

Sandford St Martin Parish Council

MINUTES 20191114

NOVEMBER 14, 2019 7.00 PM SANDFORD ST MARTIN PARISH HALL

ATTENDEES	James Rowe (Chairman), Emily Wheeler-Booth, Jo Miles, Ian Hames, Clive Hill Cllr Jackson (WODC) One member of the public Anne Ogilvie (Clerk),
ABSENT	Nil

The Chairman welcomed everybody to the meeting.

503 **To receive apologies for absence** - Nil

504 **Approve and sign minutes of meeting on 12 September 2019**

The minutes of the meeting on 12 September 2019 were approved by the Council, and signed by the Chairman.

505 **To receive declarations of interest from Members** – Nil

506 **Public participation-** Nil

507 **Report from District Councillor**

WODC Report – Cllr David Jackson

Planning application 18/02236/FUL – the track which has been built has disturbed archaeological remains of a Roman villa, but the LPA believes it would cause more damage to the area to remove the current surface. It has been decided that the track needs to be covered with soil and grass seeded instead, and the fence removed.

The Council agreed to register their disapproval of retrospective planning permission of potentially controversial applications being approved to the LPA.

Action: Cllr Hill to draft letter and circulate to Council. Clerk to send approved letter.

The speed gun has been made and will be despatched shortly. A training session will be organised after Christmas. A group will need to be formed to organise usage.

The Good Neighbour Scheme in the Bartons is starting to work nicely. It was noted that there might be people in Sandford and Ledwll who might benefit from their services.

The Ardley Incinerator trip took place yesterday. Another trip is being organised for Friday 13 December.

508 **Receive and comment on Clerk's report**

The Clerk's report was noted. The Council thanked the Clerk for her work to date.

509 **Current planning**

19/02945/HHD – Replacement of existing roof light with dormer window – Fox Cottage, 4 Manor Farm Cottages, Manor Road, Sandford St Martin – comment by 14 November 2019

The Council had no comment on this application.

510 **Planning applications received before date of meeting** – Nil

511 **Update of previous planning applications**

19/02412/HHD – Alterations and erection of single and two storey extensions – Carpenters Cottage, Manor Road, Sandford St Martin – approved – 15 October 2019

512 **Correspondence received**

a. Email – WODC – Notification of Christmas waste arrangements

513 **Disciplinary and Grievance Policy – to review and adopt policy**

It was **resolved** to adopt the Disciplinary and Grievance Policy.

514 **Equal Opportunities Policy – to review and adopt policy**

It was **resolved** to adopt the Equal Opportunities Policy.

515 **Health and Safety Policy – to review and adopt policy**

It was **resolved** to adopt the Health and Safety Policy.

Signed

(Chairman)

Date

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- 516 **Sickness and Absence Policy – to review and adopt policy**
It was **resolved** to adopt the Sickness and Absence Policy
- 517 **Document Storage, Retention and Destruction Policy – to review and adopt policy**
It was **resolved** to adopt the Document Storage, Retention and Destruction Policy.
- 518 **Privacy Notice – to review and adopt Notice**
It was **resolved** to adopt the Privacy Notice.
- 519 **Privacy Notice (staff and councillors) – to review and adopt Notice**
It was **resolved** to adopt the Privacy Notice (staff and councillors).
- 520 **Privacy Policy – to review and adopt policy**
It was **resolved** to adopt the Privacy Policy.
- 521 **Requests for Information Policy – to review and adopt policy**
It was **resolved** to adopt the Requests for Information Policy.
- 522 **Security Incident Response Policy – to review and adopt policy**
It was **resolved** to adopt the Security Incident Response Policy.
- 523 **Internal auditor – to agree to investigate options**
It was **resolved** to seek a new internal auditor for financial year 2019-20.
Action: Clerk to seek options for new internal auditor and forward to council, for decision at next meeting.
- 524 **Electronic filing – to agree to investigate options**
It was **resolved** to investigate options for electronic filing.
Action: Clerk to investigate options and forward proposal to Council.
- 525 **Ledwell Green Executive Committee – to review and amend status if necessary, and review and amend its terms of reference**
It was **resolved** to amend the status of the Ledwell Green Executive Committee to an Advisory Committee. Items requiring decision will be forwarded to full council for approval.
- 526 **Council provided email addresses – to review report and agree action**
The report had been circulated to Council. The Council agreed in principle to having council provided email addresses. It was **resolved** to investigate options.
Action: Clerk to investigate options, including whether Rocketfuel can provide this service, and report to Council.
- 527 **Payroll provider – to approve new payroll provider**
It was **resolved** to appoint TP Jones and Co LLP as the new payroll provider.
Action: Clerk to arrange contract and set up.
- 528 **Delegated powers for Clerk – to approve delegated powers for the Clerk**
It was **resolved** to give the following delegated powers to the Clerk
The Clerk has the authority to manager and administer the routine Parish Council business including;
i. responding to correspondence, liaison with outside bodies, research and preparation of reports and notes for future council meetings;
ii. purchase of stationery and office supplies for reimbursement;
iii. play areas and common land management;
iv. responding to planning applications on behalf of the Council for which a response is required outwith the normal pattern of Council meetings, and where an extra meeting cannot reasonably be held within the application timetable; and
v. other urgent matters requiring attention between meetings following consultation with members.
- 529 **To approve current expenditure**
The following payments were approved
- | | | | |
|-------------------------|------------------------|----------|-------------------|
| Leport and Co Solicitor | interest payment | £1297.57 | chq number 100640 |
| Rocketfuel Creative | domain/website hosting | £170.63 | chq number 100643 |
| Rocketfuel Creative | website design | £444.00 | chq number 100644 |
- 530 **To approve council administration costs**
Council administration costs were approved £388.52 chq number 100641
Salary costs were approved.

Signed

(Chairman)

Date

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- 531 **To instruct bank signatories to sign approved accounts**
Approved cheque payments were signed.
- 532 **Update of current status of bank account**
Current account as of 14 November 2019 - £7176.99.
- 533 **To approve current year budget update**
The budget update file, circulated to the Council prior to the meeting, was approved.
- 534 **To approve bank reconciliation**
The bank reconciliation file, circulated to the Council prior to the meeting, was approved.
- 535 **To approve finance update**
The finance file, circulated to the Council prior to the meeting, was approved.
- 536 **To agree budget for 2020-21**
The draft budget file had been circulated to the Council prior to the meeting.
It was **resolved** to approve the budget. General receipts - £200. General payments - £9695.
- 537 **To agree precept for 2020-21**
It was **resolved** to approve the precept - £9468.
Action: Clerk to send approved precept to WODC.
- 538 **To receive items for information only and the next agenda**
It was noted that residents need to ensure that they registered to vote.
- 539 **Next meeting – Thursday 09 January 2020**

The meeting was closed at 8.30 pm.

Signed

(Chairman)

Date