

Sandford St Martin Parish Council

MINUTES 20200109

JANUARY 9, 2020

7.00 PM SANDFORD ST MARTIN PARISH HALL

ATTENDEES	James Rowe (Chairman), Emily Wheeler-Booth, Jo Miles, Ian Hames, Clive Hill Cllr Jackson (WODC) Three members of the public Anne Ogilvie (Clerk),
ABSENT	Nil

The Chairman welcomed everybody to the meeting.

540 **To receive apologies for absence** - Nil

541 **Approve and sign minutes of meeting on 14 November 2019**

The minutes of the meeting on 14 November 2019 were approved by the Council, and signed by the Chairman.

542 **To receive declarations of interest from Members** – Nil

543 **Public participation**- Nil at this point in meeting.

544 **Report from District Councillor**

WODC Report – Cllr David Jackson

Meeting on 25 January with PC Chris Jones regarding the speedwatch equipment – it is hoped that people will attend from the local villages to learn to use the equipment, and people will take on the various roles required.

Ardley Visit – Cllr Rowe enjoyed attending the last arranged visit.

Planning application 18/02236/FUL – The soil and grass seed do not appear to have been laid yet and the fence has not been removed. Cllr Jackson asked the council to keep him informed of the progress of this matter.

A parishioner noted a traffic safety concern regarding the SoHo Farmhouse junction, following a car crossing the road and causing damage to a wall on the other side. Cllr Jackson offered to contact OCC Highways to discuss the matter. The Council agreed to contact OCC Highways to request action to prevent further accidents in this area.

Action: Clerk to contact OCC to request action to prevent further accidents in this area.

OCC Report – Cllr Ian Hudspeth

The OCC report had been circulated to Council and was noted.

545 **Receive and comment on Clerk's report**

The Clerk's report was noted. There were no comments.

546 **Current planning**

19/03344/FUL – Construction of menage – Wattle Hill Farm, Ledwell – comment by 07 January 2020

The Council had no comment on this application.

547 **Planning applications received before date of meeting** – Nil

548 **Update of previous planning applications**

19/02412/HHD – Alterations and erection of single and two storey extensions –

Carpenters Cottage, Manor Road, Sandford St Martin – approved – 15 October 2019

19/02945/HHD – Replacement of existing roof light with dormer window – Fox Cottage, 4

Manor Farm Cottages, Manor Road, Sandford St Martin – approved 21 November 2019

19/02979/LBC – Refurbishment of 2 leaded light windows and the replacement of 4 steel

casement windows on front elevation – Manor Farm Cottage, Ledwell – under consideration

19/02880/FUL – Erection of replacement stable/store with solar panel and new access – The

Byre, Ledwell – under consideration

Tennis court – Southfield House, Manor Road, Sandford St Martin - the status of enforcement action was queried.

Action: Clerk to contact WODC for update.

549 **Correspondence received**

a. Letter – End-point user re Gigaclear trench – noted

b. Letter – WODC – provision of hard copy planning applications and supporting documents – it was agreed to request consideration of the potential cost to a small council for requiring hard copy

Signed

(Chairman)

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documents of a large or complex application.

Action: Clerk to respond to WODC with comments regarding large or complex applications.
c. Email – Weston-on-the-Green Neighbourhood Development Plan 2018-2031 – Regulation 18 Decision Statement – Public Consultation – noted.

550 **Financial Regulations – to amend and adopt revised Financial Regulations**

The Financial Regulations were amended. It was **resolved** to adopt the amended Financial Regulations.

551 **Bins left on pavements – to note concern raised about bins being left out on pavements and consider a response**

Residents have expressed concern about bins being put out on Sundays for collection during the week and not removed until the next weekend.

It was **resolved** to write to the relevant property owners expressing concern about bins being left out during the week and asking the property owners to arrange for the bins to be removed at the correct time.

Action: Cllr Hames to draft letter and forward to Clerk for distribution.

552 **Annual Parish Meeting – to agree date, time and format of Annual Parish Meeting**

It was agreed to hold the Annual Parish Meeting on 14 May 2020.

553 **Airplane Noise – to note concern about airplane noise and consider a response**

It was noted that a letter had been sent previously. It was noted that airplanes should not be flying over Sandford St Martin or Ledwell. It was **resolved** to write to the flying clubs to ask that pilots be reminded/advised about noise abatement procedures applicable to Sandford and Ledwell.

Action: Cllr Hill to draft letter and forward to Clerk for distribution.

Two members of the public left the meeting.

554 **Public participation**

A parishioner queried why the draft budget had not been published prior to the November meeting, and when it will be published. The Council agreed to move the budget preparation meeting to October to allow time for the draft budget to be published prior to the budget agreement meeting. The approved budget will be uploaded to the website in January.

A parishioner requested further information about the Leport payment listed in the November minutes.

A parishioner queried the progress of a plaque.

One member of the public left the meeting.

555 **Training and Development Policy – to review and adopt policy**

It was **resolved** to adopt the Training and Development Policy.

556 **Grants and Donations Policy – to review and adopt policy**

It was **resolved** to adopt the Grants and Donations Policy.

557 **Internal Auditor – to review comparison report and select Internal Auditor**

It was resolved to instruct Jane Olds to act as the Internal Auditor for this year.

Action: Clerk to send completed Terms of Agreement Form to internal auditor.

558 **Electronic document storage – to review report and agree system for electronic document storage**

It was **resolved** to adopt the Clerk's recommendation to set up Dropbox Basic for the storage of council documents required by councillors, and for the Clerk to continue to use OneDrive as well as required. It was requested that the Clerk set up a filing system for the Dropbox account.

Action: Clerk to set up Dropbox Basic and invite Councillors. Clerk to set up filing system for Dropbox.

559 **Bulletin Funding – to agree funding request from Bulletin editor**

It was **resolved** to agree the funding request from the Bulletin editor, and to vire the monies required from the general reserve.

560 **Risk Assessment – to approve revised Risk Assessment**

It was **resolved** to approve the revised Risk Assessment.

561 **Council provided email addresses – to review report and agree action**

It was noted that Rocketfuel are able to provide fewer mailboxes with a larger capacity than listed in their original documentation. It was **resolved** to set up mailboxes for Councillors and the Clerk.

It was **resolved** to change the official email address of the clerk to clerk@sandfordstmartin.org.uk.

Signed

(Chairman)

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Action: Clerk to arrange set up of mailboxes with Rocketfuel. Clerk to advise relevant bodies when clerk email address has been changed.

- 562 **S137 for 2020-21 – to note S137 limit for financial year 2020-21.**
It was noted that the S137 limit for 2020-21 is £8.32 per elector.
- 563 **Internal Financial Checker – to appoint Councillor as the Internal Financial Checker**
It was **resolved** to appoint Cllr Miles as the Internal Financial Checker.
- 564 **Business Continuity Policy – to review and adopt policy**
It was **resolved** to adopt the Business Continuity Policy.
- 565 **Standing Orders – to amend and adopt revised Standing Orders**
The Standing Orders were amended. It was **resolved** to adopt the revised Standing Orders.
- 566 **To approve current expenditure**
The following payments were approved
- | | | | |
|--------------------------|------------------------------|--------|-------------------|
| Information Commissioner | Data Protection Registration | £40.00 | chq number 100645 |
| Barton Bulletin | Newsletter | £75.00 | chq number 100647 |
- 567 **To approve council administration costs**
Council administration costs were approved £112.58 chq number 100646
- 568 **To instruct bank signatories to sign approved accounts**
Approved cheque payments were signed.
- 569 **Update of current status of bank account**
Current account as of 03 January 2020 - £7024.41
- 570 **Scheduled payments – to approve scheduled payments list**
It was **resolved** to approve the scheduled payments list dated 09 January 2020.
- 571 **To approve budget update**
The budget update file, circulated to the Council prior to the meeting, was approved.
- 572 **Virements – to review virement report and agree virements**
It was **resolved** to approve the virement report dated 03 January 2020.
Action: Clerk to vire budget as per report.
- 573 **To approve bank reconciliation**
The bank reconciliation file, circulated to the Council prior to the meeting, was approved.
- 574 **To approve finance update**
The finance file, circulated to the Council prior to the meeting, was approved.
- 575 **To note completion and return of precept form to WODC**
It was noted that the precept form for 2020-21 had been completed and returned to WODC.
- 576 **To receive items for information only and the next agenda**
- The Council has agreed to support the Clerk's attendance at the SLCC Practitioners' Conference.
 - Councillor details will be listed on the website by the end of February.
 - The Council will formally adopt the WODC's Code of Conduct at the next meeting.
 - WODC are offering residents the opportunity to comment on spending priorities via an online survey, closing date 26 January 2020.
 - Community First Oxfordshire have sent out a Rural Services survey to councils to complete.
 - Moore have sent their External Auditor Consideration of Objection 2017/18 to the Council.
 - Mowing – Cllr Miles will be requesting mowing quotations from contractors to be forwarded to Clerk to obtain authorization for the works.
 - It has been noted that contractors working at Southfields have caused damage to the kerbs. The Clerk will contact OCC.
- 577 **Next meeting – Thursday 14 May 2020**

The meeting was closed at 9.15 pm.

Signed

(Chairman)

Date