

Sandford St Martin Parish Council

MINUTES 20240919

SEPTEMBER 19, 2024 7.00 PM SANDFORD ST MARTIN PARISH HALL

ATTENDEES	Paul Catling, David Chandler, Paul North, Emily Wheeler-Booth Clerk WODC Cllr Jackson Members of the public - 1
ABSENT	Louise Davidson

1437 Welcome from the Chair

Cllr North welcomed everyone to the meeting.

1438 To receive apologies for absence

Cllr Davidson

1439 To receive declarations of interest from Members regarding items on the agenda

None.

1440 To approve and sign the minutes of the meeting on 16 May 2024

It was **resolved** to approve the minutes of the meeting on 16 May 2024. The minutes were signed by the Chair.

1441 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

None.

1442 To receive reports from County and District Councillors

WODC Cllr Jackson advised that as a “Superuser” he can report blocked drains, loose kerbstones and potholes to be repaired. Unfortunately, as Superusers can only work within 30mph zones, he is unable to report on issues in Ledwell.

1443 To receive and comment on the Clerk’s report

The Clerk’s report was received and noted.

Planning and enforcement

1444 24/02009/HHD – Installation of ASHP on flat roof to rear of house Green Rise, Ledwell

It was **resolved** not to comment on this application.

1445 24/02128/HHD – Addition of two air source heat pumps Appletree House, Ledwell

It was **resolved** not to comment on this application.

1446 24/02129/LBC – Addition of two air source heat pumps, removal of oil tank, new internal cylinder, and associated pipe work Appletree House, Ledwell

It was **resolved** not to comment on this application.

1447 Any planning applications or enforcement notices received before the date of the meeting

None.

1448 To receive an update from the Mullin Automotive Museum Community Forum Meeting of 11 June 2024 and agree actions

An update from the Mullin Automotive Museum Community Forum Meeting of 11 June 2024 was received from Cllr North. It was noted that works might commence in 2026, and that the construction could take two to three years.

1449 Update of previous planning applications and enforcement actions

22/01697/HHD – Installation of a T3 aerial

Park Farm House, Ledwell Road, Sandford St Martin – Under consideration

24/00566/HHD – Erection of detached outbuilding (garden studio)

Brandon House, Manor Road, Sandford St Martin – Approved, 14 May 2024

24/00837/HHD – External alterations to existing single storey rear extension to include replacement of windows and doors to rear elevation along with replacement and relocation of roof lights, rendering cheeks of existing dormers, replacement rainwater goods and repairs and repointing of the existing chimney

Signed

(Chairman)

Date

Sandford St Martin Parish Council

Clover Hall, Manor Road, Sandford St Martin – Approved, 07 June 2024

24/00838/LBC – External alterations to existing single storey rear extension to include replacement of windows and doors to rear elevation along with replacement and relocation of rooflights, rendering cheeks of existing dormers, replacement rainwater goods and repairs and repointing of the existing chimney. Internal alterations to include changes to floor layouts, replacement and relocation of radiators along with removal of modern hearth and lining of existing flues

Clover Hall, Manor Road, Sandford St Martin – Approved, 07 June 2024

24/01206/LBC – Internal and external alterations to include alterations to 1960's extension to create new Boot Room entrance, window alteration to form new double doors, reinstatement of original sashgate to South Elevation and relocation of kitchen

Sandford Park, Ledwell Road, Sandford St Martin – Approved, 13 September 2024

1450 **To consider the West Oxfordshire Community Infrastructure Levy (CIL) Draft Charging Schedule consultation and agree actions**

It was **resolved** not to comment on the CIL Draft Charging Schedule.

1451 **To consider the NPPF consultation and agree actions**

It was **resolved** not to comment on the NPPF consultation.

Parish Maintenance

1452 **To receive updates regarding parish maintenance matters and agree actions**

It was noted that the signpost in Ledwell had been cleaned, and that it is planned to repaint the signpost next year.

1453 **To receive an update regarding the insurance claim for the damaged village gate and agree actions**

It was noted that the insurance claim has been paid, and a purchase order has been raised for a replacement village gate in Sandford St Martin.

1454 **To consider the 2025 mowing contract and regime for Ledwell Village Green and agree actions**

It was **resolved** to investigate options and bring this motion back to the December council meeting.

1455 **To consider salt bags and salt bins for the parish and agree actions**

It was **resolved** to order a free pallet of salt bags from OCC, to be delivered to Ledwell.

Parish Hall

1456 **To receive updates regarding the Parish Hall and the Parish Hall Management Committee and agree actions**

An update was received regarding the Parish Hall and the Parish Hall Management Committee.

1457 **To receive an update regarding the broadband installation for the Parish Hall and agree actions**

It was noted that the PCC had approved the installation of broadband in the Parish Hall by Wurzel. It was noted that a purchase order had been raised with Wurzel for the broadband installation, which has been scheduled for 10th October 2024.

Environment

1458 **To receive an update regarding the formation of a group to undertake an environmental baseline survey and agree actions**

Cllr North advised that a group in Ledwell has been investigating various environmental matters.

Community

1459 **To receive an update regarding village events and meetings this year and agree actions**

An update was received regarding previous and future events and meetings.

It was **resolved** to give a donation of £40 to the PCC for the Carols by the Lychgate event.

1460 **To consider investigating the installation of a mobile phone mast in the parish and agree actions**

It was **resolved** that Cllr Catling would investigate installing a mobile phone mast in the parish and provide a report to Council at the next council meeting.

1461 **To note the temporary road closure from Ledwell to Great Tew from 28 October 2024 for six days**

The temporary road closure from Ledwell to Great Tew from 28 October 2024 for six days was noted.

Signed

(Chairman)

Date

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1462 To consider a report from Cllr North following a meeting with OCC Highways and agree actions

Cllr North gave a report regarding a meeting with OCC Highways. It was **resolved** to write to OCC regarding Ledwell Road issues.

2025-2026 Action Plan and Budget

1463 To consider the draft action plan for 2025-2026 and agree actions

The draft action plan for 2025-2026 was considered.

It was **resolved** to move the Traffic Calming section to a "Future Project" line.

It was noted that the Action Plan will be approved at the December council meeting.

1464 To consider the draft budget for 2025-2026 and agree actions

The draft budget for 2025-2026 was considered.

It was noted that the draft budget for 2025-2026 will be considered and approved at the December council meeting.

Finance

1465 To ratify expenditure since the last meeting

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

Clerk salary	May 2024		SO / transfer
HMRC	PAYE/NI – May 2024 (paid quarterly)		DD
OCC Pension Fund	May 2024		bank transfer
Clerk salary	June 2024		SO / transfer
HMRC	PAYE/NI – June 2024 (paid quarterly)		DD
OCC Pension Fund	June 2024		bank transfer
TP Jones & Co LLP	Payroll – Apr-Jun	£64.40	bank transfer
Unity Trust Bank	Bank charges – June	£18.00	bank transfer
Clerk salary	July 2024		SO / transfer
HMRC	PAYE/NI – July 2024 (paid quarterly)		DD
OCC Pension Fund	July 2024		bank transfer
SLCC	Membership fee (part)	£41.16	bank transfer
SSM PCC	Churchyard grass cutting	£250.00	bank transfer
Kingham Gardening Services	Grass cutting – May	£45.00	bank transfer
Clerk salary	August 2024		SO / transfer
HMRC	PAYE/NI – August (paid quarterly)		DD
OCC Pension	August 2024		bank transfer

1466 To approve the current payments

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

Anne Ogilvie	Clerk reimbursement	£138.95	bank transfer
SLCC Enterprises	National Conference (part)	£46.50	bank transfer
OCC Pension	September 2024		bank transfer
SSM PCC	Churchyard grass cutting	£250.00	bank transfer
Bitdefender	Small business security	£20.99	bank transfer
Clerk salary	September 2024		SO / transfer
HMRC	PAYE/NI – September (paid quarterly)		DD
Chadlington Parish Council	Training contribution – Fin Regs	£13.75	bank transfer

1467 To instruct bank signatories to sign the approved payments or process the bank transfers

It was **resolved** that Cllr Wheeler-Booth and Cllr North would authorise the bank transfers.

1468 To note monies received

WODC	2 nd half of precept	£4,574.50
Zurich Municipal	Insurance claim – Village Gate	£1,437.18

1469 To receive an update of the current status of the bank accounts

Barclays current account as of 27 August 2024 - £0.00

Unity Trust current account as of 31 August 2024 - £14,262.00

1470 To approve the bank reconciliations

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

Barclays current account: 24 May 2024, 27 June 2024, 26 July 2024, 27 August 2024.

Unity Trust current account: 31 May 2024, 03 June 2024, 31 July 2024, 31 August 2024.

Signed

(Chairman)

Date

Sandford St Martin Parish Council

1471 To approve the finance update

The finance update to 31 August 2024 was reviewed.

Receipts - £6,236.68

Payments - £2,945.29

Balance - £13,799.52

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

1472 To approve the budget update

It was noted that 32% of the budget had been used to 31 August 2024.

It was noted that the Clerk's salary and employer pension budget lines will be overbudget by the end of the year due to the increase in the Clerk's hours.

It was noted that that the SLCC membership line is overbudget by £1.16.

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

1473 To approve the reserves update

The reserves were reviewed.

It was noted that as of 31 August 2024:

Earmarked reserves were £327.05 – no earmarked reserves have been used

General reserves were £11,607.53 - £1,437.38 has been added (insurance claim)

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

1474 To consider the funding request from the Barton Bulletin and agree actions

The funding request from the Barton Bulletin for £90 was considered.

It was **resolved** to give a donation to the Barton Bulletin of £90 - £75 from budget funds, and £15 from general reserves.

Administration and policies

1475 To consider training options for the Councillors and Clerk, and agree actions

Training options for the Councillors and Clerk were considered.

It was **resolved** to approve the Clerk to attend OALC's Financial Regulations training, sharing the cost with other councils, at a cost of £13.75.

1476 To undertake a review of effectiveness of the 2023-2024 internal audit and agree actions

It was **resolved** to approve the Review of Effectiveness of the 2023-2024 internal audit.

1477 To consider a new internal auditor for 2024-2025 and agree actions

Quotations for a new internal auditor for 2024-2025 were considered.

It was **resolved** to appoint Theresa Goss as the internal auditor for 2024-2025, at a cost of £200.

1478 To consider a new website, domain and email addresses for the council and agree actions

Quotations for a new website, domain and email addresses were considered.

It was **resolved** to contract Parish Online to provide a new website and email service for the council, and purchase a .gov.uk domain for the Council, at a cost of £315.

It was **resolved** to request sandfordstmartin-pc.gov.uk as the new domain.

1479 To consider OALC's subscription proposal and agree actions

It was **resolved** to approve OALC's subscription proposal.

1480 To review and approve the risk assessment

It was **resolved** to approve the risk assessment.

1481 To review and approve the Disciplinary and Grievance Policy

It was **resolved** to approve the Disciplinary and Grievance Policy

1482 To review and approve the Health and Safety Policy

It was **resolved** to approve the Health and Safety Policy.

1483 To review and approve the Training and Development Policy

It was **resolved** to approve the Training and Development Policy.

1484 To review and approve the Internal Financial Control Policy

It was **resolved** to approve the Internal Financial Control Policy.

1485 To review and approve the Internet Banking Payment Procedure

It was **resolved** to approve the Internet Banking Payment Procedure.

Signed

(Chairman)

Date

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1486 To review and approve the Employer Pension Discretionary Policy

It was **resolved** to approve the Employer Pension Discretionary Policy.

Correspondence and Information

1487 To receive items for information only

None.

Next meeting

1488 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 motion requests were received.

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

1489 Next meeting – to note the date and time of the next meeting.

It was **resolved** to hold the next meeting on Thursday 12th December 2024, at 7.00 pm, at Sandford St Martin Parish Hall.

1490 The meeting was closed at 8.54 pm.

DRAFT

Signed

(Chairman)

Date