

SEVENHAMPTON PARISH COUNCIL

Agenda of the meeting to be held at Brockhampton Village Hall
on November 18th 2024 at 7.30pm

1.	Welcome from Chair of Council
2.	Council to consider co-option candidate application has been received from Nicola Edmondson, who has confirmed that she meets the national criteria Subject to the decision of the Council and following the signing of the necessary paperwork, Nicola will be invited to join the Parish Council
3.	Attendance to be recorded (anticipated as Parish Councillors' Lynne Jackson, Harry Boyd, Gordon Day Matthew Cain, Kathy Haig and Emma Lanfear County Councillor Paul Hodgkinson, District Councillor Jeremy Theyer & members of the public
4.	Apologies to be received, accepted & recorded
5.	Declaration of Interest for matters on the agenda to be invited
6.	Public session, members of the public in attendance to be invited to speak to the Council and after the public session was closed, are invited to observe the remainder of the meeting Close of public session
7.	Council to invite report/ update from County Councillor Hodgkinson
8.	Council to invite report/update from District Councillor Theyer
9.	Council to approve the Minutes of the previous Parish Council Meeting held on 16 th September 2024
10.	Council to consider planning applications 24/03233/FUL – Hampen Farm 24/02790/TCNR-Coln Farm Council to receive/consider updates on other planning matters
11.	Council to consider making representations to CDC with regard to planning implications of DS3/DS4 https://www.cotswold.gov.uk/media/k2kjqv3b/cotswold-district-local-plan-2011-2031-adopted-3-august-2018-web-version.pdf
12.	Council to approve the financial reports and payment lists
13.	Council to approve its budget/precept for 25/26
14.	Council to consider updates on Highway /PROW matters
15.	Council to note updates regarding the listing of the Craven Arms as an Asset of Community Value Listed on CDC website (as at 4/9/24) as listed on 12/6/23- listed until 11/6/28 (moratorium period protected until 2/1/25)
16.	Council to receive feedback from Clerk re GAPTC online training/onboarding of new website /portal
17.	Council to consider updates regarding PC website- Clerk to confirm that the new website will be meeting new standards, Confirmed that it is acceptable to continue with other domain names other than gov.uk
18.	Council to consider its policy on allowing commercial enterprises (eg those that charge for services) to place adverts/notices on Council noticeboards
19.	Council to consider the emergency plan update. cfwd
20.	Council to agree to move into closed session to discuss employment matters

21.	Council confirmed its next meetings are scheduled at 7.30pm on 20 th January 2025, 17 th March 2025
22.	Meeting to be closed

SEVENHAMPTON PARISH COUNCIL

Draft minutes of the meeting held at Brockhampton Village Hall
on September 16th 2024 at 7.30pm

1.	Welcome from Chair of Council
2.	Council noted no co-option candidate applications have been received by the Clerk
3.	Attendance recorded as Parish Councillors' Lynne Jackson, Harry Boyd, Gordon Day and Emma Lanfear (19.58) County Councillor Paul Hodgkinson, & 8 members of the public
4.	Apologies received, accepted & recorded from Parish Councillors Matthew Cain, Kathy Haig District Councillor Jeremy Theyer did not attend
5.	Declaration of Interest for matters on the agenda were invited- none
6.	Public session, members of the public in attendance were invited to speak to the Council and after the public session was closed, they were invited to observe the remainder of the meeting <ul style="list-style-type: none"> • Principal and non-principal settlement and the effect it would have on applications in Brockhampton (see March 18th minutes and March 2nd emails) • New Government guidelines -NPF- CDC • Conservation Officer response to application 24/00386/FUL- • Position of lead planning officer • Number of objections submitted • 24/00386/FUL discussed and the process of the planning committee • Key planning reason AONB and impact on the AONB • District Councillor role in representing the views of the public • Effect on Brockhampton Park as a listed building • Distance from existing Listing building to edge of new building may encroach the 50m rule <p>Close of public session 19.55</p>
7.	Council invited report/ update from County Councillor Hodgkinson <ul style="list-style-type: none"> • Public consultation on Government planning reforms • A417 work ongoing • Bin collections • Damaged Brockhampton name sign – photo/details to send to CC Hodgkinson • Accidents in the local areas • Visibility on the A435 near lay-bye coming from Andoversford telephone exchange
8.	Council considered planning applications 24/00386/FUL -3 dwellings at Woodleigh Brockhampton Council considered the following points <ul style="list-style-type: none"> • Listed building • AONB • Positioning of semi-detached, rotated the detached and removed decking • Do the revisions make difference • DS4 building on agricultural land

	<ul style="list-style-type: none"> • Previous objections and application to this current application • Principal and non-principal development status (it was noted that in March an email seeking had been submitted by resident, it appears no response had been received by the parish council) • Safety of pedestrians including school children <p>Council agreed to object and agreed comments to be submitted in line with comments made on 19/3/24</p> <p>24/00235/OTHER - noted</p>
9.	Council approved the Minutes of the previous Parish Council Meeting held on 15 th July 2024
10.	Council approved the financial reports as attached
11.	Council approved the payment list as discussed at meeting
12.	Council noted no report from District Councillor Theyer
13.	<p>Council considered updates on Highway /PROW matters</p> <p>Reported Church Lane “no through road” sign</p> <p>Pot hole markings on roads noted</p> <p>Brockhampton name sign to be reported to Cllr Hodgkinson</p>
14.	<p>Council noted updates regarding the listing of the Craven Arms as an Asset of Community Value</p> <p>Listed on CDC website (as at 4/9/24) as listed on 12/6/23- listed until 11/6/28 (moratorium period protected until 2/1/25)</p>
15.	<p>Council noted other planning updates</p> <ul style="list-style-type: none"> • TRO’s noted • Solar Panels permitted • Old Farm House change of use refused
16.	<p>Council considered email from GAPTC regarding online training/onboarding of new website /portal for Chair/Clerk on 7th October at 10am to midday or 6-8pm</p> <p>-Clerk to attend on behalf of Council- Chair send apologies</p> <p>GAPTC email regarding PC website- carry on with plan to engage Adam, meeting new standards, explore if .gov.uk will allow other organisations to be part of the new website</p>
17.	Council considered the emergency plan update. cfwd
18.	Council confirmed its next meetings are scheduled at 7.30pm on November 18 th (budget setting) , 20 th January 2025, 17 th March 2025
19.	Meeting closed 21.00

Financial reports for November 2024 meeting

Cash book

<u>payee</u>	<u>date</u>	<u>CHQ NO</u>	<u>transaction</u>	<u>CURRENT A/C balance</u>
				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
l selkirk	10/07/2024	145	-120.00	21145.64
hmrc	04/07/2024	146	-68.60	21077.04
ICO	05/04/2024	so	-35.00	21042.04
leeds building society	04/07/2024	147	-1000.00	20042.04
b holder	31/07/2024	so	-256.65	19785.39
b holder	31/08/2024	so	-256.65	19528.74
m lewis (a s)	04/09/2024	148	-190.00	19338.74
hmrc	04/09/2024	149	-137.40	19201.34
b holder	04/09/2024	150	-101.20	19100.14
b holder	30/09/2024	so	-256.65	18843.49
b holder	31/10/2024	so	-256.65	18586.84
b holder	30/11/2024	so	-256.65	18330.19
b holder u/p salary	10/10/2024	151	-44.00	18286.19
hmrc sept oct nov	07/11/2024	152	-231.20	18054.99
b holder sal/exp	07/11/2024	153	-194.00	17860.99
LJ discount domain	10/11/2024	154	-119.99	17741.00
cdc	19/09/2024	receipt	2375.00	20116.00
pata payroll	07/11/2024	155	-15.00	20101.00

Cheque payment list

hmrc sept oct nov	07/11/2024	152	231.20
b holder sal/exp	07/11/2024	153	194.00
LJ discount domain	10/11/2024	154	119.99
pata payroll	07/11/2024	155	15.00

Employment

	hmrc	net salary	gross
wages			
cash			
book	574.40	2297.60	2872.00
pata	574.40	2297.60	2872.00
due	0.00	0.00	0.00

expenses	May-24	Jul-24	sept	nov
fuel	21.60	21.60	21.6	21.6
wfh (a)	26.00	26.00	26	26
postage	8.00	8.00	8	8
printing	3.90	3.40	1.8	1.8
wfh (m)	26.00	26.00	26	26
	85.50	85.00	83.4	83.4
salary	36.00	36.00	17.8	110.6
	121.50	121.00	101.20	194.00

Bank reconciliation

OPENING BANK BALANCE	01/04/2024	16248.36	deposit inc
EXPENDITURE FOR PERIOD		5647.36	
INCOME FOR PERIOD		9500.00	
NET EXPENDITURE		3852.64	
BANK BALANCE AS ABOVE		<u>20101.00</u>	0.00
BAL PER S/M	04/10/2024	22218.49	
		-1000.00	
	so	-256.65	
	so	-256.65	
	151	-44.00	
	152	-231.20	
	153	-194.00	
	154	-119.99	
	155	-15.00	
		<u>-2117.49</u>	
31/03/2024		<u>20101.00</u>	0.00

RESERVES	Apr-21	Apr-22	31/03/2023	31/03/2024
leeds bs	12980	13980	14987	17020
		under		
general reseves	4065	spends 4974	5789	7097
Defib	650	0	100	232
		1 year		
contingency	8160	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	<u>26212</u>	<u>27434</u>	<u>29556</u>	<u>33268</u>

Fixed assets

telephone boxes (2)	2
defibrillators (2)	3000
grit bins (20)	3900
notice boards (4)	3800
laptop	800
filing cabinet	206
dog bins (3)	900
road signs (6)	2400
bus shelter	7000
elsdon clump	1
name signs (4)	1600
benches 5	1500
	25109

BUDGET AGAINST ACTUAL

	<u>BUDGET</u>	<u>ACUTAL</u> <u>YEAR TO</u> <u>DATE</u>	<u>BALANCE</u> <u>AVAILABLE</u> <u>TO SPEND</u>	<u>still to be</u> <u>received</u>	<u>proposed</u> <u>25/26</u>
budget to date					
PRECEPT	9500.00	9500		0	9700
CIL		0			
bank interest deposit account		1000			1000
inter account trans				0	
wayleave		0			
VAT to be reclaimed		0		0	
other receipts		0			
INCOME	9500	10500	0	0	10700
employment costs	4300	2872	1428		4500
bt box	100	0	100		100
grit bins	100	0	100	reserves	100
hire of venue & village events	200	0	200		200
admin/use of home	500	337	163		500
subscriptions	225	88	137		225
pata payroll	200	140	60		200
insurance	480	343	137		480
S137	1000	0	1000		1000
DEF maintenance	200	0	200		100
grass cutting & tree maintenance	750	570	180	reserves	750
chairs allowance	30	0	30		30
councillors' expenses /travel	100	0	100		100
it costs	350	142	208		500
village dates & newsletters	100		100		
audit fees	150	120	30		150
ico subs	35	35	0		35
election costs			0		1000
balance to reserves	250		250	reserves	730
Expenditure total for year	430	4647	4423		
reserves to leads	1000	1000	0		
total for year	9500	5647	4423		10700
contingency/balance		3853			
	9500	9500	0		10700