

Sandford St Martin Parish Council

CLERK REPORT

Period: From 03 December 2023 to 01 March 2024

1. **Agendas and papers for March Council Meeting** - created, published and circulated
2. **December council meeting minutes** – written and draft published
3. **Clerk report** – written
4. **Projects**
 - 4.1 Land to rear of Parish Hall
 - a) Title plans for Land at Sandford Park obtained
 - b) PC advised that Laws & Fiennes will not be managing the Sandford Estate from 01 January 2024
 - 4.2 Defibrillator
 - a) New pads purchased and put in
 - b) New battery purchased and put in
 - 4.3 Insurance claim – Village Gates
 - a) Insurer has acknowledged that the claim is valid and has requested an estimate. Price for the gate has been obtained. Price for the gate installation has been requested
 - 4.4 Parish Hall broadband
 - a) Sandford Estate has agreed to permit the broadband pole on the fence post and the cable trench
Broadband contractor site meeting held to agree the ingress position for the cable into the Parish Hall, and position of router
 - 4.5 Parish Hall
 - a) PCC and Parish Hall Management Committee (PHMC) invited to March council meeting
 - b) Site meeting held at Parish Hall with PCC and PHMC
5. **Parish Maintenance**
 - a) OCC has agreed that the PC can maintain the fingerposts in Sandford St Martin and Ledwell and will be approached if OCC decide to remove them
 - b) Kingham Garden Services appointed to carry out Ledwell Village Green mowing for 2024
6. **Policies**
 - a) Approved policies and procedures updated and uploaded to website
 - b) Policies reviewed for council approval
7. **Finance**
 - a) Payments - approved payments signed and processed
 - b) Monthly payroll and pension duties completed
 - c) Finance updates – finance system has been updated and circulated
 - d) Bank reconciliations – carried out and circulated
 - e) Expenditure over £100 updated
 - f) 2024-25 precept form completed, sent to WODC and uploaded to website
 - g) ICO renewal processed
 - h) DD form for HMRC PAYE/NI completed and sent
 - i) VAT reclaim completed and sent
 - j) Internal Financial Check meeting held with Cllr North
8. **Budget and reserves**
 - a) Budget updates created and circulated
 - b) Earmarked reserves and general reserve report updated
 - c) 2024-2025 approved budget updated

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9. **Planning and enforcement**
 - a) Planning spreadsheet – updated
 - b) Cllr Maynard emailed regarding Conservation Areas and officers who are responsible
10. **Website and mailboxes**
 - a) Website updated as required
 - b) Members allowances updated
11. **Training**
 - a) SLCC branch meetings attended
 - b) SLCC Practitioners Conference attended
 - c) Developing effective action plan training attended
 - d) Addressing the biodiversity crisis for PCs and TCs training attended
12. **Administration**
 - a) Action Plan updated
 - b) Meeting papers created for Council Meeting
 - c) March meeting date changed to due councillor availability. Hall booking changed.
Website and noticeboards updated
 - d) OALC contacted to change the attendee for the biodiversity training
 - e) WODC Executive Meeting attended
 - f) Draft Pension Discretionary Policy completed, areas for council decision highlighted,
policy emailed to Council
 - g) Annual leave taken
 - h) Annual appraisal held with Cllr North
 - i) Asset register updated