**SEVENHAMPTON PARISH COUNCIL**

**ANNUAL MEETING OF THE COUNCIL**

**TO BE HELD AT 7PM ON 20TH MAY 2024**

**IN THE VILLAGE HALL**

|  |  |
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|  | **Welcome and introductions – by the present Chairman** |
|  | **Election of Chairman – signing of acceptance of office papers** |
|  | **Election of Vice-Chairman – signing of acceptance of office papers** |
|  | Attendance to be recorded as Parish Councillors (anticipated as Lynne Jackson, Harry Boyd, Emma Lanfear, Matthew Cain, Kathy Haig and Gordon Day. County Councillor Paul Hodgkinson & District Councillor Jeremy Theyer) |
|  | **Apologies received to be recorded,** |
|  | **Declaration of Interest for matters on the agenda to be invited-** |
|  | **Minutes of the previous Parish Council Meeting held on 18th March 2024 to be approved** |
|  | **Public Participation will be invited (for a period of 5 minutes or as determined by Chair of meeting)** |
|  | **Council to approve its response to planning application 24/00624/FUL** Proposed veranda, garage conversion, replacement windows & doors& rooflight at Perch Pool |
|  | **Council to review delegation to Clerk of authority to make submission of comments on planning matters where no meeting of the Council is able to be held** |
|  | **Council to note changes are required to financial regulations and draft will be presented to Council at July 2024 meeting along with Standing orders** |
|  | **Council to consider if any changes are required to the asset register** |
|  | **Council to review representation on outside organisations such as No Crash group** |
|  | **Council to review any lead Councillor roles** |
|  | **Council to consider if any changes are required to insurance policy for the coming year-LTA £163.42** |
|  | **Council to consider if any changes are required to banking mandate** |
|  | **Council to consider if any changes are required to its Complaints, Freedom of Information or Data protection policies procedure** |
|  | **Council to approve its independent internal auditor as Iain Selkirk as in previous years** |
|  | **Council to consider moving website admin to**  **Parish and Town Website – set up fees approx. £500 – annual fee approx. £180 – see Cranham PC and Pitchcombe PC**  **Adam Curtis annual fee £285 approx (no set up fee yet obtained)- see Coberley PC and Cranham PC** |
|  | **Council to confirm it wishes to renew its subscriptions to GAPTC in sum of £87.59 and PATA Payroll in sum of £125.20 and M J Lewis £95 per cut** |
|  | **Council to approve the financial reports and payment list as attached** |
|  | **Council to approve its AGAR completion and delegate to the Chair of Council to sign the appropriate forms** |
|  | **Council to agree that its meeting schedule shall remain as 3rd Thursday of May, July, September, November, January, March commencing at 7.30pm** |
|  | **Update on TELECOM application if available** |
|  | **Report to be received from County Councillor Hodgkinson (may be carried forward to Parish Assembly which immediately follows this meeting)** |
|  | **Report to be received from District Councillor Theyer (may be carried forward to Parish Assembly which immediately follows this meeting)** |

**SEVENHAMPTON PARISH COUNCIL**

**Draft minutes for the meeting held at Brockhampton Village Hall**

**on March 18th 2024 at 7.30pm**

|  |  |
| --- | --- |
|  | **Welcome from Chair of Council** |
|  | **Council recorded the vacancy on the Council by remembering Bill Jenkin who had served the Council and the Village for many years, Council and members of the public recorded their thanks** |
|  | **Attendance recorded** as **Parish** **Councillors’ Lynne Jackson, Emma Lanfear**, **Harry** **Boyd**, **Gordon Day**, **Matthew Cain and** **Kathy Haig,** District Councillor Jeremy Theyer & 43 members of the public |
|  | **Apologies received, accepted & recorded from County Councillor Paul Hodgkinson** |
|  | **Declaration of Interest for matters on the agenda were invited**  **a) Woodleigh planning application declaration by Cllr Cain** |
|  | **Public Participation invited**  Members of the public were invited to speak to the Council  Comments on Woodleigh application was invited   * Update on objection already submitted to CDC by member of the public * Felling of trees and inaccurate statements made in the application highlighted * Setting a negative precedent for the village for 3 dwellings in back garden * Professional document commissioned by residents highlight inconsistencies in the CDC local plan/development plan and national planning framework * DS3 principal – Non principal settlement-disputed   Comments on Telecom Mast   * 60 objections noted * AONB area * Visual impact * Previous rejection of Mast in same location * Lack of publication of details * It is not a 5G mase but is a 4G mast * There is already an application and installation of a 4G mast * Height needed was disputed * Locations rejected rationale disputed * Owners of land will support the wishes of the public * Signal not causing concern enough to outweigh loss of visual benefit * One resident asked if there was an alternative site which would give benefit to those who have no/lack of signal * Other providers provide a good coverage * Previous application approved at a lower height after public concerns * EE/o2 and plus2 give good coverage * Tri-pod may not be needed and could be a pole * If “microwave dish” necessary was discussed * It is a false representation that there is no coverage in the village (“NOT SPOT” descriptor not accurate) * It is required that networks share and AONB are given the highest level of protection against masts * Planning permission in 2015 was installed in 2019 * Ofcom targets noted only being met by EE * PC are urged to reject with the strongest possible force   Any other comments -none  After the public session is closed at 20.01  The public were invited to remain and observe the remainder of the meeting |
|  | **Council considered planning application 24/00386/FUL – 3 dwellings at Woodleigh, Brockhampton**   * **Objections noted** * **Express objections and support all the objections already submitted** * **Principal or non-principal settlement query sent to CDC no response received** * **Going with the decisions on the Farthing application is neither a principal or non -principal settlement,** * **CDC planning policy not met** * **Brockhampton is DS4** * **No lighting /no pavements safety issues for pedestrians including school children** * **Lack of small affordable housing in the area noted but these are not affordable housing** * **Overcrowding of site**   **Cllr Cain abstained**  **5 Objections- 0bjection with comments to be submitted** |
|  | **Council considered planning application 24/00435/TELEC at Old allotments, Charlton Abbot Estate, The Quarry, Brockhampton**   * **Noting the above comments in the public session** * **2015 application went to planning committee and it was stated by the applicants (EE) at that time, that it would be available for other telecom companies** * **Latice Mast is not visually attractive and other designs are available** * **It was felt that the alternative sites were disingenuous** * **It was disputed if there was a need, and even if there was a need it could be covered by other Masts/service providers/technology**   **6 Councillors Object – comments agreed to be submitted** |
|  | **Council considered planning application 24/00313/FUL -replacement dwelling at Wychwood, Brockhampton**  **Council agreed – no comment** |
|  | **Council considered planning application 23/03700/FUL-replacement dwelling at Sennington House, Sevenhampton-already discussed – no comment** |
|  | **Council approved the Minutes of the previous Parish Council Meeting held on 15th January 2023** |
|  | **Council approved the financial reports as attached** |
|  | **Council accepted tender price submitted for grass cutting remains as current cost** |
|  | **Council approved the payment list as attached** |
|  | **Council noted update from County Councillor Hodgkinson has been distributed via email** |
|  | **Council received a verbal report from District Councillor Theyer**  **Concerns on item 18 were expressed** |
|  | **Council considered updates on Highway /PROW matters**   * **Temporary closure of restricted Byway KSE2 Sevenhampton** * **New Highways Manager – Anne Johns** |
|  | **Council discussed updates regarding the listing of the Craven Arms as an Asset of Community Value** |
|  | **Council considered other outstanding planning matters**   * **Clarification on catergorising Brockhampton as a non-principal settlement sought- no response received** * **Hay Barn at Nash noted** * **Greenhouse at Ashwood noted** * **Felling Ashtrees** |
|  | **Council considered the website and actions required** |
|  | **Council noted/considered correspondence received**   * **Telephone boxes in the parish (status and history** |
|  | **Council confirmed its next meeting is scheduled for 20th May 2024 at 7.00pm for AGM and 8pm for Parish Assembly** |
|  | **Meeting closed at 8.52** |

Financial reports for year end 31 March 24

Cash book

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| payee | date | CHQ NO | transaction | CURRENT A/C balance |
|  |  |  |  | 14569.74 |
| cdc precept | 28/04/2023 | income | 6750.00 | 21319.74 |
| b holder | 28/04/2023 | so | -256.65 | 21063.09 |
| b holder | 28/05/2023 | so | -256.65 | 20806.44 |
| b holder | 28/06/2023 | so | -256.65 | 20549.79 |
| b holder | 28/07/2023 | so | -256.65 | 20293.14 |
| b holder | 28/08/2023 | so | -256.65 | 20036.49 |
| m lewis ( 5months) | 09/05/2023 | 105 | -475.00 | 19561.49 |
| domaine discounts | 03/05/2023 | 106 | -26.39 | 19535.10 |
| pata payroll | 09/05/2023 | 107 | -103.20 | 19431.90 |
| pata payroll 22/23 | 09/05/2023 | 108 | -45.00 | 19386.90 |
| gaptc | 09/05/2023 | 109 | -87.39 | 19299.51 |
| hmrc (a,m,j) | 03/05/2023 | 110 | -190.80 | 19108.71 |
| b holder | 09/05/2023 | 111 | -52.20 | 19056.51 |
| b holder | 09/05/2023 | 112 | -26.00 | 19030.51 |
| leeds b s | 12/05/2023 | 113 | -1000.00 | 18030.51 |
| telephone box signs | 15/05/2023 | 114 | -68.50 | 17962.01 |
| community first insurance | 12/05/2023 | 115 | -163.42 | 17798.59 |
| pata 22/23 pension | 23/05/2023 | 116 | -19.65 | 17778.94 |
| b holder | 13/07/2023 | 117 | -109.00 | 17669.94 |
| jubilee celebration | 05/06/2023 | 118 | -53.94 | 17616.00 |
| I selkirk | 11/07/2023 | 119 | -115.00 | 17501.00 |
| ico | 06/04/2023 | dd | -35.00 | 17466.00 |
| b holder to 31/10/23 | 12/09/2023 | 120 | -74.80 | 17391.20 |
| b holder | 30/09/2023 | so | -256.65 | 17134.55 |
| b holder | 31/10/2023 | so | -256.65 | 16877.90 |
| hmrc (a,s,o) | 31/10/2023 | 121 | -254.60 | 16623.30 |
| b holder expenses to 31/12/23 | 14/11/2023 | 122 | -81.00 | 16542.30 |
| cdc precept | 26/09/2023 | receipt | 2250.00 | 18792.30 |
| b holder | 30/11/2023 | so | -256.65 | 18535.65 |
| b holder backpay | 21/11/2023 | 124 | -183.80 | 18351.85 |
| m lewis december | 19/12/2023 | 125 | -100.00 | 18251.85 |
| l jackson discount domaine | 14/11/2023 | 123 | -119.99 | 18131.86 |
| pata uk | 04/01/2024 | 127 | -10.00 | 18121.86 |
| hmrc n d | 04/01/2024 | 128 | -172.40 | 17949.46 |
| b holder | 31/12/2023 | so | -256.65 | 17692.81 |
| b holder expenses/salary | 04/01/2024 | 126 | -77.00 | 17615.81 |
| b holder | 31/01/2024 | so | -256.65 | 17359.16 |
| b holder salary underpaid | 31/01/2024 | 129 | -44.00 | 17315.16 |
| council direct | 01/03/2024 | 130 | -15.50 | 17299.66 |
| stow agricultural | 09/02/2024 | 131 | -211.00 | 17088.66 |
| b holder | 28/02/2024 | so | -256.65 | 16832.01 |
| b holder | 28/03/2024 | so | -256.65 | 16575.36 |
| hmrc | 28/03/2024 | 134 | -206.00 | 16369.36 |
| b holder | 28/03/2024 | 133 | -121.00 | 16248.36 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| BANK RECONCILATION |  |  |  |  | TOTAL INC |
| OPENING BANK BALANCE | 01/04/2023 |  |  | 14569.74 | deposit inc |
| EXPENDITURE FOR PERIOD |  |  | 7321.38 |  |  |
| INCOME FOR PERIOD |  |  | 9000.00 |  |  |
| NET EXPENDITURE |  |  |  | -1678.62 |  |
| BANK BALANCE AS ABOVE |  |  |  | 16248.36 | 0.00 |
|  |  |  |  |  |  |
| BAL PER S/M | 31/03/2024 |  |  | 16469.86 |  |
|  |  | 134 | -206.00 |  |  |
|  |  | 130 | -15.50 |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  | -221.50 |  |
| 31/03/2024 |  |  |  | 16248.36 | 0.00 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| reconciled balance |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Leeds BS Deposit account | 14986.51 | 33.58 | 1000.00 | c/bal | 16020.09 |
|  |  |  |  |  |  |
|  | Total bank balance |  |  |  | 32268.45 |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| reserves |  | Apr-21 |  | Apr-22 |  | 31/03/2023 | 31/03/2024 |
| leeds bs |  | 12980 |  | 13980 |  | 14987 | 16020 |
| general reseves | | 4065 | under spends | 5205 |  | 5789 | 7097 |
| Defib |  | 650 |  | 0 |  | 100 | 232 |
| contingency |  | 8160 | 1 year precept | 8160 |  | 8160 | 8160 |
| CIL |  | 7 |  | 70 |  | 70 | 70 |
| community events | |  |  |  |  | 100 | 200 |
| BT phone boxes | | 200 |  | 0 |  | 350 | 100 |
| election costs | |  |  |  |  |  | 250 |
| grit bins |  | 150 |  | 250 |  |  | 139 |
| year end | balance | 26212 |  | 27665 |  | 29556 | 32268 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| budget against actual | BUDGET | ACUTAL | BALANCE |  | 24/25 agreed |
| PRECEPT | 9000.00 | 9000 |  | 0 | 9500.00 |
| CIL |  | 0 |  |  |  |
| bank interest deposit account |  | 34 |  |  |  |
| inter account trans |  |  |  | 0 |  |
| wayleave | 21 | 0 |  |  |  |
| VAT to be reclaimed |  | 0 |  | 0 |  |
| other receipts |  | 0 |  |  |  |
| INCOME | 9021 | 9034 | 0 | 0 | 9500 |
| employment costs | 4000 | 4119 | -119 |  | 4300 |
| BT box | 100 | 0 | 100 |  | 100 |
| grit bins | 100 | 211 | -111 | reserves | 100 |
| hire of venue & village events | 200 | 0 | 200 | jubilee costs | 200 |
| admin/use of home | 500 | 553 | -53 |  | 500 |
| subscriptions | 225 | 103 | 122 |  | 225 |
| pata payroll | 250 | 178 | 72 |  | 200 |
| insurance | 480 | 163 | 317 |  | 480 |
| S137 | 1000 |  | 1000 |  | 1000 |
| DEF maintenance |  | 0 | 0 |  |  |
| grass cutting & tree maintenance | 200 | 68 | 133 | reserves | 200 |
| chairs allowance | 750 | 575 | 175 |  | 750 |
| councillors' expenses /travel | 30 | 0 | 30 |  | 30 |
| it costs | 100 | 0 | 100 |  | 100 |
| village dates & newsletters | 350 | 147 | 203 |  | 350 |
| audit fees | 100 | 54 | 46 |  | 100 |
| ico subs | 120 | 115 | 5 |  | 150 |
| election costs | 35 | 35 | 0 |  | 35 |
| balance to reserves | 250 |  | 250 | reserves | 250 |
| **Expenditure total for year** | 8790 | 6321 | 2469 |  | 430 |
| reserves to leeds | 1000 | 1000 | 0 |  | 1000 |
| **total for year** | 9790 | 7321 | 2469 |  | 9500 |
| contingency/balance | 231 | 2469 |  |  |  |
|  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | May-23 | Jul-23 | sept | nov | jan | march | May-24 |  |
| fuel | 10.8 | 21.6 | 21.60 | 21.6 | 21.6 | 21.6 | 21.6 |  |
| wfh (a) | 26 | 26 | 26.00 | 52 | 0 |  | 26 |  |
| postage | 6 | 6 | 8.00 | 8 | 8 | 8 | 8 |  |
| printing | 3.4 | 3.4 | 3.40 | 3.4 | 3.4 | 3.6 | 3.9 |  |
| year end | 6 | 26 |  |  |  |  |  |  |
| wfh (m) | 26 | 26 | 26.00 |  |  |  | 26 |  |
|  | 78.2 | 109 | 85.00 | 85 | 33.00 | 33.2 | 85.5 |  |
|  |  |  | 10.20 | 4 | 44 | 87.8 | 36 |  |
| 2 years interest | |  | 74.80 | 81 | 77.00 | 121 | 121.5 |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | april/may | bank | underpaid | |
|  |  |  |  |  |
| hmrc | 137.2 |  |  |  |
| net | 549.3 |  |  |  |
|  |  |  |  |  |
|  | 549.3 | 513.3 | 36 |  |

Agar

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **AGAR report** |  | 2000 | 2021 | 2023 | 2024 |  |
|  |  |  |  |  |  |  |
| balances bfwd | box 1 | 21002 | 22609 | 27442 | 29556 | 29556 |
| precept | box 2 | 7750 | 8000 | **8568** | 9000 |  |
| other receipts | box 3 | 1021 | 1664 | 6 | 34 | 9034 |
| staff costs | box 4 | 3365 | 3366 | 3819 | 4119 |  |
| loan repayments | box 5 | 0 | 0 | 0 | 0 |  |
| all other payments | box 6 | 3799 | 2696 | 2642 | 2202 | 6321 |
| balances cfwd | box 7 | 22609 | 26212 | 29556 | 32268 | 32268 |
| bank and cash balances | box 8 | 22609 | 26212 | 29556 | 32268 |  |





