Council members are hereby summoned to attend the Annual Parish Council Meeting on Tuesday 04 May 2021 at 7.30 pm, via Zoom link below. Please inform the Clerk if you are unable to attend.

A close up of a device

Description automatically generated

Anne Ogilvie – Sandford St Martin Parish Clerk

27 April 2021

**Zoom access**

https://zoom.us/

Meeting ID: 924 9058 3825

Password: 199058

This meeting is open to the public.

Recording of meeting: Please be aware that the meeting may be recorded by the Council or others, and no permissions are required for this, pursuant to the Openness of Local Government Bodies Regulations 2014, amending the Public Bodies (Admission to Meetings) Act 1960.

**Agenda**

1. To elect the Chairman of the Council
2. To receive Acceptance of Office of the Chairman
3. To elect the Vice-Chairman of the Council
4. Welcome from the Chairman of the Council
5. To receive and accept apologies for absence
6. To receive declarations of interest from Members regarding items on the agenda
7. To approve and sign minutes of meeting on 11 March 2021
8. 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
9. To review existing committees and agree terms of reference
10. To create committees required to carry out Council business and agree terms of reference
11. To appoint members to serve on committees
12. To review existing working groups and agree terms of reference
13. To create working groups required to carry out Council business and agree terms of reference
14. To appoint members to serve on working groups
15. To review and approve delegation arrangements to committees and other local authorities
16. To review and approve delegation arrangements to staff
17. To review arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses
18. To review and adopt Standing Orders
19. To review and adopt Financial Regulations
20. To review representation on, or work with, external bodies and arrangements for reporting back to Council
21. To review and approve inventory of land owned or maintained by the Council
22. To review and approve the asset register
23. To review and approve council insurance policy and renewal agreement
24. To review and approve Council’s and staff subscriptions to other bodies
25. To review and approve Council’s complaints procedure
26. To review and approve dates of review of all Council’s policies, procedures and notices to include the Council’s policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation, the Council’s policy for dealing with the press/media, and the Council’s employment policies and procedures
27. To review Council’s expenditure incurred under s137 of the Local Government Act 1972 and the general power of competence
28. To determine the time and place of ordinary meetings of the Council and committees up to and including the next Annual Council Meeting
29. To approve adoption of Councillor code of conduct
30. To appoint an internal auditor for the current financial year
31. To receive and comment on RFO’s review of annual accounts to 31 March 2021
32. To receive and comment on the internal audit report for the year ending 31 March 2021
33. To approve and sign the Annual Governance Statement for the year ending 31 March 2021
34. To approve and sign the Accounting Statements for the year ending 31 March 2021
35. To approve the Certificate of Exemption – AGAR 2020/21
36. To set the date for the commencement of the Exercise of Public Rights
37. To approve Scheduled Payments List for the year to May 2022
38. To approve grants and donations for year to 31 March 2022
39. To receive reports from County and District Councillors
40. To receive and comment on Clerk’s report
41. Planning and Enforcement

a. 21/00876/HHD – Addition of two new conservation rooflights to the existing roof  
Brandon House, Manor Road, Sandford St Martin – comment by 17 May 2021

b. 21/00877/LBC – Addition of two new conservation rooflights to the existing roof  
Brandon House, Manor Road, Sandford St Martin – comment by 17 May 2021

c. 21/00874/HHD – Alterations to an existing outbuilding and provision of a new ground floor WC to the main house  
Brandon House, Manor Road, Sandford St Martin – comment by 17 May 2021

d. 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 – comment by 17 May 2021

e. Any planning applications or enforcement notices received before date of meeting

f. Update of previous planning applications and enforcement actions

1. Business items
   1. To ratify Ledwell Village Green grass mowing order for one-off cut
   2. To consider annual mowing contract for Ledwell Village Green
   3. To consider issue of road accidents at the Laundry Lane junction and agree actions
2. Finance

a. To ratify expenditure since last meeting

b. To approve current payments

c. To instruct bank signatories to sign approved payments or process bank transfers

d. To note monies received

e. Update of current status of bank account

f. To approve budget update

g. To approve bank reconciliation

h. To approve finance update

i. To approve reserve level and earmarked reserves

1. To receive items for information only
2. To receive requests for items for next agenda, and note that items for the next agenda must be received at least one week before the next meeting
3. To consider options for holding Council meetings and making decisions from 07 May 2021 and agree actions
4. Next meeting – to note date and time of next meeting
5. To consider whether to resolve under Section 1(2) of the Public Bodies (Admissions 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 item
6. To consider providing an LGPS pension for the Clerk as per contract