

Sandford St Martin Parish Council

MINUTES 20260917

SEPTEMBER 17, 2026 7.00 PM SANDFORD ST MARTIN PARISH HALL

ATTENDEES	Paul Catling, David Chanter, Emily Wheeler-Booth OCC Cllr Graham (from item 1928) Members of the public – two Clerk – Anne Ogilvie
ABSENT	Louise Davidson, Paul North

1915 Welcome from the Chair

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

1916 To receive apologies for absence

Apologies for absence were received from Cllr Davidson and Cllr North.

It was **resolved** to approve the reasons for absence (personal reasons) from Cllr Davidson and Cllr North.

1917 To receive declarations of interest from Members regarding items on the agenda

None

1918 To approve and sign the minutes of the meeting on 21 May 2026

It was **resolved** to approve the minutes of the meeting on 21 May 2026. The minutes were signed by the Vice-Chair, Chair of the meeting.

1919 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 PCC thanked the Council for the previous donations towards the churchyard maintenance, and requested a continuation of the current donation in the next financial year. She advised that a new Rector had been appointed. She provided a PCC update regarding item 11 on the agenda.

A member of the public commented on item 15 on the agenda.

1920 To consider moving item 15 on the agenda to precede item 6 on the agenda

Cllr Wheeler-Booth proposed moving item 15 on the agenda to precede item 6 on the agenda.

It was **resolved** to move item 15 on the agenda to precede item 6 on the agenda.

1921 To consider writing to WODC and OCC regarding sewage issues in Ledwell and agree actions

The concern about sewage coming from a private foul drain onto the road in Ledwell was considered.

It was **resolved** to write a letter to WODC and OCC in support of the action required to resolve sewage issue in Ledwell.

1922 To receive reports from County and District Councillors

None received.

1923 To receive and comment on the Clerk's report

The Clerk's report was received and noted.

Parish Hall

1924 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.

Community

1925 To receive an update regarding further village events and meetings and agree actions

Requests for financial support for events and activities had been received.

It was **resolved** to give £100 to the PCC to support printing costs for event posters and walk leaflet printing.

It was **resolved** to give £100 to support the costs of the Community Quiz, run by the Parish Hall Management Committee.

It was **resolved** to use £60 to support a Council event to recognize the installation of the new noticeboard in Sandford St Martin.

It was **resolved** to use the Community Events budget line to fund these requests.

Signed

(Chairman)

Date

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1926 To consider concerns about noise from properties and agree actions

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

1927 To consider a request to nominate the Parish Hall as an Asset of Community Value and agree actions

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

1928 To consider the results of the traffic count project undertaken in July and agree actions

The results of the traffic count project undertaken in July were noted.

OCC Cllr Graham entered the meeting.

He stated that:

- Local Government Reorganisation is being paused and is being reviewed by central government.
- Following the LGR update District Council elections will now take place in May 2027.
- The election for a shadow authority will now be deferred until at least 2028.
- Work on the Mayoral Strategic Authority is ongoing.
- Discussions with T & PCs regarding the transfer of services and assets will continue, if Councils have the capacity and agree to the proposals.
- Road accidents in Oxfordshire have reduced since the introduction of the 20mph scheme.

OCC Cllr Graham left the meeting.

1929 To receive an update regarding highway matters and agree actions

It was noted that OCC have installed a new VAS by the Parish Hall, and that the Council has permission to extract data.

1930 To consider responding to OCC's request for feedback regarding the 20mph schemes and agree actions

It was **resolved** to delegate authority to the Clerk to respond to OCC's request for feedback regarding the 20mph schemes, noting that traffic speed has reduced in Sandford St Martin, but some drivers accelerate before leaving the 20mph zone.

Flooding

1931 To receive an update regarding flooding and agree actions

The update from Cllr North regarding flooding was noted.

Ledwell Village Green

1932 To receive an update regarding the damaged drain by Ledwell Village Green and agree actions

The update regarding the damaged drain by Ledwell Village Green was noted. It was noted that the works are scheduled to take place this autumn.

Parish Maintenance

1933 To receive updates regarding parish maintenance matters and agree actions

It was noted that Cllr North has constructed a new noticeboard for Sandford St Martin.

It was **resolved** not to remove the bench behind the Parish Hall.

1934 To consider whether to request winter salt from OCC for the parish and agree actions

It was **resolved** not to order winter salt from OCC for the parish.

Planning and Enforcement

1935 Any planning applications or enforcement notices received before the date of the meeting

None.

1936 Update of previous planning applications and enforcement actions

22/01697/HHD – Installation of a T3 aerial

Park House Farm, Ledwell Road, Sandford St Martin – Removed from portal

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

The Pitts, Ledwell Road, Sandford St Martin – Withdrawn

26/01694/HHD – Conversion of existing store to form a pottery studio

Flight Hill Farm, Flight Hill, Sandford St Martin – Approved: 07 September 2026

26/01695/LBC – Internal and external alterations to convert existing stores to form a pottery studio

Flight Hill Farm, Flight Hill, Sandford St Martin – Approved: 07 September 2026

1937 To consider commercial planning applications in other local parishes and agree actions

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

Signed

(Chairman)

Date

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1938 To consider responding to the Local Plan consultation and agree actions

It was **resolved** not to respond to the Local Plan consultation.

Action Plan and Budget

1939 To consider the draft Action Plan for 2027-2028 and agree actions

It was **resolved** to approve the Action Plan for 2027-2028.

1940 To consider the draft budget for 2027-2028 and agree actions

The draft budget for 2027-2028 was noted.

The request from the PCC for £500 contribution for the graveyard maintenance was noted.

It was noted that the budget will be considered and approved at the December council meeting.

Finance

1941 To ratify expenditure since the last meeting

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

Unity Trust Bank	Bank charges – May	£7.00	bank transfer
OCC Pension	Pension payment – June 2026		bank transfer
Anne Ogilvie	Salary – June 2026		SO / transfer
HMRC	PAYE/NI – June 2026		DD
SSM PCC	Grass cutting donation	£250.00	bank transfer
TP Jones & Co LLP	Payroll – Apr-Jun	£64.40	bank transfer
Brown & Co	Parish Hall ground rent 24/25,25/26	£30.00	bank transfer
Brown & Co	Parish Hall ground rent 26/27	£25.00	bank transfer
SLCC	Clerk membership	£48.00	bank transfer
SLCC Enterprises Ltd	SLCC National Conference	£158.75	bank transfer
Anne Ogilvie	Salary – July 2026		SO / transfer
HMRC	PAYE/NI – July 2026		DD
OCC Pension	Pension payment – July 2026		bank transfer
Unity Trust Bank	Bank charges – June	£7.00	bank transfer
OCC Pension	Pension payment – August 2026		bank transfer
Anne Ogilvie	Salary – August 2026		SO / transfer
HMRC	PAYE/NI – August 2026		DD
Unity Trust Bank	Bank charges – July	£7.00	bank transfer

1942 To approve the current payments

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

Anne Ogilvie	Clerk reimbursement	£166.49	bank transfer
Unity Trust Bank	Bank charges - August	£7.00	bank transfer
SSM PCC	Grass cutting donation	£250.00	bank transfer

1943 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.

1944 To note monies received

It was noted that the following monies had been received:

WODC	Precept – 2 nd half	£5,525.50
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1945 To receive an update of the current status of the bank account

Unity Trust current account as of 31 August 2026 - £14,366.09

1946 To approve the bank reconciliations

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

Unity Trust current account: 31 May 2026, 30 June 2026, 31 July 2026, 31 August 2026

1947 To approve the finance update

The finance to 31 August 2026 was reviewed.

Receipts – £6,011.81

Payments - £3,475.93

Balance - £13,964.79

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

1948 To approve the budget update

It was noted that 31% of the budget had been used to 31 August 2026.

It was noted that the Internal Auditor budget line was overbudget by £25.00.

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

Signed

(Chairman)

Date

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1949 To approve the reserves update

The reserves were reviewed.

It was noted that as of 31 August 2026:

Earmarked reserves: used £30.00, remaining £2,740.72.

It was noted that £660 from the Ledwell Village Green drainage works EMR will be used for the contracted drainage works.

It was noted that £30 from the Parish Hall ground rent EMR had been used to cover the 24/25 and 25/26 Parish Hall ground rent invoices.

General reserves were £9,090.79.

It was noted that £1,590 from general reserves will be used for the contracted Ledwell Village Green drainage works.

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

1950 To consider setting up a savings account and agree actions

Savings accounts were considered.

It was **resolved** to set up the following savings accounts with Unity Trust Bank: instant access account and 32 day savings account.

It was **resolved** that Cllr North and Cllr Wheeler-Booth would be the signatories for the savings accounts.

It was **resolved** to delegate authority to the Clerk to set up and administer the savings accounts.

1951 To consider a funding request from the Barton Bulletin and agree actions

A funding request from the Barton Bulletin of £108 was considered.

It was noted that the Council had agreed a budget of £100 for the Barton Bulletin.

It was **resolved** to approve a donation of £100 to the Barton Bulletin.

1952 To consider a report following the internal financial check and agree actions

The report from Cllr Catling, following an internal financial check undertaken on 31 March 2026, was received and noted. It was **resolved** to approve the report.

Administration and policies

1953 To consider training options for the Councillors and Clerk, and agree actions

Training options for the Councillors and the Clerk were considered and noted.

1954 To review and approve the Disciplinary and Grievance Policy

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

1955 To review and approve the Health and Safety Policy

It was **resolved** to approve the Health and Safety Policy.

1956 To review and approve the Training and Development Policy

It was **resolved** to approve the Training and Development Policy.

1957 To review and approve the Internal Financial Control Policy

It was **resolved** to approve the Internal Financial Control Policy.

1958 To review and approve the Internet Banking Payment Procedure

It was **resolved** to approve the Internet Banking Payment Procedure.

1959 To review and approve the Risk Assessment

It was **resolved** to approve the Risk Assessment.

1960 To approve the Letter of Engagement from the internal auditor for the 2026-2027 internal audit

The Letter of Engagement, including the Agreement of Terms for the 2026-2027 internal audit, from Theresa Goss was considered. It was noted that the proposed internal auditor, Theresa Goss, is independent of the council.

It was **resolved** to approve Theresa Goss to undertake the 2026-2027 internal audit at a cost of £225. It was **resolved** to complete and sign the Agreement of Terms for the 2026-2027 internal audit.

1961 To note the National Salary Award figures for 2026-2027, to be backdated to 01 April 2026

The National Salary Award figures for 2026-2027, to be backdated to 01 April 2026, were noted.

Correspondence and Information

1962 To receive items for information only

It was noted that the Clerk will be taking annual leave before the next meeting.

It was noted that the Clerk will be attending the SLCC National Conference in October.

Signed

(Chairman)

Date

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Next meeting

- 1963 **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 motions requested.

It was noted that items and papers for the next agenda must be received at least one week before the next meeting.

- 1964 **Next meeting – to note date and time of next meeting**

It was **resolved** to hold the next meeting on Thursday 17 December 2026, at 7.00 pm, at Sandford St Martin Parish Hall.

Confidential

- 1965 **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

- 1966 **To consider staffing matters**

A report regarding time in lieu was considered.

It was **resolved** to approve the repayment proposal, payments to be made at the current payscale in force at the time of the repayment.

It was **resolved** to fund the repayments this financial year from general reserves, with future years repayments being included in the budget.

It was **resolved** to approve the future TOIL agreement.

It was **resolved** to increase the Clerk's payscale to SCP18 from September 2026.

- 1967 The meeting was closed at 8.47 pm.

Signed

(Chairman)

Date