

Sandford St Martin Parish Council

MINUTES 20260319

MARCH 19, 2026

7.01 PM SANDFORD ST MARTIN PARISH HALL

ATTENDEES	Paul Catling, Louise Davidson, Emily Wheeler-Booth WODC Cllr Jackson Members of the public – none Clerk – Anne Ogilvie
ABSENT	David Chanter, Paul North

1800 Welcome from the Chair

Cllr Wheeler-Booth, the Vice-Chair, welcomed everyone to the meeting, in the absence of the Chair.

1801 To receive apologies for absence

Apologies for absence were received from Cllr Chanter, Cllr North and OCC Cllr Graham.

1802 To receive declarations of interest from Members regarding items on the agenda

None

1803 To approve and sign the minutes of the meeting on 18 December 2025

It was **resolved** to approve the minutes of the meeting on 18 December 2025. The minutes were signed by the Vice-Chair.

1804 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.

1805 To receive reports from County and District Councillors

WODC Cllr Jackson advised that:

- a resident has raised the issue of potholes, which he will be marking up in April;
- that the elections for the new shadow authority will take place in 2027, and the District Council will be abolished in 2028.

1806 To receive and comment on the Clerk's report

The Clerk's report was received and noted.

It was **resolved** to delegate authority to the Clerk to determine which generic emails to pass on to councillors, to reduce the number of emails being sent to them.

Parish Hall

1807 To receive updates regarding the Parish Hall and the Parish Management Committee and agree actions

It was noted that the Council had not received a report from the Committee and no representative was present at the meeting.

Community

1808 To receive an update regarding future village events and meetings and agree actions

No update was received.

Flooding

1809 To receive an update regarding flooding and agree actions

The reports from OCC were noted.

1810 To note OCC's request for Flood Wardens and agree actions

OCC's request for Flood Wardens was noted.

Traffic

1811 To note reports of concerns regarding traffic speed in the parish and agree actions

Concerns regarding traffic speed in the parish were considered.

It was **resolved** to write to Alpine Formula One Team to ask that employees are reminded of the speed limits through the parish and to drive accordingly.

Signed

(Chairman)

Date

Sandford St Martin Parish Council

Ledwell Village Green

1812 To receive an update regarding the damaged drain by Ledwell Village Green and agree actions

It was noted that the contractor engaged last year to repair the damaged drain has advised that the works that had been proposed may not fully resolve the issue and now believes that a repair or replacement of the affected section is a better solution.

The Council has requested that the contractor provide a report explaining the reason for the change in their recommendation.

It was noted that the Clerk had contacted another contractor to request a quotation for the works.

It was **resolved** to delegate authority to the Clerk to progress with any new or revised contract required to repair the damaged drain.

Parish Maintenance

1813 To receive an update regarding the Footpath Warden role and agree actions

It was noted that Celestria Alexander-Sinclair had volunteered to be the Footpath Warden, and the Council thanked her for taking on this role.

1814 To note reports of concerns regarding the condition of some public rights of way and agree actions

Reports of concerns regarding the condition of some public rights of way were noted.

It was noted that members of the public can report concerns using OCC's portal to report issues on public rights of way.

1815 To receive updates regarding parish maintenance matters and agree actions

It was noted that the bench behind the Parish Hall was rotting in place. It was **resolved** to remove the bench, but take off and keep the inscription plaque.

It was noted that the noticeboard in Sandford St Martin was damaged and rotting. It was **resolved** to obtain quotations for a new noticeboard.

Planning and Enforcement

1816 Any planning applications or enforcement notices received before the date of the meeting

None.

1817 Update of previous planning applications and enforcement actions

25/01697/HHD – Installation of a T3 aerial

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

25/02070/HHD – Erection of single storey tennis pavilion

The Pitts, Ledwell Road, Sandford St Martin – Under consideration

25/02631/HHD – Extensions and alterations to existing dwellinghouse

The Great Barn, Manor Road, Sandford St Martin – Approved 23 December 2025

25/02169/LBC – Internal alterations to include the removal of ceiling of second floor to open up roof pitch to the bedrooms. External alteration to include replacement of rainwater goods and bargeboards to match existing

Grove Cottage, Ledwell – Approved 05 January 2026

26/00233/LBC – Internal and external alterations to replace various windows and the french doors on west elevation

Old Post Office, Manor Road, Sandford St Martin – Under consideration

26/00377/S73 – Variation of condition 2 of planning permission 24/01610/HHD to allow design changes including increase in ridge height and associated envelope build up together with changes in fenestration

Orchard Cottage, Ledwell – Under consideration

Finance

1818 To ratify expenditure since the last meeting

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

Unity Trust Bank	Bank charges - December	£6.00	bank transfer
Unity Trust Bank	Bank charges - January	£6.00	bank transfer
ICO	Data protection fee	£47.00	DD
Parish Online	Mapping software	£38.40	bank transfer
Anne Ogilvie	Salary – December 2025		SO / transfer
HMRC	PAYE/NI – December 2025		DD

Signed

(Chairman)

Date

Sandford St Martin Parish Council

OCC Pension	Pension payment – January 2026	bank transfer
Anne Ogilvie	Salary – January 2026	SO / transfer
HMRC	PAYE/NI – January 2026	DD
OCC Pension	Pension payment – February 2026	bank transfer
Anne Ogilvie	Salary – February 2026	SO / transfer
HMRC	PAYE/NI – February 2026	DD

1819 To approve the current payments

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

Anne Ogilvie	Clerk reimbursement	£110.57	bank transfer
Wel Medical	Defibrillator pads	£75.18	bank transfer
OALC	Annual membership	£228.00	bank transfer
Microsoft	Annual fee	£104.99	bank transfer
OCC Pension	Pension payment – March 2026		bank transfer
Unity Trust Bank	Bank charges – March	£7.00	bank transfer
Anne Ogilvie	Salary – March 2026		SO / transfer
HMRC	PAYE/NI – March 2026		DD

1820 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.

1821 To note monies received

None.

1822 To receive an update of the current status of the bank account

Barclays current account as of 27 January 2026 - £0.00

Unity Trust current account as of 28 February 2026 - £12,940.57

1823 To approve the bank reconciliations

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

Barclays current account: 27 December 2025, 27 January 2026

Unity Trust current account: 31 December 2025, 31 January 2026, 28 February 2026

1824 To approve the finance update

The finance to 28 February 2026 was reviewed.

Receipts – £11,020.70

Payments - £9,397.81

Balance - £12,423.58

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

1825 To approve the budget update

It was noted that 74% of the budget had been used to 28 February 2026.

It was noted that the ICO registration budget line and OALC membership budget lines are overbudget due to cost increases.

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

1826 To approve the reserves update

The reserves were reviewed.

It was noted that as of 28 February 2026:

Earmarked reserves were £965.72 – £400 earmarked reserves had been used.

General reserves were £8,705.12 - £961.67 had been used plus £369.88 VAT.

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

1827 To consider the budget virement report and agree actions

The budget virement report was considered.

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

1828 To consider the reserves transfer report and agree actions

The reserves transfer report was considered.

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

Administration and policies

1829 To consider training options for the Councillors and Clerk, and agree actions

Training options for the Councillors and Clerk were considered.

Signed

(Chairman)

Date

Sandford St Martin Parish Council

1830 To review and approve the Virtual Meeting Procedure

It was **resolved** to approve the Virtual Meeting Procedure.

1831 To review and approve the Community Engagement Policy

It was **resolved** to approve the Community Engagement Policy.

1832 To review and approve the Staff Recruitment and Retention Policy

It was **resolved** to approve the Staff Recruitment and Retention Policy.

1833 To review and approve the Gifts and Hospitality Register Guidance

It was **resolved** to approve the Gifts and Hospitality Register Guidance.

1834 To consider responding to the Local Government Reorganisation consultation and agree actions

The Local Government Reorganisation options were considered.

It was **resolved** to delegate authority to the Clerk to respond to the Local Government Reorganisation consultation after receiving any further comments from councillors.

Correspondence and Information

1835 To receive items for information only

It was noted that the Annual Parish Meeting is due to be held on or before 01 June 2026.

1836 To receive an update regarding the May 2026 Parish Council election

The Clerk provided an update regarding the Parish Council election on 07 May 2026.

Next meeting

1837 To receive requests for items on 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.

1838 Next meeting – to note date and time of next meeting

It was **resolved** to hold the next meeting on Thursday 21 May 2026, at 7.00 pm, at Sandford St Martin Parish Hall. This will be the Annual Council Meeting.

1839 The meeting was closed at 8.11 pm.

Signed

(Chairman)

Date