

## Sandford St Martin Parish Council

MINUTES 20190912 DRAFT

SEPTEMBER 12, 2019

7.00 PM SANDFORD ST MARTIN PARISH HALL

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

The Chairman welcomed everybody to the meeting.

488 **Appointment of new clerk** – It was **resolved** to appoint Anne Ogilvie as the Clerk and Responsible Financial Officer for the council.

489 **To receive apologies for absence** - Nil

490 **To receive declarations of interest from Members** – Nil

491 **Report from District Councillor  
WODC Report – Cllr David Jackson**

Cllr Jackson noted that Chris Grain, Highways Officer from OCC (with responsibility for potholes, drains etc) had not visited the parish yet this year. Cllr Jackson will be arranging a visit. He reminded the meeting that “FixMyStreet” can be used to report problems.

Cllr Jackson is arranging a group visit to the Ardley incinerator in November with the Sustainable Barton Group. There may be spare places available.

PC Jones is procuring a new speed gun, funded by SoHo Farmhouse. A community speedwatch committee will be formed, and training undertaken.

The Chairman informed the Cllr that the council was interested obtaining views from the community on council projects and spending for the next year before the budget is approved.

492 **To approve and sign the minutes of the meeting on 09 May 2019**

The minutes of the meeting on 09 May 2019 were approved by the council, and signed by the Chairman.

493 **To approve current payments and instruct bank signatories to sign approved payments**

The following payments were approved

Insurers RSA		£154.28	chq number 100636
Simon Blee	internal audit	£100.00	chq number 100637
Rachel Johnson	clerk salary	£210.70	chq number 100638
WODC	election cost	£81.32	chq number 100639

494 **External auditor – update**

The external audits for 2017-18 and 2018-19 have not been concluded. Moore-Stephens (Moore) are currently writing their report for the 2017-18 accounts. They have agreed to cap their fees at £1000. The 2018-19 accounts will be audited on completion of the previous year.

495 **Ledwell Green – to consider developments**

Final payment has been made to the Simpsons regarding their legal costs.  
The council is obtaining advice from its insurers.

496 **Ledwell Green – Gigaclear trench**

The council have approached Gigaclear regarding a trench which was dug across the Green. It was **resolved** to obtain confirmation from Gigaclear. It was **resolved** to write to the landowner regarding this matter.

**Action:** Clerk to contact Gigaclear.

**Action:** Cllr Rowe to draft a letter to the landowner of the property receiving the Gigaclear connection.

497 **Website – to review progress**

It was reported that the website is almost complete. The clerk’s details will be added. Website accessibility was discussed. GDPR and other legal requirements were discussed.

**Action:** Clerk to circulate Website Accessibility report.

**Action:** Clerk to produce list of legal requirements for website re GDPR and transparency.

Signed

(Chairman)

Date

## **Sandford St Martin Parish Council**

**498 Planning**

**19/02412/HHD – Alterations and erection of single and two storey extensions –  
Carpenters Cottage, Manor Road, Sandford St Martin – comment by 26 September 2019.**

The council had no comment on this application.

**499 Public participation**

Notice was given that the PCC will be applying for a churchyard mowing grant from the PC.

**500 To receive items for information only**

A vote of thanks was given to Cllr Wheeler-Booth for her work as Acting Clerk.

Cllr Hill advised the council that he was standing down from the Village Green Committee with immediate effect.

**501 To receive items for the next agenda**

To review and amend the status, if required, of the Ledwell Green Executive Committee, and review and amend its terms of reference.

**502 Next meeting – Thursday 14 November 2019**

**The meeting was closed at 8.40 pm**

Signed

(Chairman)

Date