Council members are hereby summoned to attend the Annual Parish Council Meeting on Thursday 09 December 2021 at 7.00 pm, at Sandford St Martin Parish Hall. Please inform the Clerk if you are unable to attend.

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Anne Ogilvie – Sandford St Martin Parish Clerk

02 December 2021

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.

Attendees are asked to read the Parish Council’s COVID-19 risk assessment (available on the website).

Maximum room capacity for members of the public is 11.

**Agenda**

1. Welcome from the Chairman of the Council
2. To receive apologies for absence
3. To co-opt a new councillor
4. To receive declarations of interest from Members regarding items on the agenda
5. To approve and sign the minutes of the meeting on 16 September 2021
6. Public participation – to allow members of the public/press to comment on any item on the agenda, bring any matter to the attention of the Council, or request the inclusion of an item on a future agenda
7. To receive reports from County and District Councillors
8. To receive and comment on Clerk’s report
9. Planning and Enforcement

a. Any planning applications or enforcement notices received before date of meeting

b. Update of previous planning applications and enforcement actions

1. Business items
   1. To consider reports of concerns regarding AirBnBs in the parish and agree actions
   2. To consider requesting a 20 mph speed limit zone for Sandford St Martin and Ledwell, as part of the OCC scheme
   3. To consider requesting support for the 20 mph speed limit zone from OCC Councillor Andy Graham
   4. To consider request from Clerk for training
   5. To agree a councillor to undertake the annual asset inspection for the parish
   6. To consider if Council wishes to undertake any activities to celebrate the Queen’s Platinum Jubilee and agree actions (continued from September’s meeting)
   7. To consider offering a three year mowing/grass maintenance contract and agree actions
   8. To review and approve the Requests for Information Policy
   9. To review and approve the Document Storage, Retention and Destruction Policy
   10. To review and approve the Data Protection Policy
   11. To review and approve the Privacy Policy
   12. To review and approve the General Privacy Notice
   13. To review and approve the Grants and Donations Policy
   14. To review and approve the Privacy Notice for staff, councillors and role holders
   15. To consider and approve the budget for 2022-2023
   16. To consider and approve the precept for 2022-2023
2. 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 receive update of current status of bank account

f. To approve budget update

g. To approve bank reconciliation

h. To approve finance update

i. To approve reserve update

1. To receive items for information only

a. To note that the next Parish Council election will be held in May 2022, and to remind councillors that anyone who wishes to restand for election will need to complete and return election forms to WODC in due course

1. 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
2. Next meeting – to note date and time of next meeting