

# Sandford St Martin Parish Council

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Council members are hereby summoned to attend the Parish Council Meeting on Thursday 12<sup>th</sup> December 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  
06 December 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 19 September 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. Any planning applications or enforcement notices received before the date of meeting
9. Update of previous planning applications and enforcement actions
10. To note the response from WODC regarding Conservation Areas and agree actions

### **Flooding**

11. To consider a report on flooding prepared by Cllrs North and Wheeler-Booth, and agree follow-up actions and any formal response to Westcote Barton Parish Meeting
12. To consider potential discharge from septic tanks in Ledwell and agree actions

### **Traffic**

13. To receive an update regarding the VAS by the Village Hall and agree actions
14. To receive an update regarding the insurance claim for the damaged village gate and agree actions
15. To consider contacting OCC Highways regarding roads in the parish and agree actions

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## **Ledwell Village Green**

16. To consider the report from Cllr North regarding flooding at Christmas Tree House and agree actions
17. To consider removing and replacing the tree on Ledwell Village Green and agree actions
18. To consider removing and replacing the bench on Ledwell Village Green and agree actions
19. To consider the 2025 mowing contract and regime for Ledwell Village Green and agree actions

## **Parish Maintenance**

20. To receive updates regarding parish maintenance matters and agree actions
21. To receive a report from the Clerk following a meeting with OCC Highways Engagement and agree actions

## **Parish Hall**

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

## **Community**

24. To receive an update regarding future village events and meetings and agree actions
25. To consider investigating the installation of a mobile phone mast in the parish and agree actions

## **2025-2026 Action Plan and Budget**

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

## **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

## **Administration and policies**

38. To consider training options for the Councillors and Clerk, and agree actions
39. To review and approve the Financial Regulations
40. To review and approve the Requests for Information Policy

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41. To review and approve the Document Storage, Retention and Destruction Policy
42. To review and approve the Data Protection Policy
43. To review and approve Expenses Policy
44. To review and approve the Dignity at Work Policy
45. To review and approve the Sexual and General Harassment Policy
46. To note the Local Government Pay Agreement 2024/25 paycales, to be backdated to 01 April 2024
47. To agree a councillor to undertake the annual inspection of the Council's assets
48. To receive an update regarding the new website and email addresses and agree actions

## **Correspondence and Information**

49. To receive items for information only

## **Next meeting**

50. 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
51. Next meeting – to note date and time of next meeting