

Sandford St Martin Parish Council

MINUTES 20250320

MARCH 20, 2025

7.00 PM SANDFORD ST MARTIN PARISH HALL

ATTENDEES	Paul Catling, Louise Davidson, Paul North, Emily Wheeler-Booth Clerk Evenlode Catchment Partnership representative WODC Cllr Jackson OCC Cllr Graham – from item 1550 Members of the public - four
ABSENT	David Chanter

1546 Welcome from the Chair

Cllr North welcomed everyone to the meeting.

1547 To receive apologies for absence

Cllr Chanter

1548 To receive declarations of interest from Members regarding items on the agenda

None.

1549 To approve and sign the minutes of the meeting on 12 December 2024

It was **resolved** to approve the minutes of the meeting on 12 December 2024. The minutes were signed by the Chair.

1550 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

A representative from the Evenlode Catchment Partnership spoke to the meeting about water quality testing in the area.

1551 To consider moving items 15, 12 and 16 on the agenda to precede item 6 on the agenda

Cllr North proposed moving items 15, 12 and 16 on the agenda to precede item 6 on the agenda. It was **resolved** to move items 15, 12 and 16 on the agenda to precede item 6 on the agenda.

1552 To receive an update regarding the VAS by the Parish Hall and agree actions

An update regarding the VAS by the Parish Hall was received.
The VAS is scheduled to be replaced this year.

1553 To consider investigating option and canvassing support for Quiet Lanes from the community, and agree actions

This motion will be covered in item 1554.

1554 To consider a proposal to reduce the impact of increasing traffic on rural roads and agree actions

A report from Cllr North regarding reducing the impact of increasing traffic on rural roads was received.

Options for reducing traffic speed were considered. These included lobbying OCC to limit speeds on rural roads, supporting councils trying to change the national speed limit on rural roads, and creating Quiet Lanes.

It was **resolved** to progress with the Quiet Lane initiative, and to request the support of neighbouring parishes, then engaging with OCC.

It was **resolved** to request signage on the road between Duns Tew and Flight Hill road to encourage drivers to reduce their speed.

1555 To consider moving items 8, 10 and 14 on the agenda to precede item 6 on the agenda

Cllr North proposed moving items 8, 10 and 14 on the agenda to precede item 6 on the agenda. It was **resolved** to move items 8, 10 and 14 on the agenda to precede item 6 on the agenda.

1556 To receive updates regarding the Parish Hall and the Parish Hall Management Committee and agree actions

Cllr North provided an update regarding the Parish Hall.

Concern has been raised that there are too few regular bookings to provide the required income for the Hall, and fundraising community activities are required to help cover the Hall costs. It was reported that it may be necessary to rethink the use of the Parish Hall within the community.

It was noted that a meeting will be requested between the Parish Council, PCC and Cricket Club to discuss the future of community places in the parish.

Signed

(Chairman)

Date

Sandford St Martin Parish Council

- 1557 **To receive an update regarding the investigation into the installation of a mobile phone mast in the parish and agree actions**
An update regarding the installation of a mobile phone mast was received. Councillors are still trying to obtain the information.
- 1558 **To receive an update regarding flooding issues from Cllr North and agree actions**
Cllr North provided an update following a meeting regarding flooding issues with OCC, WODC and surrounding parishes.
It was noted that OCC has agreed to conduct a Section 19 Flood Review this summer.
It was noted that funding from OCC for flood projects is available, and it was **resolved** to complete and return an Expression of Interest form.
- 1559 **To receive reports from County and District Councillors**
OCC Cllr Graham provided an update regarding devolution and the unitary authority options being discussed. He advised that the unitary authority proposal would be sent to Government by November, and a decision would be made in January 2026.
WODC Cllr Jackson advised that his District Councillor position is due for election next year. He advised the election may be postponed due to the change to a unitary authority, so sitting councillors may remain in position for another year.
- 1560 **To consider moving items 9, 11, 13, 17, 18, 19, 20, 21, 22, 23, 24 and 25 on the agenda to precede item 6 on the agenda**
Cllr North proposed moving items 9, 11, 13, 17, 18, 19, 20, 21, 22, 23, 24 and 25 on the agenda to precede item 6 on the agenda.
It was **resolved** to move items 9, 11, 13, 17, 18, 19, 20, 21, 22, 23, 24 and 25 on the agenda to precede item 6 on the agenda.
- 1561 **To receive an update regarding future village events and meetings and agree actions**
It was noted that no village events and meetings have been arranged.
- 1562 **To consider the TVP request to advise of the parish's top priority for police services and agree actions**
It was **resolved** to advise TVP that the top priority for police services was concern about burglaries.
- 1563 **To agree the date, time, place and format of the Annual Parish Meeting**
It was **resolved** to hold the Annual Parish Meeting on Thursday 1st May, at 7pm, at the Parish Hall, if the Hall is available.
- 1564 **To consider the quotations for removing and replacing the tree on Ledwell Village Green and agree actions**
The quotations for removing the silver birch tree on Ledwell Village Green were considered.
It was **resolved** to award the contract for removing the silver birch tree on Ledwell Village Green to Thames Valley Tree Care Ltd, at a cost of £630, which includes obtaining consent for the tree removal from WODC.
There was no update regarding a replacement tree for the Village Green.
- 1565 **To receive an update regarding the bench on Ledwell Village Green and agree actions**
There was no update regarding the bench on Ledwell Village Green.
- 1566 Cllr North declared an interest in item 1567.
- 1567 **To ratify the 2025-2026 mowing contract for Ledwell Village Green**
It was **resolved** to ratify the awarding of the 2025-2026 mowing contract for Ledwell Village Green to Michelle Adams, at a cost of £420 per year, for 10 cuts.
- 1568 **To receive an update regarding parish maintenance matters and agree actions**
It was noted that a report had been made on FixMyStreet regarding the drain issues in Ledwell.
It was noted that a report had been made on FixMyStreet regarding the overhanging trees on the road between Sandford St Martin and Ledwell.
It was noted that the damaged village gate to the north of Sandford St Martin had been removed.
It was noted that the fingerposts in Sandford St Martin and Ledwell require maintenance this year.

Signed

(Chairman)

Date

Sandford St Martin Parish Council

1569 **Planning and enforcement – 25/00348/HHD**

Dismantling of a rear outbuilding and construction of a new single storey extension along with other minor works to include reducing the first floor bathroom window and changing a ground floor window to a doorway – Old Post Office, Manor Road, Sandford St Martin
It was **resolved** not to comment on this application.

1570 **Planning and enforcement – 25/00349/LBC**

Internal and external alterations to include the dismantling of a rear outbuilding and construction of a new single storey extension, along with other minor works to include reducing the first floor bathroom window and changing a ground floor window to a doorway – Old Post Office, Manor Road, Sandford St Martin
It was **resolved** not to comment on this application.

1571 **Any planning applications or enforcement notices received before the date of the meeting 25/00668/HHD**

Erection of single storey rear extension – Inglenook, Ledwell Road, Sandford St Martin
It was **resolved** not to comment on this application.

25/00669/LBC

Internal and external alterations to erect single storey rear extension – Inglenook, Ledwell Road, Sandford St Martin
It was **resolved** not to comment on this application.

1572 **Update of previous planning applications and enforcement actions**

22/01697/HHD – Installation of a T3 aerial

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

24/03121/HHD – Erection of a single rear extension, remedial roof works and rear glazing changes
Southfield House, Manor Road, Sandford St Martin – Approved, 28 February 2025

25/00070/LBC – Erection of a single storey side extension

Southfield House, Manor Road, Sandford St Martin – Approved, 28 February 2025

24/03267/LBC - Removal of partition to second floor bedroom and new partition to create shower room, proposed PV panels to flat roof and reinstatement of original cellar stair access
Sandford Park, Ledwell Road, Sandford St Martin – Approved, 07 March 2025

24/03159/HHD – Erection of winter garden area

Hobbs Hole Farm, Ledwell Road, Great Tew – Approved, 06 March 2025

1573 **To receive an update following Council requests to WODC regarding Conservation Areas and agree actions**

An update regarding Council requests was received.

It was noted that WODC had advised that it was not possible for a WODC Conservation Officer to attend a Parish Council meeting.

A letter had been sent to Cllr Ashton. Cllr Ashton indicated an interest in attending a Parish Council meeting. A list of meeting dates has been sent to him.

It was **resolved** to invite Cllr Ashton to the Annual Parish Meeting.

1574 **To receive and comment on the Clerk's report**

The Clerk's report was received and noted.

Finance

1575 **To consider the OALC membership renewal and agree actions**

It was **resolved** to renew the OALC membership. It was noted that the renewal cost was greater than the approved budget.

It was **resolved** to vire the budget to cover the extra cost.

1576 **To ratify expenditure since the last meeting**

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

ODS Trading Ltd	Supply and install village gate	£1,844.63	bank transfer
Unity Trust Bank	Bank charges – December	£6.00	bank transfer
Unity Trust Bank	Bank charges – January	£6.00	bank transfer
Unity Trust Bank	Bank charges – February	£6.00	bank transfer
ICO	Data protection fee	£35.00	DD
OCC Pension	December 2024		bank transfer
OCC Pension	January 2025		bank transfer

Signed

(Chairman)

Date

Sandford St Martin Parish Council

OCC Pension	February 2025	bank transfer
Clerk salary	December 2024	SO / transfer
Clerk salary	January 2025	SO / transfer
Clerk salary	February 2025	SO / transfer
HMRC	PAYE/NI – December 2024 (paid quarterly)	DD
HMRC	PAYE/NI – January 2025 (paid quarterly)	DD
HMRC	PAYE/NI – February 2025 (paid quarterly)	DD

1577 To approve the current payments

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

Anne Ogilvie	Clerk reimbursement	£100.89	bank transfer
CFO	Annual renewal	£35.00	bank transfer
TP Jones & Co	Payroll – Oct-Dec	£64.40	bank transfer
Microsoft	Annual renewal	£79.99	bank transfer
Parish Online	Mapping software renewal	£38.40	bank transfer
WTG Consultants	Interim internal audit	£100.00	bank transfer
Chadlington Parish Council	Training contribution	£15.00	bank transfer
Rocketfuel Ltd	Domain and website	£239.80	bank transfer
Rocketfuel Ltd	SSL Certificate	£59.99	bank transfer
OCC Pension	March 2025		bank transfer
Clerk salary	March 2025		SO / transfer
HMRC	PAYE/NI – March 2025 (paid quarterly)		DD

1578 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.

1579 To note monies received

None.

1580 To receive an update of the current status of the bank accounts

Barclays current account as of 27 February 2025 - £0.00

Unity Trust current account as of 28 February 2025 - £12,427.63

1581 To approve the bank reconciliations

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

Barclays current account: 27 December 2024, 27 January 2025, 27 February 2025

Unity Trust current account: 31 December 2024, 31 January 2025, 28 February 2025

1582 To approve the finance update

The finance update to 28 February 2025 was reviewed.

Receipts - £10,811.18

Payments - £9,146.01

Balance - £12,173.30

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

1583 To approve the budget update

It was noted that 71% of the budget had been used to 28 February 2025.

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

1584 To consider the budget virement report and agree actions

The budget virement report was considered.

It was **resolved** to approve the budget virement report.

1585 To consider the reserves transfer report and agree actions

The reserves transfer report was considered.

It was **resolved** to approve the reserves transfer report.

1586 To approve the reserves update

The reserves were reviewed.

It was noted that as of 28 February 2025:

Earmarked reserves were £327.05 – no earmarked reserves had been used.

General reserves were £8,962.42 - £2,655.84 had been used.

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

1587 To receive a report from the internal financial check and agree actions

It was noted that the internal financial check will take place by the end of the financial year.

It was **resolved** to defer this motion until the next meeting.

Signed

(Chairman)

Date

Sandford St Martin Parish Council

1588 To receive a report following the interim internal audit and agree actions

The report and recommendations following the interim internal audit were considered.

- To consider using an Accounts package – It was **resolved** to continue using spreadsheets for the Council's accounts.
- To consider increasing the number of bank signatories – It was **resolved** to add Cllr Catling as a Unity Trust Bank signatory and remove ex Cllr Smith.
- To provide the Clerk with a debit card – This has been approved and will be actioned this year.
- To record receipts and payments as well as the total budget figure in the minutes - It was noted that the receipts and payments had been listed in the December 2024 minutes for the 2025/26 budget.
- To add photographs to the asset register – It was noted that there are photographs of the assets. Parish Online software will be used to log the assets and photographs will be added to that system.
- That Councillors should attend regular training offered by NALC and OALC – Councillors will consider future training opportunities.

Administration and policies

1589 To consider training options for the Councillors and Clerk, and agree actions

Training options for the Councillors and Clerk were considered.

1590 To review and approve the Press and Media Policy

It was **resolved** to approve the Press and Media Policy.

1591 To review and approve the Co-option Policy

It was **resolved** to approve the Co-option Policy.

1592 To review and approve the Freedom of Information Scheme

It was **resolved** to approve the Freedom of Information Scheme.

1593 To review and approve the Grants and Donations Policy

It was **resolved** to approve the Grants and Donations Policy.

1594 To review and approve the Business Continuity Policy

It was **resolved** to approve the Business Continuity Policy.

1595 To receive a report following the annual inspection of the Council's assets and agree actions

It was noted that the annual inspection of the Council's assets will take place by the end of the financial year.

It was **resolved** to defer this motion until the next meeting.

1596 To receive an update regarding the new website and email addresses and agree actions

An update regarding the new website and email addresses was received.

The new website is live. The old website will be removed.

It was **resolved** to transfer the old domain, sandfordstmartin.org.uk, to Parish Online, to host, at a cost of £25 per year.

New email addresses are active; suppliers and contacts have been advised of the new address.

It was **resolved** to approve the payment to Rocketfuel Creative Ltd for the annual fees for the old website, domain and emails, at a cost of £299.79.

Correspondence and Information

1597 To receive items for information only

The Chair had contacted the authors of "The History of the Parish of Sandford St Martin" to enquire whether the book could be published in a digital format.

Next meeting

1598 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.

1599 Next meeting – to note the date and time of the next meeting.

It was **resolved** to hold the next meeting on Thursday 15th May 2025, at 7.00 pm, at Sandford St Martin Parish Hall.

Signed

(Chairman)

Date

Sandford St Martin Parish Council

Confidential

- 1600 **To consider whether to resolve under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 whether to exclude the press and public to protect the confidential nature of the business to be transacted during 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 consideration of the following item
- 1601 **To receive a report from the Clerk's annual appraisal and agree actions**
It was **resolved** to defer this motion to the next meeting, as the annual appraisal had not taken place.
- 1602 The meeting was closed at 9.26 pm.

Signed

(Chairman)

Date