

# Sandford St Martin Parish Council

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Council members are hereby summoned to attend the Parish Council Meeting on Thursday 08 December 2022 at 7.00 pm, at Sandford St Martin Parish Hall, to following the Annual Parish Meeting. Please inform the Clerk if you are unable to attend.

*A Ogilvie*

Anne Ogilvie – Sandford St Martin Parish Clerk

02 December 2022

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. Welcome from the Chairman
2. To receive apologies for absence
3. To receive declarations of interest from Members regarding items on the agenda  
To note that councillors who have declared an interest in an item on the agenda are obliged to leave the meeting room for the duration of that item and take no part in the discussion or the vote
4. To approve and sign minutes of meeting on 01 December 2022
5. 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 3 minutes per person.
6. To receive reports from County and District Councillors
7. To receive and comment on the Clerk's report
8. Planning and Enforcement
  - a. Any planning applications or enforcement notices received before the date of meeting
  - b. Update of previous planning applications and enforcement actions
9. Business items
  - a. To receive an update from Cllr North regarding the Mullin Project following the Community Forum meeting and agree actions
  - b. To receive a briefing note regarding the Parish Hall and agree actions
  - c. To consider sending a comment to OCC's budget consultation
  - d. To consider the issue of parking on the pavements in Sandford St Martin and agree actions

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10. Action Plan and Budget for 2023-24
  - a. To consider and approve the draft Action Plan for 2023-2024
  - b. To consider and approve the draft budget for 2023-2024
  - c. To consider and approve the precept for 2023-2024
11. 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. To received update of current status of bank account
  - f. To approve the budget update
  - g. To approve the bank reconciliation
  - h. To approve the finance update
  - i. To approve the reserve update
12. Administration and policies
  - a. To review and approve the Requests for Information Policy
  - b. To review and approve the Document Storage, Retention and Destruction Policy
  - c. To review and approve the Data Protection Policy
  - d. To review and approve the Privacy Policy
  - e. To review and approve the General Privacy Notice
  - f. To review and approve the Privacy Notice for staff, councillors and role holders
  - g. To review and approve the Dignity at Work Policy
  - h. To consider signing the Civility and Respect Pledge
  - i. To consider and approve the new Code of Conduct
  - j. To arrange the Clerk's annual appraisal
13. To receive items for information only
  - a. Temporary Traffic Regulation Notice – Ledwell Road, Sandford St Martin  
From Sandford St Martin triangle to Ledwell crossroads road closure to facilitate drainage improvement works to prevent flooding – 27/02/23 to 03/03/23
14. 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
15. Next meeting – to note date and time of next meeting