000		700
DEF maintenance	100	-1	101	reserves	100
grass cutting & tree maintenance	750	570	180		750
chairs allowance	30	0	30		30
councillors' expenses /travel	100	0	100		100
it costs	500	146	354		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		5552	4668		
reserves to leads	1000		1000		1000
total for year	11000	5552	5668		10500
contingency/balance		5448			
	11000	11000	0		10500