

Sandford St Martin Parish Council

MINUTES 20220519

MAY 19, 2022

7.25 PM SANDFORD ST MARTIN PARISH HALL

ATTENDEES	James Rowe (Chairman), Paul Catling, Paul North, George Smith, Emily Wheeler-Booth Cllr Jackson (WODC) No members of the public Anne Ogilvie (Clerk)
ABSENT	Nil

917 To elect the Chairman of the Council

The following nomination was received - Cllr Rowe: proposer – Cllr Wheeler-Booth, seconder – Cllr Catling. He was voted in by a show of hands.
It was **resolved** to appoint Cllr Rowe as the Chairman.

918 To receive Acceptance of Office of the Chairman

The Chairman signed the Acceptance of Office in the presence of the Clerk.

919 Welcome from the Chairman

The Chairman welcomed everyone to the meeting.
He welcomed the new councillors to the Council following the May election.

920 To elect the Vice-Chairman of the Council

The following nomination was received – Cllr Wheeler-Booth: proposer – Cllr Rowe, seconder – Cllr Smith. She was voted in by a show of hands.
It was **resolved** to appoint Cllr Wheeler-Booth as the Vice-Chairman.

921 To receive Acceptance of Office of the Vice-Chairman

The Vice-Chairman signed the Acceptance of Office in the presence of the Clerk.

922 To approve the signing of the Declaration of Acceptance by 31 May 2022 of councillors unable to attend the meeting

Motion not required as all councillors attended the meeting and all Declaration of Acceptances had been signed.

923 To receive apologies for absence

OCC Cllr Graham

924 To receive declarations of interest from Members regarding items on the agenda

Nil

925 To approve and sign the minutes of the meeting on 17 March 2022

It was **resolved** to approve the minutes of the meeting on 17 March 2022. The minutes were signed by the Chairman.

926 Public participation – to allow members of the public/press to comment on any item on the agenda or bring any matter to the attention of the Council. In accordance with Standing Orders this shall not exceed 15 minutes in total, and three minutes per person

Nil

927 To consider moving items 48 to 51 on the agenda to precede item 11 on the agenda

Cllr Rowe proposed moving items 48 to 51 on the agenda to precede item 11 on the agenda.
It was **resolved** to move items 48 to 51 on the agenda to precede item 11 on the agenda.

928 To receive reports from County and District Councillors

The County and District Councillor reports had been received at the Annual Parish Meeting, preceding this meeting.

929 To receive and comment on the Clerk's report

The Clerk's report was received and noted.

The Council considered the documentation received from a member of the public regarding low flying of aircraft over Sandford St Martin and Ledwell.

It was **resolved** to write a letter to ENCON regarding residents' concerns and asking how the Parish Council could support ENCON's activities.

It was **resolved** to write a letter to Take Flight Aviation regarding residents' concerns.

Signed

(Chairman)

Date

Sandford St Martin Parish Council

- 930 **Planning and Enforcement**
22/01132/S73 – Variation of condition 2 of planning permission 20/02531/HHD to allow for an enlarged underground garage/storage and provision of a service corridor
Millers Barn, Mill Lane, Sandford St Martin
The council had no comment on this planning application.
- 931 **Planning and Enforcement**
Any planning applications or enforcement notices received before date of meeting
Nil
- 932 **Update of previous planning applications and enforcement actions**
22/00310/HHD - Construction of detached summerhouse to replace existing wendy house and sheds
Cricket Field Cottage, Ledwell Road, Sandford St Martin – Approved, 31/03/22
22/00603/HHD – Replacement of an existing rear window with a half glazed timber stable door
Old Dairy Barn, Manor Road, Sandford St Martin – Awaiting decision
22/00987/HHD – Solar panels on garage roof
Green Rise, Ledwell – Under consideration
- 933 **To receive update from Cllr Wheeler-Booth regarding the Platinum Jubilee celebrations**
Cllr Wheeler-Booth gave an update to the meeting.
She noted that the working party is arranging a “bring your own lunch” event from 12 noon to 2pm on 05 June, with a toast at 1pm.
- 934 **To consider arranging a Duty of Care tree survey for trees on Parish Council controlled land**
It was **resolved** to delegate authority to the Clerk to obtain costs for a Duty of Care tree survey and to order the works if the cost is up to and including £200.
It was **resolved** that the Clerk will contact the Council for further instruction if the cost is over £200.
- 935 **To consider asset repairs/replacements required and agree actions**
The works required were discussed.
It was **resolved** to create a list of works required in the Parish, and that Cllr Rowe would try to find a suitable contractor to undertake the works.
It was **resolved** that Cllr North will put a notice on the bench at Ledwell indicating the Council’s intention to remove the bench due to its condition, and that the bench will be removed if no responses have been received over a period of one month.
- 936 **To approve that from 19 May 2022 until the next relevant Annual Meeting of the Council that the Council is eligible to use and adopt the General Power of Competence (Localism Act 2011, ss1-8) as the total number of elected councillors in the 2022 election was greater than two-thirds of the total number of seats on the Council, and the Council has a qualified Clerk as defined in The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, sch 2**
It was **resolved** that from 19 May 2022 until the next relevant Annual Meeting of the Council that the Council is eligible to use and adopt the General Power of Competence (Localism Act 2011, ss1-8) as the total number of elected councillors in the 2022 election was greater than two-thirds of the total number of seats on the Council, and the Council has a qualified Clerk as defined in The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, sch 2.
- 937 **To review existing committees and agree terms of reference**
It was noted that there were no existing committees.
- 938 **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.
- 939 **To appoint Members to serve on committees**
Motion not required as no committees created.
- 940 **To review existing working groups and agree terms of reference**
It was **resolved** to keep the following working group:
Platinum Jubilee Working Group.
It was **resolved** to approve the Terms of Reference for this working group.

Signed

(Chairman)

Date

Sandford St Martin Parish Council

- 941 **To create working groups required to carry out Council business and agree terms of reference**
It was **resolved** that no new working groups were required to carry out Council business.
- 942 **To appoint Members to serve on working groups**
It was **resolved** to appoint the following members to the Platinum Jubilee Working Group:
Cllr Wheeler-Booth, Clerk
- 943 **To appoint lead councillors and agree terms of reference**
It was **resolved** to appoint the following lead councillor:
Finance and Governance – Cllr North
It was **resolved** to delegate authority to the Clerk to create Terms of Reference for approval at the September council meeting.
- 944 **To review and approve delegation arrangements to external committees and other local authorities**
There are no delegation arrangements to external committees and other local authorities.
- 945 **To review and approve delegation arrangements to staff**
It was **resolved** to approve the current delegation arrangements to the Clerk, as listed in Standing Orders, Financial Regulations, the job description, approved policies and procedures, and those approved at council meetings.
- 946 **To review arrangements (including legal arrangements) with other local authorities, not-for-profit bodies and businesses**
There are no arrangements (including legal arrangements) with other local authorities, not-for-profit bodies and businesses.
- 947 **To review and adopt Standing Orders**
It was **resolved** to adopt the Standing Orders.
- 948 **To review and adopt Financial Regulations**
It was **resolved** to adopt the Financial Regulations.
- 949 **To review and approve the Council's complaints procedures**
It was **resolved** to approve the Council's complaints procedures.
- 950 **To review and approve the dates of review of all Council policies, procedures and notices to include the Council's policies and practices in respect of its obligations under freedom of information and data protection legislation, the Council's policy for dealing with the press and 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 and practices in respect of its obligations under freedom of information and data protection legislation, the Council's policy for dealing with the press and media, and the Council's employment policies and procedures.
- 951 **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.
- 952 **To review and approve the inventory of land owned or maintained by the Council**
It was **resolved** to approve the inventory of land owned or maintained by the Council.
- 953 **To receive and comment on the asset inspection on 22 March 2022 undertaken by Cllr North**
The report on the asset inspection by Cllr North was received and noted.
- 954 **To review and approve the asset register**
It was **resolved** to approve the asset register.
- 955 **To review and approve the Council insurance policy and renewal agreement**
The Clerk reported that the current insurer had withdrawn from the market and that new insurance cover was being sought. One quotation had been received by the date of the meeting. The renewal date is 01 June 2022.
It was **resolved** to appoint Zurich Insurance as the new insurer from 01 June 2022, total cost £241.00.

Signed

(Chairman)

Date

Sandford St Martin Parish Council

956 To review and approve Council's and staff subscriptions to other bodies

It was **resolved** to approve the following Council and staff subscriptions to other bodies:
Community First Oxfordshire (CFO)
Oxfordshire Association of Local Councils (OALC)
Society of Local Council Clerks (SLCC)

957 To review and approve the annual maintenance and administration contracts and agreements

It was **resolved** to approve the following annual maintenance and administration contracts and agreements:

Zurich Insurance	Insurance
Microsoft	Council computer- Microsoft 365
Kingham Garden Services	Ledwell Village Green mowing
TP Jones & Co LLP	Payroll services
ICO	GDPR/Data Protection Registration
Spelsbury Down Farm	Parish Hall land rent
Rocketfuel Creative Ltd	Domain, webhosting, mailboxes
OCC Pension Fund	LGPS Clerk pension
Unity Trust Bank	Bank charges
TBC	Defibrillator parts
Parish Online	Parish mapping software

To appoint an internal auditor

958 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 ordinary meetings of the Council up to and including the next Annual Council Meeting, at 7.00 pm, at Sandford St Martin Parish Hall, on the following dates:

Thursday 15 September 2022

Thursday 15 December 2022

Thursday 16 March 2023

Thursday 18 May 2023

959 To approve the Councillor Code of Conduct

It was **resolved** to approve the Councillor Code of Conduct.

960 To receive and comment on the RFO's review of the annual accounts to 31 March 2022

The RFO gave a report regarding the annual accounts to 31 March 2022.

Total receipts were £6,967.95. Total payments were £5,721.59. The ending balance was £9,576.82, which formed the opening balance for 2022-23.

The Council spent 80% (£5,424.76) of its 2021-22 budget, approved in November 2020.

The Council spent £153.27 of its general reserves.

The internal audit was carried out by Jane Olds.

The report was received by the Council, there were no comments.

961 To approve the Statement of Accounts to 31 March 2022

It was **resolved** to approve the Statement of Accounts to 31 March 2022.

The Statement of Accounts was signed by the Chairman.

962 To approve the bank reconciliation to 31 March 2022

It was **resolved** to approve the bank reconciliation to 31 March 2022.

963 To receive and comment on the internal audit report for the year ending 31 March 2022 and agree actions

The internal audit report for the year ending 31 March 2022 was received and noted.

The recommendations from the internal auditor were noted and the following actions agreed:

a) The details of land deeds and titles including reference numbers will be clarified and added to council records;

b) It was noted that the earliest date for the Exercise of Public Rights is 01 June;

c) The Council will undertake a Review of Effectiveness of Audit;

d) Training will be added as a regular item on the agenda;

e) The Council will obtain a debit card for use by the Clerk for council business.

Signed

(Chairman)

Date

Sandford St Martin Parish Council

- 964 **To complete and sign the Annual Governance Statement for the year ending 31 March 2022**
 The Annual Governance Statement for the year ending 31 March 2022 was completed by the Council.
 It was **resolved** to sign the Annual Governance Statement for the year ending 31 March 2022.
 The Statement was signed by the Chairman and the Clerk.
- 965 **To approve and sign the Accounting Statements for the year ending 31 March 2022**
 It was noted that the RFO had signed the Accounting Statements.
 It was **resolved** to approve the Accounting Statements for the year ending 31 March 2022.
 The Accounting Statements were signed by the Chairman.
- 966 **To approve the Certificate of Exemption – AGAR 2021-2022**
 It was **resolved** to certify that the Council is exempt from the requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor.
 It was **resolved** to approve the signing of the Certificate of Exemption – AGAR 2021-2022.
 The Certificate of Exemption was signed by the Chairman and the Clerk.
- 967 **To set the date of the commencement of the Exercise of Public Rights**
 The Clerk advised that this period needs to be 30 working days and include the first ten working days in July. The Clerk proposed 01 June 2022 as the commencement date, with the end date being 14 July 2022. These dates were checked for compliance.
 It was **resolved** to approve 01 June 2022 as the commencement date of the Exercise of Public Rights, with the end date being 14 July 2022.
- 968 **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 ending 31 March 2023.
- 969 **To approve the Scheduled Payments List and suppliers for the year to May 2023**
 It was **resolved** to approve the following Scheduled Payments for the year to May 2023:
- | | | |
|-------------------------|-----------------------------|-----------------------|
| Clerk | Salary | Monthly |
| HMRC | NI/PAYE | Monthly |
| OCC | Clerk pension | Monthly |
| TP Jones & Co LLP | Payroll | Quarterly |
| SLCC | Clerk membership (part) | Annually |
| OALC | Annual membership | Annually |
| Community First Oxon | Annual subscription | Annually |
| Spelsbury Down Farm | Parish Hall land rent | Annually |
| Zurich | Insurance | Annually |
| Rocketfuel Creative Ltd | Domain renewal | Annually |
| Rocketfuel Creative Ltd | Webhosting/software updates | Annually |
| ICO | Data protection fee | Annually |
| Kingham Garden Servcies | Ledwell Green mowing | Monthly during season |
| Jane Olds | Internal audit | Annually |
| Microsoft | 365 subscription | Annually |
- 970 **To approve the direct debits and standing orders for the year to May 2023**
 It was **resolved** to approve the following direct debits and standing orders for the year to May 2023:
- | | | |
|-------|-----------------------------|--------------------------|
| Clerk | Salary (max 18 hours/month) | Monthly – Standing Order |
| ICO | Data protection fee | Annually – Direct Debit |
- 971 **To approve grants and donations for the year to 31 March 2023**
 It was **resolved** to approve the following grants and donations for the year to 31 March 2023:
- | | | |
|-------------------------------|------|------------------------------|
| Sandford St Martin churchyard | £500 | £250 in May, £250 in October |
| Our Bus Bartons | £500 | £250 in May, £250 in October |
| Barton Bulletin | £75 | |
- 972 **To approve the Action Plan for 2022-2023**
 It was **resolved** to approve the Action Plan for 2022-2023.

Signed

(Chairman)

Date

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973 To ratify expenditure since the last meeting

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

Clerk salary	March 2022		chq 100696
HMRC	PAYE/NI March 2022		chq 100697
Clerk pension	March 2022		chq 100698
TP Jones & Co	Payroll Jan-Mar 2022	£58.50	chq 100694
Our Bus Barton	Donation	£250.00	chq 100695

974 To approve current expenditure

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

Jane Olds	Internal audit	£190.00	chq 100702
Anne Ogilvie	Reimbursement of expenses	£50.17	chq 100703
Anne Ogilvie	Litter pickers, hi-viz vest	£43.50	chq 100704
Clerk salary	April 2022		chq 100700
HMRC	PAYE/NI April 2022		chq 100701
OCC Pension Fund	April 2022		chq 100699
OCC Pension Fund	May 2022		chq 100705

975 To instruct bank signatories to sign the approved payments or process the bank transfers

It was **resolved** to instruct the bank signatory to sign the approved payments.

976 To note monies received

WODC £3,553.50 1st half of precept

977 To receive update of current status of bank account

Current account as of 27 April 2022 - £13,572.44.

978 To approve the budget update

The budget update to 30 April 2022 was reviewed. It was noted that 4% of the budget had been spent.

It was **resolved** to approve the budget update to 30 April 2022.

979 To approve the bank reconciliation

It was **resolved** to approve the bank reconciliations of 25 March 2022 and 27 April 2022.

980 To approve the finance update

The finance update was reviewed.

Receipts - £3,553.50

Payments - £272.73

Balance - £12,857.59

It was **resolved** to approve the finance update to 14 May 2022.

981 To approve the reserve update

The reserves were reviewed.

Earmarked reserves as of 14/05/22 - £200.00

General reserves as of 14/05/22 - £9,376.82

It was **resolved** to approve the reserve and earmarked reserve update report.

982 To consider setting up a current account with Unity Trust Bank and agree users

It was **resolved** to set up a current account with Unity Trust Bank.

It was **resolved** to set up the Clerk as an authorised user, and set up Cllrs Catling, North, Rowe, Smith and Wheeler-Booth as signatories.

983 To consider applying for a debit card via Unity Trust Bank for the Clerk and agree actions

It was **resolved** to apply for a debit card linked to the Unity Trust current account for the Clerk.

984 To consider Clerk and councillor training and agree actions

It was **resolved** to agree to pay 1/3 of the costs for the SLCC National Conference for the Clerk.

It was **resolved** to defer the consideration of other training until the September council meeting.

985 To receive items for information only

a. Consultation – Steeple Barton / Westcote Barton & Enstone – proposed 20 mph & other speed limits – Response by 09/06/22

It was agreed to give delegated authority to the Clerk to respond on the Council's behalf.

Signed

(Chairman)

Date

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b. TTRO road closure – Mill Lane, Sandford St Martin – 13 June from 9am to 3.30pm – to facilitate duct laying

986 **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**

It was noted that items and papers for the next agenda must be received by the Clerk at least one week before the next meeting.

987 **Next meeting – to note date and time of the next meeting**

It was **resolved** to hold the next meeting on 05 June 2022, 12.45pm, at Sandford St Martin Parish Hall.

988 **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 the following items**

It was **resolved** 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 the following items.

989 **To receive staff appraisal report and agree actions**

The report of the Clerk's appraisal, which took place on 22 March 2022, was received and noted.

990 **To consider staff pay review and agree actions**

It was **resolved** to increase the Clerk's pay scale from SCP15 to SCP16, this to be backdated to 01 April 2022.

991 The meeting was closed at 9.20 pm.

Signed

(Chairman)

Date