

Sandford St Martin Parish Council

MINUTES 20240516

MAY 16, 2024

8.10 PM SANDFORD ST MARTIN PARISH HALL

ANNUAL COUNCIL MEETING

ATTENDEES	Paul Catling, David Chandler, Louise Davidson, Paul North, Emily Wheeler-Booth Clerk Members of the public - 0
ABSENT	None

1366 To elect the Chair of the Council

Cllr North was proposed by Cllr Catling and seconded by Cllr Davidson. He was elected by a show of hands.

It was **resolved** to appoint Cllr North as the Chair of the Council until the next Annual Council Meeting.

1367 To receive the Acceptance of Office from the Chair

Cllr North signed the Acceptance of Office in the presence of the Clerk.

1368 Welcome from the Chairman

Cllr North welcomed everyone to the meeting.

1369 To elect the Vice-Chair of the Council

Cllr Wheeler-Booth was proposed by Cllr Catling and seconded by Cllr Davidson. She was elected by a show of hands.

It was **resolved** to appoint Cllr Wheeler-Booth as the Vice-Chair of the Council until the next Annual Council Meeting.

1370 To receive the Acceptance of Office from the Vice-Chair

Cllr Wheeler-Booth signed the Acceptance of Office in the presence of the Clerk.

1371 To receive apologies for absence

None.

1372 To receive declarations of interest from Members regarding items on the agenda

None.

1373 To approve and sign the minutes of the meeting on 07 March 2024

It was **resolved** to approve the minutes of the meeting on 07 March 2024. The minutes were signed by the Chair.

1374 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.

1375 To receive reports from County and District Councillors

No reports were received for this meeting. The County and District Councillors had given their reports at the Annual Parish Meeting preceding this meeting.

1376 To create committees and agree their terms of reference

It was **resolved** that no committees were required to carry out Council business.

1377 To appoint members to serve on the committees

Motion not required, as no committees were created.

1378 To create working groups and agree their terms of reference

It was **resolved** that no working groups were required to carry out Council business.

1379 To appoint members to serve on working groups

Motion not required, as no working groups were created.

1380 To appoint lead councillors and agree their terms of reference

It was **resolved** to appoint the following lead councillors:

Finance and Governance – Cllr North

PCC/Parish Hall – Cllr North

It was **resolved** to approve the Lead Councillor Terms of Reference

It was **resolved** to approve the Finance and Governance Lead Councillor Terms of Reference.

Signed

(Chairman)

Date

Sandford St Martin Parish Council

1381 **To review the delegation arrangements with external committees and other local authorities**
It was noted that OCC have given permission for the Council to maintain and refurbish the two finger signposts in the parish.

1382 **To review arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses**

It was noted that the following arrangement is in place:
Land to the rear of the Parish Hall – rented from Sandford Estate.

1383 **To review representation on, or work with, external bodies and arrangements for reporting back to Council, and appoint Council representatives as appropriate**

It was **resolved** to appoint the following Council representatives:

Mullin Automotive Museum Community Forum – Cllr North

Parish Hall Management Committee – Cllr North

It was **resolved** that councillors would request a motion on the meeting agenda when required and submit a meeting paper listing any decision required by the Council.

1384 **To review and approve the delegation arrangements to officers**

It was **resolved** to approve the following scheme of delegation to the Clerk:

As listed in the approved Standing Orders;

As listed in the approved Financial Regulations;

As listed in the employment contract;

As listed in the job description;

As listed in approved policies and procedures;

To manage the Civic Protocol procedure and liaise with local organisations as required;

To purchase parish maintenance consumables and supplies as required for repairs, maintenance, and health and safety;

To purchase administration consumables and supplies as required for council administration;

To purchase replacement parts and consumables for the defibrillator as required.

1385 **To review and approve the inventory of land owned or maintained by the Council**

It was **resolved** to approve the following inventory of land owned or maintained by the Council:

Land owned -

- Ledwell Village Green

- Land surrounding Ledwell well

- Area of land to the front of Sandford Parish Hall

Land rented:

- Area of land to the rear of Sandford Parish Hall

1386 **To review and approve the asset register**

It was **resolved** to approve the asset register.

1387 **To review and adopt the Standing Orders**

It was **resolved** to adopt the Standing Orders.

1388 **To review and adopt the Financial Regulations**

It was **resolved** to adopt the Financial Regulations.

1389 **To review and approve the Council's complaints procedures**

It was **resolved** to approve the Complaints Procedure.

It was **resolved** to approve the Habitual or Vexatious Complaints Policy.

1390 **To review and approve the dates of review of all the Council's policies, procedures and notices to include the Council policies and practices in respect of its obligations under freedom of information and data protection legislation, the Council's policy for dealing with the press/media, and the Council's employment policies and procedures**

It was **resolved** to approve the dates of review of all the Council's policies, procedures and notices to include the Council policies and practices in respect of its obligations under freedom of information and data protection legislation, the Council's policy for dealing with the press/media, and the Council's employment policies and procedures.

1391 **To approve the Councillor Code of Conduct**

It was **resolved** to approve the Councillor Code of Conduct.

Signed

(Chairman)

Date

Sandford St Martin Parish Council

1392 To review and approve the Council's insurance policy and renewal agreement

It was noted that the current insurer is Zurich Municipal. The Council is on an annual renewal plan and the renewal date is 01 June 2024. The renewal cost is £264.00.
It was **resolved** to renew the insurance with Zurich Municipal.

1393 To review and approve the Council and staff subscriptions and memberships to other bodies

It was **resolved** to approve the following Council and staff subscriptions and memberships:
OALC membership (Oxfordshire Association of Local Councils)
SLCC membership (part) (Society of Local Council Clerks)
ICO registration (Information Commissioner's Office)
CFO membership (Community First Oxfordshire)
Parish Online subscription

1394 To review and approve the maintenance and administration contracts and agreements, and agree actions

It was **resolved** to approve the following maintenance and administration contracts and agreements:

Microsoft	Office 365 – council computer
TP Jones & Co LLP	Payroll services
Sandford Estate	Parish Hall land rent
Rocketfuel Creative Ltd	Domain, webhosting, mailboxes
Kingham Garden Services	Ledwell Village Green mowing
Wel Medical	Defibrillator consumables
Zurich Municipal	Insurance
OCC Pension Fund	LGPS staff pension
Unity Trust Bank	Bank charges
Town and Country Trees Ltd	Tree maintenance

1395 To review and approve the Scheduled Payments List and suppliers for the year to May 2025

It was **resolved** to approve the following scheduled payments and suppliers for the year to May 2025:

Microsoft	Office 365 – council computer	Annually
Clerk	Salary	Monthly
HMRC	PAYE and NI	Monthly
OCC Pension Fund	LGPS staff pension	Monthly
TP Jones & Co LLP	Payroll	Quarterly
SLCC	Clerk membership (part)	Annually
OALC	Membership	Annually
CFO	Subscription	Annually
Sandford Estate	Parish Hall land rent	Annually
Zurich Municipal	Insurance	Annually
Rocketfuel Creative Ltd	Domain renewal & SSL certificate	Annually
Rocketfuel Creative Ltd	Webhosting/mailboxes/updates	Annually
ICO	Annual registration	Annually
Kingham Garden Services	Ledwell Green mowing	Monthly during season
Internal auditor	Internal audit	Annually
Parish Online	Subscription	Annually

1396 To approve the direct debits and standing orders for the year to May 2025

It was **resolved** to approve the following direct debits and standing orders for the year to May 2025:

Clerk	Net salary	Monthly	Standing order
HMRC	PAYE/NI	Monthly	Direct debit
ICO	Annual registration	Annually	Direct debit

Signed

(Chairman)

Date

Sandford St Martin Parish Council

1397 To determine the date, time and place of ordinary meetings of the Council and its committees up to and including the next Annual Council Meeting

It was **resolved** to hold the ordinary meetings of the Council at Sandford St Martin Parish Hall.

It was **resolved** to commence council meetings at 7.00 pm.

It was **resolved** to hold the following meetings:

Thursday 19 September 2024

Thursday 12 December 2024

Thursday 20 March 2025

Date of Annual Council Meeting – to be confirmed

1398 To review and approve the Action Plan for 2024-2025

The Action Plan for 2024-2025 was reviewed.

It was **resolved** to add the following items:

- liaising with the PCC and PHMC in the community engagement section;

- options to improve the mobile phone signal in the parish in a community enhancement section

- improving the understanding of how properties in the Conservation Areas can be updated with regards to energy usage and creation in the conservation area section

It was **resolved** to approve the Action Plan for 2024-2025.

1399 To agree the Council project list and priorities for 2024-2025

The Council's projects and priorities for 2024-2025 were discussed.

It was **resolved** that the project priority for the year was the broadband installation at the Parish Hall.

1400 To receive and comment on the RFO's review of the annual accounts to 31 March 2024

The RFO gave a report of the annual accounts to 31 March 2024.

Total receipts were £9,131.11.

Total payments were £8,662.29.

The ending balance at 31 March 2024 was £10,508.13, which formed the opening balance for 2024-2025.

The Council spent 82% of the 2023-2024 budget, approved in December 2022.

The Council spent £872.95 of earmarked reserves.

The Council spent £745.25 of general reserves.

The internal auditor for 2023-2024 was Jane Olds.

The internal financial check was carried out by Cllr North.

1401 To approve the Statement of Accounts to 31 March 2024

It was **resolved** to approve the Statement of Accounts to 31 March 2024.

1402 To approve the bank reconciliation to 31 March 2024

It was **resolved** to approve the bank reconciliation to 31 March 2024.

1403 To receive and comment on the internal audit report for the year ending 31 March 2024, and agree actions

The internal audit report for the year ending 31 March 2024 was received and noted.

The recommendations of the internal auditor were noted, and the following actions agreed:

- A review of the effectiveness of the internal audit will be undertaken at the September council meeting;

- Councillors will be encouraged to attend training, and training options will be circulated to councillors and included on meeting agendas;

- That the Council would pay the full monthly homeworking allowance, £26, to the Clerk from June 2024, this to come from general reserves for this financial year;

- That the Council would consider a new internal auditor at the September meeting.

1404 To complete and sign the Annual Governance Statement for the year ending 31 March 2024

The Annual Governance Statement for the year ending 31 March 2024 was completed by the Council.

It was **resolved** to approve the Annual Governance Statement for the year ending 31 March 2024.

The Statement was signed by the Chair and the Clerk.

1405 To approve and sign the Accounting Statements for the year to 31 March 2024

It was noted that the RFO had signed the Accounting Statements.

It was **resolved** to approve the Accounting Statements for the year ending 31 March 2024.

The Accounting Statements were signed by the Chair.

Signed

(Chairman)

Date

Sandford St Martin Parish Council

1406 **To approve the Certificate of Exemption – AGAR 2023-2024**

The Council considered the Certificate of Exemption for 2023-2024.

It was **resolved** to certify that the Council is exempt from having a limited assurance review and submitting the AGAR to the external auditor.

It was **resolved** to sign the Certificate of Exemption – AGAR 2023-2024.

It was **resolved** that the Clerk would submit the Certificate of Exemption to the external auditor, and publish as required.

1407 **To set the date of commencement of the Exercise of Public Rights**

The Clerk advised that this period needs to be 30 working days and include the first ten working days in July. The Clerk proposed 03 June 2024 as the commencement date, with the end date being 12 July 2024. These dates were checked for compliance.

It was **resolved** to approve 03 June 2024 as the commencement date of the Exercise of Public Rights, with the end date being 12 July 2024.

1408 **To consider the internal auditor arrangement for the current financial year and agree actions**

The Council considered the internal auditor arrangement for the current financial year and noted recommendation in the internal audit report to contract the services of a new internal auditor.

It was **resolved** to contract the services of a new internal auditor for this financial year.

1409 **To approve the grants and donations for the year to 31 March 2025**

It was **resolved** that the Council would follow its Grants and Donations Policy for the year to 31 March 2025.

It was **resolved** to offer the following grants and donations:

Churchyard maintenance - £500 in two tranches

Barton Bulletin - £75

1410 **To receive and comment on the Clerk's report**

The Clerk's report was received and noted.

Planning and enforcement

1411 **24/00387/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 re pointing of the existing chimney**

Clover Hall, Manor Road, Sandford St Martin

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

1412 **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 roof lights, rendering cheeks of existing dormers, replacement rainwater goods and repairs and re pointing 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

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

1413 **Any planning applications or enforcement notices received before the date of the meeting**

None.

1414 **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 – Under consideration

Parish Maintenance

1415 **To receive updates regarding parish maintenance matters and agree actions**

There were no updates.

1416 **To receive an update regarding the insurance claim for the damaged village gate and agree actions**

The quotation for the installation of new gate has been requested. When this has been supplied the cost of a replacement gate and its installation will be sent to the insurer for approval.

Signed

(Chairman)

Date

Sandford St Martin Parish Council

Parish Hall

1417 To receive updates regarding the Parish Hall and the Parish Hall Management Committee and agree actions

There were no updates.

1418 To receive an update regarding the broadband installation for the Parish Hall and agree actions

The Clerk advised that a grant of £225 had been received from Cllr Graham's OCC Cllr Priority Fund. The Council extended its thanks to Cllr Graham for his support of this project.

The Council is waiting for the PCC to approval the installation of the broadband into the Parish Hall. Once this has been obtained, Wurzel will be instructed to install the broadband.

1419 To consider obtaining an environmental baseline survey for the parish and agree actions (deferred from the March 2024 meeting)

The Council discussed survey options. Cllr North will contact a group in Ledwell to discuss forming a group to undertake survey work.

Community

1420 To receive an update regarding village events and meetings this year and agree actions

There were no updates.

Finance

1421 To ratify expenditure since the last meeting

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

OCC Pension Fund	March 2024		bank transfer
Clerk salary	March 2024		SO / transfer
HMRC	PAYE/NI – March (to be paid quarterly)		bank transfer
Unity Trust Bank	Bank charges - March	£18.00	bank transfer
Clerk salary	April 2024		SO / transfer
HMRC	PAYE/NI – April (to be paid quarterly)		bank transfer

1422 To approve the current payments

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

Anne Ogilvie	Clerk reimbursement	£29.35	bank transfer
Jane Olds	Internal audit	£200.00	bank transfer
Kingham Gardening Services	March grass cutting	£45.00	bank transfer
OCC Pension Fund	April 2024		bank transfer
TP Jones & Co LLP	Payroll – Jan-Mar	£64.40	bank transfer
Zurich Municipal	Insurance renewal	£264.00	bank transfer

1423 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.

1424 To note monies received

WODC	1 st half of precept	£4,574.50
OCC	Cllr Priority Fund grant	£225.00

Cllr Davidson left the meeting.

1425 To receive an update of the current status of the bank accounts

Barclays current account as of 29 April 2024 - £0.00

Unity Trust current account as of 30 April 2024 - £15,185.59

1426 To approve the bank reconciliations

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

Barclays current account: 27 February 2024, 27 March 2024, 26 April 2024

Unity Trust current account: 04 March 2024, 31 March 2024, 30 April 2024.

1427 To approve the finance update

The finance update to 30 April 2024 was reviewed.

Receipts - £4,799.50

Payments - £254.30

Balance - £15,053.33

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

Signed

(Chairman)

Date

Sandford St Martin Parish Council

1428 To approve the budget update

It was noted that 3% of the budget had been used to 30 April 2024.
It was **resolved** to approve the budget update.

1429 To approve the reserves update

The reserves were reviewed.
It was noted that as of 13 May 2024:
Earmarked reserves were £327.05
General reserves were £10,181.08
It was **resolved** to approve the reserves update.

Administration and policies

1430 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 the SLCC National Conference 2024 and the SLCC Practitioners' Conference 2025.

Information

1431 To receive items for information only

None.

Next meeting

1432 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.

1433 Next meeting – to note the date and time of the next meeting.

It was **resolved** to hold the next meeting on Thursday 19 September, at 7.00 pm, at Sandford St Martin Parish Hall.

Confidential

1434 To consider whether to resolve under Section 1(2) of the Public Bodies (Admission to Meetings Act) 1960 to exclude the press and public to protect the confidential nature of the business to be transacted during the consideration of the following item

It was **resolved** under Section 1(2) of the Public Bodies (Admission to Meetings Act) 1960 to exclude the press and public to protect the confidential nature of the business to be transacted during the consideration of the following item.

1435 To receive the report from the Clerk's annual appraisal and agree actions (deferred from the March 2024 meeting)

The report from the Clerk's annual appraisal was received and noted.
It was **resolved** to increase the Clerk's hours from 18 hours per month to 22 hours per month, backdated to 01 April 2024.

1436 The meeting was closed at 9.45 pm.

Signed

(Chairman)

Date