**SEVENHAMPTON PARISH COUNCIL**

**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** |

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

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| --- | --- | --- | --- | --- | --- | --- |
| **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 |  |





