

Sandford St Martin Parish Council

MINUTES 20220317 DRAFT

MARCH 17, 2022

7.00 PM SANDFORD ST MARTIN PARISH HALL

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

- 872 **Welcome from the Chairman of the Council**
The Chairman welcomed everyone to the meeting.
- 873 **To receive apologies for absence**
Nil
- 874 **To receive declarations of interest from Members regarding items on the agenda**
Nil
- 875 **To approve and sign the minutes of the meeting on 09 December 2021**
The minutes of the meeting on 09 December 2021 were approved by the Council, and signed by the Chairman.
- 876 **Public participation – to allow members of the public/press to comment on any item on the agenda, bring any matter to the attention of the Council or request the inclusion of an item on a future agenda**
Nil
- 877 **To receive reports from County and District Councillors**
WODC Report – Cllr David Jackson
Cllr Jackson noted that WODC have set up a designated email contact for Ukraine support.
- OCC Report – Cllr Andy Graham**
Cllr Graham provided an update regarding the drainage issue in Sandford St Martin. The issue of the drainage problem at Ledwell crossroads was discussed. He noted that OCC aim to have a fleet of electric buses. The current subsidy for bus companies will expire in October. The county is trying to encourage bus usage. He advised that the legal funding for the 20mph zone scheme will come from OCC.
- 878 **To receive and comment on Clerk’s report**
The Clerk’s report was received and noted.
There were no comments.
- 879 **Planning and enforcement - Any planning application or enforcement notices received before date of meeting**
Nil
- 880 **Update of previous planning applications and enforcement actions**
21/03358/FUL – Formation of a walled garden together with installation of a swimming pool, tennis court, loggia and all associated operations and landscaping works including change of use to residential
Hobbs Hole Farm, Ledwell Road, Great Tew – Approved, 10/12/21
22/00310/HHD – Construction of detached summerhouse to replace existing wendy house and sheds
Cricket Field Cottage, Ledwell Road, Sandford St Martin – Under consideration
- 881 **To consider moving item 9e on the agenda to precede item 9a on the agenda**
Cllr Rowe proposed moving item 9e on the agenda to precede item 9a on the agenda. It was **resolved** to move item 9e on the agenda to precede item 9a on the agenda.
- 882 **To consider a written notice received to reverse resolution 846**
Written notice has been received by the Proper Officer from three councillors for the following motion – To consider reversing resolution 846 in the minutes of the council meeting held on 09 December 2021
“846 – To consider if Council wishes to undertake any activities to celebrate the Queen’s Platinum

Signed

(Chairman)

Date

Sandford St Martin Parish Council

Jubilee and agree actions (continued from September's meeting)

It was resolved that the council would not be undertaking any activities to celebrate the Queen's Platinum Jubilee, and no funding would be included in the 2022-23 budget"

It was **resolved** to reverse resolution 846 in the minutes of the the council meeting held on 09 December 2021.

883 To consider proposal for a Platinum Jubilee event from Cllr Wheeler-Booth and agree actions

It was **resolved** that the council would organise a Platinum Jubilee event, based at Sandford St Martin Parish Hall on Sunday 05 June 2022.

It was **resolved** to set up a Working Group for the event.

It was **resolved** that Cllr Wheeler-Booth would represent the council on the Working Group.

It was **resolved** to delegate authority to the Clerk to create the Terms of Reference for the Working Group.

It was **resolved** to delegate authority to the Clerk to spend up to £500 on the event.

It was noted that a risk assessment will be required for the event.

It was noted that the council has received the offer of a donation of champagne from a resident for a toast.

884 To receive an update regarding AirBnBs in the parish and agree actions

The Clerk informed the council that a Planning Officer has been assigned to answer the council's questions, but no answers have been provided to date.

885 To receive an update on the election from the Clerk and agree actions

The Clerk provided an update regarding the election.

Nomination papers must be delivered by hand to the Council Offices in Woodgreen between Monday 28 March and 4pm Tuesday 05 April.

Applications for inclusion on the electoral roll must be made by Thursday 14 April.

The publication of Notice of Poll will be made on 26 April.

The election will be held on Thursday 05 May, from 7am to 10 pm.

Current members will retire and new member will come into office on Monday 09 May.

It was **resolved** to delegate authority to the Clerk to authorise spending necessary for the election process.

886 To consider date and format for the Annual Parish Meeting

It was **resolved** to hold the Annual Parish Meeting immediately before the Annual Council Meeting in May.

887 To consider purchase two litter-pickers for use by residents

It was **resolved** to purchase two litter-pickers for use by residents, to be kept in the Parish Hall foyer.

It was **resolved** to purchase two hi-vis vests for use by residents, to be kept in the Parish Hall foyer.

It was **resolved** to delegate authority to the Clerk to purchase these items, to a maximum of £50.

888 To ratify expenditure since last meeting

It was **resolved** to approve the following:

| | | | |
|---------------------------|----------------------------------|---------|------------|
| Clerk salary | December 2021 | | chq 100676 |
| HMRC | PAYE/NI December 2021 | | chq 100677 |
| Clerk salary | January 2022 | | chq 100681 |
| HMRC | PAYE/NI January 2022 | | chq 100682 |
| ICO | Annual renewal | £40.00 | chq 100678 |
| TP Jones & Co | Payroll Oct-Dec 2021 | £58.50 | chq 100679 |
| SLCC | Practitioners' Conference (part) | £30.00 | chq 100680 |
| OALC | Training | £6.00 | chq 100683 |
| Sandford St Martin Church | Grass cutting | £250.00 | chq 100684 |
| Anne Ogilvie | Reimbursement of expenses | £25.57 | chq 100685 |

889 To approve current expenditure

It was **resolved** to approve the following:

| | | | |
|---------------------|-------------------------------------|---------|------------|
| OALC | Annual membership | £150.00 | chq 100686 |
| Spelsbury Down Farm | Rent of land to rear of Parish Hall | £15.00 | chq 100687 |
| CFO | Annual membership | £35.00 | chq 100688 |
| Parish Online | Annual membership | £38.40 | chq 100689 |
| Anne Ogilvie | Reimbursement of expenses | £18.46 | chq 100693 |
| Clerk salary | February 2022 | | chq 100691 |

Signed

(Chairman)

Date

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HMRC
OCC Pension Fund

PAYE/NI February 2022
January & February contributions

chq 100692
chq 100690

- 890 **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.
- 891 **To note monies received**
HMRC £177.95 VAT reclaim
- 892 **To receive update of current status of bank account**
Current account as of 25 February 2022 - £11,031.45.
- 893 **To approve budget update**
It was **resolved** to approve the budget update to 28 February 2022. It was noted that 65% of the budget had been spent. It was noted that some budget lines are, or it is anticipated will be, over spent by the end of the financial year. A virement report has been created for council consideration.
- 894 **To review and approve the virement report**
It was **resolved** to approve the virement report: funds to be moved from the Mileage, Publications and External Auditor budget lines to cover overspend in the Salary and Training budget lines. It was **resolved** to use £160 from General Reserves to cover the council's pension contribution for this financial year.
- 895 **To approve bank reconciliation**
It was **resolved** to approve the bank reconciliations of 24 December 2021, 27 January 2022, and 25 February 2022.
- 896 **To approve finance update**
It was **resolved** to approve the finance file to 11 March 2022.
Receipts - £6,967.95
Payments - £4,516.96
Balance - £10,781.45
- 897 **To approve the reserve update**
It was **resolved** to approve the reserve and earmarked reserve update report.
- 898 **To review and approve the Business Continuity Policy**
It was **resolved** to approve the Business Continuity Policy.
- 899 **To review and approve the Virtual Meeting Procedure**
It was **resolved** to approve the Virtual Meeting Procedure.
- 900 **To review and approve the Freedom of Information Scheme**
It was **resolved** to approve the Freedom of Information Scheme
- 901 **To review and approve the Community Engagement Policy**
It was **resolved** to approve the Community Engagement Policy.
- 902 **To review and approve the Co-option Policy**
It was **resolved** to approve the Co-option Policy.
- 903 **To review and approve the Press and Media Policy**
It was **resolved** to approve the Press and Media Policy.
- 904 **To review and approve the Staff Recruitment and Retention Policy**
It was **resolved** to approve the Staff Recruitment and Retention Policy.
- 905 **To review and approve the Gifts and Hospitality Register Guidance**
It was **resolved** to approve the Gifts and Hospitality Register Guidance.
- 906 **To review and approve the Expenses Policy**
It was **resolved** to approve the Expenses Policy.
- 907 **To review and approve the Reserves Policy**
It was **resolved** to approve the Reserves Policy.
- 908 **To review and approve the Review of Effectiveness of Internal Audit 2020-21**
It was **resolved** to approve the Review of Effectiveness of Internal Audit 2020-21.
- 909 **To review and approve the Asset Register**
It was **resolved** to approve the Asset Register.

Signed

(Chairman)

Date

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- 910 **To note that the NJC salary award for 2021-2022 has been agreed, that the Clerk's salary will be amended, and that back pay will be paid in March**
It was noted that the NJC salary award for 2021-2022 has been agreed, that the Clerk's salary will be amended, and that back pay will be paid in March.
- 911 **To agree date and arrangements for staff appraisal and pay review**
It was **resolved** that Cllr North will carry out the staff appraisal, and that the pay review will be agreed by the council following the appraisal.
- 912 **To consider delegating authority to the Clerk to create a Civic Protocol procedure and liaise with local organisations**
It was **resolved** to delegate authority to the Clerk to create a Civic Protocol procedure and liaise with local organisations.
- 913 **To receive items for information only**
a. The Clerk suggested to council that banking be transferred to Unity Trust Bank.
- 914 **To receive requests for items for the next agenda, and note that items and papers for the next agenda must be received at least one week before the next meeting**
To consider transferring to the Unity Trust Bank.
It was noted that items and papers for the next agenda must be received at least one week before the next meeting.
- 915 **Next meeting – to note date and time of next meeting**
It was **resolved** to hold the next meeting on 19 May 2022, at 7.00 pm, at the Parish Hall, Sandford St Martin.
- 916 The meeting was closed at 9.11 pm.

Signed

(Chairman)

Date