SEVENHAMPTON PARISH COUNCIL

Councillors are hereby summoned to attend the ordinary meeting of the Council on the 16th November 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.

Mrs Helen Ward Parish Clerk/RFO 16th November 2026

Agenda

1. **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.

    - Apologies received from Cllr Matthew Cain

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

3. **Minutes -** To approve the minutes of the meeting held 16 September 2026

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

    a. Stephen Bowden will be attending the meeting to introduce himself to the Parish Council. Stephen is the newly appointed Cotswold Voluntary Wardens Parish Warden for Sevenhampton (and Whittington), we look forward to welcoming him to the meeting.

5. **Highway matters and updates to be discussed (standard item)**
    - Other issues- Highways matters should be reported via **https://fixmystreet.gloucestershire.gov.uk/**

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

7. **Finance - Clerk to update Councillors on progress with updating the mandate.**
   Payments:
    a) To review the bank reconciliation and cashbook for 16th September – 16th November 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 - Sep
        II. Locum Parish Clerk salary – £649.20 Sep
        III. M J Lewis – Grass Cutting £95.00 Oct
        IV. PATA - £27.75 Oct
        V. Locum Parish Clerk salary – £279.70 Oct
        VI. HMRC - £66.00 Oct

VII. New Clerk salary - £290.64 Oct
VIII. Domain Invoice £119.99 Nov
IX. Parish Clerk Salary - £319.56 -NOV TO BE APPROVED
X. Parish Clerks mileage expenses for Nov meeting - 55p per mile x 88 miles round trip from Clifton Upon Teme, Worcester- Total £48.40 - NOV TO BE APPROVED
XI. HMRC - £73.40 Nov TO BE APPROVED

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Clerk to update the Leeds Building Society mandate:remove Belinda Holder and Lynne Jackson. Lynne has been sending the locum Clerk statements. The locum Clerk was aware that she needed to be removed but it seemed a long process to add the locum clerk who was only temporary. The clerk will confirm by email once this has been updated.

8. **Planning -** To consider and comment on planning applications.

Planning applications received between meetings:

1) **26/03080/TCONR**
Location: The Quarry Brockhampton Cheltenham Gloucestershire
Proposal: Works to trees in conservation areas for yew tree slightly reduced 0.5m and the sides taken in as the tree is leaning to the right at Quarr Cottage
Comments: No comments from Councillors deadline 15.10.26

2) **26/02624/FUL**
Location: Former Site Of Wychwood Brockhampton Gloucestershire
Proposal: Full Application for Erection of a replacement dwelling, garage and associated works(Retrospective) (revised scheme)
Comments: No comments from Councillors deadline 15.10.26

3) **25/03869/FUL**
Location: Old Forge Brockhampton Cheltenham Gloucestershire GL54 5XQ
Proposal: Full Application for Erection of a single self-build dwellinghouse following the demolition of garden timber storage stable building
Comments: No comments from Councillors deadline 15.10.26

4) **26/02624/FUL**
Location: Former Site Of Wychwood Brockhampton Gloucestershire
Proposal: Full Application for Erection of a replacement dwelling, garage and associated works (Retrospective) (revised scheme)
Comments: No comments from Councillors deadline 15.10.26

5) **26/02708/TCONR**
Location: Hill Cottage The Quarry Brockhampton Cheltenham Gloucestershire
Proposal: Works to trees in conservation areas for To fell to ground level and remove Apple Tree in garden to make space for new summer house installation
Comments: No comments from Councillors deadline 15.10.26

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. **Community Emergency Plan -** To be discussed and moved forward

11. **Parish Council Website / Gov.uk emails** - Clerk to update on discussion with Adam Curtis regarding giving access to organisations listed on our "Clubs & Activities" section of the website so they can update their own information going forward. Clerk to remind councillors to use their new gov.uk email addresses so we are compliant. Test email was sent out to all gov.uk email addresses by the clerk on the 13/10/26 please confirm if received.

12. **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.

13. **Date of the Next Meeting -** Clerk to confirm dates & times for future meetings and hall arrangements with councillors**.** The date of the next meeting is 18 January 2027 at 7.30 pm.

14. **Close of meeting**