

Sandford St Martin Parish Council

MINUTES 20221208

DECEMBER 8, 2022

7.00 PM SANDFORD ST MARTIN PARISH HALL

ATTENDEES	Paul Catling from item 1059, Paul North, James Rowe (Chairman), Emily Wheeler-Booth Cllr Jackson (WODC), Cllr Graham (OCC)
ABSENT	George Smith

1054 Welcome from the Chairman of the Council

The Chairman welcomed everyone to the meeting.

He informed the Council that he would be resigning as Chairman, and from the Council, after the meeting.

1055 To receive apologies for absence

Apologies were received from Cllr Smith.

1056 To receive declarations of interest from Members regarding items on the agenda

None

1057 To approve and sign the minutes of the meeting on 01 December 2022

It was **resolved** to approve the minutes of the meeting on 01 December 2022. The minutes were signed by the Chairman.

1058 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

None

1059 To receive reports from County and District Councillors

OCC Report – Cllr Andy Graham

Cllr Graham noted that s106 monies had been discussed in relation to the Mullins project. He noted that the drainage works in Sandford St Martin had been completed.

WODC Report – Cllr David Jackson

Cllr Jackson noted that he had received queries regarding the forthcoming road closure. He advised that he will be chasing up the Wattle Hill Farm road issue.

The Council took the opportunity to thank Cllr Rowe for his work on the Council over the last seven years, and for his three years as Chairman.

1060 To receive and comment on the Clerk's report

The Clerk's report was received and noted.

The Clerk advised that the 2022 NJC Salary Award had been agreed, and that the Clerk's new salary rate had been backdated to April 2022.

1061 Planning and enforcement – Any planning applications or enforcement notices received before the date of the meeting

None

1062 Update of previous planning applications and enforcement actions

22/01697/HHD – Installation of a T3 aerial

Park Farm House, Ledwell Road, Sandford St Martin – Under consideration

22/02772/FUL – Change of use of the store over the existing garage to a holiday let (retrospective)

The Old Doctors House, Manor Road, Sandford St Martin – Approved, 01/12/22

1063 To receive an update from Cllr North regarding the Mullin Project following the Community Forum meeting and agree actions

Cllr North gave an update following the Community Forum meeting on 06 December 2022.

It was **resolved** that the Council would hold an extra meeting to discuss the planning application when it has been processed.

Signed

(Chairman)

Date

Sandford St Martin Parish Council

1064 To receive a briefing note regarding the Parish Hall and agree actions

Cllr Rowe expanded on the briefing note which had been circulated to councillors.

It was **resolved** to investigate the ownership of the land surrounding the Parish Hall and include this in the 2023-2024 Action Plan.

It was **resolved** to invite a representative from the PCC Management Committee to the next full council meeting.

It was noted that the Parish Council no longer has a representative on the Management Committee.

1065 To consider sending a comment to OCC's budget consultation

It was **resolved** not to send a comment to OCC's budget consultation.

1066 To consider the issue of parking on the pavements in Sandford St Martin and agree actions

This matter was discussed.

It was **resolved** to defer any decisions regarding parking on the pavements in Sandford St Martin to the next full council meeting.

1067 To consider and approve the draft Action Plan for 2023-2024

The draft Action Plan for 2023-2024 was considered.

It was agreed to add the following items;

- Installation of wi-fi into the Parish Hall
- The Coronation Celebration in 2023
- A Conservation Area project for the two Conservation Areas in the Parish
- Investigation of the ownership of the land around the Parish Hall.

It was **resolved** to approve the Action Plan 2023-2024 with the above additions.

1068 To consider and approve the draft budget for 2023-2024

The draft budget for 2023-2024 was considered and discussed.

It was **resolved** to set the following budget for 2023-2024:

- expected other receipts - £0
- proposed budget expenditure - £7885
- proposed precept required - £7885

1069 To consider and approve the precept for 2023-2024

It was **resolved** to set a precept of £7885 for 2023-2024. This is an increase of £778.

1070 To ratify expenditure since the last meeting

It was **resolved** to approve the following:

OCC Pension Fund	October 2022		chq 100736
Kingham Garden Services	Mowing – September	£90.00	chq 100737
OALC	Training, Councillor Fundamentals	£132.00	chq 100738
OALC	Training, Planning	£66.00	chq 100738
Clerk salary	October 2022		chq 100739
HMRC	PAYE/NI – October 2022		chq 100740
Kingham Garden Services	Mowing – October	£45.00	chq 100741
Barton Bulletin	Donation	£75.00	chq 100742
Anne Ogilvie	Clerk reimbursement	£23.96	chq 100743
Clerk salary	November 2022		chq 100744
HRMC	PAYE/NI – November 2022		chq 100745
OCC Pension Fund	November 2022		chq 100746
Rocketfuel Creative Ltd	SSL certificate	£59.99	chq 100747
Anne Ogilvie	Clerk reimbursement	£36.78	chq 100748

1071 To approve current payments

Nil

1072 To instruct bank signatories to sign approved payments or process bank transfers

Not required

1073 To note monies received

Nil

1074 To receive an update of the current status of the bank account

Current account as of 25 November 2022 - £12,825.04.

Signed

(Chairman)

Date

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1075 To approve the budget update

The budget update to 30 November was reviewed. It was noted that 70% of the budget had been spent. It was noted that some budget lines were overbudget: salary – ref NJC pay award, pension – ref NJC pay award, payroll – supplier cost has increased, training – due to amount of training undertaken and approval of Clerk to attend SLCC Practitioner Conference, website and domain – supplier cost has increased and SSL certificate has been purchased. It was **resolved** to approve the budget update to 30 November 2022.

1076 To approve the bank reconciliation

It was **resolved** to approve the bank reconciliations of 27 October 2022 and 25 November 2022.

1077 To approve the finance update

The finance update was reviewed.

Receipts - £7,107.00

Payments - £5,154.58

Balance - £11,529,24

It was **resolved** to approve the finance update to 30 November 2022.

1078 To approve the reserves update

The reserves were reviewed.

It was noted that no earmarked reserves had been used to 05 December 2022.

It was noted that £31.94 of general reserves had been used to 05 December 2022.

Remaining earmarked reserves as of 05 December 2022 - £200.00

Remaining general reserves as of 05 December 2022 - £9,344.88.

It was **resolved** to approve the earmarked and general reserves update.

1079 To review and approve the Requests for Information Policy

It was **resolved** to approve the Requests for Information Policy.

1080 To review and approve the Document Storage, Retention and Destruction Policy

It was **resolved** to approve the Document Storage, Retention and Destruction Policy.

1081 To review and approve the Data Protection Policy

It was **resolved** to approve the Data Protection Policy.

1082 To review and approve the Privacy Policy

It was **resolved** to approve the Privacy Policy.

1083 To review and approve the General Privacy Notice

It was **resolved** to approve the General Privacy Notice.

1084 To review and approve the Privacy Notice for staff, councillors and role holders

It was **resolved** to approve the Privacy Notice for staff, councillors and role holders.

1085 To review and approve the Dignity at Work Policy

It was **resolved** to approve the Dignity at Work Policy.

1086 To consider signing the Civility and Respect Pledge

It was **resolved** to sign the Civility and Respect Pledge.

1087 To consider and approve the new Code of Conduct

It was **resolved** to approve the new Code of Conduct.

1088 To arrange the Clerk's annual appraisal

It was **resolved** that Cllr North will undertake the Clerk's annual appraisal.

1089 To receive items for information only

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.

1090 To receive requests for items for the next agenda, and note that items and papers for the next agenda must be received at least one week before the next meeting

No items were requested for the next agenda.

It was noted that items and papers for the next agenda must be received at least one week before the next meeting.

Signed

(Chairman)

Date

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1091 **Next meeting – to note date and time of the next meeting**

Planning meeting – to be confirmed following receipt of Mullin project planning application

Full council meeting – Thursday 16 March 2023, at 7.00 pm, at the Parish Hall, Sandford St Martin.

1092 The meeting was closed at 9.15 pm.

Signed

(Chairman)

Date