

# Sandford St Martin Parish Council

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Council members are hereby summoned to attend the Parish Council Meeting on Thursday 5<sup>th</sup> October 2023 at 7.00 pm, at Sandford St Martin Parish Hall.

Please inform the Clerk if you are unable to attend.

*Anne Ogilvie*

Anne Ogilvie – Sandford St Martin Parish Clerk  
28 September 2023

This meeting is open to the public.

Recording of meeting: Please be aware that the meeting may be recorded by the Council or others, and no permissions are required for this, pursuant to the Openness of Local Government Bodies Regulations 2014, amending the Public Bodies (Admission to Meetings) Act 1960.

## Agenda

1. Welcome from the Chairman
2. To receive apologies for absence
3. 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
4. To approve and sign the minutes of the meeting on 25 May 2023
5. To co-opt new councillors
6. 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.
7. To receive reports from County and District Councillors
8. To receive and comment on the Clerk's report
9. Planning and Enforcement
  - a. West Oxfordshire Local Plan 2041 consultation
  - b. To note the Section 106 agreement for traffic calming measures from the approved Driving Centre planning application and agree actions
  - c. OCC 20 mph consultation for Sandford St Martin and Ledwell
  - d. Any planning applications or enforcement notices received before the date of meeting
  - e. Update of previous planning applications and enforcement actions
10. Business items
  - a. To receive updates regarding the Parish Hall and agree actions
  - b. To receive an update regarding broadband options for the Parish Hall and agree actions

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- c. To consider appointing a member of the Council to the Parish Hall Management Committee
  - d. To receive the report of the asset inspection and agree actions
  - e. To consider organising and funding a first aid training session for the parish and agree actions
  - f. To consider a donation request from Citizens Advice West Oxfordshire and agree actions
  - g. To consider options for the Conservation Area Project (Action Plan) and agree actions
  - h. To consider options for traffic calming (Action Plan) and agree actions
  - i. To consider the items on the land to the rear of the Parish Hall and agree actions
  - j. To receive an update regarding the insurance claim for the damaged village gate and agree actions
11. Action Plan and Budget
- a. To consider the draft Action Plan for 2024-2025 and agree actions
  - b. To consider the draft budget for 2024-2025 and agree actions
12. Finance
- a. To ratify expenditure since last meeting
  - b. To approve current payments
  - c. To instruct bank signatories to sign approved payments or process bank transfers
  - d. To note monies received
  - e. To receive an update of current status of bank account
  - f. To approve the bank reconciliation
  - g. To approve the finance update
  - h. To approve the budget update
  - i. To approve the reserves update
  - j. To receive the Internal Financial Check report and agree actions
  - k. To consider the Review of Effectiveness of Internal Audit 2022-23 report and agree actions
13. Administration and policies
- a. To review and approve the Disciplinary and Grievance Policy
  - b. To review and approve the Health and Safety Policy
  - c. To review and approve the Sickness and Absence Policy
  - d. To review and approve the Equal Opportunities Policy
  - e. To review and approve the Training and Development Policy
  - f. To review and approve the Security Incident Response Policy
  - g. To review and approve the Risk Assessment
  - h. To consider training options for the Councillors and Clerk, and agree actions
14. To receive items for information only
15. To receive requests for items for next agenda, and note that items and papers for the next agenda must be received at least one week before the next meeting
16. Next meeting – to note date and time of next meeting
17. To consider whether to resolve 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
18. To receive the Clerk's annual appraisal report and consider the annual SCP increase