

SEVENHAMPTON PARISH COUNCIL
Minutes of the Parish Council Meeting
Held on Monday 20 July 2026 at 7.30pm
At Brockhampton Village Hall

In attendance: Cllrs H Boyd, M Cain, G Day, N Edmondson, E Lanfear and J Ruddock.

Also in attendance: The Clerk and no members of the public.

16/26 Election of Chair - To elect a Chair. Chair to sign the declaration of acceptance of office. Members discussed the appointment of a Chair and expressed a preference to share the responsibility by appointing a councillor to chair each meeting in turn. The Locum Clerk advised that Section 15 of the Local Government Act 1972 requires the Council to elect a Chair annually and that appointing a councillor solely to chair individual meetings did not fulfil this requirement. It was explained that the Chair does not have greater decision-making authority than other councillors, but that the absence of an elected Chair could have governance and administrative implications, including for banking mandates and documents requiring the Chair's authority or signature.

Members did not elect a councillor to the office of Chair.

It was **resolved** to appoint Cllr E Lanfear to chair the meeting. All in favour.

17/26 Apologies for absence – There were none received. 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.

18/26 Declarations of interest - No declarations of interest were made.

19/26 Minutes - To approve the minutes of the meeting held 18 May 2026. It was **resolved** to approve and sign the minutes as a true record. All in favour.

20/26 Public participation - To invite public participation (5 minutes or at Chair's discretion) There were none.

21/26 Reports - To receive reports from County and District Councillors.

County Cllr P Hodgkinson reported on:

- The Government's decision to replace Gloucestershire County Council and the six district councils with a single unitary authority from 1 April 2028, together with the proposed transitional arrangements and future elections.
- Progress on the A417 Missing Link project, advising that temporary traffic management was in place during the summer works and that the scheme remained on programme for completion in early 2027.

- The increased risk of wildfires following the prolonged dry weather, encouraging residents to remain vigilant and take appropriate precautions.
- Progress on the Cotswold District Local Plan, including the significantly increased Government housing target and its implications across the district.
- Highway verge maintenance. Members raised concerns that a number of verges within the parish had not yet been cut and highlighted visibility issues at junctions. County Cllr P Hodgkinson requested details of the affected locations so that he could raise the matter with Gloucestershire Highways

District Cllr J Theyer - update on District matters, including:

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

22/26 Governance Review

a) 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. PC Subscriptions

The Locum Clerk advised that the current Standing Orders should be replaced with the latest model template to ensure they reflected current legislation and best practice. It was agreed that revised Standing Orders would be prepared for consideration at a future meeting.

Cllr G Day proposed the following amendments:

1. Standing Orders – Paragraph 3(j): To require any person recording a meeting to notify those present before recording commences.
2. Standing Orders – Paragraphs 16(f) and 16(g): To remove references to obsolete EU procurement thresholds.
3. Financial Regulations – Paragraph 1.7: To amend the wording so that it is expressly subject to the Council's Scheme of Delegation.
4. Social Media Policy – Paragraph 6: The Locum Clerk advised that councillors may exchange information by email between meetings on planning matters provided no Council decision is

made outside a properly convened meeting. Cllr G Day proposed that paragraph 6 be amended to clarify that messaging applications, such as WhatsApp, may be used to establish whether an Extraordinary Meeting should be convened where urgent business, including planning applications, requires consideration before the next scheduled meeting. It was confirmed that no Council decisions, including planning responses, may be made via email or messaging applications outside a properly convened meeting.

5. Asset Register: To amend the Asset Register to record five noticeboards and six benches. The Locum Clerk was requested to calculate and update the corresponding asset values for inclusion in the revised Asset Register.

It was **resolved** to approve the Governance Documents, subject to the amendments discussed, and to instruct the new Clerk when appointed to prepare revised Standing Orders based on the latest model template for consideration at a future meeting. **All in favour.**

23/26 Finance

Payments:

- a) To review the bank reconciliation and cashbook for June and July – **Appendix A**
- b) To approve the table of payments – **Appendix B**
- c) To ratify expenditure on the clerks delegated authority to make payments between meetings
 - I. M J Lewis – Grass Cutting £95.00
 - II. Kay's Admin Office – Locum Services (June) £625.00
 - III. Raymex - Repair to Phone Box £85.00

It was **resolved** to approve all the payments, bank reconciliation and the cash book. **All in favour.**

24/26 Planning - To consider and comment on planning applications. There were no planning applications requiring consideration.

Cllr H Boyd provided an update on recent planning, including:

1. 26/02087/FUL – Hill Cottage, The Quarry, Brockhampton
Erection of a single-storey timber garden room and replacement oil tank.
Comment: No objection
2. 26/01517/FUL – Ivy Bank, The Quarry, Brockhampton
Conversion of garden store to home office and erection of garden wall with associated works.
Application permitted.
3. 25/02444/FUL – Home Farm, Sevenhampton
Demolition of front porch and conservatory; erection of replacement ground-floor extension, first-floor side extension and first-floor barn extension; conversion of barn to living accommodation, including a first-floor link to the dwelling, and associated landscaping.
Noted: Application permitted.
4. 26/01694/NONMAT – Coppice Bank, The Quarry, Brockhampton

Non-material amendment to planning permission 18/04317/FUL, including omission of the two-storey extension, replacement of a side access door with a window, and replacement of rooflights with a single roof lantern.

Noted: Application permitted.

5. 26/01240/TCONR – Lower Farm, Sevenhampton

Works to thin a congested large beech tree (T1) by approximately 20–30%, bringing in the sides where required to retain the natural shape of the tree.

Noted: No objection.

6. 26/00945/FUL – Home Farm, Sevenhampton

Change of use from agricultural/sui generis use to residential (Use Class C3), including conversion of the existing stable block to home offices and home gym.

Noted: Application permitted.

7. 26/00947/FUL – Sunnyview, The Quarry, Brockhampton

Erection of a single-storey garden room and store to replace existing sheds.

Noted: Application permitted.

8. 26/01478/FUL – Puckham Barn, Whittington

Erection of a single-storey link extension to the dwelling, erection of sauna and plant room, installation of pool and associated works.

Noted: Application permitted.

9. 26/00636/LBC – Whitehall Farm, Sevenhampton

Alterations to the front porch, removal of modern internal partitions, creation of new and blocking of existing internal openings, and installation of two new attic bathrooms.

Noted: Application permitted.

10. 26/00336/LBC – Sevenhampton House, Sevenhampton

Replacement of existing timber windows, stone repairs and repointing.

Noted: Application withdrawn.

25/26 Clerk/RFO Recruitment – To discuss and approve the next steps, including the vacancy advertisement, recruitment timetable and selection process. The Council considered the draft recruitment timetable, vacancy advertisement and selection process.

It was **resolved:**

- To approve the vacancy advertisement and recruitment timetable.
- To advertise the post at SCP 18–23, dependent upon qualifications and experience. To include reference in the advertisement to hybrid/flexible working, including attendance at meetings by video conferencing where appropriate.
- To authorise the Locum Clerk to advertise the vacancy immediately, including through professional networks.
- To extend the Locum Clerk's appointment until the successful applicant has commenced employment, including a one-week handover period. **All in favour.**

26/26 Gov.uk Email Addresses – To approve payment of the outstanding Parish Online invoice of £192.00 and the implementation of .gov.uk email addresses for councillors, supporting compliance with AGAR Assertion 10 by ensuring appropriate arrangements are in place to manage cyber security

risks. The Locum Clerk advised that the outstanding Parish Online invoice related to implementation of the Council's .gov.uk domain and that .gov.uk email addresses would support compliance with AGAR cyber security requirements. Members were advised that the new email accounts could be linked to their existing email accounts and that assistance would be provided with the set-up where required.

It was **resolved**:

- To approve payment of the outstanding Parish Online invoice.
- To proceed with the implementation of .gov.uk email addresses for councillors.

All in favour.

27/26 Clerk Laptop – To approve delegated authority for the Clerk, in consultation with the Chair, to purchase a new business laptop for the Clerk/RFO with a budget of up to £600. The Council considered the purchase of a laptop for the permanent Clerk/RFO. Members agreed that the Council should provide a laptop. It was agreed that the purchase should be deferred until recruitment had progressed sufficiently to justify the expenditure.

It was **resolved**:

- To approve the purchase of a new business laptop for the permanent Clerk/RFO, with a budget of up to £600.
- That the purchase be made once recruitment has progressed sufficiently and following consultation with councillors.
- That a new laptop be purchased in preference to a refurbished device.

All in favour.

28/26 Matters Arising for Future Agenda Items

- I. Clerk/RFO recruitment update

29/26 Date of the Next Meeting. The date of the next meeting is Monday 21 September 2026 at 7.30pm.

30/26 Close of meeting. The meeting closed at 8.20 pm.

Appendix A – Financial Reports

Cashbook

Date	Voucher / Ref	Payee / Payer	Details	Receipts (£)	Payments (£)	VAT (£)	Budget Heading	Running Balance (£)	Notes
03/04/2026			Opening balance					£21,248.27	
03/04/2026	DD	ICO	Direct debit		£47.00		Subscriptions	£21,201.27	
03/04/2026		Cotswold DC	Precept	£7,875.00			Precept	£29,076.27	
05/05/2026	200189	Locum Clerk - K Linnington	Cheque issued		£765.30		Staffing / Locum Clerk	£28,310.97	
05/05/2026	200193	Heart beat trust	Cheque issued		£172.80		Repairs & Maintenance	£28,138.17	
05/05/2026	200194	Locum Clerk - K Linnington	Cheque issued		£693.74		Staffing / Locum Clerk	£27,444.43	
05/05/2026	200191	Zurich Insurance - Good Neighbour	Cheque issued		£179.87		Insurance	£27,264.56	
05/05/2026	200192	Zurich Insurance - PC Community First	Cheque issued		£238.45		Insurance	£27,026.11	
05/05/2026	200190	Iain Selkirk - IA	Cheque issued		£170.00		Internal Audit	£26,856.11	
	200195	VOID						£26,856.11	Cheque written then paid by Clerk via BACS instead
26/06/2026	200196	Locum Clerk - K Linnington	Cheque issued		£625.00		Staffing / Locum Clerk	£26,231.11	
30/06/2026	JH/2629	Jonathan C Horswil	Online payment		£85.00		Repairs & Maintenance	£26,146.11	Phonebox repair

Bank Reconciliation

Sevenhampton Parish Council Bank Rec 6 June - 3 July 26				
Cashbook Summary 2026/27				
Opening Balance	£26,856.11			
Total Receipts	£0.00			
Total Payments	£710.00			
Projected/Current Balance	£26,146.11			
Leeds Building Society Balance	£16,856.11			
Total Cash Held	£43,002.22			

Appendix B

Payments – June/July 2026

Description	Payee	Amount
.gov.uk mailboxes	Parish Online	192.00
Locum Clerk Services – June	Kay Linnington	625.00
Locum Clerk Services - July	Kay Linnington	649.20
Phone box repair	Raymex	85.00
Grass cutting	M J Lewis	95.00

Payments highlighted in blue were paid by the Clerk under delegated authority between meetings.