

Sibford Ferris Parish Council

A meeting of the Parish Council will be held on **Thursday 6th August 2020** at **7pm** via **Zoom video conferencing** - <https://us02web.zoom.us/j/88479084756?pwd=aXhKdFBndVVvaEd4a0ZvVHBmUStBQT09>

Meeting ID: 884 7908 4756 Passcode: 032229

Or dial in - 0203 901 7895

AGENDA

- 1. Apologies for absence**
- 2. Members declarations of interest for items on the agenda**
- 3. Confirmation of the appointment of Kirsty Buttle as the Clerk/RFO to Sibford Ferris Parish Council as per the contract circulated**
- 4. 2019/20 year end accounts**
 - i) To receive the internal auditor's report for 19/20 and agree any actions required
 - ii) To appoint an internal auditor for the next financial year
 - iii) To complete and approve the annual governance statement for the 19/20 audit
 - iv) To approve completion and signing of the AGAR Certificate of Exemption for 19/20
 - v) To approve the accounting statements for the 19/20 audit
 - vi) To agree the payments list for 20/21, delegating authority to the clerk to make these payments up to the total annual budget without requesting pre approval from the council. These payments will require countersigning/online approval from a councillor before they go out.

Clerk's salary	£2,535
Stationery, postage, telephone	£50
Internal audit	£60
Training costs	£315
Data protection	£55
OALC Membership	£130
Insurance	£550
Play area maintenance, rent and inspections	£510
Burial Ground maintenance	£1,400
Dog bin emptying	£90
Website	£30
Donations - School, Scene, OPFA, CAB	£135
S137 including Poppy Wreath donation	£50
Sibford Village Hall	£500
Other	£443
Cheques re 19/20	50

5. Finance

- i) Proposal to add the new clerk, Kirsty Buttle, onto the bank mandate as a full power signatory
- ii) Proposal to change the bank mandate to add the ability to make payments by online banking provided that 2 signatories are required to approve each online payment
- iii) Proposal to make the following payments:

Citizens Advice	Donation - re-issue of pymt approved in January	£25.00
Community First Oxon	Donation - re-issue of pymt approved in January	£55.00
OPFA	Donation - re-issue of pymt approved in January	£20.00
Sibford School	Donation - re-issue of pymt approved in January	£40.00
Zen internet Ltd	Annual website costs for Jan 2020 to Jan 2021	£71.86
Adrian Lamb - reimbursement	Lease for play area - Cotswold Close	£30.00

Adrian Lamb - reimbursement	Emptying of dog bins	£120.12
Adrian Lamb - reimbursement	Mowing of play area 22.04.20	£24.04
Adrian Lamb - reimbursement	Parish insurance Jun 20 to May 21	£542.36
Kirsty Buttle	Salary July - 30 hours	£315.70
HMRC	Tax July	£78.80
Kirsty Buttle	Expenses - stationery and mileage	£22.43
Sue Rowley	Internal audit for 19/20	£60.00

6. Proposal to adopt the following documents:

- i) Scheme of Delegation
- ii) Responding to Planning Applications Policy
- iii) Publication Scheme
- iv) Financial Control and Internal Audit Procedure
- v) Grievance Policy
- vi) Disciplinary Policy

7. Planning applications received

20/01597/F – Richmond House, Woodway Road, Sibford Ferris. Extension to existing garage and its conversion to form annexe.

20/01832/F and 20/01833/LB – Home Close, Main Street, Sibford Ferris. Oak framed pergoda.

20/01922/TCA – Long View, Back Lane, Sibford Ferris. G1 x 3 nos Leylandii, half side dead plus 1 dead tree - Remove as they block the light and are of low value, will replace with Beech hedge.

8. Planning decisions received

20/01677/TCA – The Long House, Main Street, Sibford Ferris. T1 x Hawthorn – Fell. **Approved.**

Date of next meeting – 7th September 2020 @7:45pm

Signed:



Parish Clerk

Date: 31st July 2020