Sandford St Martin Parish Council

Council members are hereby summoned to attend the Parish Council Meeting on Thursday 7th December 2023 at 7.00 pm, at Sandford St Martin Parish Hall.

Please inform the Clerk if you are unable to attend.

Anne Ogilvie

Anne Ogilvie – Sandford St Martin Parish Clerk
01 December 2023

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.

Agenda

1. Welcome from the Chairman
2. To receive apologies for absence
3. To receive declarations of interest from Members regarding items on the agenda
   To note that councillors who have declared an interest in an item on the agenda are obliged to leave the meeting room for the duration of that item and take no part in the discussion or the vote
4. To approve and sign the minutes of the meeting on 05 October 2023
5. Public participation – to allow members of the public/press to comment on any item on the agenda or bring any matter to the attention of the Council. In accordance with Standing Orders this shall not exceed 15 minutes in total, and 3 minutes per person.
6. To receive reports from County and District Councillors
7. To receive and comment on the Clerk's report
8. Planning and Enforcement
   a. Any planning applications or enforcement notices received before the date of meeting
   b. Update of previous planning applications and enforcement actions
9. Business items
   a. To consider options for traffic calming measures (Driving Centre s106 agreement) and agree actions
   b. To review the first consideration of the Council's biodiversity duties as per the Environment Act 2021 and agree actions
   c. To receive a report from the first aid training session
   d. To receive an update regarding the Mullins automotive museum and agree actions
   e. To receive updates regarding parish maintenance matters and agree actions

Sandford St Martin Parish Council

_____

    f.   To receive updates regarding the Parish Hall and the Parish Hall Management Committee and agree actions

    g.   To receive an update regarding broadband installation for the Parish Hall and agree actions

    h.   To receive an update regarding the insurance claim for the damaged village gate and agree actions

10. Action Plan and Budget
    a. To consider the draft Action Plan for 2024-2025 and agree actions
    b. To consider the draft budget for 2024-2025 and agree actions
    c. To agree the precept for 2024-2025

11. 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 an update of current status of bank account
    f. To approve the bank reconciliation
    g. To approve the finance update
    h. To approve the budget update
    i. To approve the reserves update
    j. To note the NALC cost of living salary scale increase for the Clerk for 2023-2024 to be backdated from April 2023

12. Administration and policies
    a. To review and approve the Requests for Information Policy
    b. To review and approve the Document Storage, Retention and Destruction Policy
    c. To review and approve the Data Protection Policy
    d. To review and approve the Privacy Policy
    e. To review and approve the General Privacy Notice
    f. To review and approve the Privacy Notice for staff, councillors and role holders
    g. To review and approve the Dignity at Work Policy
    h. To nominate a councillor to undertake the annual asset inspection
    i. To consider training options for the Councillors and Clerk, and agree actions

13. To receive items for information only

14. 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

15. Next meeting – to note date and time of next meeting