

Sandford St Martin Parish Council

MINUTES 20230316

MARCH 16, 2023

7.05 PM SANDFORD ST MARTIN PARISH HALL

ATTENDEES	Paul Catling, Paul North (Chairman), Emily Wheeler-Booth Clerk Cllr Jackson (WODC) Members of the public - 2
ABSENT	Nil

1111 Welcome from the Chairman

The Chairman welcomed everyone to the meeting.

1112 To receive apologies for absence

Apologies were received from OCC Cllr Graham.

1113 To receive declarations of interest from Members regarding items on the agenda

None.

1114 To approve and sign the minutes of the meeting on 16 February 2023

It was **resolved** to approve the minutes of the meeting on 16 February 2023. The minutes were signed by the Chairman.

1115 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

The defibrillator guardian advised that there was a problem with the defibrillator cabinet heat sensor, and they had been informed that it may not be repairable, and a new cabinet might be required. It was also noted that new defibrillator pads would be required at the end of the year. It was **resolved** to delegate authority to the Clerk to approach the Thomas Giles Charity to request a grant to cover the cost of a new cabinet, approximate cost £625, and its install.

**1116 To receive reports from County and District Councillors
WODC Report – Cllr David Jackson**

Cllr Jackson advised that potholes in the parish have been logged on FixMyStreet. He advised that planning application 22/03415/FUL would be determined by WODC at the Development Control Committee meeting on 27 March, but he would not be able to attend.

1117 To receive and comment on the Clerk's report

The Clerk's report was received and noted.

1118 Planning and enforcement – MW.0031/23 – Extraction of limestone and deposit of imported clay and mineral scalpings to achieve agricultural restoration and conservation habitat creation (part retrospective) (including consolidation with permitted operations under planning permission MW.0100/21) – Land at Quarry Farm North of Green Lane, Green Lane, Chipping Norton, Great Tew OX7 4NS. Applicant: Great Tew Farms Partnership – comment by 30 March 2023

It was **resolved** to comment that the Council was concerned about:

- the increase in traffic, noise and dust resulting from these works;
- damage to the existing road surface resulting from these works.

1119 Planning and enforcement – Any planning applications or enforcement notices received before the date of the meeting

None.

1120 To receive an update regarding the Driving Centre, Enstone Airfield planning application and agree actions

It was noted that the Council had used the Clerk's delegated authority to object to this planning application, 22/03415/FUL.

The Council had concerns regarding:

- the increase in traffic;
- noise from the increase in traffic and the track;
- the visual impact of the development on the landscape;
- the applicant's economic benefit argument.

Cllr North gave an update regarding the Driving Centre planning application.

He noted that the Development Control Committee (DCC) would be undertaking a site visit on

Signed

(Chairman)

Date

Sandford St Martin Parish Council

24 March, and that this application was on the agenda of the DCC meeting on 27 March. It was agreed that Cllr North and the Clerk would attend the Development Control Committee meeting to represent the Council.

1121 Update of previous planning applications and enforcement actions

22/01697/HHD – Installation of a T3 aerial

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

22/03415/FUL – Construction for buildings for automotive museum with corporate hospitality (club space, accommodation for members, food & beverage and retail); museum exhibition building; workshops; store; energy centre; construction of support holiday homes; and amenity facilities. Formation of car exercise road, formation of landscaped grounds, associated site services and other works.

The Driving Centre, Enstone Airfield, Enstone – Under consideration

1122 To receive updates regarding the Parish Hall and agree actions

A report was received from a representative of the PCC.

It was noted that the Parish Hall Management Committee had previously had a representative from the Parish Council, but that currently this position was vacant.

It was noted that a draft Memorandum of Understanding between the PCC and the Parish Council had been created to clarify responsibilities, but this had not been progressed. The PCC representative agreed to send a copy of the draft Memorandum of Understanding to the Council – the Clerk would circulate this to the councillors.

It was noted that the Hall had suffered a decrease in revenue from hall hire since the COVID pandemic, which has affected its financial stability.

It was noted that clarification is required regarding the ownership of various parcels of land around the Parish Hall. The PCC representative agreed to obtain a coloured version of the plan from the Diocese to aid understanding of the land ownerships of the area.

It was **resolved** to include the approval of a representative for the Parish Hall Management Committee on the May agenda.

It was **resolved** that the Council would investigate broadband connection options for the Parish Hall.

1123 To receive quotations for the tree works in Ledwell and agree actions

It was noted that only one quotation had been received.

It was **resolved** to suspend Financial Regulation 11.1 h as the Council had not been able to obtain three quotations for the works.

It was **resolved** to contract Town and Country Trees Ltd to undertake works to the silver birch tree on Ledwell Village Green for a cost of £350.

1124 To consider the issue of parking on the pavements in Sandford St Martin and agree actions (deferred from December 2022 meeting)

The Council discussed the issues of parking on pavements, and trailing cables used to charge cars.

It was **resolved** to ask Thames Valley Police if there is any guidance regarding charging cars on the pavements and roads using trailing cables.

It was **resolved** to ask Thames Valley Police for a representative to attend the Annual Parish Meeting.

1125 To agree the date, time, place and format for the Annual Parish Meeting

It was **resolved** to hold the Annual Parish Meeting on the same day as the Annual Council Meeting, at 7.00 pm, at Sandford St Martin Parish Hall, to be followed by the Annual Council Meeting.

1126 To ratify expenditure since the last meeting

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

OCC Pension Fund	December 2022		chq 100749
Clerk salary	December 2022		chq 100750
HMRC	PAYE/NI December 2022		chq 100751
Anne Ogilvie	Clerk reimbursement	£27.41	chq 100752
TP Jones & Co LLP	Payroll Oct-Dec	£64.40	chq 100753
ICO	Data registration renewal	£40.00	chq 100754
OCC Pension Fund	January 2023		chq 100755
SLCC	Practitioner Conference (1/4)	£93.75	chq 100756
Clerk salary	January 2023		chq 100757
HMRC	PAYE/NI January 2023		chq 100758

Signed

(Chairman)

Date

Sandford St Martin Parish Council

1127 To approve the current payments

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

OALC	Annual subscription	£156.00	chq 100767
OCC Pension Fund	March 2023		chq 100768
Anne Ogilvie	Clerk reimbursement	£28.58	chq 100770
Clerk salary	March 2023		chq 100771
HMRC	PAYE/NI March 2023		chq 100772
Unity Trust Bank	Bank charge	£6.00	
Transfer to the Unity Trust Bank		£500.00	chq 100773
Transfer to the Unity Trust Bank		£500.00	chq 100774

1128 To instruct bank signatories to sign the approved payments or process the bank transfers

It was **resolved** that Cllr Wheeler-Booth would sign the approved payments.

1129 To note monies received

HMRC	VAT 126 refund	£153.04
------	----------------	---------

1130 To receive an update of the current status of the bank account

Current account as of 27 February 2023 - £10,127.61

1131 To receive the budget update

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

1132 To review and approve the budget virement report

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

1133 To approve the bank reconciliation

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

1134 To approve the finance update

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

1135 To approve the reserve update

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

1136 To review and approve the earmarked reserve update report

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

1137 To review and approve the Internal Financial Control Policy

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

1138 To review and approve the Internet Banking Payment Procedure

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

1139 To review and approve the Freedom of Information Scheme

It was **resolved** to approve the Freedom of Information Scheme.

1140 To review and approve the Grants and Donations Policy

It was **resolved** to approve the Grants and Donations Policy.

1141 To review and approve the Business Continuity Policy

It was **resolved** to approve the Business Continuity Policy.

1142 To review and approve the Virtual Meeting Procedure

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

1143 To review and approve the Community Engagement Policy

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

1144 To review and approve the Staff Recruitment and Retention Policy

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

1145 To review and approve the Expenses Policy

It was **resolved** to approve the Expenses Policy.

1146 To review and approve the Reserves Policy

It was **resolved** to approve the Reserves Policy.

1147 To review and approve the Gifts and Hospitality Register Guidance

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

Signed

(Chairman)

Date

Sandford St Martin Parish Council

1148 To review and approve the asset register

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

It was noted that Spelsbury Down Farm have been asked for a plan of the land rented by the Council, but have not been able to supply one.

1149 To receive items for information only

None.

1150 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

Agenda motion requests:

- Parish Hall update
- Parish Hall wifi update
- Planning application 22/03415/FUL update
- Councillor co-option

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

1151 Next meeting – to note date and time of the next meeting

It was noted that the council would not be quorate for a meeting on Thursday 18 May.

It was **resolved** to move the Annual Council Meeting to Thursday 25 May 2023, at Sandford St Martin Parish Hall, to follow the Annual Parish Meeting.

1152 The meeting was closed at 9.00 pm.

Signed

(Chairman)

Date