Sandford St Martin Parish Council

MINUTES 20260521 MAY 21, 2026 7.05 PM SANDFORD ST MARTIN PARISH HALL

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

1840 **To elect the Chair of the Council**
Cllr North was proposed by Cllr Wheeler-Booth and seconded by Cllr Chanter. He was elected by a show of hands.
It was **resolved** to elect Cllr North as the Chair of the Council until the next Annual Council Meeting.

1841 **To receive the Acceptance of Office from the Chair of the Council**
The Acceptance of Office of Chair was signed by Cllr North in the presence of the Clerk.

1842 **Welcome from the Chair**
Cllr North welcomed everyone to the meeting.

1843 **To elect the Vice-Chair 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 elect Cllr Wheeler-Booth as the Vice-Chair of the Council until the next Annual Council Meeting.

1844 **To receive the Acceptance of Office from the Vice-Chair of the Council**
The Acceptance of Office of Vice-Chair was signed by Cllr Wheeler-Booth in the presence of the Clerk.

1845 **To approve the signing of the Declaration of Office by 31 May 2026 of councillors unable to attend the meeting**
Motion not required.

1846 **To receive apologies for absence**
Apologies for absence were received from WODC Cllr Jackson.

1847 **To receive declarations of interest from Members regarding items on the agenda**
None

1848 **To approve and sign the minutes of the meeting on 19 March 2026**
It was **resolved** to approve the minutes of the meeting on 19 March 2026. The minutes were signed by the Chair.

1849 **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.

1850 **To receive reports from County and District Councillors**
OCC Cllr Graham stated that:
- the new leader of OCC is Tim Bearder;
- Liz Leffman is the new Cabinet member for Highways;
- OCC Highways is progressing the road and pothole repair works;
- Congestion charge funds (centre of Oxford) will be used to give assistance to some essential workers, and create a bus link from “Park & Rides” to hospitals. The Park & Ride charge will increase to £3;
- WODC Cllr Jackson had been re-elected;
- WODC is committed to invest in local communities in the lead up to Local Government Reorganisation, and offer support to towns and parishes.

1851 **To consider moving items 52 and 53 on the agenda to precede item 12 on the agenda**
Cllr North proposed moving items 52 and 53 on the agenda to precede item 12 on the agenda.
It was **resolved** to move items 52 and 53 on the agenda to precede item 12 on the agenda.

Signed (Chairman) Date

1852 **To receive an update regarding future village events and agree actions**
Cllr North noted that there will be an Open Garden Tea and Plant Sale, and a concert at the church this summer.

1853 **To receive an update regarding flooding and agree actions**
Cllr North provided an update regarding the flooding actions. He noted that ENCON will act as the contracting party with OCC regarding the funding for the flood works. He noted that OCC Highways work has not been completed.

Cllr Davidson left the meeting.

1854 **To receive and comment on the Clerk's report**
The Clerk's report was received and noted.

Annual Matters

1855 **To approve that from 21 May 2026 until the next relevant Annual Meeting of the Council that the Council is eligible to use and adopt the General Power of Competence (Localism Act 2011, ss1-8) as the total number of elected councillors in the 2026 election was greater than two-thirds of the total number of seats on the Council, and the Council has a qualified Clerk as defined in The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, sch 2**
It was **resolved** to approve that from 21 May 2026 until the next relevant Annual Meeting of the Council that the Council is eligible to use and adopt the General Power of Competence (Localism Act 2011, ss1-8) as the total number of elected councillors in the 2026 election was greater than two-thirds of the total number of seats on the Council, and the Council has a qualified Clerk as defined in The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, sch 2.
It was **resolved** to adopt the General Power of Competence until the next relevant Annual Meeting of the Council.

1856 **To review existing committees and agree their terms of reference**
It was **resolved** to retain the Staffing Committee, and approve the terms of reference.

1857 **To create new committees and agree their terms of reference**
It was **resolved** not to create any further committees to carry out Council business.

1858 **To appoint members to serve on the committees**
It was **resolved** to appoint the following members to serve on the Staffing Committee:
- Cllr Chanter, Cllr Davidson, Cllr Wheeler-Booth.

1859 **To create working groups and agree their terms of reference**
It was **resolved** not to create working groups to carry out Council business.

1860 **To appoint members to serve on the working groups**
Motion not required as no working groups created.

1861 **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 Lead Councillor Terms of Reference.
It was **resolved** to approve the Finance and Governance Lead Councillor Terms of Reference.

1862 **To appoint a councillor to undertake the internal financial checks for this accounting year**
It was **resolved** to appoint Cllr Catling to undertake the internal financial checks for this accounting year.

1863 **To review the delegation arrangements with external committees and other local authorities**
It was noted that OCC has given permission for the Council to maintain and refurbish the two fingerposts in the parish.

1864 **To review arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses**
- Land to the rear of the Parish Hall – rented from Sandford Estate.

1865 **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 representatives:
- Mullin Automotive Museum Community Forum – Cllr North

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- Parish Hall Management Committee – Cllr North

It was **resolved** that councillors would request a motion on the meeting agenda when required and submit a meeting paper listing any decision required by the Council.

1866 **To review and approve the delegation arrangements to the Clerk**

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 defibrillator as required.

1867 **To review and approve the 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

Land rented:
- Area to the rear of Sandford Parish Hall

1868 **To review and approve the asset register**

It was **resolved** to approve the asset register.

1869 **To review and adopt the Standing Orders**

It was **resolved** to adopt the Standing Orders.

1870 **To review and approve the Financial Regulations**

It was **resolved** to adopt the Financial Regulations.

1871 **To review and approve the Council's complaints procedures**

It was **resolved** to approve the Complaints Procedure.
It was **resolved** to approve the Compliments and Complaints Form.
It was **resolved** to approve the Habitual or Vexatious Complaints Policy.

1872 **To review and approve the dates of review of all the Council's policies, procedures and notices to include the Council's policies and practices in respect of its obligations under freedom of information and data protection legislation, the Council's policy for dealing with 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's policies and practices in respect of its obligations under freedom of information and data protection legislation, the Council's policy for dealing with press/media, and the Council's employment policies and procedures.

1873 **To approve the Councillor Code of Conduct**

It was **resolved** to approve the Councillor Code of Conduct.

1874 **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 2026. The renewal cost is £300.
Costs from other insurance companies were considered, the minimum cost was £680.
It was **resolved** to renew the insurance with Zurich Municipal, at a cost of £300.

1875 **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 (Oxford Association of Local Councils)
- SLCC membership (Society of Local Council Council Clerks)
- ICO registration (Information Commissioner's Office)
- CFO membership (Community First Oxfordshire)
- Parish Online mapping

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1876 **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
- Sandford Estate	Parish Hall land rent
- Wel Medical	Defibrillator consumables
- Zurich Municipal	Insurance
- OCC Pension Fund	LGPS staff pension
- Unity Trust Bank	Bank charges
- Town & Country Trees Ltd	Tree maintenance
- Parish Online	Mapping software
- Parish Online	Domain, email and website
- Bitdefender	Anti-virus subscription
- Michelle Adams	Ledwell Village Green mowing

1877 **To review and approve the Scheduled Payments List and suppliers for the year to May 2027**

It was **resolved** to approve the Scheduled Payments List and suppliers for the year to May 2027:

- Clerk	Salary	Monthly
- HMRC	PAYE and NI	Monthly
- OCC Pension Fund	LGPS staff pension	Monthly
- TP Jones & Co LLP	Payroll	Quarterly
- SLCC	Clerk membership	Annually
- OALC	Membership	Annually
- Community First Oxon	Membership	Annually
- Sandford Estate	Parish Hall land rent	Annually
- Zurich Municipal	Insurance	Annually
- ICO	Annual registration	Annually
- Internal auditor	Internal auditor	Annually
- Microsoft	Office 365 – council computer	Annually
- Parish Online	Mapping software	Annually
- Parish Online	Domain, email and website	Annually
- Bitdefender	Anti-virus subscription	Annually
- Michelle Adams	Ledwell Village Green mowing	Monthly – during season

1878 **To approve the direct debits and standing orders for the year to May 2027**

It was **resolved** to approve the direct debits and standing orders for the year to May 2027:

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

1879 **To determine the date, time and place of ordinary meetings of the Council and its 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 council meetings at 7.00 pm.
It was **resolved** to hold the following meetings:
- Thursday 17 September 2026
- Thursday 17 December 2026
- Thursday 18 March 2027
- Thursday 20 May 2027 – Annual Council Meeting

1880 **To review and approve the Action Plan for 2026-2027**

The Action Plan for 2026-2027 was considered.
Active Travel and Quiet Lane projects were considered, noting that a traffic count budget had been created. Creating a design study proposal was considered. Funding options were considered.
It was **resolved** to approve the Action Plan for 2026-2027 with the addition of Active Travel and Quiet Lane projects.

1881 **To agree the Council project list and priorities for 2026-2027**

The Council project list paper was noted.

1882 **To receive and comment on the RFO's review of the annual accounts to 31 March 2026**

The RFO gave a report of the annual accounts to 31 March 2026.
The opening balance was £10,800.69.
Total receipts were £11,020.70.

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Total payments were £10,392.48.
The ending balance at 31 March 2026 was £11,428.91, which formed the opening balance for 2026-2027.
The Council used 93% of the 2025-2026 allowing for transfers to the reserves.
The Council used £400 of earmarked reserves. Earmarked reserves at 31 March 2026 were £2,770.72.
The Council used £1,621.67 of general reserves (excluding VAT). General reserves at 31 March 2026 were £8,658.19.
The internal auditor for 2025-2026 was Theresa Goss.
The internal financial check was carried out by Cllr Catling.

1883 **To approve the Statement of Accounts to 31 March 2026**
It was **resolved** to approve the Statement of Accounts to 31 March 2026.
The Statement of Accounts was signed by the Chair.

1884 **To approve the bank reconciliation to 31 March 2026**
It was **resolved** to approve the bank reconciliation to 31 March 2026.

1885 **To receive and comment on the internal audit report for the year ending 31 March 2026, and agree actions**
The internal audit report for the year ending 31 March 2026 was received and noted.
The recommendations from the internal auditor were considered:
- To consider using an accounting package – it was **resolved** not to use an accounting package this year, and to reconsider this if the Clerk requests.
- To provide the Clerk with a debit card – this has been agreed by Council, and should be implemented this year.
- To consider creating an earmarked reserve for election expenses – it was **resolved** not to create an earmarked reserve for election expenses, due to the way that WODC currently advise of the election expenses and add them to the precept form. It was **resolved** to review this decision following the creation of the new unitary authority.
- To add deeds and titles in the asset register – the Clerk will log the information held about Council owned land in the asset register. It was noted that some land has not been registered with the Land Registry due to lack of historical documentation required.
- To consider including photographs of the assets to the asset register, and publishing this on the website – it was **resolved** to update the asset photograph file, and append this to the asset register, to be published on the website.

1886 **To complete and sign the Annual Governance Statement for the year to 31 March 2026**
The Annual Governance Statement for the year ending 31 March 2026 was completed by the Council.
It was **resolved** to approve the Annual Governance Statement for the year ending 31 March 2026.
The Statement was signed by the Chair and the Clerk.

1887 **To approve and sign the Accounting Statements for the year to 31 March 2026**
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 2026.
The Accounting Statements were signed by the Chair.

1888 **To approve the Certificate of Exemption – AGAR 2025-2026**
The Council considered the Certificate of Exemption for 2025-2026.
It was **resolved** to certify that the Council is exempt from having a limited assurance review and submitting the AGAR to the external auditor.
It was **resolved** to sign the Certificate of Exemption – AGAR 2025-2026. This was signed by the Chair and the Clerk.
It was **resolved** that the Clerk would submit the Certificate of Exemption to the external auditor and publish as required.

1889 **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 in July. The Clerk proposed 03 June 2026 as the commencement date, with the end date being 14 July 2026. These dates were checked for compliance.
It was **resolved** to approve 03 June 2026 as the commencement date of the Exercise of Public Rights, with the end date being 14 July 2026.

1890 **To consider the internal auditor arrangement for the current financial year and agree actions**
The Council considered the internal auditor arrangement for the current financial year.

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It was **resolved** to retain the services of the current internal auditor, Theresa Goss, for this financial year.

1891 **To approve the grants and donations for the year to 31 March 2027**
The Council noted its Grants and Donations Policy.
It was **resolved** to offer the following donation:
- Churchyard maintenance to Sandford St Martin Church - £500 in two £250 tranches.

1892 **To review and approve the bank mandate**
It was **resolved** to approve the current bank mandate with Unity Trust Bank.
It was **resolved** to set up a savings account. It was **resolved** to delegate authority to the Clerk to set up a suitable savings account, and manage its administration.

Parish Hall

1893 **To receive updates regarding the Parish Hall and the Parish Hall 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.

Ledwell Village Green

1894 **To receive an update regarding the damaged drain by Ledwell Village Green and agree actions**
It was reported that a quotation for £2,250 had been obtained from G & O Engineers for the repairs to the damaged drain.
It was **resolved** to approve works up to £2,250 for repairs to the damaged drain, to be carried out by G & O Engineers. It was **resolved** to use earmarked and general reserves to cover the cost of the works.

Parish Maintenance

1895 **To receive updates regarding parish maintenance matters and agree actions**
It was noted that quotations had been obtained for a replacement wall mounted noticeboard in Sandford St Martin. Cllr North offered to make a noticeboard. It was **resolved** to reimburse the material costs of a new noticeboard to Cllr North. It was **resolved** to use general reserves to cover the material costs of a new noticeboard.
It was **resolved** to continue contracting Michelle Adams to cut the grass on Ledwell Village Green for the 2026-2027 season. It was **resolved** to delegate authority to the Clerk to arrange the new contract.

Planning and Enforcement

1896 **Any planning applications or enforcement notices received before the date of the meeting**
None.

1897 **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
25/02070/HHD – Erection of single storey tennis pavilion
The Pitts, Ledwell Road, Sandford St Martin – Under consideration
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 – Approved: 23 March 2026
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 – Approved: 02 April 2026
26/00570/LBC – Installation of an external antenna on the side elevation of the building
Ledwell House, Ledwell – Approved: 08 May 2026

Finance

1898 **To ratify expenditure since the last meeting**
It was **resolved** to approve the following:

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

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HMRC	PAYE/NI – April 2026		DD
OCC Pension	Pension payment – April 2026		bank transfer

1899 **To approve the current payments**
It was **resolved** to approve the following:

Anne Ogilvie	Clerk reimbursement	£62.70	bank transfer
Unity Trust Bank	Bank charges - April	£7.00	bank transfer
CFO	Annual membership	£35.00	bank transfer
TP Jones & Co	Payroll – Jan-Mar	£64.40	bank transfer
Zurich Municipal	Insurance renewal	£300.00	bank transfer
OALC	Training – Listed Buildings	£66.00	bank transfer
WTG Consultants Ltd	Internal audit 2025-26	£225.00	bank transfer
OCC Pension	Pension payment – May 2026		bank transfer
Anne Ogilvie	Salary – May 2026		SO / transfer
HMRC	PAYE/NI – May 2026		DD

1900 **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.

1901 **To note monies received**

HMRC	VAT126 refund	£486.31
WODC	Precept – 1st half	£5,525.50

1902 **To receive an update of the current status of the bank account**
Unity Trust current account as of 30 April 2026 - £17,185.11

1903 **To approve the bank reconciliations**
It was **resolved** to approve the following bank reconciliations:
Unity Trust current account: 31 March 2026, 30 April 2026

1904 **To approve the finance update**
The finance to 30 April 2026 was reviewed.
Receipts – £6,011.81
Payments - £431.16
Balance - £17,009.56
It was **resolved** to approve the finance update.

1905 **To approve the budget update**
It was noted that 4% of the budget had been used to 30 April 2026.
It was **resolved** to approve the budget update.

1906 **To approve the reserves update**
The reserves were reviewed.
It was noted that as of 30 April 2026:
Earmarked reserves were £2,770.72.
General reserves were £9,144.50
It was **resolved** to approve the reserves update.

Administration and policies

1907 **To consider training options for the Councillors and Clerk, and agree actions**
Training options for the Councillors and the Clerk were considered.
It was **resolved** to ratify Cllr North to attend OALC's Listed Buildings and Conservation Areas training, at a cost of £55.
It was **resolved** to approve the Clerk to attend SLCC's National Conference 2026 and SLCC's Practitioners' Conference 2027.

1908 **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 had taken place on 16th March 2026. The inspection noted the poor condition of the noticeboard by Sandford St Martin Church and the bench behind the Parish Hall. It was noted that Cllr North has agreed to make a new noticeboard, and that Cllr Catling will organise the removal of the bench.

Correspondence and Information

1909 **To receive items for information only**
None.

Next meeting

Signed (Chairman) Date

1910 **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**
- Commercial planning applications in surrounding areas
It was noted that items and papers for the next agenda must be received at least one week before the next meeting.

1911 **Next meeting – to note date and time of next meeting**
It was **resolved** to hold the next meeting on Thursday 17 September 2026, at 7.00 pm, at Sandford St Martin Parish Hall.

Confidential

1912 **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

1913 **To consider staffing matters**
It was noted that the Clerk's appraisal had been held on 16 March 2026, and a verbal report was received from Cllr Wheeler-Booth. The Clerk will provide a report for the next council meeting regarding a staffing matter.

1914 The meeting was closed at 8.49 pm.

Signed (Chairman) Date