

Sandford St Martin Parish Council

Council members are hereby summoned to attend the Parish Council Meeting on Thursday 02 July 2020 at 7.00 pm, via Zoom link below. Please inform the Clerk if you are unable to attend.

A Ogilvie

Anne Ogilvie – Sandford St Martin Parish Clerk

26 June 2020

Zoom access

<https://zoom.us/>

Meeting ID: 998 5872 8001

Password: 788481

Agenda

1. Welcome from the Chairman
2. Virtual Meeting Procedure – to approve the adoption of the Virtual Meeting Procedure – appendix A
3. To receive and accept apologies for absence
4. To approve and sign minutes of meeting on 09 January 2020
5. To receive declarations of interest from Members
6. Public participation
7. Reports from County and District Councillors
8. To receive and comment on Clerk's report – appendix B
9. Planning
 - a. 20/01170/HHD – Erection of single storey rear extension and installation of an additional dormer window in the west elevation together with additional rooflights
 - 20/01171/LBC – Renovation and reconfiguration of property to include erection of single storey extension, installation of additional dormer window and roof lights with changes to internal layout and staircases
The Manor House, Mill Lane, Sandford St Martin – comment by 02 July 2020
 - b. Any planning applications received before date of meeting
 - c. Update of previous planning applications and enforcement actions
10. Business items
 - a. Code of Conduct – to adopt Councillor Code of Conduct – appendix C
 - b. 2017/18 External auditor report – to review, comment and agree actions – appendix D
 - c. 2018/19 External auditor report – to review and comment – appendix E
 - d. 2019/20 Internal auditor report – to review, comment and agree actions – appendix F, G

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- e. Annual Governance Statement 2019/19 – to complete and approve Annual Governance Statement – appendix H
 - f. Accounting Statements 2019/20 – to approve the Accounting Statements 2019/20 – appendix I
 - g. Risk Assessment – to note revised risk assessment will be required with regard to COVID-19 and legislation changes
 - h. SLCC membership renewal – to approve payment of Clerk’s SLCC membership renewal – appendix J
 - i. Annual insurance – to approve renewal of Parish Council insurance
 - j. Sandford Park – to consider concern raised regarding non-residents accessing Sandford Park, and agree action
 - k. Dog waste bins – to consider request from Sandford St Martin Cricket Club to install dog waste bins in the village, and agree action
 - l. Annual Council Meeting – to approve postponement of Annual Council Meeting and election of Chairman and Vice-Chairman to May 2021 as permitted by legislation
 - m. Ordinary meetings – to set dates and times of ordinary meetings for year until May 2021
11. Finance
- a. To approve payments made between 09 January and 02 July 2020 – appendix K
 - b. To approve current expenditure – appendix L
 - c. To approve council administration expenses – appendix M
 - d. To instruct bank signatories to sign approved payments or process bank transfers
 - e. To note monies received – appendix N
 - f. Update of current status of bank account – appendix O
 - g. Scheduled payments list – to approve scheduled payments list – appendix P
 - h. To approve budget update – appendix Q
 - i. To approve bank reconciliation – appendix R
 - j. To approve finance update – appendix S
12. Items for information and for the next agenda only
13. Next meeting – To be confirmed