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| Minutes 20210504 DRAFT | May 4, 2021 | 7.30 pm | REMOTE – VIA ZOOM |

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| Attendees | James Rowe (Chairman), Emily Wheeler-Booth, Jo Miles, Paul North Cllr Jackson (WODC), Cllr Hudspeth (OCC)  Three members of the public Anne Ogilvie (Clerk) |
| aBSENT | Ian Hames |

## 

**ANNUAL COUNCIL MEETING**

1. **To elect the Chairman of the Council**Cllr Rowe was proposed by Cllr Wheeler-Booth, and seconded by Cllr North. He was elected by a show of hands.
2. **To receive Acceptance of Office of the Chairman**The Acceptance of Office of the Chairman was signed by Cllr Rowe in the presence of the Clerk.
3. **To elect the Vice-Chairman of the Council**Cllr Wheeler-Booth was proposed by Cllr Rowe, and seconded by Cllr Miles. She was elected by a show of hands.
4. **Welcome from the Chairman –** The Chairman welcomed everyone to the meeting.
5. **To receive and accept apologies for absence** – Nil
6. **To receive declarations of interest from Members regarding items on the agenda**Nil
7. **To approve and sign minutes of meeting on 11 March 2021**The minutes of the meeting on 11 March 2021 were approved by the Council, and will be signed by the Chairman at the first opportunity.
8. **Public participation**Nil
9. **To consider moving items 39 to 42 to precede item 9 on the agenda**Cllr Rowe proposed moving items 39 to 42 to precede item 9 on the agenda.  
   It was **resolved** to move items 39 to 42 to precede item 9 on the agenda.
10. **To receive reports from County and District Councillors  
    OCC Report – Cllr Ian Hudspeth**Cllr Hudspeth noted that he had supplied his report to the Annual Parish Meeting, which preceded the Annual Council Meeting. He advised that the County Council election will take place on Thursday 06 May.  
    Cllr Rowe advised that the County engineer had assessed the potholes at the top of Ledwell in December and agree action was required, but there has been no progress on this matter. Cllr Hudspeth agreed to investigate and report back. **WODC Report – Cllr David Jackson**Cllr Jackson noted that he had given his report to the Annual Parish Meeting, which preceded the Annual Council Meeting.
11. **To receive and comment on Clerk’s report**The Clerk’s report was noted.   
    There were no comments.
12. **Planning and enforcement – current  
    21/00876/HHD –** Addition of two new conservation rooflights to the existing roof  
    Brandon House, Manor Road, Sandford St Martin – comment by 17 May 2021The Council had no comment on this application.  
    **21/00877/LBC –** Addition of two new conservation rooflights to the existing roof  
    Brandon House, Manor Road, Sandford St Martin – comment by 17 May 2021The Council had no comment on this application.  
    **21/00874/HHD –** Alterations to an existing outbuilding and provision of a new ground floor WC to the main house  
    Brandon House, Manor Road, Sandford St Martin – comment by 17 May 2021The Council had no comment on this application.  
    **21/00875/LBC –** Alterations to an existing outbuilding and provision of a new ground floor WC to the main house  
    Brandon House, Manor Road, Sandford St Martin – comment by 17 May 2021The Council had no comment on this application.
13. **Any planning applications or enforcement notices received before date of meeting**  
    Nil
14. **Update of previous planning applications and enforcement actions**  
    **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).  
    Sandford House, Manor Road, Sandford St Martin - - Under consideration  
    **21/00370/HHD** – Erection of single storey and first floor rear extensions  
    Clover Hall, Manor Road, Sandford St Martin – Withdrawn – 11 March 2021  
    **21/00371/LBC** – Internal and external alterations to erect single storey and first floor rear extensions  
    Clover Hall, Manor Road, Sandford St Martin – Withdrawn – 11 March 2021  
    **21/00292/HHD** – Erection of a single storey side extension  
    Beech Cottage, Mill Lane, Sandford St Martin – approved - 25 March 2021  
    **21/00802/FUL** – Erection of new barn  
    Wattle Hill Farm, Ledwell – Under consideration  
    **21/00727/FUL** – Erection of replacement agricultural building  
    Cockley Barn, Ledwell – Under consideration  
    **21/01130/FUL** – Erection of detached storage building  
    Upper Close Farm, Ledwell – Under consideration
15. **To ratify Ledwell Village Green grass mowing order for one-off cut**It was **resolved** to ratify approval for the one-off mowing order for Ledwell Village Green placed by the Clerk to Kingham Garden Services on 23 April 2021.
16. **To consider annual mowing contract for Ledwell Village Green**It was **resolved** to offer Kingham Garden Services the mowing contract for Ledwell Village Green for 2021, maximum of fortnightly cut to October, and then from March to October 2022 on the same basis.
17. **To consider issue of road accidents at the Laundry Lane junction and agree actions**The Council raised this as a matter of concern to Cllr Hudspeth. He agreed to request that OCC Highways assess the area, and report back to the Council.  
      
    The County and District councillors, and all members of the public left the meeting.
18. **To review existing committees and agree terms of reference**It was **resolved** that there were no existing committees.
19. **To create committees required to carry out Council business and agree terms of reference**It was **resolved** that no committees were required to carry out Council business.
20. **To appoint members to serve on committees**Not required as no committees in existence or created.
21. **To review existing working groups and agree terms of reference**It was **resolved** that working groups set up previously were no longer required, and were dissolved.
22. **To create working groups required to carry out Council business and agree terms of reference**It was **resolved** that no working groups were required to carry out Council business.
23. **To appoint members to serve on working groups**Not required as no working groups in existence or created.
24. **To review and approve delegation arrangements to committees and other local authorities**There are no delegation arrangements to committees and other local authorities.
25. **To review and approve delegation arrangements to staff**It was **resolved** to approve the current delegation arrangements to staff.
26. **To review arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses**There are no arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
27. **To review and adopt Standing Orders**It was **resolved** to adopt Standing Orders.
28. **To review and adopt Financial Regulations**It was **resolved** to adopt Financial Regulations.
29. **To review representation on, or work with, external bodies and arrangements for reporting back to Council**There is no representation on, or work with, external bodies.
30. **To review approve inventory of land owned or maintained by the Council**It was **resolved** to approve the inventory of land owned or maintained by the Council.
31. **To review and approve the asset register**It was **resolved** to approve the asset register.
32. **To review and approve council insurance policy and renewal agreement**It was **resolved** to approve the council insurance policy and renewal agreement.
33. **To review and approve Council’s and staff subscriptions to other bodies**It was **resolved** to approve the following subscriptions:  
    Community First Oxfordshire (CFO)  
    Oxfordshire Association of Local Councils (OALC)  
    Society of Local Council Clerks (SLCC)  
    Information Commissioner Office (ICO)
34. **To review and approve Council’s complaints procedure**It was **resolved** to approve the Council’s complaints procedure.
35. **To review and approve dates of review of all Council policies, procedures and notices to include the Council’s policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation, the Council’s policy for dealing with the press/media, and the Council’s employment policies and procedures**It was **resolved** to approve the dates of review of all Council policies, procedures and notices to include the Council’s policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation, the Council’s policy for dealing with the press/media, and the Council’s employment policies and procedures.
36. **To review Council’s expenditure incurred under s137 of the Local Government Act 1972 and the general power of competence**  
    It was noted that the Council spent £500 in the last financial year using s137, two times £250 payments to Our Bus Bartons. It was noted that the council gained GPC in November 2020.
37. **To determine the time and place of ordinary meetings of the Council and committees up to and including the next Annual Council Meeting**It was **resolved** to hold the following meetings, all to be held at the Parish Hall in Sandford St Martin at 7.00 pm.  
    Thursday 16 September 2021  
    Thursday 09 December 2021  
    Thursday 20 January 2022  
    Thursday 17 March 2022  
    The next Annual Council Meeting will follow the 2022 council election, and the details of that meeting will be arranged at a future date.
38. **To approve adoption of Councillor code of conduct**It was **resolved** to approve the adoption of the Councillor code of conduct.
39. **To appoint an internal auditor for the current financial year**It was **resolved** to appoint Jane Olds as the internal auditor for the current financial year.
40. **To receive and comment on RFO’s review of annual accounts to 31 March 2021**The RFO gave a report regarding the annual accounts to 31 March 2021.  
    Total receipts were £10,154.63, total payments were £7,731.10. The ending balance was £8,330.45 which formed the general reserves and opening balance for 2021-2022.  
    The Council spent 74% of its 2020-21 budget (which was approved in 2019). Some budget lines were vired during the year to allow for expenditure over the initially approved amount. Only one budget line at the end of the year was overspent, payroll. This brought payroll expenditure into the correct budget year. The contingency line was used to cover external auditor costs (three years audit charges were paid in one accounting year), replacement parts for the defibrillator, and a donation to the Childrens Air Ambulance.  
    The 2021-22 budget was approved in November 2020, £6,790 of payments. This figure was agreed as the precept figure. This budget included lines for the defibrillator and donations.  
    The Council gained GPC (General Power of Competence) in November 2020, therefore s137 expenditure is not comparable with previous years. The Grants and Donations Policy was updated to reflect the change from s137 to GPC.  
    The internal audit was carried out. The external audits are now up to date.  
    All finance documents and reports are on the website.  
      
    The Council had no comments.
41. **To receive and comment on the internal audit report for the year ending 31 March 2021**The council received the internal audit report for the year ending 31 March 2021.  
    The internal auditor’s recommendations were noted and the following actions agreed:  
    - the Clerk will read the revised JPAG Practitioners’ Guide and make any revisions to practices and procedures if required, including risk management  
    - the risk assessment will be moved to the finance section of the website  
    - the land deeds and titles work will be completed, if possible, this financial year  
    - the dates of the Exercise of Public Rights will be minuted, and advertised on the website  
    - the review of the bank mandate will be completed, and actions taken if required  
    - councillors will be encouraged to attend training  
    - a review of effectiveness of internal audit will be completed.
42. **To approve and sign the Annual Governance Statement for the year ending 31 March 2021**The Annual Governance Statement was completed by the council.  
    It was **resolved** to approve the Annual Governance Statement for the year ending 31 March 2021.  
    The Statement will be signed by the Chairman at the earliest opportunity. It was noted that this must be before the start of the Exercise of Public Rights.
43. **To approve and sign the Accounting Statements for the year ending 31 March 2021**It was **resolved** to approve the Accounting Statements for the year ending 31 March 2021.  
    The Accounting Statements will be signed by the Chairman at the earliest opportunity. It was noted that this must be before the start of the Exercise of Public Rights.
44. **To approve the Certificate of Exemption – AGAR 2020/21**It was **resolved** to approve the Certificate of Exemption – AGAR 2020/21.  
    The Certificate will be signed by the Chairman at the earliest opportunity. It was noted that this must be before the start of the Exercise of Public Rights.
45. **To set the date for the commencement of the Exercise of Public Rights**It was **resolved** to set 03 June as the date for the commencement of the Exercise of Public Rights. The ending date will be 14 July.
46. **To approve Scheduled Payments List for the year to May 2022**It was **resolved** to approve the Scheduled Payments List for the year to May 2022.
47. **To approve grants and donations for year to 31 March 2022**It was **resolved** to offer grants and donations to:  
    Our Bus Bartons  
    St Martin’s Church for churchyard mowing as a community asset
48. **To ratify expenditure since last meeting**It was **resolved** to approve the following:TP Jones & Co Payroll – January - March 2020 £58.50 bank transfer  
    Clerk salary – March 2021 bank transfer
49. **To approve current expenditure**It was **resolved** to approve the following:Zoom Monthly subscription £14.39 bank transfer  
    Jane Olds Internal audit 2020-202 £130.00 bank transfer  
    Anne Ogilvie Reimbursement of expenses £32.82 bank transfer  
    Clerk salary – April 2021 bank transfer
50. **To instruct bank signatories to sign approved payments or process bank transfers**Bank signatories were instructed to process bank transfers for approved expenditure.
51. **To note monies received**It was noted that the following have been received:  
    March 2021 – VAT reclaim £659.63  
    April 2021 WODC – Precept £3,395.00
52. **Update of current status of bank account**  
    Current account as of 27 April 2021- £11,327.93  
    Bank statements for March and April have been provided to council.
53. **To approve budget update**  
    It was resolved to approve the budget update to 30 April 2021. It was noted that there had been little expenditure in April, 5% of the budget had been used.
54. **To approve bank reconciliation**It was **resolved** to approve the bank reconciliations of 26 March 2021 and 27 April 2021.
55. **To approve finance update**It was **resolved** to approve the finance file to 27 April 2021.  
    Receipts - £3,395.00   
    Payments - £397.53  
    Balance - £11,327.93
56. **To approve reserve level and earmarked reserves**It was **resolved** to approve the following reserve levels for year commencing 01 April 2021:  
    Earmarked reserve – Asset replacement - £50.00  
    General reserves - £8,280.46
57. **To receive items for information only**a. TTRO – Temporary road closure at Enstone – B4030 between junction with B4022 and Enstone Business Park, 02-06 September, 24 hour per day closure
58. **To receive requests for items for the next agenda, and note that items for the next agenda must be received at least one week before the next meeting**There were no requests for items for the next agenda.  
    It was noted that items for the next agenda must be received by the Clerk at least one week before the next meeting.
59. **To consider options for holding Council meetings and making decisions from 07 May 2021 and agree actions**It was **resolved** that the next meeting, to be held in September, would be held in person at the Parish Hall in Sandford St Martin.
60. **Next meeting –** 16 September 2021, at 7.00 pm, at Parish Hall, Sandford St Martin
61. **To consider whether to resolve under Section 1(2) of the Public Bodies (Admissions 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 the following item**It was **resolved** under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 to exclude the press and public to protect the confidential nature of the following business to be transacted.
62. **To consider providing an LGPS pension to the Clerk as per contract**It was **resolved** to offer the Clerk membership of the Oxfordshire Local Government Pension Scheme with immediate effect. It was noted that the council was unable to provide pension advice.  
    The Clerk accepted the pension offer.
63. The meeting was closed at 9.10 pm.