

Sandford St Martin Parish Council

MINUTES 20211209

DECEMBER 9, 2021

7.03 PM SANDFORD ST MARTIN PARISH HALL

ATTENDEES	James Rowe (Chairman), Emily Wheeler-Booth, Paul North Cllr Jackson (WODC), Cllr Graham (OCC) Three members of the public Anne Ogilvie (Clerk)
ABSENT	Nil

831 Welcome from the Chairman of the Council

The Chairman welcomed everyone to the meeting.

832 To receive apologies for absence

Nil

833 To co-opt a new councillor

It was **resolved** to defer this item, as no one had agreed to be co-opted. It was noted that the next meeting would be the last before the election in May.

834 To receive declarations of interest from Members regarding items on the agenda

Cllr North re item 841.

835 To approve and sign the minutes of the meeting on 16 September 2021

The minutes of the meeting on 16 September 2021 were approved by the Council, and signed by the Chairman.

836 Public participation

A member of the public raised the issue of parking on the pavements.

837 To receive reports from County and District Councillors

OCC Report – Cllr Andy Graham

Cllr Graham provided an update regarding the flooding issue in Sandford St Martin. He provided some information and suggestions regarding OCC's 20mph zone plan for villages.

Cllr Graham left the meeting.

WODC Report – Cllr David Jackson

Cllr Jackson noted that the council would be discussing the issue of AirBnBs later in the meeting and would comment then.

838 To receive and comment on Clerk's report

The Clerk's report was noted.

There were no comments.

The Clerk advised that she had attended Parish Online training and requested that the council purchase a year subscription. This was agreed by the council.

839 Planning and enforcement - Any planning application or enforcement notices received before date of meeting

Nil

840 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 – Approved, 02/06/21

21/00874/HHD – Alterations to an existing outbuilding and provision of a new grand floor WC to the main house

Brandon House, Manor Road, Sandford St Martin – Approved, 05/11/21

21/00875/LBC – Alterations to an existing outbuilding and provision of a new ground floor WC to the main house

Brandon House, Manor Road, Sandford St Martin – Approved, 05/11/21

21/02184/FUL – Installation of ground source heating

The Byre, Ledwell – Approved, 21/10/21

Signed

(Chairman)

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21/02183/FUL – Demolition of existing outbuilding and the erection of a replacement timber outbuilding with the provision of solar panels on the roof, provision of new access to Cassle Field from Flight Hill and associated landscaping

The Byre, Ledwell – Approved, 21/10/21

21/02692/HHD – Demolition of existing stone garage and re-build to replicate existing with new foundations and concrete slab

Manor Farm, Manor Road, Sandford St Martin – Approved, 27/10/21

21/03358/FUL – Formation of a walled garden together with installation of a swimming pool, tennis court, loggia and all associated operations and landscaping works including change of use to residential

Hobbs Hole Farm, Ledwell Road, Great Tew – Under consideration

841 To consider reports of concerns regarding AirBnBs in the parish and agree actions

The council noted concerns which had been reported – noise issues, parking issues, removal of available housing stock for residents and change in community “feel”.

It was **resolved** to contact the LPA to obtain clarity regarding the need for planning permission for change of use, and report back to residents at the next council meeting.

842 To consider requesting a 20 mph speed limit zone for Sandford St Martin and Ledwell, as part of the OCC scheme.

It was **resolved** to request a 20 mph speed limit zone for Sandford St Martin as part of the OCC scheme.

It was **resolved** not to request a 20 mph speed limit zone for Ledwell as part of the OCC scheme.

843 To consider requesting support for the 20 mph speed limit zone from OCC Councillor Andy Graham

It was **resolved** to request support for the 20 mph speed limit zone from OCC Councillor Andy Graham.

844 To consider request from Clerk for training

It was **resolved** to approve the training request:

Experienced Clerk

Depositing record advice for Parish Councils

SLCC Practitioner Conference

845 To agree a councillor to undertake the annual asset inspection for the parish

It was **resolved** to appoint Cllr North to undertake the annual asset inspection for the parish.

846 To consider if Council wishes to undertake any activities to celebrate the Queen’s Platinum Jubilee and agree actions (continued from September’s meeting)

It was **resolved** that the council would not be undertaking any activities to celebrate the Queen’s Platinum Jubilee, and no funding would be included in the 2022-23 budget.

847 To consider offering a three year mowing/grass maintenance contract and agree actions

It was **resolved** to offer Kingham Garden Service a three year mowing/grass maintenance contract.

848 To consider moving agenda items 10o and 10p to precede item 10h on the agenda

It was proposed to move agenda items 10o and 10p to precede item 10h on the agenda.

It was **resolved** to move agenda items 10o and 10p to precede item 10h on the agenda.

849 To consider and approve the budget for 2022-2023

The council considered and discussed the budget for 2022-2023

It was **resolved** to set the following for 2022-23:

- proposed expenditure - £7106.20

- precept required - £7107

850 To consider and approve the precept for 2022-2023

It was **resolved** to set a precept of £7107 for 2022-2023. This is an increase of £317.

851 To consider moving agenda items 12 and 13 to precede item 10h on the agenda

It was proposed to move agenda items 12 and 13 to precede item 10h on the agenda.

It was **resolved** to move agenda items 12 and 13 to precede item 10h on the agenda.

852 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.

The Clerk advised that the next election will be in May 2022, and reminded existing councillors of the process for completing and returning election forms. It was noted that forms will be available

Signed

(Chairman)

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from the Clerk or directly from WODC. WODC will advise of the important dates for the election and these will be publicized on the website and noticeboard.

b. OCC budget consultation – information on the website. Responses are required by 05 January 2022.

c. Road closure – Sandford St Martin Road, Westcott Barton, from 10 – 14 January 2022, 24 hour per day closure

853 To receive requests for items for the next agenda, and note that items and papers for the next agenda must be received at least one week before the next meeting

No items requested for the next agenda.

It was noted that items and papers for the next agenda must be received at least one week before the next meeting.

Three members of the public left the meeting.

854 To review and approve the Requests for Information Policy

It was **resolved** to approve the Requests for Information Policy.

855 To review and approve the Document Storage, Retention and Destruction Policy

It was **resolved** to approve the Document Storage, Retention and Destruction Policy.

856 To review and approve the Data Protection Policy

It was **resolved** to approve the Data Protection Policy.

857 To review and approve the Privacy Policy

It was **resolved** to approve the Privacy Policy.

858 To review and approve the General Privacy Notice

It was **resolved** to approve the General Privacy Notice.

859 To review and approve the Grants and Donations Policy

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

860 To review and approve the Privacy Notice for staff, councillors and role holders

It was **resolved** to approve the Privacy Notice for staff, councillors and role holders.

861 To ratify expenditure since last meeting

Nil

862 To approve current expenditure

It was **resolved** to approve the following:

SLCC	National conference (part	£40.00	chq 100662
Clerk salary	September 2021		chq 100663
HMRC	PAYE/NI September 2021		chq 100664
Clerk salary	October 2021		chq 100665
HMRC	PAYE/NI October 2021		chq 100666
Clerk salary	November 2021		chq 100667
HMRC	PAYE/NI November 2021		chq 100668
Microsoft	Microsoft 365 subscription	£79.99	chq 100669
Wel Medical	Defibrillator parts	£43.20	chq 100670
Cllr Wheeler-Booth	Reimbursement of expenses	£26.99	chq 100671
Kingham Garden Services	Mowing – Ledwell Green Sept	£45.00	chq 100672
Anne Ogilvie	Reimbursement of expenses	£34.99	chq 100673
TP Jones & Co LLP	Payroll July – September	£58.50	chq 100674
OALC	Training – councillor fundamentals	£66.00	chq 100675
OALC	Training – experience clerk	£66.00	chq 100675

863 To instruct bank signatories to sign approved payments or process bank transfers

It was resolved to instruct the bank signatory to sign the approved payments.

864 To note monies received

WODC £3,395.00 Precept (half)

865 To receive update of current status of bank account

Current account as of 26 November 2021 - £12,665.54.

866 To approve budget update

It was resolved to approve the budget update to 30 November 2021. It was noted that 47% of the budget had been spent. It was noted that expenditure was generally in line with that expected for

Signed

(Chairman)

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this time in the financial year. No virements were currently necessary. A virement report will be created for approval for the next council meeting if required.

867 To approve bank reconciliation

It was **resolved** to approve the bank reconciliations of 27 September 2021, 27 October 2021 and 26 November 2021.

868 To approve finance update

It was **resolved** to approve the finance file to 30 November 2021.

Receipts - £6,790.00

Payments - £3,245.88

Balance - £11,874.58.

869 To approve the reserve update

It was **resolved** to approve the reserve update.

870 Next meeting – 09 December 2021, at 7.00 pm, at Parish Hall, Sandford St Martin

It was **resolved** to cancel the meeting on 20 January 2022.

It was **resolved** to hold the next meeting on 17 March 2022, at 7.00 pm, at the Parish Hall, Sandford St Martin.

871 The meeting was closed at 8.30 pm.

Signed

(Chairman)

Date