

Sandford St Martin Parish Council

MINUTES 20231005

OCTOBER 05, 2023

7.00 PM SANDFORD ST MARTIN PARISH HALL

ATTENDEES	Paul Catling, Paul North (Chairman), Emily Wheeler-Booth Daivd Chanter and Louise Davidson from item 1228. Clerk Cllr Graham (OCC) Members of the public - 3
ABSENT	Nil

1224 Welcome from the Chairman

The Chairman welcomed everyone to the meeting.

1225 To receive apologies for absence

Apologies were received from WODC Cllr Jackson.

1226 To receive declarations of interest from Members regarding items on the agenda

None.

1227 To approve and sign the minutes of the meeting on 25 May 2023

It was **resolved** to approve the minutes of the meeting on 25 May 2023. The minutes were signed by the Chairman.

1228 To co-opt new councillors

Applications had been received from two applicants, David Chanter and Louise Davidson. The Council considered the applications.

It was **resolved** to co-opt David Chanter and Louise Davidson as Councillors for Sandford St Martin Parish Council.

Acceptance of Office forms were signed in the presence of the Clerk.

1229 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 Parish Hall Management Committee commented about item 1245 regarding the play equipment and bench behind the Parish Hall.

Eoghan Concannon from Wild Oxfordshire spoke to the Council about the Evenlode Catchment Partnership and community projects in the local area.

1230 To receive reports from County and District Councillors

OCC Cllr Graham had sent a report previously to the Council.

He advised that the 20 mph speed limit consultation has started, ending on 20 October, and that if approved by Cabinet the works would be scheduled for late spring 2024.

Cllr Graham and Mr Concannon left the meeting.

1231 To receive and comment on the Clerk's report

The Clerk's report was received and noted.

1232 Planning and enforcement – West Oxfordshire Local Plan 2041 consultation

It was **resolved** to delegate authority to the Clerk to respond to the West Oxfordshire Local Plan 2041 consultation if responses are received from councillors.

1233 Planning and enforcement – To note the Section 106 agreement for traffic calming measures from the approved Driving Centre planning application and agree actions

The Section 106 agreement for traffic calming measures from the approved Driving Centre planning application was noted.

It was **resolved** to discuss options for traffic calming measures at the next full council meeting.

1234 Planning and enforcement – OCC 20 mph consultation for Sandford St Martin and Ledwell

It was **resolved** to delegate authority to the Clerk to respond to the OCC 20 mph consultation for Sandford St Martin and Ledwell following the Village Meeting on 16 October 2023.

1235 Planning and enforcement – Any planning applications or enforcement notices received before the date of the meeting

None.

Signed

(Chairman)

Date

Sandford St Martin Parish Council

- 1236 **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 – Approved subject to legal agreement, 06/09/23
MW.0031/23 – Extraction of limestone and deposit of imported clay and mineral scalplings 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 – Approved, 07/08/23
23/00891/RES – Reserved Matters application for the construction of museum building, show lane building, corporate hospitality building, energy centre/store building and workshop building. Formation of car exercise road. Construction of 28 holiday lodges. Formation of landscaped grounds. Associated site services and external works.
The Driving Centre, Enstone Airfield, Enstone – Under consideration
23/00915/FUL- Erection of a new Groundsman shed to store machinery and equipment used in preparation of Cricket Ground
Sports Ground and Premises, Sandford Park, Ledwell Road, Sandford St Martin – Approved, 25/07/23
- 1237 **To receive updates regarding the Parish Hall and agree actions**
The update report was noted. It was noted that Laws and Fiennes have not been able to provide a plan of the area rented by the Council.
It was **resolved** to purchase a copy of the land title including the land behind the Parish Hall.
It was **resolved** to purchase a copy of the title plan including the land behind the Pariah Hall.
It was noted that the cost of these items would come from general reserves.
It was **resolved** to discuss the land to the front of the Parish Hall with the PCC.
- 1238 **To receive an update regarding broadband options for the Parish Hall and agree actions**
The update report was noted.
It was **resolved** to accept the quotation from Wurzel Ltd for broadband wireless installation at the Parish Hall with no monthly fees, for a cost of £450.00. This is subject to agreement of the broadband installation from the PCC, Parish Hall Management Committee and Laws and Fiennes (on behalf of Sandford Park).
It was noted that this cost would come from general reserves.
It was **resolved** to delegate authority to the Clerk to progress the broadband project.
It was **resolved** to ask Cllr Graham for a grant from his OCC Councillor Priority Fund to support the broadband project.
- 1239 **To consider appointing a member of the Parish Council to the Parish Hall Management Committee**
It was **resolved** to defer appointing a member of the Parish Council to the Parish Hall Management Committee.
It was noted that Cllr North would be the temporary point of contact for the Parish Hall Management Committee.
- 1240 **To receive the report of the asset inspection and agree actions**
The asset inspection report was received and noted.
It was **resolved** that Cllr North would investigate options for the bench on Ledwell Village Green.
It was noted that the fingerpost signpost at Ledwell needs refurbishment.
It was **resolved** to ask OCC regarding the ownership of the fingerpost signs in Sandford St Martin and Ledwell.
It was **resolved** to purchase the Land Registry records for Ledwell Village Green.
It was noted that this cost would come from general reserves.

Signed

(Chairman)

Date

Sandford St Martin Parish Council

1241 To consider organising and funding a first aid training session for the parish and agree actions

It was **resolved** to hold an Adult Emergency First Aid Course, organised by First for Safety Oxfordshire, on 01 November 2023, starting at 7 pm, for local residents.

It was **resolved** to fund this course and provide refreshments, total cost circa £410.

It was noted that this cost would come from general reserves.

1242 To consider a donation request from Citizens Advice West Oxfordshire and agree actions

It was **resolved** to donate £50 to Citizens Advice West Oxfordshire.

It was noted that this donation would come from general reserves.

1243 To consider options for the Conservation Area Project (Action Plan) and agree actions

Options for the Conservation Area Project were discussed.

It was **resolved** to contact the Conservation Area Officer and request a meeting.

It was **resolved** to create a report in preparation for this meeting.

It was **resolved** to support a Wild Oxfordshire project to monitor stream quality in the parish.

1244 To consider options for traffic calming (Action Plan) and agree actions

It was noted that the Council is in dialogue with OCC regarding traffic calming options.

It was noted that preferred designs and options will be presented at a future council meeting.

1245 To consider items on the land to the rear of the Parish Hall and agree actions

It was reported by a representative of the Parish Hall Management Committee that the play equipment and bench on the land to the rear of the Parish Hall belong to the Parish Hall, and that these items are inspected by and insured by the Parish Hall Management Committee.

It was **resolved** to request a copy of the insurance documents for the Council's records.

1246 To receive an update regarding the insurance claim for the damaged village gate and agree actions

The Clerk provided an update regarding the insurance claim for the damaged village gate. The insurer has queried whether the gate is included in the policy. A copy of the policy and other documents have been sent to the insurer.

1247 To consider the draft Action Plan for 2024-2025 and agree actions

The draft Action Plan for 2024-2025 was considered. The Council had no comment.

It was noted that the Action Plan for 2024-2025 will be presented to Council at the December council meeting for approval.

1248 To consider the draft budget for 2024-2025 and agree actions

The draft budget for 2024-2025 was considered. It was agreed to retain the tree works line, remove the Barton Bus donation line, and create a community events, £500, line.

It was noted that the budget for 2024-2025 will be presented to Council at the December council meeting for approval.

1249 To ratify expenditure since the last meeting

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

OCC Pension Fund	June 2023		bank transfer
Unity Trust Bank	Bank charge	£18.00	bank transfer
Clerk salary	June 2023		bank transfer
HMRC	PAYE/NI – June (to be paid quarterly)		bank transfer
Sandford St Martin PCC	Mowing	£250.00	bank transfer
OCC Pension Fund	July 2023		bank transfer
TP Jones & Co LLP	Payroll – April to June	£64.40	bank transfer
SLCC	Clerk membership (part)	£29.35	bank transfer
Clerk salary	July 2023		bank transfer
HMRC	PAYE/NI – July (to be paid quarterly)		bank transfer
Wel Medical	Defibrillator cabinet	£635.94	bank transfer
Kingham Garden Services	Mowing – May and June	£90.00	bank transfer
Clerk salary	August 2023		standing order
HMRC	PAYE/NI – August (to be paid quarterly)		bank transfer
OCC Pension Fund	August 2023		bank transfer
SLCC Enterprises Ltd	National Conference (part)	£113.00	bank transfer
Kingham Garden Services	Mowing – August	£90.00	bank transfer
Rocketfuel Creative Ltd	Domain and website maintenance	£239.80	bank transfer

Signed

(Chairman)

Date

Sandford St Martin Parish Council

OCC Pension Fund	September 2023		bank transfer
Clerk salary	September 2023		standing order
HMRC	PAYE/NI – September (to be paid quarterly)		bank transfer
Transfer to Unity Trust Bank		£500.00	chq 100782
Transfer to Unity Trust Bank		£500.00	chq 100783
Transfer to Unity Trust Bank		£500.00	chq 100784
Transfer to Unity Trust Bank		£500.00	chq 100785
Transfer to Unity Trust Bank		£500.00	chq 100786

1250 To approve the current payments

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

TP Jones & Co LLP	Payroll – July to September	£64.40	bank transfer
Laws and Fiennes LLP	Rent – land to rear of Parish Hall	£15.00	bank transfer
Anne Ogilvie	Clerk reimbursement	£59.73	bank transfer
Transfer to the Unity Trust Bank		£500.00	chq 100787
Transfer to the Unity Trust Bank		£500.00	chq 100788
Transfer to the Unity Trust Bank		£500.00	chq 100789
Transfer to the Unity Trust Bank		£500.00	chq 100790

1251 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 cheque payments.

It was **resolved** that Cllr Wheeler-Booth and Cllr North would authorise the bank transfers.

1252 To note monies received

WODC	Precept 2 nd half	£3,942.50	
Thomas Giles Charity	Donation	£1000.00	

1253 To receive an update of the current status of the bank accounts

Barclays current account as of 25 August 2023 - £8,310.81

Unity Trust current account as of 30 September 2023 - £8,396.39

1254 To approve the bank reconciliations

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

Barclays current account: 26 May 2023, 27 June 2023, 27 July 2023, 25 August 2023

Unity Trust current account: 31 May 2023, 03 June 2023, 30 June 2023, 31 July 2023, 31 August 2023, 03 September 2023, 30 September 2023

1255 To approve the finance update

The finance update to 30 September 2023 was reviewed.

Receipts - £8,885.00

Payments - £4,335.22

Balance - £14,407.09

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

1256 To receive the budget update

It was noted that 40% of the budget had been used to 30 September 2023.

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

1257 To approve the reserves update

The reserves were reviewed.

It was noted that as of 30 September 2023:

Earmarked reserves – used: £520, remaining: £680

General reserves – used: £386, remaining: £9,271.31

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

1258 To receive the Internal Financial Check report and agree actions

The Internal Financial Check report was received and noted.

It was noted that the check had been carried out by Cllr North on 19 May 2023.

He noted that:

- All cheques were signed, but the council only has a one signatory authority on the Barclays current account

- Invoices – some were only signed by one signatory

- PAYE/NIC payments – sometimes late, but no issues raised

- Budget – is presented at each council meeting

Signed

(Chairman)

Date

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- 1259 **To consider the Review of Effectiveness of Internal Audit report and agree actions**
The Review of Effectiveness of Internal Audit report signed by the RFO was considered.
It was **resolved** to approve the Review of Effectiveness of Internal Audit report. The report was signed by the Chairman.
- 1260 **To review and approve the Disciplinary and Grievance Policy**
It was **resolved** to approve the Disciplinary and Grievance Policy.
- 1261 **To review and approve the Health and Safety Policy**
It was **resolved** to approve the Health and Safety Policy.
- 1262 **To review and approve the Sickness and Absence Policy**
It was **resolved** to approve the Sickness and Absence Policy.
- 1263 **To review and approve the Equal Opportunities Policy**
It was **resolved** to approve the Equal Opportunities Policy.
- 1264 **To review and approve the Training and Development Policy**
It was **resolved** to approve the Training and Development Policy.
- 1265 **To review and approve the Security Incident Response Policy**
It was **resolved** to approve the Security Incident Response Policy.
- 1266 **To review and approve the Risk Assessment**
It was **resolved** to approve the Risk Assessment.
- 1267 **To consider training options for the Councillors and Clerkr, and agree actions**
It was **resolved** to book a place on “Addressing the biodiversity crisis for town and parish councils”, on 20 February 2024, cost £50.0
- 1268 **To receive items for information only**
Village Meeting – Monday 16th October
It was noted that the Clerk has booked the Parish Hall.
It was noted that the topics to be covered at the meeting are: OCC 20 mph and 30 mph speed limit consultation, traffic calming, the Parish Hall and on street EV charging.
Town and Parish Council Charter Summit
The Clerk advised that she would be attending the summit virtually.
New biodiversity duties
The Clerk advised that this item will be on the agenda for the December meeting.
- 1269 **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**
No motion requests were received.
It was noted that items and papers for the next agenda must be received at least one week before the next meeting.
- 1270 **Next meeting – to note date and time of the next meeting.**
It was **resolved** to hold the next meeting on Thursday 14 December 2023, at 7.00pm, at Sandford St Martin Parish Hall.
- 1271 **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**
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.
- 1272 **To receive the Clerk’s annual appraisal and consider the annual SCP increase**
The Clerk’s annual appraisal, which took place on 19 May 2023, was received and considered by the Council.
It was noted that objective actions need to be agree by Council.
It was **resolved** to award the annual SCP increase to the Clerk, from SCP16 to SCP17, backdated to April 2023.
- 1273 The meeting was closed at 9.35 pm.

Signed

(Chairman)

Date