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| Minutes 20210311 | March 11, 2021 | 7.00 pm | REMOTE – VIA ZOOM |

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| 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 |

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1. **Welcome from the Chairman –** The Chairman welcomed everyone to the meeting.
2. **To receive apologies for absence** - Nil
3. **To approve and sign minutes of meeting on 12 November 2020**The minutes of the meeting on 12 November 2020 were approved by the Council, and will be signed by the Chairman at the first opportunity.
4. **To receive declarations of interest from Members**  
   Nil
5. **Public participation**Nil
6. **To receive reports from OCC and District Councillors  
   OCC Report – Cllr Ian Hudspeth**Cllr Hudspeth noted that the situation regarding the ending of permission to hold remote meetings on 07 May needs to be addressed.  
   He noted that COVID infection rates are currently relatively low in Oxfordshire, and rate is reducing, but care needs to be taken as the county moves out of lockdown.  
   An additional £200k was included in the budget for additional speed limits in the county, and he had logged the interest of this Ward in this to county. He noted that the budget also had provision for drainage and vegetation issues, and a Youth Fund. **WODC Report – Cllr David Jackson**Cllr Jackson noted that the Uplands Planning Committee has started providing a summary of enforcement cases.  
   He is aware of the flooding and drainage issue in the Parish, and has been copied into correspondence with residents.  
   He noted that the “count” for the May elections is currently proposed to be district on Friday, county on Sunday, and Police and Crime Commission on Monday due to space and social distancing requirements. He will be posting about applying for Postal Votes on Facebook.
7. **To receive and comment on Clerk’s report**The Clerk’s report was noted.   
   There were no comments.
8. **Current planning**  
   **21/00292/HHD – Erection of a single storey side extension  
   Beech Cottage, Mill Lane, Sandford St Martin – comment 18 March 2021**The Council had no comment on this application.
9. **Any planning applications or enforcement notices received before date of meeting**  
   Nil
10. **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  
    **20/02035/FUL – Erection of a replacement agricultural building  
    Cockley Barn, Ledwell –** Approved – 04 December 2020  
      
      
      
    **20/02531/HHD – Proposed alterations and extensions, addition of pool house and associated operations  
    Millers Barn, Mill Lane, Sandford St Martin –** Approved 20 November 2020  
    **20/02823/FUL – Conversion of existing stables to ancillary accommodation  
    Ledwell House, Ledwell –** Approved – 08 January 2021  
    **20/03300/HHD – Installation of a swimming pool and erection of plant room/store building, erection of tennis court and associated engineering and landscaping works  
    Flight Hill Farm, Flight Hill, Sandford St Martin –** Approved – 05 February 2021  
    **20/03301/LBC – Installation of a swimming pool and erection of plant room/store building, erection of tennis court and associated engineering and landscaping works  
    Flight Hill Farm, Flight Hill, Sandford St Martin –** Approved – 05 February 2021  
    **20/03492/HHD – Single storey extension  
    Clover Cottage, Manor Road, Sandford St Martin –** Approved 15 February 2021  
    **21/00370/HHD – Erection of single storey and first floor rear extensions  
    Clover Hall, Manor Road, Sandford St Martin –** Under consideration  
    **21/00371/LBC – Internal and external alterations to erect single storey and first floor rear extensions  
    Clover Hall, Manor Road, Sandford St Martin –** Under consideration
11. **To co-opt a new councillor**It was **resolved** to co-opt Paul North as a councillor to fill the current vacancy.  
    The Clerk will process appropriate paperwork and set Cllr North up on the council systems.
12. **To receive asset inspection report and agree actions**Cllr Hames will undertake the inspection this month, and report his findings to council.
13. **To review and approve asset register**It was **resolved** to approve the asset register.  
    It was noted that the Clerk would list the missing land information when the data has been found.
14. **To review and approve revised Standing Orders**It was **resolved** to approve the revised Standing Orders.
15. **To review and approve revised Grants and Donations Policy**It was **resolved** to approve the revised Grants and Donations Policy.
16. **To review and approve Habitual or Vexatious Complaints Policy**It was **resolved** to approve the Habitual or Vexatious Complaints Policy.
17. **To review and approve Community Engagement Policy**It was **resolved** to approve the Community Engagement Policy.
18. **To review the effectiveness of the 2019-20 internal audit**The effectiveness of the 2019-20 internal audit was reviewed, and it was **resolved** to approve the review.
19. **To comment on concern from resident regarding tree removal in November**Cllr Hames declared an interest in this item.  
    The Council noted that it hopes that in future residents will ensure that appropriate regulations/legislations are followed, and correct permissions and paperwork obtained prior to carrying out relevant works. Council noted that if anyone has a query regarding permissions, they can contact the Clerk, WODC or OCC. Council noted that it would be appreciated if advisory notices to nearby residents could be distributed before disruptive works are carried out.
20. **To consider date, time and venue of Annual Parish Meeting**It was agreed that the APM would be held on Tuesday 04 May 2021 at 7pm via Zoom.
21. **To acknowledge receipt of External Auditor Report and Certificate for 2019-20 and agree actions**The Council acknowledged receipt of the External Auditor Report and Certificate for 2019-20. It was noted that this has been uploaded to the website and had been put on the noticeboard. It was noted that the Notice of Conclusion of Audit had been uploaded the website and had been put on the noticeboard. The council noted the recommendation made by the auditor and will ensure that if the dates of public inspection are changed in the future, parishioners will be advised via the website and noticeboard.  
      
      
      
    Cllr Hames left the meeting.  
    Cllr Hudspeth left the meeting.
22. **To ratify expenditure since last meeting**OALC Training – Village Greens £60.00 bank transfer  
    ICO Annual data protection renewal £40.00 bank transfer  
    Moore External auditor fee 2019/20 £240.00 bank transfer  
    SLCC Training – Wordpress websites £36.00 bank transfer  
    TP Jones & Co Payroll – October – December 2020 £58.50 bank transfer  
    SLCC Practitioner Conference 2021 (part) £30.00 bank transfer  
    Barton Bulletin Donation – approved at Nov meeting £75.00 bank transfer  
    Clerk salary – November 2020 was approved bank transfer  
    Clerk salary – December 2020 was approved bank transfer  
    Clerk salary – January 2021 was approved bank transfer
23. **To approve current expenditure**Miles & McCulloch Grass cutting, The Cross, SSM £192.00 bank transfer  
    Spelsbury Down Farm Rent – land at rear of Parish Hall £15.00 bank transfer  
    OALC Subscription 2021-2022 £146.16 bank transfer  
    Community First Oxon Subscription 2021-2022 £35.00 bank transfer  
    Clerk salary – February 2021 was approved bank transfer
24. **To approve council administration expenses**Council administration expenses were approved £135.55 bank transfer
25. **To instruct bank signatories to sign approved payments or process bank transfers**Bank signatories were instructed to process bank transfers for approved expenditure.
26. **To note monies received – as of 06 March 2021**Nil
27. **Update of current status of bank account**  
    Current account as of 26 February 2021- £8,644.88
28. **To approve budget update**  
    The budget update to 28 February 2021 was approved. It was noted that some lines are over-budget: payroll, use of home premises, phone/internet, office equipment, parish insurance, OALC subscription, Parish Hall rent. The insurance was greater than had been budgeted for, due to updated asset register. The other lines include expenditure from the last financial year which was paid in this financial year. It was noted that the contingency line had been used for audit and defibrillator costs. It was noted that a virement would be required to cover the Community First Oxfordshire subscription. It was noted that it is aimed to process payments in the year in which the expenditure occurred if possible in future, or earmark the funds required for these payments at the end of the year.
29. **To approve budget virements**It was **resolved** to approve the budget virement report.  
    It was **resolved** to vire the budget to cover the Community First Oxfordshire subscription.  
    It was **resolved** to create earmarked reserves for the unused provision for future replacement of assets line, and budget lines for which scheduled payments are not made within this financial year.
30. **To approve bank reconciliation**It was **resolved** to approve the bank reconciliation to 26 February 2021.
31. **To approve finance update**It was **resolved** to approve the finance file to 26 February 2021.  
    It was noted that the precept form was sent to WODC in January.
32. **To receive items for information only and the next agenda**a. It was noted that the first tranche of donations for the Barton Bus and Churchyard

maintenance would be on the ACM agenda.  
b. Repair to the road in Ledwell – the road has been inspected by OCC, but works have not yet

taken place. Cllr Jackson offered to request an update.  
c. The Clerk’s appraisal has taken place.

d. The Chairman thanked Cllr Wheeler-Booth for processing the payments and responding to the

Clerk’s emails.  
e. Road accidents at the Laundry Lane junction were discussed and proposed for the next

meeting agenda.

f. The Clerk will be taking a week’s holiday commencing 19April.

g. The Council noted comments received from a resident regarding the parking on grass verges

and bins being left on pavements.

h. The Chairman has been contacted by the Church regarding various matters of civic protocol.

i. Residents have commented on the damage to the granite kerbs caused by building contractors

working in the parish.

1. **Next meeting –** Annual Council Meeting on 04 May 2021, via Zoom, at 7.30pm, to follow Annual Parish Meeting  
   The Chairman closed the meeting at 8.45 pm without considering the remaining items on the agenda:  
     
   13: To consider whether to resolve under Section 1(2) of the Public Bodies (Admissions 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 the following item  
     
   14: To consider providing an LGPS pension for the Clerk as per contract