

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 Close of public session 19.55
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 • Previous objections and application to this current application

	<ul style="list-style-type: none"> • 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 -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

**Approved minutes of the meeting held at Brockhampton Village Hall
on July 15th 2024 at 7.30pm**

1.	Welcome from Chair of Council
2.	Council noted no co-option candidates have been received by the Clerk
3.	Attendance recorded as Parish Councillors' Lynne Jackson, Harry Boyd, Gordon Day, Matthew Cain and Kathy Haig & 0 members of the public
4.	Apologies received, accepted & recorded from Parish Councillor Emma Lanfear & County Councillor Paul Hodgkinson, District Councillor Jeremy Theyer did not attend
5.	Declaration of Interest for matters on the agenda were invited- none
6.	There was no Public in attendance
7.	Council considered planning applications 24/01761/LBC –Council agreed to submit “no objections” from Councillors- black solar panels at Coln Farm. The PC wishes to record its comment that it does not want this to be seen as a precedent in the future for applications for solar panels on listed buildings.
8.	Council approved the Minutes of the previous Parish Council Meeting held on 20 th May 2024 Council noted the draft minutes of the parish assembly held on the 20 th May 2024
9.	Council approved the financial reports as attached
10.	Council approved the fixed asset list
11.	Council noted the independent auditor report has been received with no matters to be brought to the attention of the Council
12.	Council approved the updated NALC financial regulations as distributed
13.	Council approved the payment list as attached
14.	Council noted report/ update from County Councillor Hodgkinson has been distributed via email
15.	Council noted no report has been received from District Councillor Theyer Councillors raised concerns over the collection of refuse- to be reported to DC Theyer by Clerk
16.	Council considered updates on Highway /PROW matters <ul style="list-style-type: none"> • Verges have been cut by GCC • Pot holes • Fix-My-Street
17.	Council noted no updates were available regarding the listing of the Craven Arms as an Asset of Community Value
18.	Council discussed other planning matters <ul style="list-style-type: none"> • Updates from Cllr Boyd including permissions given/refused • Manton House, Sevenhampton GL54 5SL – no application received for building in the front drive – Council to seek further advice
19.	Council accepted the website quotation as distributed via email £290 set up, annual maintenance and technical support £180, annual hosting £50
20.	Council considered the emergency plan update. The clerk offered to refer to a completed plan to be considered by Councillors
21.	Council noted correspondence received regarding postal service
22.	Council confirmed its next meetings are scheduled for 16 th September 2024 at 7.30pm November 18 th (budget setting) , 20 th January 2025, 17 th March 2025
23.	Meeting closed at 20.35

Financial reports to 4th September 2024

Cash book

				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

Cheque payment list

m lewis (a s)	04/09/2024	148	-190.00
hmrc	04/09/2024	149	-137.40
b holder	04/09/2024	150	-101.20

Bank reconciliation

BANK RECONCILIATION			
OPENING BANK BALANCE	01/04/2024		16248.36
EXPENDITURE FOR PERIOD		4273.22	
INCOME FOR PERIOD		7125.00	
NET EXPENDITURE			2851.78
BANK BALANCE AS ABOVE			<u>19100.14</u>
BAL PER S/M	05/08/2024		20853.99
		31-Aug	-256.65
			-68.60
			-1000.00
			-190.00
			-137.40
			-101.20
			<u>-1753.85</u>
	31/03/2024		<u>19100.14</u>

Other reconciliations

wages	hmrc	net salary	gross	
cash book		343.20	1373.05	1716.25
pata		343.20	1373.05	1716.25
due		0.00	0.00	0.00
				hmrc net
expenses		May-24	Jul-24	sept
fuel		21.60	21.60	21.6
wfh (a)		26.00	26.00	26
postage		8.00	8.00	8
printing		3.90	3.40	1.8
year end				
wfh (s)		26.00	26.00	26
		85.50	85.00	83.4
salary		36.00	36.00	17.8
		<u>121.50</u>	<u>121.00</u>	<u>101.20</u>

RESERVES	<u>Apr-21</u>	<u>Apr-22</u>	<u>31/03/2023</u>	<u>31/03/2024</u>
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
	<u>25109</u>

BUDGET AGAINST ACTUAL

	<u>BUDGET</u>	<u>ACUTAL YEAR TO DATE</u>	<u>BALANCE AVAILABLE TO SPEND</u>	<u>still to be received</u>
budget to date				
PRECEPT	9500.00	7125		2375
CIL		0		
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	1716	2584	
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	254	246	
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	570	180	
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	120	30	
election costs	35	35	0	
balance to reserves	250		250	reserves
Expenditure total for year	430	4273	4797	
reserves to leeds	1000	1000	0	
total for year	9500	5273	4797	
contingency/balance		4227		
Look at budget figures	9500	9500	0	