

Sandford St Martin Parish Council

MINUTES 20241212

DECEMBER 12, 2024

7.03 PM SANDFORD ST MARTIN PARISH HALL

ATTENDEES	Paul Catling, David Chandler, Paul North, Emily Wheeler-Booth Clerk WODC Cllr Jackson Members of the public - 8
ABSENT	Louise Davidson

1491 Welcome from the Chair

Cllr North welcomed everyone to the meeting.

1492 To receive apologies for absence

Cllr Davidson – It was **resolved** to approve Cllr Davidson’s apologies for absence, for personal reasons.

OCC Cllr Graham

1493 To receive declarations of interest from Members regarding items on the agenda

None.

1494 To approve and sign the minutes of the meeting on 19 September 2024

It was **resolved** to approve the minutes of the meeting on 19 September 2024. The minutes were signed by the Chair.

1495 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

Members of the public raised concerns about the recent flooding in the parish, and suggestions to help prevent reoccurrence were discussed.

WODC Cllr Jackson encouraged members of the public to contact WODC and describe their flooding experiences.

1496 To consider moving items 11 and 12 on the agenda to precede item 6 on the agenda

Cllr North proposed moving items 11 and 12 on the agenda to precede item 6 on the agenda.

It was **resolved** to move items 11 and 12 on the agenda to precede item 6 on the agenda.

1497 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

It was **resolved** to approve the report on flooding prepared by Cllrs North and Wheeler-Booth, and send the report to WODC Cllr Jackson and OCC Cllr Graham.

The Council thanked residents who had helped those with flooding problems.

1498 To consider potential discharge from septic tanks in Ledwell and agree actions

Potential discharge from septic tanks in Ledwell was discussed and noted.

1499 To consider moving items 16, 17 and 18 on the agenda to precede item 6 on the agenda

Cllr North proposed moving items 16, 17 and 18 on the agenda to precede item 6 on the agenda.

It was **resolved** to move items 16, 17 and 18 on the agenda to precede item 6 on the agenda.

1500 To consider a report from Cllr North regarding flooding at Christmas Tree House and agree actions

The report from Cllr North regarding flooding at Christmas Tree House was considered. It was noted that the roots from the silver birch on Ledwell Village Green had caused damage to the drains.

It was noted that a request from the owner of Christmas Tree House to remove the silver birch from Ledwell Village Green and replace it with a different tree in another position had been received.

It was **resolved** to request that the storm drains and road drains are repaired by the appropriate authorities.

1501 To consider removing and replacing the tree on Ledwell Village Green and agree actions

A request for the removal of the silver birch on Ledwell Village Green and replacing it with another tree had been received, due to root issues.

It was **resolved** to remove the silver birch from Ledwell Village Green, following approval from WODC Planning, as the tree is in the Ledwell Conservation Area.

It was **resolved** to plant a new tree on Ledwell Village Green.

Signed

(Chairman)

Date

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- 1502 **To consider removing and replacing the bench on Ledwell Village Green and agree actions**
It was **resolved** to remove the existing bench on Ledwell Village Green due to its poor condition.
It was **resolved** to investigate options for a new bench, maximum cost £500.
- 1503 **To receive reports from County and District Councillors**
WODC Cllr Jackson advised that he had receive feedback following the recent flooding from other Parish Councils and Parish Meetings.
- 1504 **To consider moving items 13, 14, 15 and 21 on the agenda to precede item 7 on the agenda**
Cllr North proposed moving items 13, 14, 15 and 21 on the agenda to precede item 7 on the agenda.
It was **resolved** to move items 13, 14, 15 and 21 on the agenda to precede item 7 on the agenda.
- 1505 **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.
It was noted that the Highways Engagement Officer had agreed to follow this up with OCC's 20 mph Team.
- 1506 **To receive an update regarding the insurance claim for the damaged village gate and agree actions**
An update regarding the insurance claim for the damaged village gate was received.
It was noted that the new gate had been installed and that the insurance claim had been paid.
- 1507 **To consider contacting OCC Highways regarding roads in the parish and agree actions**
It was **resolved** to contact OCC Highways regarding road and highway issues in the parish.
It was **resolved** to investigate "Quiet Lanes" and contact OCC regarding designation options.
- 1508 **To receive a report from the Clerk following a meeting with OCC Highways Engagement and agree actions**
A report from the Clerk following a meeting with OCC Highways Engagement on 21 November 2024 was received.
- 1509 **To receive and comment on the Clerk's report**
The Clerk's report was received and noted.
- Planning and enforcement**
- 1510 **Any planning applications or enforcement notices received before the date of the meeting**
None.
- 1511 **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
24/01206/LBC – Internal and external alterations to include alterations to 1960's extension to create new Boot Room entrance, window alteration to form new double doors, reinstatement of original sashgate to South Elevation and relocation of kitchen
Sandford Park, Ledwell Road, Sandford St Martin – Approved, 13 September 2024
24/02009/HHD – Installation of ASHP on flat roof to rear of house
Green Rise, Ledwell – Approved, 04 October 2024
24/02128/HHD – Addition of two air source heat pumps
Appletree House, Ledwell – Approved, 21 October 2024
24/02129/LBC – Addition of two air source heat pumps, removal of oil tank, new internal cylinder, and associated pipe work
Appletree House, Ledwell – Approved, 21 October 2024
- 1512 **To note the response from WODC regarding Conservation Areas and agree actions**
The response from WODC regarding Conservation Areas, following requests for information, was noted.
It was **resolved** to send a letter to WODC regarding their response.
It was **resolved** to request the attendance of a WODC Conservation Officer to a Parish Council meeting.

Signed

(Chairman)

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Ledwell Village Green

1513 To consider the 2025 mowing contract and regime for Ledwell Village Green and agree actions

The scope of work for Ledwell Village Green and the well at Ledwell is being discussed with contractors.

It was **resolved** to delegate authority to the Clerk to organise the 2025 mowing contract and regime for Ledwell Village Green and the well at Ledwell, as this will need to be in place before the next Council Meeting in March.

Parish Maintenance

1514 To receive updates regarding parish maintenance matters and agree actions

It was noted that the signpost in Ledwell will be repainted next year.

Parish Hall

1515 To receive updates regarding the Parish Hall and the Parish Hall Management Committee and agree actions

No update was received regarding the Parish Hall and the Parish Hall Management Committee.

1516 To receive an update regarding the broadband installation for the Parish Hall and agree actions

It was noted that the broadband had been installed in the Parish Hall and was working.

Community

1517 To receive an update regarding village events and meetings this year and agree actions

Various future events and meetings were discussed.

It was suggested that a Village Meeting (separate from the Council Meeting) could be held in the spring.

1518 To consider investigating the installation of a mobile phone mast in the parish and agree actions

It was noted that options for the installation of a mobile phone mast in the parish are being investigated.

2025-2026 Action Plan and Budget

1519 To consider the draft action plan for 2025-2026 and agree actions

The draft action plan for 2025-2026 was considered.

It was **resolved** to approve the action plan for 2025-2026 with agreed amendments.

1520 To consider the draft budget for 2025-2026 and agree actions

The draft budget for 2025-2026 was considered.

It was **resolved** to use general reserves to fund a new computer for the Clerk when required.

It was **resolved** to approve the following budget: receipts £0, payments £10,419 – precept request: £10,419.

1521 To consider and approve the precept for 2025-2026

It was **resolved** to approve a precept of £10,419 for 2025-2026.

Finance

1522 To ratify expenditure since the last meeting

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

TP Jones & Co LLP	Payroll – Jul-Sep	£64.40	bank transfer
SSM PCC	Donation – Carols by the Lychgate	£40.00	bank transfer
Clerk salary	October 2024		SO / transfer
HMRC	PAYE/NI – October 2024 (paid quarterly)		DD
OCC Pension	October 2024		bank transfer
Wurzel Ltd	Broadband installation	£540.00	bank transfer
Barton Bulletin	Donation	£90.00	bank transfer
Clerk salary	November 2024		SO / transfer
HMRC	PAYE/NI – November 2024 (paid quarterly)		DD
OCC Pension	November 2024 (paid quarterly)		bank transfer
Unity Trust Bank	Bank charges – September	£18.00	bank transfer

Signed

(Chairman)

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Unity Trust Bank	Bank charges – October	£5.40	bank transfer
Unity Trust Bank	Bank charges – November	£6.00	bank transfer

1523 To approve the current payments

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

Anne Ogilvie	Clerk reimbursement	£110.43	bank transfer
SLCC Enterprises	Practitioners' Conference (part)	£113.50	bank transfer
Parish Online	Website, domain, email	£258.00	bank transfer

1524 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.

1525 To note monies received

None.

1526 To receive an update of the current status of the bank accounts

Barclays current account as of 27 November 2024 - £0.00

Unity Trust current account as of 30 November 2024 - £16,282.07

1527 To approve the bank reconciliations

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

Barclays current account: 27 September 2024, 25 October 2024, 27 November 2024.

Unity Trust current account: 03 September 2024, 30 September 2024, 31 October 2024, 30 November 2024.

1528 To approve the finance update

The finance update to 30 November 2024 was reviewed.

Receipts - £10,811.18

Payments - £5,515.03

Balance - £15,804.28

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

1529 To approve the budget update

It was noted that 53% of the budget had been used to 30 November 2024.

It was noted that the Barton Bulletin line is overbudget.

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

1530 To approve the reserves update

The reserves were reviewed.

It was noted that as of 30 November 2024:

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

General reserves were £11,045.55 - £572.71 had been used.

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

Administration and policies

1531 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 OALC's Experienced Clerk training, sharing the cost with other councils, at a cost of £15.00.

1532 To review and approve the Financial Regulations

The draft Financial Regulations were reviewed and amendments agreed.

It was **resolved** to approve the Financial Regulations with agreed amendments.

It was **resolved** that Cllr Catling would undertake the bank reconciliation checks.

1533 To review and approve the Requests for Information Policy

It was **resolved** to approve the Requests for Information Policy.

1534 To review and approve the Document Storage, Retention and Destruction Policy

It was **resolved** to approve the Document Storage, Retention and Destruction Policy.

1535 To review and approve the Data Protection Policy

It was **resolved** to approve the Data Protection Policy.

1536 To review and approve the Expenses Policy

It was **resolved** to approve the Expenses Policy.

Signed

(Chairman)

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- 1537 **To review and approve the Dignity at Work Policy**
It was **resolved** to approve the Dignity at Work Policy.
- 1538 **To review and approve the Sexual and General Harassment Policy**
It was **resolved** to approve the Sexual and General Harassment Policy.
- 1539 **To note the Local Government Pay Agreement 2024/25 paycales, to be backdated to 01 April 2024**
The Local Government Pay Agreement 2024/25 paycales, to be backdated to 01 April 2024, were noted.
- 1540 **To agree a councillor to undertake the annual inspection of the Council's assets**
It was **resolved** that Cllrs North and Wheeler-Booth will undertake the annual inspection of the Council's assets.
- 1541 **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 domain, sandfordstmartin-pc.gov.uk has been registered.
The new website has been set up and populated. It will be modified and updated over the next few months.
New email addresses have been set up for the Clerk and councillors.
The new website and email addresses will be advertised on the Council noticeboards.
- Correspondence and Information**
- 1542 **To receive items for information only**
The Clerk will be on annual leave over the Christmas period.
- Next meeting**
- 1543 **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.
- 1544 **Next meeting – to note the date and time of the next meeting.**
It was **resolved** to hold the next meeting on Thursday 20th March 2025, at 7.00 pm, at Sandford St Martin Parish Hall.
- 1545 The meeting was closed at 9.57 pm.

Signed

(Chairman)

Date