

Sandford St Martin Parish Council

MINUTES 20200702

JULY 2, 2020

7.00 PM

REMOTE – VIA ZOOM

ATTENDEES	James Rowe (Chairman), Emily Wheeler-Booth, Jo Miles, Ian Hames, Clive Hill Cllr Jackson (WODC), Cllr Hudspeth (OCC) Four members of the public Anne Ogilvie (Clerk)
ABSENT	Nil

- 578 **Welcome from the Chairman** – The Chairman welcomed everyone to the meeting, the first meeting of the council using Zoom, and asked members of the public to bear with the Council as they get to grips with this new method of working.
- 579 **Virtual Meeting Procedure – to approve the adoption of the Virtual Meeting Procedure**
It was **resolved** to adopt the Virtual Meeting Procedure.
- 580 **To receive apologies for absence** - Nil
- 581 **Approve and sign minutes of meeting on 09 January 2020**
The minutes of the meeting on 09 January 2020 were approved by the Council, and will be signed by the Chairman at the first opportunity.
- 582 **To receive declarations of interest from Members**
Cllr Rowe declared an interest in item 586, planning application for The Manor House, Mill Lane
- 583 **Public participation**- Nil at this point in meeting.
- 584 **Report from OCC and District Councillors**
OCC Report – Cllr Ian Hudspeth
Council business has transformed since lockdown with staff now working from home where possible. He envisages that standard working methods will change when the council comes out of this crisis. Staff have been redeployed, and no staff have been furloughed. The council has been helping thousands of vulnerable and shielding residents. The community spirit has been fantastic in the county, with many local groups coming together, which he hopes will continue in the future. He noted that the Director of Public Health would be involved if there were a local lockdown, and that they have been campaigning for early sight of relevant data, so they can be more prepared and act more quickly if required.
WODC Report – Cllr David Jackson
Group Leaders have been meeting weekly with officers. Council has been busy helping vulnerable residents, managing services, distributing business grants etc. There have now been two virtual full council meetings. Summaries were received from officers at the last meeting. The waste collection service has been maintained, with the exception of bulky waste. The Uplands Planning Committee met for the first time in 2 months – he noted that many delegated decisions had been made during that time. The SoHo Farmhouse application to change land from agriculture to hotel with guest amenity building will be discussed at the next planning committee meeting.
- Cllr Hudspeth left the meeting.
- 585 **Receive and comment on Clerk's report**
The Clerk's report was noted.
The Clerk was thanked for the creation of the Dropbox files for Councillors.
Cllr Hill noted that aircraft noise has increased in the last two weeks. He had contacted both flying clubs, but both stated that they had not had aircraft flying. He had been informed that a group from Oxford has been using the airfield.
- 586 **Current planning**
20/01170/HHD – Erection of single storey rear extension and installation of an additional dormer window in the west elevation together with additional rooflights
20/01171/LBC – Renovation and reconfiguration of property to include erection of single storey extension, installation of additional dormer window and roof lights with changes to internal layout and staircases
The Manor, Mill Lane, Sandford St Martin – comment by 02 July 2020 (extended to 06 July)
The Council had no comment on this application.

Signed

(Chairman)

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- 587 **Other planning applications received before date of meeting – Nil**
- 588 **Update of previous planning applications and enforcement actions**
19/02979/LBC – Refurbishment of 2 leaded light windows and the replacement of 4 steel casement windows on front elevation – Manor Farm Cottage, Ledwell – approved – 12/02/20
19/02880/FUL – Erection of replacement stable/store with solar panel and new access – The Byre, Ledwell – refused – 01/04/20
19/03344/FUL – Construction of menage – Wattle Hill Farm, Ledwell- approved 05/02/20
20/00037/S73 – Non compliance with condition 2 of planning permission 18/03506/HHD to allow additional rooflight and changes to internal layout – Park Farm House, Sandford St Martin – approved – 10/03/20
20/00136/S73 – Non compliance with condition 2 of planning permission 18/03507/LBC to allow additional rooflight and changes to internal layout – Park Farm House, Sandford St Martin - approved – 13/05/20
19/00157/PENF – Alleged Breach: Alleged unauthorized ground works and proposed installation of tennis court – Southfield House, Manor Road, Sandford St Martin – being investigated
It was **resolved** to write again to the LPA requesting information and an update – does the LPA agree that extensive unauthorised groundworks have taken place, and if so, why enforcement action has not taken place. Letter to be drafted by Cllr Hill with assistance of knowledgeable person, to be passed to Clerk for checking and circulated to council for approval, before sending. Cllr Jackson offered to escalate the matter on council's behalf.
- One member of the public left the meeting.
- 589 **Code of Conduct – to adopt Councillor Code of Conduct**
It was **resolved** to adopt the Councillor Code of Conduct.
- 590 **2017/18 External auditor report – to review, comment and agree action**
The external auditor report was noted. It was noted that the auditor's recommendations were being implemented.
- 591 **2018/19 External auditor report – to review and comment**
The external auditor report was noted. No comments.
- 592 **2019/20 Internal auditor report – to review, comment and agree actions**
The internal auditor report was noted.
It was **resolved** for the Clerk to meet with Cllrs Wheeler-Booth and Hames to review the comments and report to full council at the next meeting.
- 593 **Annual Governance Statement 2019/20 – to complete and approve Annual Governance Statement**
It was **resolved** to approve the Annual Governance Statement for the year ending 31 March 2020. It was agreed that the Statement would be signed by the Chairman at the first opportunity.
- 594 **Accounting Statements 2019/20 – to approve the Accounting Statements**
It was **resolved** to approve the Accounting Statements for the year ending 31 March 2020. It was agreed that the Statements would be signed by the Chairman at the first opportunity.
- 595 **Exercise of Public Rights – to set the dates for the Exercise of Public Rights**
It was **resolved** that the Clerk would set appropriate dates given current circumstances, ensuring that the start date would be on or before 01 September 2020.
- 596 **Risk Assessment – to note revised risk assessment will be required with regard to COVID-19 and legislation changes**
It was noted that a revised risk assessment will be required, and will be submitted by the Clerk to the council for approval when complete.
- 597 **SLCC membership renewal – to approve payment of Clerk's SLCC membership renewal**
It was **resolved** to pay £32.52 as Sandford's share of the Clerk's SLCC membership subscription.
- 598 **Annual insurance – to approve renewal of Parish Council insurance**
It was noted that the insurance has been renewed from 01 June 2020. The all risk cover was increased to £10,000 in line with the Asset Register. Renewal fee £207.48.

Signed

(Chairman)

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- 599 **Sandford Park – to consider concern raised regarding non-residents accessing Sandford Park, and agree action.**

It was agreed that this is not a matter on which the council can act.

- 600 **Dog waste bins – to consider request from Sandford St Martin Cricket Club to install dog waste bins in the village, and agree action**

It was **resolved** not to install dog waste bins in the village. It was considered that dog bins in the village would not help with the Cricket Club's problem.

Cllr Jackson left the meeting.

- 601 **Annual Council Meeting – to approve postponement of Annual Council Meeting and election of Chairman and Vice-Chairman to May 2021 as permitted by legislation**

It was **resolved** to approve the postponement of the Annual Council Meeting and election of Chairman and Vice-Chairman to May 2021.

- 602 **Ordinary Meetings – to set dates and times of ordinary meetings for year until May 2021 .**

It was agreed to hold meetings on 10th September, 12th November, and 11th March. It was noted that the Annual Council Meeting date would be fixed when the local council election date has been confirmed. All meetings to commence at 7.00 pm.

- 603 **To approve payments made between 09 January and 02 July 2020**

Anne Ogilvie	SLCC conference	£100.00	chq no 100648
Moore	2017/18 auditor fees	£1200.00	bank transfer
Moore	2018/19 auditor fees	£240.00	bank transfer
OALC	Annual subscription	£140.42	bank transfer
Spelsbury Down Farm	Annual rent	£15.00	bank transfer
Council administration	£59.05		bank transfer
Community First Oxon	Annual subscription	£35.00	bank transfer
CAS Ltd	Annual insurance	£207.48	bank transfer
Jane Olds	Internal auditor	£120.00	bank transfer
Rocketfuel Creative Ltd	Webpage setup	£72.00	bank transfer
Sarah Jones	Defib batteries	£172.80	bank transfer
Our Bus Barton Ltd	Donation	£250.00	bank transfer

Clerk salary was approved

HMRC PAYE/NI was approved

- 604 **To approve current expenditure**

Kingham Garden Services	Mowing 25/05	£30.00
Kingham Garden Services	Mowing 10/06	£30.00

Clerk salary and HMRC PAYE/NI was approved.

- 605 **To approve council administration expenses**

Council administration expenses were approved £22.39.

- 606 **To instruct bank signatories to sign approved payments or process bank transfers**

Bank signatories were instructed to process bank transfers for approved expenditure.

- 607 **To note monies received – as of 25 June 2020**

Precept	£4734.00
Grant	£13.50

- 608 **Update of current status of bank account**

Current account as of 25 June 2020 - £7946.24

- 609 **Scheduled payments – to approve scheduled payments list**

It was **resolved** to approve the scheduled payments list for year beginning 01 April 2020.

- 610 **To approve budget update**

The budget update to 31 May 2020 was approved. It was noted that expenditure was on target for the year. It was noted that some previous year's costs are logged in the current year accounts due to date of invoice received. Clerk will request authorisation from Council to vire these using general reserves, as these items have been budgeted for in previous years. It was noted that due to the previous system of authorising payments at council meetings, costs do not always show in the year in which they were incurred, affecting the annual accounts and budget figures. Using the scheduled payments list to approve payments between meetings should help resolve this issue.

Signed

(Chairman)

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- 611 **To approve bank reconciliation**
The bank reconciliation to 27 May 2020 was approved.
- 612 **To approve finance update**
The finance file to 25 June 2020 was approved.
- 613 **To receive items for information only and the next agenda**
- a. The budget will be on the next agenda for discussion.
 - b. It was noted that the fringe of Ledwell Green will be cut when the flowers are over.
 - c. It was noted that all Parish Land needs to be logged on the Asset Register.
 - d. It was noted that a response had been received from DAS Ltd, and the council needs to agree its next action.
- 614 **Next meeting – Thursday 10th September 2020**

The meeting was closed at 9.00 pm.

Signed

(Chairman)

Date