

# Sandford St Martin Parish Council

MINUTES 20230525

MAY 25, 2023

7.45 PM SANDFORD ST MARTIN PARISH HALL

<b>ATTENDEES</b>	Paul Catling, Paul North (Chairman), Emily Wheeler-Booth Clerk Cllr Jackson (WODC) Members of the public - 5
<b>ABSENT</b>	Nil

**1153 To elect the Chairman of the Council**

Cllr North was proposed by Cllr Catling, and seconded by Cllr Wheeler-Booth. He was elected by a show of hands.

It was **resolved** to appoint Cllr North as the Chairman of the Council.

**1154 To receive the Acceptance of Office from the Chairman**

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

**1155 Welcome from the Chairman**

The Chairman welcomed everyone to the meeting.

**1156 To elect the Vice-Chairman of the Council**

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

It was **resolved** to appoint Cllr Wheeler-Booth as the Vice-Chairman of the Council.

**1157 To receive the Acceptance of Office from the Vice-Chairman**

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

**1158 To receive apologies for absence**

Apologies were received from OCC Cllr Graham.

**1159 To receive declarations of interest from Members regarding items on the agenda**

Cllr Catling re item 1178

**1160 To approve and sign the minutes of the meeting on 16 March 2023**

It was **resolved** to approve the minutes of the meeting on 16 March 2023. The minutes were signed by the Chairman.

**1161 To co-opt new councillors**

No application forms had been received.

**1162 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.

**1163 To receive reports from County and District Councillors**

Reports from the County and District Councillors had been given at the Annual Parish Meeting preceding this Council Meeting.

**1164 To create committees and agree their terms of reference**

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

**1165 To appoint members to serve on the committees**

No members required, as no committees created.

**1166 To review the existing working groups and review their terms of reference**

It was noted that the following working exists:

Platinum Jubilee Working Group

It was **resolved** to disband the Platinum Jubilee Working Group as this is no longer required.

**1167 To create working groups and agree their terms of reference**

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

**1168 To appoint members to serve on the working groups**

No members required, as no committees created.

Signed

(Chairman)

Date

## Sandford St Martin Parish Council

### 1169 **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 Finance and Governance Lead Councillor Terms of Reference.

### 1170 **To review delegation arrangements with external committees and other local authorities**

There are no delegation arrangements with external committees and other local authorities.

### 1171 **To review arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses**

It was noted that the following arrangements (including legal agreements) are in place:

Land to the rear of the Parish Hall – rented from Spelsbury Down Farm.

### 1172 **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 representative:

Mullin Automotive Museum Community Forum – Cllr North

### 1173 **To review 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 defibrillators as required

### 1174 **To consider moving items 47 and 48 on the agenda to precede item 22 on the agenda**

Cllr North proposed moving items 47 and 48 on the agenda to precede item 22 on the agenda

It was **resolved** to move items 47 and 48 on the agenda to precede item 22 on the agenda.

### 1175 **Planning and enforcement – Any planning applications or enforcement notices received before the date of the meeting**

None.

### 1176 **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.

**22/03415/FUL** – Construction for buildings for automotive museum with corporate hospitality (club space, accommodation for members, food & beverage and retail); museum exhibition building; workshops; store; energy centre; construction of support holiday homes; and amenity facilities. Formation of car exercise road, formation of landscaped grounds, associated site services and other works.

The Driving Centre, Enstone Airfield, Enstone – Awaiting decision

**MW.0031/23** – Extraction of limestone and deposit of imported clay and mineral scalplings to achieve agricultural restoration and conservation habitat creation (part retrospective) (including consolidation with permitted operations under planning permission MW.0100/21) –

Land at Quarry Farm North of Green Lane, Green Lane, Chipping Norton, Great Tew OX7 4NS.

Applicant: Great Tew Farms Partnership – Under consideration

**23/00891/RES** – Reserved Matters application for the construction of museum building, show lane building, corporate hospitality building, energy centre/store building and workshop building.

Formation of car exercise road. Construction of 28 holiday lodges. Formation of landscaped grounds. Associated site services and external works.

The Driving Centre, Enstone Airfield, Enstone – Under consideration

Signed

(Chairman)

Date

## Sandford St Martin Parish Council

### 1177 **To receive updates regarding the Parish Hall and agree actions**

The PCC will be supplying the Council with a draft Memorandum of Understanding.

The PCC will be supplying the Council with a coloured plan of the area.

No information has been provided by Spelsbury Down Farm regarding the area of land rented by the Council.

The Council will progress discussions with the PCC when the documents have been received.

### 1178 **To receive an update regarding broadband options for the Parish Hall and agree actions**

It was noted that various suppliers had been approached regarding supplying broadband to the Parish Hall.

It was **resolved** to progress the offer from Wurzel, and obtain further information. Wurzel have proposed providing a free supply in return for agreed publicity. It was noted that the installation could be chargeable.

It was noted that the Parish Hall were happy with this proposal in principle.

It was noted that permission would be required from the PCC for the installation works.

Methods of advertising the Wurzel supply were discussed.

It was **resolved** to request a grant from the OCC Councillor Priority Fund to cover the installation cost of the service.

It was **resolved** to investigate other grant options to cover the installation cost of the service.

It was **resolved** to progress the installation of a broadband service for the Parish Hall following an agreement with Wurzel, and confirmation of permissions from the Parish Hall and the PCC.

### 1179 **To consider retaining Kingham Garden Services as the grass cutting contractor for the Ledwell Village Green until the next Annual Council Meeting**

It was **resolved** to retain Kingham Garden Services as the grass cutting contractor for the Ledwell Village Green until the next Annual Council Meeting.

### 1180 **To note that the Parish Council has been offered a grant of £1000 from the Thomas Giles Charity towards the replacement cabinet and items required for the defibrillator, and agree actions**

It was **resolved** to accept the grant of £1000 from the Thomas Giles Charity to use towards the replacement cabinet and items required for the defibrillator.

It was **resolved** to create an Earmarked Reserve to hold the funds until used.

It was **resolved** to thank the Thomas Giles Charity for their grant.

It was **resolved** to delegate authority to the Clerk to purchase the cabinet and items required, and organise the installation of the new cabinet.

A discussion was held regarding organising a first aid course for residents, to include defibrillator use.

It was **resolved** that Cllrs North and Wheeler-Booth would investigate interest in attending a first aid course.

It was **resolved** that, if there is sufficient interest, the Clerk would investigate and organise a first aid course.

### 1181 **To receive an update regarding concerns about charging cables on pavements and parking on pavements, and agree actions**

It was noted that OCC's website states that electric vehicle charging cables cannot be placed across the pedestrian footway, even if covered by a cable cover or mat.

The meeting was informed by Wes Smith, TVP, that parking on the pavement was classed as an obstruction unless enough room was left on the pavement for a wheelchair or a pushchair/pram to pass.

It was **resolved** to remind residents of the current guidelines and information.

It was **resolved** to put information on the noticeboards and websites. It was **resolved** that councillors will broadcast the information on the local WhatsApp groups.

### 1182 **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

Signed

(Chairman)

Date

## Sandford St Martin Parish Council

- 1183 **To review and approve the asset register**  
It was **resolved** to approve the asset register.
- 1184 **To review and adopt the Standing Orders**  
It was **resolved** to adopt the Standing Orders.
- 1185 **To review and adopt the Financial Regulations**  
It was **resolved** to increase the expenditure authority from £250 to £500 (item 4.1)  
It was **resolved** to increase the revenue expenditure from £250 to £500 (item 4.5)  
It was **resolved** to increase the single transaction maximum value from £250 to £500 (item 6.18).  
It was **resolved** to adopt the Financial Regulations.
- 1186 **To review and approve the Council's complaints procedures**  
It was **resolved** to approve the Council's complaints procedures.
- 1187 **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.
- 1188 **To approve the Councillor Code of Conduct**  
It was **resolved** to approve the Councillor Code of Conduct.
- 1189 **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 2023. The renewal cost is £264.  
It was **resolved** to renew the insurance with Zurich Municipal.
- 1190 **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 (Society of Local Council Clerks)  
ICO registration (Information Commissioner's Office)  
CFO membership (Community First Oxfordshire)  
Parish Online subscription
- 1191 **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              |
| Spelsbury Down Farm     | Parish Hall land rent         |
| Rocketfuel Creative Ltd | Domain, webhosting, mailboxes |
| Kingham Garden Services | Ledwell Village Green mowing  |
| Wel Medical             | Defibrillator consumables     |
| Zurich Insurance        | Insurance                     |
| OCC Pension Fund        | LGPS staff pension            |
| Unity Trust Bank        | Bank charges                  |
- 1192 **To review and approve the Scheduled Payments List and suppliers for the year to May 2024**  
It was **resolved** to approve the following scheduled payments and suppliers for the year to May 2024:
- |                         |                                  |                       |
|-------------------------|----------------------------------|-----------------------|
| Microsoft               | Office 365 – council computer    | Annually              |
| TP Jones & Co LLP       | Payroll services                 | Quarterly             |
| Spelsbury Down Farm     | Parish Hall land rent            | Annually              |
| Rocketfuel Creative Ltd | Domain renewal & SSL certificate | Annually              |
| Rocketfuel Creative Ltd | Webhosting/mailboxes/updates     | Annually              |
| Kingham Garden Services | Ledwell Village Green mowing     | Monthly during season |
| Zurich Municipal        | Insurance                        | Annually              |
- Signed (Chairman) Date

## Sandford St Martin Parish Council

OCC Pension Fund	LGPS staff pension	Monthly
Clerk	Salary	Monthly
HMRC	PAYE/NI	Monthly
SLCC	Clerk membership (part)	Annually
OALC	Membership	Annually
CFO	Membership	Annually
ICO	Annual registration	Annually
Internal auditor	Internal audit	Annually
Parish Online	Subscription	Annually

**1193 To approve the direct debits and standing orders for the year to May 2024**

It was **resolved** to approve the following direct debits and standing orders for the year to May 2024:

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

**1194 To determine the time and place of ordinary meetings of the Council and 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 the meetings at 7.00 pm.

It was **resolved** to approve the following meeting schedule for ordinary meetings:

Thursday 14 September 2023  
 Thursday 14 December 2023  
 Thursday 21 March 2024  
 Thursday 16 May 2024 – Annual Council Meeting

**1195 To view and approve the Action Plan for 2023-24**

The Action Plan for 2023-24 was reviewed. The Conservation Area project list was agreed. It was agreed to add Traffic Calming as an aim.

It was **resolved** to approve the Action Plan for 2023-24.

**1196 To receive and comment on the RFO's review of the annual accounts to 31 March 2023**

The RFO gave a report of the annual accounts to 31 March 2023.

Total receipts were £7,260.04. Total payments were £6,979.55. The ending balance at 31 March 2023 was £9,857.31, which formed the opening balance for 2023-24.

The council spent 95% of the 2022-23 budget, approved in December 2021.

The council spent £236.17 of its general reserves.

The internal auditor for 2022-23 was Jane Olds.

The internal financial check was carried out by Cllr North.

There were no comments.

**1197 To approve the Statement of Accounts to 31 March 2023**

It was **resolved** to approve the Statement of Accounts to 31 March 2023

The Statement of Accounts was signed by the Chairman.

**1198 To approve the bank reconciliation to 31 March 2023**

It was **resolved** to approve the bank reconciliation to 31 March 2023.

**1199 To receive and comment on the internal audit report for the year ending 31 March 2023, and agree actions**

The internal audit report for the year ending 31 March 2023 was received and noted.

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

- a) The Internal Financial Control Policy will be considered later in this meeting
- b) Once the titles of land have been established they will be published on the asset register
- c) A review of effectiveness of internal audit will be undertaken at the end of the audit period
- d) That training options will be circulated to councillors and included on the meeting agendas
- e) That the Council would consider supporting the Clerk if she chooses to undertake the Level 4 Community Governance course
- f) That the Council would review the internal audit provision for 2023/24.

Signed

(Chairman)

Date

## Sandford St Martin Parish Council

**1200 To complete and sign the Annual Governance Statement for the year ending 31 March 2023**  
The Annual Governance Statement for the year ending 31 March 2023 was completed by the Council.

It was **resolved** to approve the Annual Governance Statement for the year ending 31 March 2023. The Statement was signed by the Chairman and the Clerk.

**1201 To approve and sign the Accounting Statements for the year to 31 March 2023**

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 2023. The Accounting Statements were signed by the Chairman.

**1202 To approve the Certificate of Exemption – AGAR 2022-2023**

The Council considered the Certificate of Exemption for 2022-23.

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

It was **resolved** to sign the Certificate of Exemption – AGAR 2022-2023.

It was **resolved** that the Clerk would submit the Certificate of Exemption to the external auditor.

**1203 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 of July. The Clerk proposed 05 June 2023 as the commencement date, with the end day being 14 July 2023. These dates were checked for compliance.

It was **resolved** to approve 05 June 2023 as the commencement date of the Exercise of Public Rights, with the end date being 14 July 2023.

**1204 To appoint an internal auditor for the current financial year**

The Council considered the appointment of an internal auditor for 2023-24, and noted that Jane Olds had been the internal auditor for the last three years.

It was **resolved** to appoint Jane Olds, if available, as the internal auditor for 2023-24.

**1205 To approve grants and donations for the year to 31 March 2024**

It was **resolved** that the Council would follow its Grants and Donations Policy to the year ending 31 March 2024.

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

Churchyard maintenance - £500 in two tranches

Barton Bulletin - £75

**1206 To receive and comment on the Clerk's report**

The Clerk's report was received and noted.

**1207 To ratify expenditure since the last meeting**

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

Unity Trust Bank	Bank charge	£6.00	bank transfer
OCC Pension Fund	April 2023		bank transfer
Clerk salary	April 2023 bank transfer		bank transfer
HMRC	PAYE/NI – April (to be paid quarterly)		bank transfer

**1208 To approve the current payments**

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

OCC Pension Fund	May 2023		bank transfer
Clerk salary	May 2023		bank transfer
HMRC	PAYE/NI- May (to be paid quarterly)		bank transfer
TP Jones & Co LLP	Payroll – Jan-Mar	£64.40	bank transfer
Town & Country Trees Ltd	Tree works – Ledwell	£420.00	bank transfer
Jane Olds	Internal audit	£200.00	bank transfer
Anne Ogilvie	Clerk reimbursement	£37.67	bank transfer
Zurich Municipal	Insurance renewal	£64.00	bank transfer
Sandford St Martin PCC	Mowing	£250.00	bank transfer
Transfer to the Unity Trust Bank		£500.00	chq 100775
Transfer to the Unity Trust Bank		£500.00	chq 100776
Transfer to the Unity Trust Bank		£500.00	chq 100777
Transfer to the Unity Trust Bank		£500.00	chq 100778
Transfer to the Unity Trust Bank		£500.00	chq 100779

Signed

(Chairman)

Date

## Sandford St Martin Parish Council

Transfer to the Unity Trust Bank	£500.00	chq 100780
Transfer to the Unity Trust Bank	£500.00	chq 100781

**1209 To instruct bank signatories to sign the approved payments or process the bank transfers**

It was **resolved** that Cllr Wheeler-Booth would sign the approved cheque payments.

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

**1210 To note monies received**

WODC	Precept 1 <sup>st</sup> half	£3,942.50
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**1211 To receive an update of the current status of the bank accounts**

Barclays current account as of 27 April 2023 - £12,377.88

Unity Trust current account as of 30 April 2023 - £1,489.00

**1212 To receive the budget update**

It was noted that to 30 April 2023 receipts were £3,942.50 and no payments had been made.

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

**1213 To approve the bank reconciliations**

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

Barclays current account: 23 December 2022, 27 January 2023, 27 February 2023, 27 March 2023, 27 April 2024

Unity Trust current account: 28 February 2023, 04 March 2023, 31 March 2023, 30 April 2023

**1214 To approve the finance update**

The finance update to 20 May 2023 was reviewed.

Receipts - £3,942.50

Payments - £300.11

Balance - £13,499.70

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

**1215 To approve the reserve update**

The reserves were reviewed.

It was noted that as of 20 May 2023:

Earmarked reserves - £200.00

General reserves - £9,657.31

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

**1216 To review and approve the earmarked reserve update report**

The earmarked reserve movement report was reviewed.

It was **resolved** to approve the earmarked reserve movement report of 19 May 2023, moving £261.83 from general reserves to earmarked reserves.

**1217 To review and approve the Internal Financial Control Policy**

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

**1218 To review and approve the Internet Banking Payment Procedure**

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

**1219 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 2023.

It was **resolved** to approve the Clerk to attend the SLCC Practitioners' Conference 2024.

**1220 To receive items for information only**

None.

**1221 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.

**1222 Next meeting – to note date and time of the next meeting.**

It was **resolved** to hold the next meeting on Thursday 14 September 2023, at 7.00pm, at Sandford St Martin Parish Hall.

1223 The meeting was closed at 9.55 pm.

Signed

(Chairman)

Date