**SEVENHAMPTON PARISH COUNCIL**

**agenda for the meeting to be held at Brockhampton Village Hall**

**on July 15th 2024 at 7.30pm**

|  |  |
| --- | --- |
|  | **Welcome from Chair of Council** |
|  | **Council to consider any co-option candidates received by the Clerk** |
|  | **Attendance to be recorded (anticipated as Parish Councillors’ Lynne Jackson, Emma Lanfear, Harry Boyd, Gordon Day, Matthew Cain and Kathy Haig, County Councillor Paul Hodgkinson, District Councillor Jeremy Theyer & members of the public** |
|  | **Apologies received & accepted to be recorded** |
|  | **Declaration of Interest for matters on the agenda to be invited** |
|  | **Public Participation to be invited**  **Members of the public to be invited to speak to the Council**  **the public session to be closed**  **The public to be invited to remain and observe the remainder of the meeting** |
|  | **Council to consider planning applications**  **24/01761/LBC – 2 no objections received- black solar panels at Coln Farm** |
|  | **Council to approve the Minutes of the previous Parish Council Meeting held on 20th May 2024**  **Council to note the draft minutes of the parish assembly held on the 20th May 2024** |
|  | **Council to approve the financial reports as attached** |
|  | **Council to approve the fixed asset list** |
|  | **Council to note independent auditor report** |
|  | **Council to approve the updated NALC financial regulations as distributed** |
|  | **Council to approve the payment list as attached** |
|  | **Council invite update from County Councillor Hodgkinson** |
|  | **Council to invite report from District Councillor Theyer** |
|  | **Council to consider updates on Highway /PROW matters** |
|  | **Council to discussed updates regarding the listing of the Craven Arms as an Asset of Community Value (if available)** |
|  | **Council to consider other outstanding planning matters** |
|  | **Council to note the website quotations are still awaited** |
|  | **Council to consider the emergency plan update** |
|  | **Council to note/consider correspondence received** |
|  | **Council to confirm its next meetings are scheduled for 16th September 2024 at 7.30pm , November 18th (budget setting) , 20th January 2025, 17th March 2025** |
|  | **Meeting to be closed** |

**SEVENHAMPTON PARISH COUNCIL**

**DRAFT MINUTES**

**ANNUAL MEETING OF THE COUNCIL**

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

**IN THE VILLAGE HALL**

|  |  |
| --- | --- |
|  | **Welcome and introductions – by the present Chairman** |
|  | **C**llr L Jackson was **Elected Chairman of Council – followed by the signing of acceptance of office papers** |
|  | **Cllr E Lanfear was Elected Vice-Chairman followed by the signing of acceptance of office papers** |
|  | Attendance recorded as Parish Councillors’ Lynne Jackson, Harry Boyd, Gordon Day Emma Lanfear, 1 member of the public, County Councillor Paul Hodgkinson arrived at |
|  | **Apologies received to be recorded from Parish Councillor** Matthew Cain & Kathy Haig District Councillor Jeremy Theyer did not attend |
|  | **Declaration of Interest for matters on the agenda invited- none** |
|  | **Minutes of the previous Parish Council Meeting held on 18th March 2024 approved** |
|  | **Public Participation was invited -none** |
|  | **Council approved its response to planning application 24/00624/FUL** Proposed veranda, garage conversion, replacement windows & doors& rooflight at Perch Pool   * **No comment to be submitted** * **Update on other applications were noted** |
|  | **Council agreed delegation to Clerk of authority to make submission of comments on planning matters where no meeting of the Council can be held** |
|  | **Council noted changes are required to financial regulations and draft will be presented to Council at July 2024 meeting along with Standing orders** |
|  | **Council agreed no changes are required to the asset register** |
|  | **Council agreed representation on outside organisations such as No Crash group- Cllr Lanfear** |
|  | **Council agreed lead Councillor role as Cllr H Boyd for planning** |
|  | **Council agreed no changes are required to insurance policy for the coming year-LTA £163.42 agreed** |
|  | **Council agreed no changes are required to banking mandate** |
|  | **Council agreed no changes are required to its Complaints, Freedom of Information or Data protection policies procedure** |
|  | **Council approved its independent internal auditor as Iain Selkirk as in previous years** |
|  | **Council considered moving website admin and clerk to get specific costs from**  **Parish and Town Website & Adam Curtis** |
|  | **Council confirmed 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 approved the financial reports with amendment to budget against actual report and payment list as attached- query wayleave receipts** |
|  | **Council approved its AGAR completion and delegated to the Chair of Council to sign the appropriate forms** |
|  | **Council agreed that its meeting schedule shall remain as 3rd Monday of May, July, September, November, January, March commencing at 7.30pm** |
|  | **Update on TELECOM application noted that permission was refused** |
|  | **Report invited from County Councillor Hodgkinson**  **Brockhampton Village name sign needs replacing and PC asked if Highway local could fund it.**  **Highway issues – drains at Perch Pool & highway signs**  **Whiteway has been resurfaced**  **River pollution at Andoversford noted**  **A417 missing link progress noted**  **Robin on Demand bus service**  **Local Highways Manager change noted**  **Changes to bin collections noted** |
|  | **Report not received from District Councillor Theyer** |
|  | **Meeting closed at 19.48**  **Next meeting emergency plan** |

SEVENHAMPTON PARISH COUNCIL

PARISH ASSEMBLY HELD ON 20th May 2024

IN BROCKHAMPTON VILLAGE HALL

COMMENCING AT 8pm

The Annual Parish Assembly, organised by the Parish Council, is an opportunity for any resident to come along and hear what the Parish Council and other organisations in the village have achieved in the last year, and to make suggestions on what you would like to see as priorities for the next year.  It is an informal meeting and a real opportunity for your voice and views to be heard.

1. **Attendance recorded** Parish Councillors Lynne Jackson, Harry Boyd, Gordon Day Emma Lanfear and 1 member of the public
2. **Apologies for absence received Parish Councillors Kathy Haig and** Matthew Cain
3. **Those present approved minutes of previous Annual Parish Meeting held on 16th May 2023.**
4. **Report received from the 2023/24 Chairman of the Parish Council on its activities over the last year**
5. **No report received from District Councillor Theyer**
6. **Verbal report received from County Councillor Hodgkinson at AGM**
7. **Open discussion on other priorities for the Parish.**

**Parish emergency plan – PC to look into this**

1. **Meeting closed at 20.08**

Financial reports to 30th June 2024

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| payee | date | CHQ NO | transaction | CURRENT A/C balance |
|  |  |  |  | 16248.36 |
| b holder | 30/04/2024 | so | -256.65 | 15991.71 |
| b holder | 30/05/2024 | so | -256.65 | 15735.06 |
| b holder | 30/06/2024 | s0 | -256.65 | 15478.41 |
| precept | 18/04/2024 | receipt | 7125.00 | 22603.41 |
| m j lewis | 01/05/2024 | 135 | -95.00 | 22508.41 |
| zuric car hae | 01/05/2024 | 136 | -179.87 | 22328.54 |
| hmrc | 01/05/2024 | 137 | -137.20 | 22191.34 |
| b holder | 30/05/2024 | 138 | -121.50 | 22069.84 |
| disc domain | 30/05/2024 | 139 | -21.99 | 22047.85 |
| gaptc | 30/05/2024 | 140 | -87.59 | 21960.26 |
| pata payroll | 30/05/2024 | 141 | -125.20 | 21835.06 |
| insurance | 30/05/2024 | 142 | -163.42 | 21671.64 |
| m j lewis (m, j,j) | 30/05/2024 | 143 | -285.00 | 21386.64 |
| b holder | 04/07/2024 | 144 | -121.00 | 21265.64 |
|  |  | 145 | 0.00 | 21265.64 |
| hmrc | 04/07/2024 | 146 | -68.60 | 21197.04 |
| ICO | 05/04/2024 | so | -35.00 | 21162.04 |
| leeds building society | 04/07/2024 | 147 | -1000.00 | 20162.04 |

Cheque payment list

|  |  |
| --- | --- |
| b holder | 04/07/2024 |
|  |  |
| hmrc | 04/07/2024 |
| ICO | 05/04/2024 |
| leeds building society | 04/07/2024 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| BANK RECONCILATION |  |  |  |  | TOTAL INC |
| OPENING BANK BALANCE | 01/04/2024 |  |  | 16248.36 | deposit inc |
| EXPENDITURE FOR PERIOD |  |  | 3211.32 |  |  |
| INCOME FOR PERIOD |  |  | 7125.00 |  |  |
| NET EXPENDITURE |  |  |  | 3913.68 |  |
| BANK BALANCE AS ABOVE |  |  |  | 20162.04 | 0.00 |
|  |  |  |  |  |  |
| BAL PER S/M | 31/05/2024 |  |  | 22269.50 |  |
|  |  | 30-Jun | -256.65 |  |  |
|  |  | 140 | -87.59 |  |  |
|  |  | 141 | -125.20 |  |  |
|  |  | 142 | -163.42 |  |  |
|  |  | 143 | -285.00 |  |  |
|  |  | 144 | -121.00 |  |  |
|  |  | 146 | -68.60 |  |  |
|  |  | 147 | -1000.00 | -2107.46 |  |
| 31/03/2024 |  |  |  | 20162.04 | 0.00 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| reconciled balance |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Leeds BS Deposit account | 16020.09 | 1000 |  | c/bal | 17020.09 |
|  |  |  |  |  |  |
|  | Total bank balance |  |  |  | 37182.13 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  | hmrc | net salary | gross |  |
| cash book | 205.80 | 841.95 | 1047.75 |  |
| pata | 205.80 | 823.95 | 1029.75 | hmrc |
| due | 0.00 | 18.00 | 18.00 | net |

|  |  |  |  |
| --- | --- | --- | --- |
| expenses |  |  |  |
|  | May-24 | Jul-24 |  |
| fuel | 21.60 | 21.60 |  |
| wfh (a) | 26.00 | 26.00 | j |
| postage | 8.00 | 8.00 |  |
| printing | 3.90 | 3.40 |  |
| year end |  |  |  |
| wfh (m) | 26.00 | 26.00 | j |
|  | 85.50 | 85.00 |  |
| salary | 36.00 | 36.00 | )j/j) |
|  | 121.50 | 121.00 |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| reserves |  | Apr-21 |  | Apr-22 |  | 31/03/2023 | 31/03/2024 |
| leeds bs |  | 12980 |  | 13980 |  | 14987 | 17020 |
| general reseves | | 4065 | under spends | 4974 |  | 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 |  | 27434 |  | 29556 | 33268 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  | 2024 |  |  |  |
| fixed assets |  |  |  |  |  |
| telephone boxes (2) | | 2 |  |  |  |
| defibrillators (2) | | 3000 |  |  |  |
| grit bins (10) | | 2000 |  |  |  |
| notice boards (3) | | 3000 |  |  |  |
| laptop |  | 800 |  |  |  |
| filing cabinet | | 200 |  |  |  |
| dog bins (4) |  | 800 |  |  | 11402 |
| road signs (2) | | 1600 |  |  |  |
|  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| budget to date | BUDGET | ACUTAL YEAR TO DATE | BALANCE AVAILABLE TO SPEND | still to be received |
| PRECEPT | 9500.00 | 7125 |  | 2375 |
| CIL |  | 0 |  |  |
| bank interest deposit account |  | 1000 |  |  |
| inter account trans |  |  |  | 0 |
| wayleave |  | 0 |  |  |
| VAT to be reclaimed |  | 0 |  | 0 |
| other receipts |  | 0 |  |  |
| INCOME | 9500 | 8125 | 0 | 2375 |
| employment costs | 4300 | 1048 | 3252 |  |
| BT box | 100 | 0 | 100 |  |
| grit bins | 100 | 0 | 100 | reserves |
| hire of venue & village events | 200 | 0 | 200 | jubilee costs |
| admin/use of home | 500 | 171 | 330 |  |
| subscriptions | 225 | 88 | 137 |  |
| pata payroll | 200 | 125 | 75 |  |
| insurance | 480 | 343 | 137 |  |
| S137 | 1000 |  | 1000 |  |
| DEF maintenance |  | 0 | 0 |  |
| grass cutting & tree maintenance | 200 | 1000 | -800 | reserves |
| chairs allowance | 750 | 380 | 370 |  |
| councillors' expenses /travel | 30 | 0 | 30 |  |
| it costs | 100 | 0 | 100 |  |
| village dates & newsletters | 350 | 22 | 328 |  |
| audit fees | 100 | 0 | 100 |  |
| ico subs | 150 | 0 | 150 |  |
| election costs | 35 | 35 | 0 |  |
| balance to reserves | 250 |  | 250 | reserves |
| **Expenditure total for year** | 430 | 3211 | 5859 |  |
| reserves to leeds | 1000 | 1000 | 0 |  |
| **total for year** | 9500 | 4211 | 5859 |  |
| contingency/balance |  | 5289 |  |  |
|  |  |  |  |  |
|  | 9500 | 9500 | 0 |  |