

Sandford St Martin Parish Council

MINUTES 20201112

NOVEMBER 12, 2020 7.02 PM

REMOTE – VIA ZOOM

ATTENDEES	James Rowe (Chairman), Emily Wheeler-Booth, Jo Miles, Ian Hames Cllr Jackson (WODC), Cllr Hudspeth (OCC) No members of the public Anne Ogilvie (Clerk)
ABSENT	Nil

- 663 **Welcome from the Chairman** – The Chairman welcomed everyone to the meeting, and advised that this meeting could be recorded by the Council or others. He noted that Cllr Hill had resigned, and that the Council thanked him for his work as a Councillor.
- 664 **To receive apologies for absence** - Nil
- 665 **To approve and sign minutes of meeting on 10 September 2020**
The minutes of the meeting on 10 September 2020 were approved by the Council, and will be signed by the Chairman at the first opportunity. It was noted that some actions assigned to Cllr Hill had not been completed. The Clerk will forward responses regarding the low flying aircraft to Council to complete actions.
- 666 **To receive declarations of interest from Members**
Nil
- 667 **To consider whether to resolve under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public to protect the confidential nature of the business to be transacted during the consideration of any item**
It was **resolved** not to exclude the press and public for any item on the agenda.
- 668 **Public participation**
Nil
- 669 **To receive reports from OCC and District Councillors**
OCC Report – Cllr Ian Hudspeth
Cllr Hudspeth noted that the COVID-19 situation is fast moving. Cases are currently increasing. The tier level after this lockdown period has not been determined yet. It will be based on relevant data. The majority of services are still being provided. OCC is working with District Councils to support vulnerable people during this lockdown period.
He reported that winter road gritting has started.
WODC Report – Cllr David Jackson
Cllr Jackson reported that a new Chair of the District Council has been appointed following the resignation of Cllr Mills.
He reported that the co-ordinator of the Speedwatch has stepped down. Cllr Jackson is arranging sessions in Middle Barton.
- 670 **To receive and comment on Clerk's report**
The Clerk's report was noted.
There were no comments.
- 671 **Current planning**
20/02531/HHD – Proposed alterations and extensions, addition of pool house and associated operations
Millers Barn, Mill Lane, Sandford St Martin – comment 13 November 2020
The Council had no comment on this application.
- 672 **Any planning applications or enforcement notices received before date of meeting**
Nil
- 673 **Update of previous planning applications and enforcement actions**
20/01958/FUL – Changes to the design of the pool house roof material and front elevation (alternative to 19/01227/HHD); re-cladding of an existing outbuilding use for plant and storage and its continued use ancillary to the dwellinghouse; and re-siting of an existing outbuilding to provide an Apiary Hut. Associated landscaping (Part Retrospective).
Sandford House, Manor Road, Sandford St Martin - - Under consideration

Signed

(Chairman)

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20/02035/FUL – Erection of a replacement agricultural building Cockley Barn, Ledwell – Awaiting decision

- 674 **To note that co-option process to fill the vacant councillor position has started**
It was noted that the co-option process has started following Cllr Hill's resignation. The vacancy has been uploaded to the website. Councillors will proactively seek potential new councillors.
- 675 **To consider funding request for £75 from Barton Bulletin**
It was **resolved** to approve the funding request for £75 from Barton Bulletin.
- 676 **To note that the Clerk has completed CiLCA (Certificate in Local Council Administration) in October, and therefore eligible for an increase in salary by one scale point**
It was noted that the Clerk has completed CiLCA.
It was **resolved** to approve the increase in salary by one scale point.
- 677 **To approve that from 12 November 2020 until the next relevant Annual Meeting of the Council, that the Council is eligible to use and adopt the General Power of Competence (Localism Act 2011, ss1-8) as the number of members elected at the 2018 ordinary election was equal to or greater than two-thirds of the total number of seats on the Council, and the Council has a qualified Clerk as defined by The Parish Council's (General Power of Competence) (Prescribed Conditions) Order 2012, sch 2.**
It was **resolved** to adopt the General Power of Competence until the next relevant Annual Meeting of the Council.
- 678 **To discuss and agree budget for 2021-2022**
It was **resolved** to approve the budget for 2021 – 2022.
Budget receipts - £0
Budget payments - £6790.00
- 679 **To discuss and agree precept figure for 2021-2022**
It was **resolved** to approve £6790.00 as the precept figure for 2021-2022.
- 680 **To review and approve revised risk assessment**
It was **resolved** to approve the revised risk assessment.
- 681 **To acknowledge receipt of External Auditors Report and Certificate for 2019/20 and agree actions**
The External Auditors Report and Certificate for 2019/20 had not been received by this meeting.
- 682 **To agree actions following receipt of legal advice regarding Ledwell Village Green dispute**
It was **resolved** to take no further action at this time.
- 683 **To consider the condition of the road through Ledwell and agree actions**
Cllr Hudspeth agreed to ask the County Council to investigate this issue as it the road is Highways responsibility – whether the road has been adopted and whether, due to number of vehicles using the road and their speed, it qualifies for major resurfacing. Cllr Hudspeth will report back to the Council.
- 684 **To ratify expenditure since last meeting**
- | | | | |
|-------------------------------|--------------|---------|---------------|
| St Martin's Church | Mowing | £250.00 | bank transfer |
| Clerk salary – September 2020 | was approved | | bank transfer |
- 685 **To approve current expenditure**
- | | | | |
|---|-----------------------------|--------|---------------|
| TP Jones & Co | Payroll July-September 2020 | £58.50 | bank transfer |
| SLCC | National conference (part) | £25.00 | bank transfer |
| Children's Air Ambulance | Donation | £50.00 | bank transfer |
| Oxfordshire | | | |
| Clerk salary – October 2020 | was approved | | bank transfer |
| HMRC PAYE/NI – September and October 2020 | were approved | | bank transfer |
- 686 **To approve council administration expenses**
Council administration expenses were approved £38.55
- 687 **To instruct bank signatories to sign approved payments or process bank transfers**
Bank signatories were instructed to process bank transfers for approved expenditure.
- 688 **To note monies received – as of 07 November 2020**
- | | | | |
|------|----------|-------------------------------|--|
| WODC | £4734.00 | Precept, 2 nd half | |
| WODC | £13.50 | Grant, 2 nd half | |

Signed

(Chairman)

Date

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689 Update of current status of bank account

Current account as of 07 November 2020 - £10,143.68

690 To approve budget update

The budget update to 31 October 2020 was approved. It was noted that expenditure was generally on target for the year. It was noted that some lines will be overbudget by the end of the year as they include expenditure from the last financial year which was paid in this financial year.

It was agreed to donate £50 to Children's Air Ambulance Oxfordshire. The donation for Children's Air Ambulance Oxfordshire will be taken from general reserves.

The Clerk will create a virement proposal for approval at the next meeting.

691 To approve bank reconciliation

The bank reconciliation to 27 October 2020 was approved.

692 To approve finance update

The finance file to 07 November 2020 was approved.

693 To receive items for information only and the next agenda

a. Council discussed the Village Green triangle in Sandford St Martin, and the maintenance responsibility of the trees.

b. The date of the Clerk's appraisal was agreed.

c. Winter salt is being distributed in Ledwell. It was suggested that the same approach should be taken in Sandford St Martin. It had been decided that the "Snow Wardens" scheme was too formal for the parish, and more informal agreements were more appropriate.

694 Next meeting – Thursday 11 March 2021

The meeting was closed at 8.10 pm.

Signed

(Chairman)

Date