

SEVENHAMPTON PARISH COUNCIL

**Councillors are hereby summoned to attend the Annual Meeting of the Council
on the 18 May 2026 at 7.00 pm to be held at Brockhampton Village Hall**

Members of the public and press are welcome to attend. In accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press may attend the meeting. **Recording of Meetings:** The Council supports the principle of openness and transparency. Members of the public and press are permitted to film, record, photograph or use social media to report on meetings of the Council, subject to this not disrupting the proceedings. **Papers for the meeting** can be viewed here by clicking on the link [➡ Papers & folders](#)

Miss Kay Linnington, Locum Parish Clerk

13 May 2026



Agenda

1. Election of Chair and Vice Chair

To elect a Chair and a Vice Chair. Chair to sign the declaration of acceptance of office

2. Apologies for absence - To receive and consider apologies

3. Declarations of interest - To receive any declarations of interest on items on the agenda

4. Minutes - To approve the minutes of the meeting held 16 March 2026

5. Public participation - To invite public participation (5 minutes or at Chair's discretion)

6. Reports - To receive reports from County and District Councillors

7. Governance Review

- a) **Clerk's Delegated Powers:** To consider and approve delegating authority to the Clerk to pay routine or urgent invoices which fall due before the next Council meeting (including locum services), up to a limit of £1,500, provided that details of such payments are circulated to all Councillors by email and reported to the next Council meeting for approval. The Scheme of Delegation will be adopted and the Financial Regs will be amended to show the addition of the Clerk's delegated powers to spend.
- b) **Review of Governance Documents and Policies – Folder 1:** To review and adopt the Council's key governance documents, policies and annual arrangements, including:

- 1. Standing Orders
- 2. Financial Regulations
- 3. Complaints Procedure
- 4. Freedom of Information Policy
- 5. Data Protection Policy
- 6. Risk Assessment
- 7. Code of Conduct
- 8. Publication Scheme
- 9. Retention and Disposal Policy
- 10. Social Media Policy
- 11. Scheme of Delegation
- 12. Asset register
- 13. Insurance arrangements
- 14. Meeting schedule for 2026/27
- 15. PC Subscriptions
- 16. Representation of Outside bodies and lead Councillor roles

8. Finance

- a) **Payments – Folder 2:** To review finance reports and approve the table of payments.
- b) **Banking Arrangements – Barclays Mandate and Online Banking:**
 - I. To approve changes to the Barclays Bank mandate, including the removal of former Clerk Belinda Holder, the addition of Locum Clerk Kay Linnington and Cllr M Cain (as Chair signatory following the March meeting), and to authorise the necessary mandate documentation.
 - II. To consider and approve registration for Barclays online banking, with the Clerk setting up payments and authorised Councillors approving payments electronically where cheque payment is not accepted.

9. Audit 25/26 – Folder 3.

- a) **Internal Audit Report.** To receive and note the Internal Audit Report for the year ended 31 March 2026
- b) **Annual Governance Statement (Section 1)** To consider and approve Section 1 of the Annual Governance and Accountability Return 2025/26
- c) **Accounting Statements (Section 2)** To consider and approve Section 2 of the Annual Governance and Accountability Return 2025/26
- d) **Certificate of Exemption** To confirm the Council meets the qualifying criteria and approve the Certificate of Exemption for the year ended 31 March 2026

10. Planning - To consider and comment on planning applications

26/00947/FUL

Location: Sunnyview The Quarry Brockhampton Cheltenham Gloucestershire GL54 5XL

Proposal: Erect a single storey garden room and store to replace existing sheds

26/01240/TCONR

Location: Lower Farm Sevenhampton Cheltenham Gloucestershire GL54 5SL

Proposal: 1. To thin congested large beech tree (T1) by approx 20-30% and bring in sides where needed to retain the natural shape of the tree

26/00945/FUL

Location: Home Farm Sevenhampton Cheltenham Gloucestershire GL54 5SL

Proposal: Change of use from agricultural/sui generis use to residential including conversion of existing stable block to home offices and home gym (Use Class C3) ancillary to Home Farm

26/01323/FUL

Location: 5 New Row Brockhampton Cheltenham Gloucestershire GL54 5XQ

Proposal: Variation of condition 2 (Approved plans) of permission 13/01373/FUL for amendments to approved garage - Single storey rear extension and erection of hazel hurdles to replace existing fencing

11. Grass Cutting Contract – To consider and approve the continuation of the grass cutting contract with M J Lewis at a cost of £95.00 per cut.

12. Community Safety and Rural Crime Prevention - To consider the Parish Council's role in supporting community safety initiatives, including potential liaison with the Crime Prevention Officer, consideration of measures adopted by other local Parish Councils and any available funding opportunities relating to rural crime prevention.

13. Updates - To receive any updates

14. Date of the Next Meeting

15. Close of meeting