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| Minutes 20210916 DRAFT | September 16, 2021 | 7.00 pm | SAndford St Martin Parish Hall |

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| Attendees | James Rowe (Chairman), Emily Wheeler-Booth, Paul North Cllr Jackson (WODC),  Three members of the public Anne Ogilvie (Clerk) |
| aBSENT | Nil |

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1. **Welcome from the Chairman of the Council**The Chairman welcomed everyone to the first in-person meeting since January 2020.
2. **To receive apologies for absence**Cllr Graham (OCC)
3. **To note resignation of Cllr Miles and thank her for serving on the Council**The council noted the resignation of Cllr Miles and thanked for her time serving on the council.  
   The Clerk reported that the vacancy process has started. If electors do not request an election, the council will start the co-option process. The vacancy has been advertised on the website and noticeboard.
4. **To receive declarations of interest from Members regarding items on the agenda**Nil
5. **To approve and sign minutes of meeting on 04 May 2021**The minutes of the meeting on 04 May 2021 were approved by the Council, and signed by the Chairman.
6. **Public participation**Nil
7. **To receive reports from County and District Councillors  
   OCC Report – Cllr Andy Graham**Council noted the report which Cllr Graham had sent. **WODC Report – Cllr David Jackson**Cllr Jackson noted that the investigations into the drainage issue in Sandford were ongoing.  
   He noted that Middle Barton and Westcote Barton had submitted a proposal to OCC to extend the 30MPH zones, and change Middle Barton to a 20MPH zone.
8. **To receive and comment on Clerk’s report**The Clerk’s report was noted.   
   There were no comments.
9. **Planning and enforcement - Any planning application or enforcement notices received before date of meeting**Nil
10. **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  
    **21/00802/FUL** – Erection of new barn  
    Wattle Hill Farm, Ledwell – Withdrawn, 19/07/21  
    **21/00727/FUL** – Erection of replacement agricultural building  
    Cockley Barn, Ledwell – Approved, 12/05/21  
    **21/01130/FUL** – Erection of detached storage building  
    Upper Close Farm, Ledwell – Approved, 21/05/21  
    **21/00876/HHD –** Addition of two new conservation rooflights to the existing roof  
    Brandon House, Manor Road, Sandford St Martin – Withdrawn, 11/06/21   
    **21/00877/LBC –** Addition of two new conservation rooflights to the existing roof  
    Brandon House, Manor Road, Sandford St Martin- Withdrawn, 11/06/21  
    **21/00874/HHD** – Alterations to an existing outbuilding and provision of a new grand floor WC to the main house  
    Brandon House, Manor Road, Sandford St Martin – Under consideration  
    **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 – Under consideration  
    **21/01119/HHD** – Construction of a free standing garage on the location of existing hard standing  
    Chapel Cottage, Ledwell – Approved, 01/07/21  
    **21/01203/HHD** – Detached garden room/home office  
    Beech Cottage, Mill Lane, Sandford St Martin – Approved, 17/06/21  
    **21/01117/HHD –** Two storey side extension and single storey rear extension to provide additional accommodation and replace existing timber structures  
    Rymills, Ledwell – Approved, 12/07/21  
    **21/01698/LBC** – Single storey extension to store to provide home office/playroom  
    Box Tree Cottage, Manor Road, Sandford St Martin – Approved, 12/08/21  
    **21/01697/HHD**  - Single storey extension to store to provide home office/playroom  
    Box Tree Cottage, Manor Road, Sandford St Martin – Approved 12/08/21  
    **21/01856/HHD** – Erection of outbuildings  
    Brandon House, Manor Road, Sandford St Martin – Approved 13/07/21  
    **21/02184/FUL –** Installation of ground source heating  
    The Byre, Ledwell – Under consideration  
    **21/02183/FUL** – Demolition of existing outbuilding and the erection of a replacement timber outbuilding with the provision of solar panels on the roof, provision of new access to Cassle Field from Flight Hill and associated landscaping  
    The Byre, Ledwell – Under consideration  
    **21/02692/HHD** – Demolition of existing stone garage and re-build to replicate existing with new foundations and concrete slab  
    Manor Farm, Manor Road, Sandford St Martin – Under consideration
11. **To consider draft Action Plan for 2022-2023 and agree actions**It was **resolved** to approve the Action Plan for 2022-2023.
12. **To consider draft budget for 2022-2023 and agree actions**The draft budget was discussed. Council added figures to the draft budget.   
    It was **resolved** to set up an Earmarked Reserve for defibrillator parts and move £50 from General Reserves.  
    It was noted that the budget would be reviewed again and approved at the next council meeting.
13. **To consider concerns regarding low flying aircraft over Sandford St Martin and Ledwell and agree actions**It was **resolved** to write to ENCON to advise of its support of ENCON’s aims to enter into constructive dialogue and engagement with Enstone’s airfield operators  
    It was **resolved** to invite Hamish Laing from ENCON to the next council meeting.  
      
    One member of the public left the meeting.
14. **To consider if council wishes to undertake any activities to celebrate the Queen’s Platinum Jubilee and agree actions**A discussion was held regarding options for celebrating the Queen’s Platinum Jubilee during the four day bank holiday, 02-05 June 2022.  
    It was agreed to discuss this topic again at the next meeting.
15. **To consider request to support traffic calming measures submitted by Steeple Barton Parish Council and Westcote Barton Parish Meeting to OCC and agree actions**It was **resolved** to write to Steeple Barton Parish Council and Westcote Barton Parish Meeting in support of the traffic calming measures submitted to OCC.  
      
    Two members of the public left the meeting.
16. **To review and approve the Equal Opportunities Policy**It was **resolved** to approve the Equal Opportunities Policy.
17. **To review and approve the Training and Development Policy**It was **resolved** to approve the Training and Development Policy.
18. **To review and approve the Security Incident Response Policy**It was **resolved** to approve the Security Incident Response Policy.
19. **To review and approve the Disciplinary and Grievance Policy**It was **resolved** to approve the Disciplinary and Grievance Policy.
20. **To review and approve the Health and Safety Policy**It was **resolved** to approve the Health and Safety Policy.
21. **To review and approve the Sickness and Absence Policy**It was **resolved** to approve the Sickness and Absence Policy.
22. **To review and approve the Risk Assessment**It was **resolved** to approve the Risk Assessment.
23. **To consider response to Oxfordshire Plan 2050 consultation – comment by 08 October**It was **resolved** not to send a comment.
24. **To consider response to National Highways and Transport public satisfaction survey – comment by February 2022**It was **resolved** not to send a comment.
25. **To receive report on bank mandate and agree actions**The bank mandate report was received and noted.  
    It was **resolved** to change the mandate to require any two signatories to authorise payments, whether by cheque or via electronic means.  
    It was **resolved** to give the Clerk authority to view online bank information including statements, to enter electronic payments, but not to authorise the payments or sign cheques, and to have authority to contact the bank for information.
26. **To receive report regarding bank debit card and agree actions**The bank debit card report was received and noted.  
    It was **resolved** to destroy the current debit card in the name of a councillor.  
    It was **resolved** to inform the bank that a replacement debit card for the councillor is not required.  
    It was **resolved** to approve a debit card for the Clerk to use for council business following Financial Regulations.
27. **To approve new signatories for the bank account**It was **resolved** to add Cllr Rowe and Cllr North as signatories for the bank account.  
    It was **resolved** to remove Ian Hames as a signatory.
28. **To appoint new Internal Financial Checker**It was **resolved** to appoint Cllr North as the Internal Financial Checker.
29. **To ratify expenditure since last meeting**It was **resolved** to approve the following:Community Action Suffolk Insurance renewal £199.11 bank transfer  
    Kingham Garden Services Mowing – Ledwell Green May/June £90.00 bank transfer  
    TP Jones & Co Payroll – April – June £58.50 bank transfer  
    SLCC Clerk membership (part) £27.65 bank transfer  
    Kingham Garden Services Mowing – Ledwell Green, 03 July £45.00 bank transfer  
    Kingham Garden Services Mowing – Ledwell Green, 20 July £45.00 bank transfer  
    Our Bus Bartons Donation £250.00 bank transfer  
    Sandford St Martin Church Graveyard mowing £250.00 bank transfer  
    Clerk salary May 2021 bank transfer  
    HMRC PAYE/NI May 2021 bank transfer  
    Clerk salary June 2021 bank transfer  
    HMRC PAYE/NI June 2021 bank transfer
30. **To approve current expenditure**It was **resolved** to approve the following:Rocketfuel Creative Annual domain & webhosting 170.34 chq 100650  
    Kingham Garden Services Mowing – Ledwell Green August £45.00 chq 100651  
    Kingham Garden Services Mowing – Ledwell Green September £45.00 chq 100651  
    Anne Ogilvie Reimbursement of expenses £40.51 chq 100652  
    Clerk salary July 2021 chq 100653  
    HMRC PAYE/NI July 2021 chq 100654  
    Clerk salary August 2021 chq 100655  
    HMRC PAYE/NI August 2021 chq 100656
31. **To instruct bank signatories to sign approved payments or process bank transfers**It was resolved to instruct the bank signatory to sign the approved payments.
32. **To note monies received**Nil
33. **To receive update of current status of bank account**  
    Current account as of 27 August 2021 - £10,319.56.
34. **To approve budget update**  
    It was resolved to approve the budget update to 31 August 2021. It was noted that 33% of the budget had been spent. It was noted that expenditure was generally in line with that expected for this time in the financial year. No virements were currently necessary.
35. **To approve bank reconciliation**It was **resolved** to approve the bank reconciliations of 27 May 2021, 25 June 2021, 27 July 2021 and 27 August 2021.
36. **To approve finance update**It was **resolved** to approve the finance file to 31 August 2021.  
    Receipts - £3,395.00   
    Payments - £2,244.07  
    Balance - £9,481.39.
37. **To receive items for information only**a. TTRO – Middle Barton: Enstone Road, North Street and B4030, from 13 – 16 October, from 8pm to 6am, for carriageway surface investigation works.  
    b. The Clerk requested to attend the SLCC National Conference in October. The council agreed to this request.  
    c. A new parish path warden is required. The council were asked to advertise the position.
38. **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**a. New parish path warden required.  
    It was noted that items for the next agenda must be received by the Clerk at least one week before the next meeting.
39. **Next meeting –** 09 December 2021, at 7.00 pm, at Parish Hall, Sandford St Martin
40. The meeting was closed at 8.56 pm.