**SEVENHAMPTON PARISH COUNCIL**

**Minutes of the Parish Council Meeting**

Held on Monday 21 September 2026 at 7.30pm

At Brockhampton Village Hall

In attendance: Cllrs H Boyd, G Day, and N Edmondson.
Also in attendance: The Clerk (attended via videocall) and no members of the public.

**31/26 Election of Chair -** Cllr G Day was duly elected as Chair of Sevenhampton Parish Council and will sign the Declaration of Acceptance of Office.
**Proposer**: Cllr N Edmondson **Seconder**: Cllr H Boyd **All in favour**

**32/26 Apologies for absence –** apologies received and accepted from Cllrs M Cain, E Lanfear and J Ruddock**.** 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.

**33/26 Declarations of interest** - No declarations of interest were made.

**34/26 Minutes -** To approve the minutes of the meeting held 20 July 2026. It was **resolved** to approve and sign the minutes as a true record. **All in favour.**

**35/26 Public participation -** To invite public participation (5 minutes or at Chair's discretion) There were none.

**36/26 Reports -** To receive reports from County and District Councillors.

County Cllr P Hodgkinson was not in attendance and had sent apologies. A written report was provided:

- LGR – the Government has now decided as you probably know to pause this! It is of course deeply frustrating given the time and money which has already gone into moving to a unitary council which the Govt asked us to do in the first instance. The Govt is reviewing its decision and may well say yes again in due course but in the meantime all work on this is halted and the CDC elections which had been cancelled are now, for the moment, back on next May!
- A417 – the road will be into its next phase from 18/9 when traffic will travel direct from Cirencester to Gloucester and Gloucester to Cirencester without any junction or roundabout - and the project is on track to be fully open in February.
- Local Plan - the only nearby village which has housing allocated in the new draft Local Plan for the Cotswolds is Andoversford which has 52 homes proposed.

District Cllr J Theyer - update on District matters. An update was not provided as he was not in attendance at the meeting.

**36/26 Finance**

**Payments:**

**a)** To review the bank reconciliations and cashbook for 4 July – 4 September 2026. **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 (August) £625.00

III. GALC – Yearly subscription to Glos Assoc of Local Councils £109.77

It was **RESOLVED** to approve all the payments, bank reconciliation and the cash book. It was noted that the bank reconciliation was not fully up to date as statements for the Leeds Building Society account had not been received since May. It was agreed that this would be addressed once the new Clerk was in post and the bank mandate updated. **All in favour.**

**37/26 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/TCONR**

**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: No objection**

**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: No objection**

**38/26 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.

1. Bank Mandate Update – To approve the addition of Cllr N Edmondson to the bank mandate and to make any necessary amendments to reflect the appointment of the new Clerk/RFO.
2. Community Emergency Plan – to start discussions.

3. To discuss the provision of a secure, lockable cabinet at Rhodes Memorial Hall for the storage of Parish Council documentation.To reconsider the approved laptop purchase in light of recent increases in laptop prices and agree a revised budget if required.

**39/26 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.

**40/26 Appointment of Clerk/RFO - To consider and approve:**

a) The appointment of the new Clerk and Responsible Financial Officer (RFO). It was **RESOLVED** to appoint Helen Ward as Clerk and Responsible Financial Officer, subject to acceptance of the offer and completion of the necessary employment formalities.
b) The proposed start date. It was agreed that the proposed start date would be **week commencing 5 October 2026**, subject to agreement with the successful candidate.
c) The contracted hours. It was **RESOLVED** that the contracted hours would be **5 hours per week**.
d) The salary/pay rate. It was **RESOLVED** that the Clerk would commence on NALC SCP 18, with progression to SCP 19 following successful completion of the six-month probationary period. The salary would be reviewed following successful completion of the CiLCA qualification.
e) The probationary period. It was **RESOLVED** that the appointment would be subject to a six-month probationary period.
f) Delegation of authority to the Locum Clerk to formally offer the position to the successful candidate. It was **RESOLVED** to delegate authority to the Locum Clerk to formally offer the position to the successful candidate and undertake the necessary right-to-work checks.
g) Delegation of authority to the Locum Clerk to finalise the employment contract in accordance with the terms agreed by the Council. It was **RESOLVED** to delegate authority to the Locum Clerk and Chair 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. It was **RESOLVED** that the employment contract would be signed by the new Clerk/RFO and the Chair on behalf of the Council. The agreed job description would be appended to the contract.

**All in Favour of the above.**

**41/26 Date of the Next Meeting.** The date of the next meeting is Monday 16 November 2026 at 7.30pm.

**42/26 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 |
| 06/07/2026 | MSL1340 | Mr MJ Lewis | Online payment | | £95.00 | | Repairs & Maintenance | £26,051.11 | Grass cutting |
| 30/07/2026 | 23UC086-0005 | Parish Online | Online payment | | £192.00 | £32.00 | Admin | £25,859.11 | .Gov emails |
| 31/07/2026 | Inv 044 | Locum Clerk - K Linnington | Online payment | | £649.20 | | Staffing / Locum Clerk | £25,209.91 | |
| 17/08/2026 | 1571 | GALC | Online payment | | £109.77 | | Subscriptions | £25,100.14 | GALC |
| 01/09/2026 | MSL1349 | Mr MJ Lewis | Online payment | | £95.00 | | Repairs & Maintenance | £25,005.14 | Grass cutting |
| 01/09/2026 | Inv 050 | Locum Clerk - K Linnington | Online payment | | £625.00 | | Staffing / Locum Clerk | £24,380.14 | Bal up to 4 September 2026 |

### Bank Reconciliation 4 July – 5 August

| Sevenhampton Parish Council 4 July - 5 Aug | |
|---|---|
| **Cashbook Summary 2026/27** | |
| **Opening Balance** | £26,146.11 |
| **Total Receipts** | £0.00 |
| **Total Payments** | £936.20 |
| **Projected/Current Balance** | £25,209.91 |
| **Leeds Building Society Balance** | £16,856.11 |
| **Total Cash Held** | £42,066.02 |

**Bank Reconciliation 6 August – 4 September**

| Sevenhampton Parish Council 6 Aug - 4 Sep | |
|---|---|
| **Cashbook Summary 2026/27** | |
| **Opening Balance** | £25,209.91 |
| **Total Receipts** | £0.00 |
| **Total Payments** | £829.77 |
| **Projected/Current Balance** | £24,380.14 |
| **Leeds Building Society Balance** | £16,856.11 |
| **Total Cash Held** | £41,236.25 |

**Appendix B**

## Payments – August/September 2026

| Description | Payee | Amount |
|---|---|---|
| Locum Clerk Services – August | Kay Linnington | 625.00 |
| Locum Clerk Services - September | Kay Linnington | 649.20 |
| Grass cutting - September | M J Lewis | 95.00 |
| Subscription for membership | GALC – Glos Assoc of Local Councils | 109.77 |
| Grass cutting – June | M J Lewis | 95.00 |

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