

Sandford St Martin Parish Council

CLERK REPORT

Period: From 03 January 2020 to 26 June 2020

1. **January council meeting minutes** - written and draft published.
2. **Council provided email addresses** - set up. Relevant bodies advised of change of clerk email address.
3. **Payroll provider** – set up.
4. **Electronic filing** – Council Dropbox set up. Councillors invited. Filing system set up.
5. **Airplane noise** – letters written to flying clubs. One response received.
6. **SoHo Farmhouse junction** – DC contacted OCC on Council's behalf.
7. **Provision of hard copy planning documents** – WODC contacted. Response received *"We are currently considering the comments and feedback that have been provided by parish/town councils since we sent our letter regarding our proposal. We are giving the matter further consideration and therefore will not be introducing the change in practice at this point in time. All planning applications will therefore continue to be sent to you free of charge. When an official decision is made, I will request that consideration is made to the costs of copying the larger applications, as I acknowledge that this can be costly."*
8. **Bins left on pavements** – waiting for draft letter from Cllr Hames.
9. **Kerbs on Manor Road** – report has been made via FixMyStreet. OCC – does not meet criteria for intervention, item closed.
10. **Standing Orders** – amended as per meeting.
11. **Financial Regulations** – amended as per meeting.
12. **Payments** - approved payments processed.
13. **Budget virements** – budget vired as agreed.
14. **Finance updates** – finance system has been updated and circulated.
15. **Budget updates** – updates have been circulated.
16. **Bank reconciliations** – updates have been circulated.
17. **Planning update spreadsheet** – updated and circulated as required.
18. **Website** – updated as required.
19. **Asset register** – updated.
20. **New road to Beaconsfield Farm** – letter written to WODC. Response received and circulated.
21. **COVID-19 recommendations** - council advised of recommendations from NALC/OALC regarding giving Clerk delegated authority due to the COVID-19 outbreak.
22. **Remote meetings** – researched, in order to arrange meetings as per 2020 legislation. Zoom licence purchased for council meeting.
23. **Internal auditor** – internal audit taken place and report circulated.
24. **End of year accounts** – completed, and AGAR accounting statement completed.
25. **PC amendments** - completed for OCC.
26. **Insurance** – insurance policy reviewed, amendments made and renewed.
27. **New financial year** – set up financial files for new financial year.
28. **Payments** – payments made as per Scheduled Payments List and council agreement.
29. **Ledwell Green mowing** – contractor organised to mow the Green.
30. **Southfield House, tennis court, 19/00157/PENF** – WODC contacted for update of status of enforcement action. Letter written to WODC. Response received and circulated. Council copied in correspondence between WODC and residents.
31. **External auditor** – 2017/18 and 2018/19 reports received and circulated.
32. **Website** – News page set up.
33. **Risk Assessment** – researched re revisions required to Risk Assessment re COVID-19 and legislation.

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34. **Scheduled Payments List for 2020-2021** - Scheduled Payments List created and circulated to council.
35. **Manor House planning application** – comment extension requested and received.
36. **Code of Conduct** – circulated to council prior to meeting for approval.
37. **SLCC membership renewal** – Clerk request circulated to council.
38. **New payments** - processed.
39. **Agenda and appendices for July** - created, published and circulated.
40. **Clerk report** - written.