

Sandford St Martin Parish Council

Council members are hereby summoned to attend the Parish Council Meeting on Thursday 19th September 2024 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
13 September 2024

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 Chair
 2. To receive apologies for absence
 3. To receive declarations of interest from Members regarding items on the agenda
 4. To approve and sign the minutes of the meeting on 16 May 2024
 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
- Planning and Enforcement**
8. 24/02009/HHD – Installation of ASHP on flat roof to rear of house
Green Rise, Ledwell
 9. 24/02128/HHD – Addition of two air source heat pumps
Appletree House, Ledwell
 10. 24/02129/LBC – Addition of two air source heat pumps, removal of oil tank, new internal cylinder, and associated pipe work
Appletree House, Ledwell
 11. Any planning applications or enforcement notices received before the date of meeting
 12. To receive an update from the Mullin Automotive Museum Community Forum Meeting of 11 June 2024 and agree actions
 13. Update of previous planning applications and enforcement actions
 14. To consider the West Oxfordshire Community Infrastructure Levy (CIL) Draft Charging Schedule consultation and agree actions
 15. To consider the NPPF consultation and agree actions

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Parish Maintenance

16. To receive updates regarding parish maintenance matters and agree actions
17. To receive an update regarding the insurance claim for the damaged village gate and agree actions
18. To consider the 2025 mowing contract and regime for Ledwell Village Green and agree actions
19. To consider salt bags and salt bins for the parish and agree actions

Parish Hall

20. To receive updates regarding the Parish Hall and the Parish Hall Management Committee and agree actions
21. To receive an update regarding the broadband installation for the Parish Hall and agree actions

Environment

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

Community

23. To receive an update regarding future village events and meetings and agree actions
24. To consider investigating the installation of a mobile phone mast in the parish and agree actions
25. To note the temporary road closure from Ledwell to Great Tew from 28 October 2024 for 6 days
26. To consider a report from Cllr North following a meeting with OCC Highways and agree actions

2025-2026 Action Plan and Budget

27. To consider the draft action plan for 2025-2026 and agree actions
28. To consider the draft budget for 2025-2026 and agree actions

Finance

29. To ratify expenditure since the last meeting
30. To approve current payments
31. To instruct bank signatories to sign the approved payments or process the bank transfers
32. To note monies received
33. To receive an update of the current status of the bank account
34. To approve the bank reconciliations
35. To approve the finance update
36. To approve the budget update
37. To approve the reserves update
38. To consider the funding request from the Barton Bulletin and agree actions

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Administration and policies

39. To consider training options for the Councillors and Clerk, and agree actions
40. To undertake a review of effectiveness of the 2023-2024 internal audit and agree actions
41. To consider a new internal auditor for 2024-2025 and agree actions
42. To consider a new website, domain and email addresses for the council and agree actions
43. To consider OALC's subscription proposal and agree actions
44. To review and approve the risk assessment
45. To review and approve the Disciplinary and Grievance Policy
46. To review and approve the Health and Safety Policy
47. To review and approve the Training and Development Policy
48. To review and approve Internal Financial Control Policy
49. To review and approve the Internet Banking Payment Procedure
50. To review and approve the Employer Pension Discretionary Policy

Correspondence and Information

51. To receive items for information only

Next meeting

52. 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
53. Next meeting – to note date and time of next meeting