Council members are hereby summoned to attend the Annual Parish Council Meeting on Thursday 16 September 2021 at 7.00 pm, at Sandford St Martin Parish Hall. Please inform the Clerk if you are unable to attend.

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Anne Ogilvie – Sandford St Martin Parish Clerk

10 September 2021

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.

Attendees are asked to read the Parish Council’s COVID-19 risk assessment (available on the website).

Maximum room capacity for members of the public is 11.

**Agenda**

1. Welcome from the Chairman of the Council
2. To receive and apologies for absence
3. To note resignation of Cllr Miles and thank her for serving on the Council
4. To receive declarations of interest from Members regarding items on the agenda
5. To approve and sign minutes of meeting on 04 May 2021
6. 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
7. To receive reports from County and District Councillors
8. To receive and comment on Clerk’s report
9. Planning and Enforcement

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

b. Update of previous planning applications and enforcement actions

1. Business items
   1. To consider draft Action Plan for 2022-2023 and agree actions
   2. To consider draft budget for 2022-2023 and agree actions
   3. To consider concerns received regarding low flying aircraft over Sandford St Martin and Ledwell and agree actions
   4. To consider if Council wishes to undertake any activities to celebrate the Queen’s Platinum Jubilee and agree actions
   5. To consider request to support traffic calming measures submitted by Steeple Barton Parish Council and Westcote Barton Parish Meeting to OCC and agree actions
   6. To review and approve the Equal Opportunities Policy
   7. To review and approve the Training and Development Policy
   8. To review and approve the Security Incident Response Policy
   9. To review and approve the Disciplinary and Grievance Policy
   10. To review and approve the Health and Safety Policy
   11. To review and approve the Sickness and Absence Policy
   12. To review and approve the Risk Assessment
   13. To consider response to Oxfordshire Plan 2050 consultation -comment by 08 October
   14. To consider response to National Highways and Transport public satisfaction survey – comment by February 2022
2. Finance

a. To receive report regarding bank mandate and agree actions

b. To receive report regarding bank debit card and agree actions

c. To approve new signatories for the bank account

d. To appoint new Internal Financial Checker

e. To ratify expenditure since last meeting

f. To approve current payments

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

h. To note monies received

i. To receive update of current status of bank account

j. To approve budget update

k. To approve bank reconciliation

l. To approve finance update

1. To receive items for information only
2. To receive requests for items for next agenda, and note that items and papers for the next agenda must be received at least one week before the next meeting
3. Next meeting – to note date and time of next meeting