

Sandford St Martin Parish Council

MINUTES 20221006

OCTOBER 6, 2022

7.00 PM SANDFORD ST MARTIN PARISH HALL

ATTENDEES	Paul North, James Rowe (Chairman), George Smith, Emily Wheeler-Booth Cllr Jackson (WODC) One member of the public
ABSENT	Paul Catling

- 998 **Welcome from the Chairman of the Council**
The Chairman welcomed everyone to the meeting.
- 999 **To receive apologies for absence**
Apologies were received from Cllr Catling. It was **resolved** to approve the reason for his absence. Apologies were received from OCC Cllr Graham.
- 1000 **To receive declarations of interest from Members regarding items on the agenda**
To note that councillors who have declared an interest in an item on the agenda are obliged to leave the meeting room for the duration of that item and take no part in the discussion or the vote
Cllr Rowe declared an interest in item 1012.
- 1001 **To approve and sign the minutes of the meeting on 05 June 2022**
It was **resolved** to approve the minutes of the meeting on 05 June 2022. The minutes were signed by the Chairman.
- 1002 **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**
Nil
- 1003 **To receive reports from County and District Councillors**
WODC Report – Cllr David Jackson
Cllr Jackson updated the meeting regarding the subsidence issue on the road by Wattle Hill Farm. He is liaising with OCC officers on that matter and other local road problems. He advised that “speedwatch” is available, but the site would need to be approved by TVP.
- 1004 **To receive and comment on the Clerk’s report**
The Clerk’s report was received and noted.
The Clerk handed out the new ROI forms and advised that the new Code of Conduct will be a motion for approval at the next meeting.
There were no comments.
- 1005 **Planning and enforcement**
To consider a proposal from Sandford St Martin Cricket Club for a new Groundsman Building
A representative from the Sandford St Martin Cricket Club presented the Club’s proposal for a new Groundsman Building, and asked for the Council’s support.
It was **resolved** to write a letter of support for the proposal, stating that the Council considers the preliminary drawings to be sensible and appropriate.

Member of the public left the meeting.
- 1006 **Planning and enforcement – Any planning applications or enforcement notices received before the date of the meeting**
Nil
- 1007 **Update of previous planning applications and enforcement actions**
22/00603/HHD – Replacement of an existing rear window with a half glazed timber stable door Old Dairy Barn, Manor Road, Sandford St Martin – Approved, 15/05/22
22/00987/HHD – Solar panels on garage roof
Green Rise, Ledwell – Approved, 17/06/22
22/01132/S73 – Variation of condition 2 of planning permission 20/02531/HHD to allow for an enlarged underground garage/storage and provision of a service corridor
Millers Barn, Mill Lane, Sandford St Martin – Approved, 22/06/22

Signed

(Chairman)

Date

Sandford St Martin Parish Council

22/01707/HHD – Loft conversion to have clear glazed window in side elevation. Demolish existing chimney and rebuild it in a different place

6 Pound Bank, Sandford St Martin – Approved, 08/08/22

22/01814/HHD – Replace existing shed and former greenhouse with a cedar shingle clad studio
Cricket Field Cottage, Ledwell Road, Sandford St Martin – Approved, 23/08/22

22/01697/HHD – Installation of a T3 aerial

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

22/01698/LBC – Installation of a T3 aerial

Park Farm House, Ledwell Road, Sandford St Martin – Approved, 31/08/22

1008 To consider request for funding from the Barton Bulletin and agree actions

It was **resolved** to give £75 to the Barton Bulletin.

1009 To consider purchasing and installing a new lock for the Sandford St Martin noticeboard

It was **resolved** to purchase and install a new lock for the Sandford St Martin noticeboard.

It was **resolved** that Cllr Smith, Cllr Wheeler-Booth and the Clerk would hold keys.

1010 To consider moving item 9d on the agenda to precede item 9c on the agenda

Cllr Rowe proposed moving item 9d on the agenda to precede item 9c on the agenda.

It was **resolved** to move item 9d on the agenda to precede item 9c on the agenda.

1011 To receive update from Cllr Rowe regarding parish maintenance works and agree actions

Cllr Rowe gave an update. He proposed that a contractor is employed to undertake the noticeboard lock replacement, the repair of the bench on Ledwell Village Green and repairs to the signpost at the Ledwell crossroad.

It was **resolved** to request a contractor to undertake the noticeboard lock replacement, the repair of the bench on Ledwell Village Green and repairs to the signpost at the Ledwell crossroad.

The Clerk and Cllr North will investigate suitable contractors.

1012 To receive an update from Cllr North regarding the Mullins Motor Museum and agree actions

Cllr North gave an update regarding the Mullins Motor Museum planning application plans. He advised that a community forum of five surrounding parishes had been set up. Cllr North was approved as the Council's representative at these meetings. He advised that there will be two public consultations:

Friday 28 October, 5-8pm at the Alice Marshall Hall, Middle Barton

Saturday 29 October, 1-4pm at Enstone Parish Hall, Enstone.

It was noted that the Council will monitor the situation, will publicise the meetings and encourage attendance.

1013 To consider whether salt bins and/or salt are required from OCC and agree actions

It was **resolved** that salt bins and/or salt are not required from OCC.

1014 To receive report regarding Village Greens from the Clerk, including a log of Village Greens in the Parish and Council's responsibilities and obligations

The report regarding Village Greens was received and noted.

1015 To consider request for works on Ledwell Village Green and agree actions

Motion not required.

1016 To ratify expenditure since last meeting

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

Clerk salary	May 2022		chq 100707
HMRC	PAYE/NI May 2022		chq 100708
OCC Pension Fund	June 2022		chq 100712
Clerk salary	June 2022		chq 100715
HMRC	PAYE/NI June 2022		chq 100716
OCC Pension Fund	July 2022		chq 100719
Clerk salary	July 2022		chq 100720
HMRC	PAYE/NI July 2022		chq 100721
OCC Pension Fund	August 2022		chq 100722
Zurich Municipal	Annual insurance	£241.00	chq 100706
Kingham Garden Services	May mowing	£45.00	chq 100709
Sandford St Martin PCC	Mowing	£250.00	chq 100710
Our Bus Bartons	Donation	£250.00	chq 100711
Emily Wheeler-Booth	Jubilee celebration supplies	£31.94	chq 100713
Kingham Garden Services	June mowing	£90.00	chq 100714
TP Jones & Co LLP	Payroll – April to June	£58.50	chq 100717

Signed

(Chairman)

Date

Sandford St Martin Parish Council

SLCC	Part Clerk membership	£31.29	chq 100718
SLCC	Part national conference	£111.25	chq 100723
Anne Ogilvie	Reimbursement of expenses	£51.39	chq 100724

1017 To approve current payments

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

TP Jones & Co LLP	Payroll – July to September	£58.50	chq 100725
Rocketfuel Creative Ltd	Domain and webhosting	£239.80	chq 100726
OCC Pension Fund	September 2022		chq 100727
Our Bus Bartons	Donation	£250.00	chq 100728
Sandford St Martin PCC	Mowing	£250.00	chq 100729
Sandford St Martin PC	Unity deposit	£500.00	chq 100730
Clerk salary	August 2022		chq 100731
HMRC	PAYE/NI August 2022		chq 100732
Anne Ogilvie	Reimbursement of expenses	£21.33	chq 100733
Clerk salary	September 2022		chq 100734
HMRC	PAYE/NI September 2022		chq 100735

1018 To instruct bank signatories to sign approved payments or process bank transfers

It was **resolved** to instruct the bank signatory to sign the approved payments.

1019 To note monies received

WODC £3,553.50 2nd half of precept

1020 To receive update of current status of bank account

Current account as of 26 August 2022 - £10,786.08.

1021 To approve the budget update

The budget update to 30 September was reviewed. It was noted that 36% of the budget had been spent. It was noted that some budget lines were overbudget due to the invoicing schedule, including insurance and SLCC membership.

The Clerk reported that some budget lines may be overbudget by the end of the financial year due to the current and forecasted inflation rates, and the anticipated NJC April 2022 pay award, which were not allowed for when this budget and precept were agreed in 2021. If budget virements are not possible, it may be necessary to use reserves to cover the shortfall or not undertake proposed expenditure.

It was **resolved** to approve the budget update to 30 September 2022.

1022 To approve the bank reconciliation

It was **resolved** to approve the bank reconciliations of 27 May 2022, 26 June 2022, 27 July 2022, 26 August 2022 and 27 September 2022.

1023 To approve the finance update

The finance update was reviewed.

Receipts - £7107.00

Payments - £2617.10

Balance - £14,066.72

It was **resolved** to approve the finance update to 30 September 2022.

1024 To approve the reserves update

The reserves were reviewed.

It was noted that no reserves had been used as of 03 October 2022.

Earmarked reserves as of 03 October 2022 - £200.00

General reserves as of 03 October 2022 - £9376.82

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

1025 To consider the draft Action Plan for 2023-2024

The draft Action Plan for 2023-2024 was received and noted. It was noted that the Action Plan for 2023-2024 would be presented at the next Council Meeting for review and approval.

1026 To consider the draft budget for 2023-2024

The draft budget for 2023-2024 was received and noted. It was noted that the budget for 2023-2024 would be presented at the next Council Meeting for review and approval.

1027 To review and approve the Terms of Reference for the Finance and Governance lead councillor

It was **resolved** to approve the Terms of Reference for Lead Councillors.

Signed

(Chairman)

Date

Sandford St Martin Parish Council

It was **resolved** to approve the Functions and Reporting Structure for the Finance and Governance lead councillor.

1028 To review and approve the Review of Effectiveness of Internal Audit for the year ending 31 March 2022

It was **resolved** to approve the Review of Effectiveness of Internal Audit for the year ending 31 March 2022. The review was signed by the Chairman and RFO.

1029 To consider Clerk and councillor training and agree actions (deferred from May 2022 meeting)

Training options were considered.

It was **resolved** to book the following training from OALC:

Planning – Cllr North

Councillor Fundamentals – Cllrs Catling and Smith. It was noted that if Cllr Catling were unable to attend Cllr North would attend in his place.

It was **resolved** to approve the Clerk's attendance at the SLCC Practitioner Conference in February 2023.

1030 To review and approve the Internal Auditor agreement for the year ending 31 March 2023

It was **resolved** to approve the Internal Auditor agreement for the year ending 31 March 2023 with Jane Olds, and the cost of £200 for the audit.

1031 To consider opting out of the SAAA external auditor appointment arrangements and agree actions

It was **resolved** not to opt out of the SAAA external auditor appointment arrangements.

1032 To review and approve the Risk Assessment

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

1033 To note the new councillor induction pack

The new councillor induction pack was received and noted. Councillors were asked to advise the Clerk of other information they would like added.

1034 To review and approve the Disciplinary and Grievance Policy

It was **resolved** to approve the Disciplinary and Grievance Policy.

1035 To review and approve the Health and Sickness Policy

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

1036 To review and approve the Sickness and Absence Policy

It was **resolved** to approve the Sickness and Absence Policy.

1037 To review and approve the Equal Opportunities Policy

It was **resolved** to approve the Equal Opportunities Policy.

1038 To review and approve the Training and Development Policy

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

1039 To review and approve the Security Incident Response Policy

It was **resolved** to approve the Security Incident Response Policy.

1040 To consider purchasing an SSL certificate for the website

It was **resolved** to purchase an SSL certificate for the website.

1041 To receive items for information only

a) WODC Cabinet meeting, 16 November at 2pm, Chipping Norton Town Hall

1042 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

Items for next agenda: Update following the Mullins public consultations, Code of Conduct, Dignity at Work Policy, Civility and Respect Pledge

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

1043 Next meeting – to note date and time of next meeting

It was **resolved** to hold the next meeting on 08 December 2022, at 7.00 pm, at the Parish Hall, Sandford St Martin.

1044 The meeting was closed at 9.12 pm.

Signed

(Chairman)

Date