

SEVENHAMPTON PARISH COUNCIL

Agenda
of the meeting to be held at Brockhampton Village Hall
on January 20th 2025 at 7.30pm

1.	Welcome from Chair of Council
2.	Attendance to be recorded (anticipated as Parish Councillors' Lynne Jackson, Harry Boyd, Gordon Day, Matthew Cain, Kathy Haig and Emma Lanfear & Nicola Edmondson District Councillor Jeremy Theyer, County Councillor Paul Hodgkinson & members of the public
3.	Apologies received to be recorded
4.	Declaration of Interest for matters on the agenda will be invited
5.	Public session, members of the public in attendance will be invited to speak to the Council and after the public session is closed, members of the public will be invited to observe the remainder of the meeting Close of public session
6.	Council to invite update from District Councillor Theyer
7.	Council to invite update from County Councillor Hodgkinson
8.	Council to approve the Minutes of the previous Parish Council Meeting held on November 18th 2024
9.	Council to consider outstanding planning matters <ul style="list-style-type: none">• Council to note updates on other planning matters• Woodleigh planning application ref 24/00386/FUL – Cllr Day to provide feedback after attending the planning committee meeting on 15th January 2025• 24/03658/FUL – Yew Tree Cottage– no objections• 24/03409/FUL -The Stable Block -no objections
10.	Council to note feedback from Adrian Harding head of planning services on DS3/4
11.	Council to approve the financial reports and payment lists
12.	Council approved its budget for 25/26
13.	Council to consider updates on Highway /PROW matters
14.	Council to note no updates regarding the listing of the Craven Arms as an Asset of Community Value have been received 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)
15.	Council to consider updates regarding PC website-
16.	Council to consider the emergency plan update. (Cllr Jackson/Cllr Haig)
17.	Council confirmed its next meetings are scheduled at 7.30pm on 17 th March 2025
18.	Meeting to be closed

SEVENHAMPTON PARISH COUNCIL

Draft minutes of the meeting held at Brockhampton Village Hall
on November 18th 2024 at 7.30pm

1.	Welcome from Chair of Council
2.	Council agreed co-option of Nicola Edmondson, who has confirmed that she meets the national criteria and following the signing of the necessary paperwork, Nicola was invited to join the Parish Council
3.	Attendance recorded Parish Councillors' Lynne Jackson, Harry Boyd, Gordon Day, Matthew Cain, Kathy Haig and Emma Lanfear & Nicola Edmondson (following co-option) District Councillor Jeremy Theyer & 4 members of the public
4.	Apologies received from County Councillor Paul Hodgkinson
5.	No Declaration of Interest for matters on the agenda were received
6.	Council noted /update from District Councillor Theyer Email regarding 24/00386/FUL has been received by PC and DC Theyer gave an update on process of planning committee at DC PC gave feedback on the principal of a NDP and how it must meet DC local plan and National Planning framework Council gave feedback on principal of setting precedent on development within the parish Other matters – change from Publica gradually taking place Replace of bin fleet in next 4 years Community Emergency Plan updates recommended A417 updates and associated roads Winter Fuel allowances
7.	Public session, members of the public in attendance were invited to speak to the Council and after the public session was closed, were invited to observe the remainder of the meeting Member of the public gave feedback on the comments made by the planning officer Member of the public spoke on 24/00386/FUL – request CDC put 24/00386/FUL to planning committee; planning officer was part of pre-application meeting; part of group agreeing change of DS3/DS4 without consulting PC; development boundary including 24/00386/FUL was decided without consulting PC and included the location of 24/00386/FUL which was already submitted Member of the public raised comments made by planning officer on DS3 “Planning officer has stated that Brockhampton has not been redesignated as a DS3 settlement. This has been the adopted policy of CDC since August 2018 and relates to non principal settlement (as per those 17 listed in policy DS1)” 2021 “25 page list of SHELA” published by CDC raised by member of the public Cllr Haig spoke as a member of public re refuse collection (since April problems noted but last 4 weeks everything has been collected) Close of public session 20.00

8.	Council noted report/ update from County Councillor Hodgkinson as distributed via email- including updates on 24/00386/FUL
9.	Council approved the Minutes of the previous Parish Council Meeting held on 16 th September 2024
10.	Council considered planning applications 24/03233/FUL – Hampen Farm- no comments to be submitted 24/03340/FUL – Puckham Barn – extension – no comment to be submitted 24/02790/TCO NR-Coln Farm- no comment to be submitted Council received/consider updates on other planning matters No enforcement feedback
11.	Council considered 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 The Clerk reported that Planning officer has stated that Brockhampton has not been redesignated as a DS3 settlement. This has been the adopted policy of CDC since August 2018 and relates to non-principal settlements (as per those 17 listed in policy DS1) . It is stated that it is possible for a village with separate areas to be both applicable to DS3 and DS4 within any outlying areas of housing/hamlets It is also noted that consistency across the district should also be considered. He also quotes paragraph 83 of the NPPF and that Andoversford is a Principal Settlement designated within the adopted plan The PC agreed to submit an email to CDC head of Planning The Council request a specific list of what classification apply to the different areas of the parish and that they are dis-satisfied with the apparent classification of DS3/DS4 within the Parish of Sevenhampton including the village of Brockhampton as quoted by PO Moody
12.	Council approved the financial reports and payment lists
13.	Council approved its precept for 25/26 £10k Budget to be reviewed at next meeting Consideration of interest received on saving accounts
14.	Council considered updates on Highway /PROW matters Name sign -brockhampton waiting for photo from Cllr Jackson
15.	Council noted no updates regarding the listing of the Craven Arms as an Asset of Community Value have been received 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 received feedback from Clerk re GAPTC online training/onboarding of new website /portal
17.	Council considered updates regarding PC website- Clerk confirmed 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 considered its policy on allowing commercial enterprises (eg those that charge for services) to place adverts/notices on Council noticeboards Headed noticeboards are only for pc documents Other noticeboards have wider notices and are operated by other organisations.
19.	Council considered the emergency plan update. (Cllr Jackson/Cllr Haig)
20.	Council agreed employment matters
21.	Council confirmed its next meetings are scheduled at 7.30pm on 20 th January 2025, 17 th March 2025
22.	Meeting closed at 20.45

Financial reports for January 2025 meeting

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>

<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
b holder	28/12/2024	so	-256.65	19844.35
b holder	31/01/2025	so	-256.65	19587.70
b holder	28/12/2024	156	-57.00	19530.70
hmrc	08/01/2025	157	-143.60	19387.10
b holder	08/01/2025	158	-87.30	19299.80

BANK RECONCILIATION		
OPENING BANK BALANCE	01/04/2024	16248.36
EXPENDITURE FOR PERIOD		6448.56
INCOME FOR PERIOD		9500.00
NET EXPENDITURE		<u>3051.44</u>
BANK BALANCE AS ABOVE		<u>19299.80</u>
BAL PER S/M	05/12/2024	21116.00
		-1000.00
	155	-15.00
	so	-256.65
	so	-256.65
	156	-57.00
	157	-143.60
	158	-87.30
		<u>-1816.20</u>
		<u>19299.80</u>
	31/03/2024	

expenses	May-24	Jul-24	sept	nov	jan
fuel	21.60	21.60	21.6	21.6	21.6
wfh (a)	26.00	26.00	26	26	26
postage	8.00	8.00	8	8	8
printing	3.90	3.40	1.8	1.8	1.6
year end					
wfh (m)	26.00	26.00	26	26	26
	85.50	85.00	83.4	83.4	83.2
salary	36.00	36.00	17.8	110.6	4.1
	<u>121.50</u>	<u>121.00</u>	<u>101.20</u>	<u>194.00</u>	<u>87.3</u>

wages	hmrc	net salary	gross
cash			
book	718.00	2872.00	3590.00
pata	718.00	2872.00	3590.00
due	0.00	0.00	0.00

BUDGET AGAINST ACTUAL

	<u>BUDGET</u>	<u>ACUTAL YEAR TO DATE</u>	<u>BALANCE AVAILABLE TO SPEND</u>	<u>still to be received</u>	<u>Agreed 25/26</u>
budget to date					
PRECEPT	9500.00	9500		0	10000
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	11000
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