

# Sibford Ferris Parish Council

Minutes of a meeting of the Parish Council held on **Thursday 6<sup>th</sup> August 2020** at **7pm** via **Zoom video conferencing**

Present: Cllrs Simon Rayner, Ginny Bennett, Amy Taylor, John Wass, Clerk.

In attendance: 2 members of the public.

- 1. Apologies for absence** – Cllr Adrian Lamb. Cllr John Wass has advised that he will be late to the meeting due to work commitments.
- 2. Members declarations of interest for items on the agenda** – None.
- 3. Confirmation of the appointment of Kirsty Buttle as the Clerk/RFO to Sibford Ferris Parish Council as per the contract circulated** – Proposed and agreed.
- 4. 2019/20 year end accounts**
  - i) To receive the internal auditor's report for 19/20 and agree any actions required – The internal auditor's report was received with no issues raised.
  - ii) To appoint an internal auditor for the next financial year – It was proposed and agreed to reappoint Sue Rowley with a request that she provide a short written report stating what was reviewed and providing any recommendations.
  - iii) To complete and approve the annual governance statement for the 19/20 audit – The councillors agreed to answer yes to all questions except question 9 which is N/A. The Governance Stmt was completed and signed by the Acting Chairman.
  - iv) To approve completion and signing of the AGAR Certificate of Exemption for 19/20 – The Certificate of Exemption was approved and duly signed by the Acting Chairman.
  - v) To approve the accounting statements for the 19/20 audit – The Accounting Statements were proposed, agreed and duly signed by the Acting Chairman.
  - 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. – Proposed and agreed subject to the title of 'Other' being changed to 'Additional donations'.

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 – Additional donations	£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 – Proposed and agreed.
- 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 – Proposed and agreed.
- iii) Proposal to make the following payments: Proposed and agreed.

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:** All documents listed below were proposed and agreed.

- 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. **Comment only - There are concerns from a number of the neighbours, particularly in relation to the creation of the basement so close to other properties so we would ask that CDC fully consider these concerns. Also, considering the removal of soil and rock to create the basement and build of the new structure we would request that an appropriate traffic management plan is put in place.**

**20/01832/F and 20/01833/LB – Home Close, Main Street, Sibford Ferris.** Oak framed pergoda. **No Comment.**

**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. **No comment.**

*Cllr John Wass joined the meeting at 7:35pm.*

**8. Planning decisions received**

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

**Date of next meeting – 7<sup>th</sup> September 2020 @7:45pm**

**Meeting closed @ 7:54pm**

Signed..... Date.....