

# Sandford St Martin Parish Council

---

Council members are hereby summoned to attend the Parish Council Meeting on Thursday 16 March 2023 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

10 March 2023

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 the minutes of the meeting on 16 February 2023
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. MW.0031/23 – Extraction of limestone and deposit of imported clay and mineral scalpings to achieve agricultural restoration and conservation habitat creation (part retrospective) (including consolidation with permitted operations under planning permission MW.0100/21) – Land at Quarry Farm North of Green Lane, Green Lane, Chipping Norton, Great Tew OX7 4NS. Applicant: Great Tew Farms Partnership. Comment by 30 March 2023
  - b. Any planning applications or enforcement notices received before the date of meeting
  - c. To receive an update regarding the Driving Centre, Enstone Airfield planning application and agree actions
  - d. Update of previous planning applications and enforcement actions

# Sandford St Martin Parish Council

---

9. Business items
  - a. To receive updates regarding the Parish Hall and agree actions
  - b. To receive quotations for the tree works in Ledwell and agree actions
  - c. To consider the issue of parking on the pavements in Sandford St Martin and agree actions (deferred from December 2022 meeting)
  - d. To agree the date, time, place and format for the Annual Parish Meeting
10. 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 review and approve the budget virement report
  - h. To approve the bank reconciliation
  - i. To approve the finance update
  - j. To approve the reserve update
  - k. To review and approve the earmarked reserve update report
11. Administration and policies
  - a. To review and approve the Internal Financial Control Policy
  - b. To review and approve the Internet Banking Payment Procedure
  - c. To review and approve the Freedom of Information Scheme
  - d. To review and approve the Grants and Donations Policy
  - e. To review and approve the Business Continuity Policy
  - f. To review and approve the Virtual Meeting Procedure
  - g. To review and approve the Community Engagement Policy
  - h. To review and approve the Staff Recruitment and Retention Policy
  - i. To review and approve the Expenses Policy
  - j. To review and approve the Reserves Policy
  - k. To review and approve the Gifts and Hospitality Register Guidance
  - l. To review and approve the asset register
12. To receive items for information only
13. 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
14. Next meeting – to note date and time of next meeting