

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

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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

Signed

(Chairman)

Date

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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 Procedure.

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

Signed

(Chairman)

Date

Sandford St Martin Parish Council

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.

Signed

(Chairman)

Date

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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.

Signed

(Chairman)

Date

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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

Signed

(Chairman)

Date

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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 – 1 st 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

Sandford St Martin Parish Council

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.

DRAFT

Signed

(Chairman)

Date