

Sandford St Martin Parish Council

MINUTES 20200910 DRAFT

SEPTEMBER 10, 2020 7.00 PM

REMOTE – VIA ZOOM

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

- 615 **Welcome from the Chairman** – The Chairman welcomed everyone to the meeting, and advised that this meeting could be recorded by the Council or others.
- 616 **To receive apologies for absence** - Nil
- 617 **To approve and sign minutes of meeting on 02 July 2020**
The minutes of the meeting on 02 July 2020 were approved by the Council, and will be signed by the Chairman at the first opportunity.
- 618 **To receive declarations of interest from Members**
Nil
- 619 **To consider whether to resolve under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public to protect the confidential nature of the business to be transacted during the consideration of any item**
It was **resolved** not to exclude the press and public for any item on the agenda.
- 620 **Public participation**
Nil
- 621 **To receive reports from OCC and District Councillors**
OCC Report – Cllr Ian Hudspeth
Cllr Hudspeth noted that there has been a large shortfall, £16m, between the spending due to COVID-19 and the funds received from central government. OCC revised its budget last Tuesday to help balance the books, and had to revise its spending priorities.
WODC Report – Cllr David Jackson
The recent drainage problem has been resolved by WODC and OCC.
At the recent Planning Committee meeting the Enforcement Action regarding the track on the Great Tew Estate was discussed, noting that the revised “finish” is not in accordance with the planning permission, and that action was being taken.
- 622 **To receive and comment on Clerk’s report**
The Clerk’s report was noted.
The Chairman commented on the improvements to the website content.
The Chairman asked the Clerk to pass on the Council’s thanks to the contractor mowing Ledwell Village Green for his work.
It was noted that the “bins” action is still open.
- 623 **Current planning.**
20/01958/FUL – Changes to the design of the pool house roof material and front elevation (alternative to 19/01227/HHD); re-cladding of an existing outbuilding use for plant and storage and its continued use ancillary to the dwellinghouse; and re-siting of an existing outbuilding to provide an Apiary Hut. Associated landscaping (Part retrospective). Southfield House, Manor Road, Sandford St Martin – comment by 18 September 2020
It was **resolved** to request a site visit by 2 councillors, accompanied by the Clerk.
It was **resolved** to use the Clerk’s delegated authority to comment on the planning application if applicable after the site visit.
- 624 **Other planning applications received before date of meeting**
20/02305/FUL – Erection of a replacement agricultural building Cockley Barn, Ledwell – comment by 25 September 2020
The Council had no comment on this application.

Signed

(Chairman)

Date

Sandford St Martin Parish Council

- 625 **Update of previous planning applications and enforcement actions**
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, Mill Lane, Sandford St Martin – approved 10 July 2020
20/01726/FUL – Formation of turning head on small area of paddock to facilitate car movements on existing gravel drive
Chapel Cottage, Ledwell – approved 08 September 2020
- 626 **To consider moving item 10y on the agenda to precede item 10a**
It was **resolved** to move item 10y on the agenda to precede item 10a.
- 627 **To consider the continuing issue of low flying aircraft over Ledwell and Sandford St Martin and agree actions**
It was **resolved** to write a letter to the airfield companies to explain the concerns, and ask if it would be possible arrange a meeting (Cllr Hill).
It was **resolved** to contact ENCON (Enstone Conservation Trust) and local Parish Councils to ask their experience, and determine whether a joint response could be made to the airfield (Cllr Hill).

Cllrs Jackson and Hudspeth left the meeting. All members of the public left the meeting.
- 628 **Employer COVID-19 Risk Assessment – to appoint Councillors to undertake the risk assessment**
It was **resolved** that Cllr Wheeler-Booth would carry out the risk assessment with assistance from the Clerk.
- 629 **To review and approve the Press and Media Policy**
It was **resolved** to approve the Press and Media Policy.
- 630 **To create Action Plan for 2021-2022**
It was **resolved** to adopt the draft Action Plan for 2021-2022. It was noted that this is a dynamic document, and can be amended at a later date.
- 631 **To discuss the draft budget proposals for 2021-2022**
The draft budget was discussed. Figures were amended as agreed, and points noted for clarification. The finalised budget will be approved at the next Council meeting.
- 632 **To consider whether to request free salt from OCC**
It was **resolved** to request free salt bags from OCC. Cllr Rowe will arrange distribution.
- 633 **To consider whether to set up a Snow Warden Scheme**
It was **resolved** to investigate whether the community would be interested having a scheme. It was **resolved** that the Clerk would organise the scheme if required.
- 634 **To review and adopt Standing Orders**
It was **resolved** to adopt Standing Orders.
- 635 **To review and adopt Financial Regulations**
It was **resolved** to adopt Financial Regulations.
- 636 **To review expenditure under S137 of the Local Government Act 1972 2019/2020**
It was **resolved** to approve the S137 expenditure for 2019/2020.
- 637 **To engage internal auditor for financial year 2020-2021**
It was **resolved** to engage Jane Olds as the internal auditor for financial year 2020-2021.
- 638 **To receive report on internal auditor recommendations (2019/20) and agree actions**
The report was noted. It was noted that the actions had either been completed, or are in the process of being implemented/completed.
- 639 **To receive report regarding banking arrangements and agree actions**
It was **resolved** to defer this item to the next meeting, as Cllr Hames is waiting for information from the bank to be able to complete the report for Council.

Signed

(Chairman)

Date

Sandford St Martin Parish Council

- 640 **To review and approve the Freedom of Information Scheme**
It was **resolved** to approve the Freedom of Information Scheme.
- 641 **To review and approve the Council's policies, procedures and practices in respect of its obligations under Freedom of Information and Data Protection legislation**
It was **resolved** to approve the Council's policies, procedures and practices in respect of its obligations under Freedom of Information and Data Protection legislation.
- 642 **To review and approve the Council's employment policies and procedures**
It was **resolved** to approve the Council's employment policies and procedures.
- 643 **To review and approve the Council's complaints procedures**
It was **resolved** to approve the Council's complaints procedures.
- 644 **To review and approve the Co-option Policy**
It was **resolved** to approve the Co-option Policy.
- 645 **To review and approve the Asset Register**
It was **resolved** to approve the Asset Register.
It was noted that the land which the Council is responsible needs to be added to the register.
- 646 **To note NJC pay award has been agreed and the new pay rate will be backdated to 01 April 2020**
It was noted that the NJC pay award has been agreed and the new pay rate will be backdated to 01 April 2020.
- 647 **To comment on "Changes to the current planning system" consultation**
The Council had no comment.
- 648 **To comment on "Planning for the future, White Paper" consultation**
The Council had no comment.
- 649 **To comment on "Transparency and Competition: Data and Land Control" consultation**
The Council had no comment.
- 650 **To remind councillors that external training is available**
Councillors were reminded that external training, in various forms, is available.
- 651 **To consider request from the Clerk to pay part of Virtual Conference fee**
It was **resolved** to pay £25 towards the Clerk's SLCC Virtual Conference fee.
- 652 **To ratify expenditure since last meeting**
- | | | | |
|---------------------------------------|---------------------|---------|---------------|
| SLCC | Part of renewal fee | £32.52 | bank transfer |
| St Martin Church | Mowing | £250.00 | bank transfer |
| Clerk salary – June 2020 was approved | | | bank transfer |
- 653 **To approve current expenditure**
- | | | | |
|---|----------------------------|---------|---------------|
| Rocketfuel Creative | Domain renewal, webhosting | £170.34 | bank transfer |
| Kingham Garden Services | Mowing 07/07/20 | £30.00 | bank transfer |
| Kingham Garden Services | Mowing 28/07/20 | £30.00 | bank transfer |
| Kingham Garden Services | Mowing 26/08/20 | £30.00 | bank transfer |
| TP Jones & Co LLP | Payroll 01/09/19-June 2020 | £195.00 | bank transfer |
| Barton Bus | Donation agreed Jan 2020 | £250.00 | bank transfer |
| Clerk salary – July 2020 was approved | | | bank transfer |
| Clerk salary – August 2020 was approved | | | bank transfer |
| HMRC PAYE/NI – July & August 2020 was approve | | | bank transfer |
- 654 **To approve council administration expenses**
Council administration expenses were approved £50.69.
- 655 **To instruct bank signatories to sign approved payments or process bank transfers**
Bank signatories were instructed to process bank transfers for approved expenditure.
- 656 **To note monies received – as of 03 September 2020**
Nil
- 657 **Update of current status of bank account**
Current account as of 03 September 2020 - £6381.94

Signed

(Chairman)

Date

Sandford St Martin Parish Council

658 To approve budget update

The budget update to 31 August 2020 was approved. It was noted that expenditure was generally on target for the year. It was noted that the cost of the defibrillator replacement parts had not been budgeted for last year, so the contingency fund was used. The Zoom subscription was listed as a software expenditure, therefore this line is likely to be overbudget by the end of the year. It was agreed to create a separate line for this in future budget reports.

659 To approve bank reconciliation

The bank reconciliation to 27 August 2020 was approved.

660 To approve finance update

The finance file to 31 August 2020 was approved.

661 To receive items for information only and the next agenda

- a. Cllr Hill offered to repair the bench in Ledwell..
- b. Cllr Hill was thanked for refurbishing the noticeboard in Sandford St Martin
- c. It was noted that a meeting needs to be arranged with DAS.

662 Next meeting – Thursday 12th November 2020

The meeting was closed at 9.30 pm.

DRAFT

Signed

(Chairman)

Date