

SEVENHAMPTON PARISH COUNCIL
Minutes of the Annual Meeting of the Parish Council Meeting
Held on Monday 18 May 2026 at 7.00pm
At Brockhampton Village Hall

In attendance: Cllrs H Boyd, G Day, E Lanfear and J Ruddock.

Also in attendance: The Clerk and 1 member of the public.

1/26 Election of Chair and Vice Chair - To elect a Chair and a Vice Chair. Chair to sign the declaration of acceptance of office.

a) Cllr G Day was appointed to chair the meeting, as no other nominations were received.

Cllr G Day confirmed that he did not wish to serve as Chair for the municipal year, and it was noted that a Chair for the year must be elected at the July meeting.

Proposer: Cllr E Lanfear

Seconder: Cllr J Ruddock

All in favour

b) It was **resolved** not to appoint a Vice Chair, the members considered the role unnecessary at this time.

Proposer: Cllr G Day

Seconder: Cllr E Lanfear

All in favour

2/26 Apologies for absence - Apologies were received from Cllr N Edmondson (away) and Cllr M Cain (away on work) and were accepted. Members noted the requirement under Section 85 of the Local Government Act 1972 that a councillor who fails to attend any meeting of the Council for a period of six consecutive months may cease to be a member of the authority unless the absence is approved by the Council before the expiry of that period.

3/26 Declarations of interest - No declarations of interest were made. For transparency, Cllr J Ruddock noted that she had previously owned a property subject to the planning application but confirmed that she no longer has any financial or personal interest in the matter.

4/26 Minutes - To approve the minutes of the meeting held 16 March 2026. It was **resolved** to approve and sign the minutes as a true record.

5/26 Public participation - To invite public participation (5 minutes or at Chair's discretion) There were none.

6/26 Reports - To receive reports from County and District Councillors.

County Cllr P Hodgkinson had sent his apologies – a written report was sent to the Clerk, see below:

- Roads - Potholes! Still some around. Please report everything you see on Gloucestershire Fix My Street. There are a series of road safety improvements being scheduled for Gloucester

Road, Andoversford if you are driving in that direction (late summer). The A417 Missing Link project is all on track for completion in February 2027.

- Local Government Reorganisation - This continues as per the Government's timetable. All of the existing councils in the county will be abolished in May 2028. We expect to hear the Govt's decision month as to which option they are backing (there are three on the table which were consulted on - a Gloucestershire unitary council, two unitary councils East and West Glos or two unitary councils a Greater Gloucester and the rest of the county). There is a huge challenge in rearranging Gloucestershire's councils in a short time and we will see if the Govt sticks to its timetable.

District Cllr J Theyer provided an update on District matters, including:

An update was not provided as he was not in attendance at the meeting.

7/26 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.

It was **resolved** to delegate authority to the Clerk to pay routine or urgent invoices falling 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. Council further **resolved** to adopt the Scheme of Delegation and amend the Financial Regulations accordingly to include the Clerk's delegated authority to incur expenditure within the approved limit.

Proposer: Cllr G Day

Seconded: Cllr E Lanfear

All in favour

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

It was **resolved** to defer consideration and adoption of the Council's key governance documents, PC subscriptions and policies until the July meeting, to allow councillors additional time to review them in full. It was further **resolved** to approve the Council's insurance renewals and meeting schedule for the 2026/27 municipal year. Members also agreed to amend the asset register to reflect that the Council owns five noticeboards and six benches. It was noted that the Council does not currently appoint any representatives to outside bodies. It was further noted that the only lead councillor role at present is Cllr H Boyd, who acts as the lead for planning matters.

Proposer: Cllr G Day

Seconded: Cllr J Ruddock

All in favour

8/26 Finance

- a) Payments – Folder 2:** To review finance reports and approve the table of payments.

It was **resolved** to accept the finance reports - **Appendix A** and approve the table of payments - **Appendix B**. It was noted that the Clerk would make payment of the domain invoice via BACS from her personal bank account on this occasion and be reimbursed, as the supplier does not accept payment by cheque. Members acknowledged that this is not considered best practice, and agreed that, once online banking arrangements are in place, future payments will be made directly from the Council's bank account via BACS.

Proposer: Cllr E Lanfear

Seconded: Cllr J Ruddock

All in favour

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. Cllr M Cain does not hold a Barclays bank account, which would have required him to present identification at a branch. The Clerk subsequently contacted the Barclays mandate team, and the mandate has now been amended to Cllr G Day, as Chair, who will be chairing the May meeting and is already an authorised signatory. The minutes will be updated to reflect this amendment.

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. It was agreed that moving to online banking will modernise the Council's payment process and ensure efficiency, especially as the Clerk is not based locally. It

will also enable invoices to be paid promptly between meetings, avoiding delays when meetings cannot be convened or are inquorate.

It was **resolved** to approve changes to the Barclays Bank mandate, including the removal of former Clerk Belinda Holder and the addition of Locum Clerk Kay Linnington. Cllr M Cain does not hold a Barclays bank account, which would have required him to present identification at a branch. The Clerk subsequently contacted the Barclays mandate team and the mandate has now been amended to Cllr G Day, as Chair, who will be chairing the meeting and is already an authorised signatory.

Proposer: Cllr E Lanfear

Seconded: Cllr J Ruddock

All in favour

It was also **resolved** to approve registration for Barclays online banking, with the Clerk authorised to set up payments and authorised Councillors approving payments electronically where cheque payment is not accepted (b) II.

Proposer: Cllr E Lanfear

Seconded: Cllr J Ruddock

All in favour

9/26 Audit 25/26 – Folder 3.

a) Internal Audit Report. To receive and note the Internal Audit Report for the year ended 31 March 2026. The PC received and noted 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. It was **resolved** to 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. It was **resolved** to 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. It was **resolved** to approve the Certificate of Exemption for the year ended 31 March 2026, confirming that the Council meets the qualifying criteria.

Proposer: Cllr E Lanfear

Seconded: Cllr J Ruddock

All in favour

10/26 Planning - To consider and comment on planning applications

26/00947/FUL

Location: Sunnyside The Quarry Brockhampton Cheltenham Gloucestershire GL54 5XL

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

Comments: Expired

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

Comments: Expired

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

Comments: No objection

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

Comments: No objection

11/26 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. It was **resolved** to approve the grass cutting contract with M J Lewis.

Proposer: Cllr G Day

Seconder: Cllr H Boyd

All in favour

12/26 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. It was agreed to invite David McFarlane to attend the next meeting to discuss crime and community safety matters. Members noted that Cllr E Lanfear had previously invited Mr McFarlane to attend the current meeting, although he did not attend.

13/26 Updates - To receive any updates.

- Cllr J Ruddock suggested that the Parish Council should seek to improve residents' awareness of meetings in order to encourage greater community engagement. It was agreed that the PC would share a link to the meeting agenda on the Council's website, via the village WhatsApp group.
- Cllr G Day requested that a "Matters Arising" item be included on future agendas. The Clerk recommended that this be titled "Matters Arising for Future Agenda Items."

14/26 Date of the Next Meeting. The date of the next meeting is Monday 20 July 2026 at 7.30pm

15/26 Close of meeting. The meeting closed at 8.47 pm

Appendix A – Financial Reports

BANK BALANCES			
Current Account Balance	£29,076.27		
Savings Account Balance	£0.00	NOTE: Updating the bank mandate for Leeds Building Society is still in progress and a balance will hopefully be showing at the July meeting.	
Cash Total	£29,076.27		
INCOME RECEIVED SINCE LAST MEETING			
Date	Description	Amount	
	Direct credit Cotswold DC	£7,875.00	
		£0.00	
		£0.00	
	Total Income Received	£7,875.00	
RECEIPTS SINCE LAST MEETING			
Date	Payee	Description	Amount
	ICO	Direct debit	£47.00
			£0.00
			£0.00
			£0.00
		Total Payments	£47.00
BALANCE - Barclays			
Opening Balance	£21,248.27		
Plus Income	£7,875.00		
Less Payments	£47.00		
Projected Closing Balance	£29,076.27		

SEVENHAMPTON PARISH COUNCIL - CASHBOOK				
18-May-26				
Date	Details	Income	Expenditure	Balance
3 April 2026	Opening balance	£21,248.27	£0.00	£21,248.27
	Direct credit Cotswold DC	£7,875.00	£0.00	£29,123.27
	ICO direct debit	£0.00	£47.00	£29,076.27

Appendix B

Payments – May 2026

Description	Payee	Amount
Internal Audit	Iain Selkirk	170.00
Locum Clerk Services – March to April	Kay Linnington	765.30
Website Domain renewal	Discount Domains	26.39
Insurance – Good Neighbourhood Scheme	Zurich – Charity Insurance	179.87
PC Insurance renewal	Zurich – Community First Insurance	238.45
PC Defib – New Battery - Sevenhampton	The Community Heartbeat Trust (Solutions) Ltd	172.80