

SEVENHAMPTON PARISH COUNCIL

Councillors are hereby summoned to attend the ordinary meeting of the Council on the 21 September 2026 at 7.30 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/RFO

16 September 2026



Agenda

- 1. Election of Chair** – To elect a Chair to serve until the next Annual Meeting of the Council. This will provide continuity and avoid administrative issues, including banking mandates and official documentation i.e. staff contracts requiring a named Chair signature.
- 2. Apologies for absence** - To receive and consider apologies. **Section 85 of the Local Government Act 1972** - 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. Declarations of interest** - To receive any declarations of interest on items on the agenda.
- 4. Minutes** - To approve the minutes of the meeting held 20 July 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. Finance**
Payments:
 - a) To review the bank reconciliation and cashbook for 4 July – 4 September 2026
 - b) To approve the table of payments
 - 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 (August) £625.00
 - III. GALC – Yearly subscription to Glos Assoc of Local Councils £109.77
- 8. Planning** - To consider and comment on planning applications.
Planning applications received between meetings:
 - 1) 26/02476/TCONR**
Location: Church Cottage Church Lane Sevenhampton Cheltenham Gloucestershire.

Proposal: Works to trees in conservation areas for 1. To reduce by 15-20% and thin out large Beech (T1) in rear garden near roadside. To reduce by 15% and thin out large Lime tree (T2) in rear garden near roadside and remove all epicormic growth

Comments: 'No objection' received via email from 1 Parish Councillor

Planning applications for discussion at the meeting:

1) [26/02708/TCNR](#)

Location: Hill Cottage The Quarry Brockhampton Cheltenham Gloucestershire GL54 5XL

Proposal: To fell to ground level and remove Apple Tree in garden to make space for new summer house installation

Comments:

2) [26/02624/FUL](#)

Location: Former Site Of Wychwood Brockhampton Gloucestershire

Proposal: Erection of a replacement dwelling, garage and associated works (Retrospective) (revised scheme)

Comments:

9. Matters Arising for Future Agenda Items – To receive suggestions from councillors for items to be considered at a future meeting. Matters raised will not be discussed at this meeting.

10. CONFIDENTIAL SESSION - To resolve that, under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the consideration of confidential staffing matters and that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

11. Appointment of Clerk/RFO - To consider and approve:

- a) The appointment of the new Clerk and Responsible Financial Officer (RFO).
- b) The proposed start date.
- c) The contracted hours.
- d) The salary/pay rate.
- e) The probationary period.
- f) Delegation of authority to the Locum Clerk to formally offer the position to the successful candidate.
- g) Delegation of authority to the Locum Clerk to finalise the employment contract in accordance with the terms agreed by the Council.
- h) Authorisation for the employment contract to be signed by the new Clerk/RFO and the Chair on behalf of the Council.

12. Date of the Next Meeting - The date of the next meeting is 19 November 2026 at 7.30 pm.

13. Close of meeting