

# Sandford St Martin Parish Council

MINUTES 20231207

DECEMBER 07, 2023

7.00 PM SANDFORD ST MARTIN PARISH HALL

<b>ATTENDEES</b>	Paul Catling, Louise Davidson, Paul North (Chairman), Emily Wheeler-Booth Clerk Members of the public - 1
<b>ABSENT</b>	Nil

**1273 Welcome from the Chairman**

The Chairman welcomed everyone to the meeting.

**1274 To receive apologies for absence**

Apologies were received from Cllr Chanter, WODC Cllr Jackson and OCC Cllr Graham.

**1275 To receive declarations of interest from Members regarding items on the agenda**

None.

**1276 To approve and sign the minutes of the meeting on 05 October 2023**

It was **resolved** to approve the minutes of the meeting on 05 October 2023. The minutes were signed by the Chairman.

**1277 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 member of the public requested that council meetings are more widely advertised.

A member of the public asked if the Council would be responding to the Local Plan Consultation.

**1278 To consider moving item 9f on the agenda to precede item 6 on the agenda**

Cllr North proposed moving item 9f on the agenda to precede item 6 on the agenda.

It was **resolved** to move item 9f on the agenda to precede item 6 on the agenda.

**1279 To receive updates regarding the Parish Hall and the Parish Hall Management Committee and agree actions**

A verbal report was given by the PCC representative regarding the Parish Hall and the Parish Hall Management Committee (PHMC).

It was noted that the next PHMC meeting is on the 15 January 2024.

It was **resolved** to invite the PCC and the PHMC to the next Council Meeting.

It was **resolved** that Cllr North would continue as the Council's liaison with the PHMC.

The Council noted the information it would like to receive from the PHMC:

- a three year finance projection including the estimated revenue;
- an asset register;
- confirmation of the insurance liabilities;
- the maintenance requirements for the next three years;
- the amount of funding required.

It was **resolved** that the PC would create an agreement with the PCC and the PHMC regarding the ownership of the land to the front of the Parish Hall.

It was **resolved** to work with the PCC and the PHMC to create a welcome leaflet for residents.

It was noted that the PCC and PHMC are welcome to send information about the Parish Hall to the Clerk for inclusion on the Council website.

**1280 To receive reports from County and District Councillors**

No reports had been received.

**1281 To receive and comment on the Clerk's report**

The Clerk's report was received and noted.

The Clerk advised that the absence of separate anti-virus software was causing issues.

It was **resolved** to purchase suitable anti-virus software for the council computer.

**1282 Planning and enforcement – Any planning applications or enforcement notices received before the date of the meeting**

None.

**1283 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.

Signed

(Chairman)

Date

## Sandford St Martin Parish Council

**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

**1284 To consider options for traffic calming measures (Driving Centre s106 agreement) and agree actions**

It was **resolved** to defer this item until clarity is obtained regarding the start date of the project and the availability of the s106 funds.

**1285 To review the first consideration of the Council's biodiversity duties as per the Environment Act 2021 and agree actions**

It was **resolved** to approve the first consideration of the Council's biodiversity duties as the per the Environment Act 2021.

**1286 To receive a report from the first aid training session**

Cllr Wheeler-Booth gave a report of the first aid training session, and stated that it was excellent.

**1287 To receive an update regarding the Mullins automotive museum and agree actions**

Cllr North gave an update and advised that he would be investigating the processes and actions required regarding the affordable housing.

**1288 To receive updates regarding the parish maintenance matters and agree actions**

OCC have advised the Council that the fingerposts are OCC's property, but that the Parish Council was welcome to undertake necessary maintenance on them.

It was **resolved** to remove the Ledwell fingerpost from the asset register.

It was **resolved** to request that OCC offer the fingerposts to the Parish Council in the event that they are damaged and deemed by OCC to be beyond repair.

No action has been taken regarding the bench on Ledwell Village Green.

It was noted that the work to the noticeboards has been undertaken, at no cost to the Council.

**1289 To receive and update regarding the broadband installation for the Parish Hall and agree actions**

It was noted that the Council is awaiting a response from Laws & Fiennes regarding permission to have a post on the back fence and run a cable under the land rented from Sandford Park.

It was **resolved** that Cllr North would speak to the landowner directly regarding the permissions required from Sandford Park.

It was noted that the PCC and PHMC are in agreement regarding the positioning of holes and siting of the broadband equipment in the Parish Hall. It was noted that a site meeting with Wurzel is required to agree suitability of positioning and the method of cabling.

It was noted that the PCC and PHMC have requested information regarding the contract with Wurzel, including the SLA.

It was noted that Cllr Graham has offered a grant from his OCC Councillor Priority Fund to support the broadband project.

**1290 To receive an update regarding the insurance claim for the damaged village gate and agree actions**

The Clerk advised that no update had been received from the insurer regarding the claim for the damaged village gate.

**1291 To consider the draft Action Plan for 2024-2025 and agree actions**

The draft Action Plan for 2024-2025 was considered.

It was agreed to add a section regarding the joint venture with the PCC and PHMC regarding community engagement and a welcome pack for residents.

It was **resolved** to approve the Action Plan for 2024-2025.

**1292 To consider the draft budget for 2024-2025 and agree actions**

The draft budget for 2024-2025 was considered.

It was **resolved** to set an expenditure budget of £9,149 for 2024-2025.

**1293 To agree the precept for 2024-2025**

It was **resolved** to set a precept of £9,149 for 2024-2025.

Signed

(Chairman)

Date

## Sandford St Martin Parish Council

### 1294 To ratify expenditure since the last meeting

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

OCC Pension Fund	October 2023	bank transfer
Clerk salary	October 2023	standing order
HMRC	PAYE/NI – October (to be paid quarterly)	bank transfer
OCC Pension Fund	November 2023	bank transfer
Clerk salary	November 2023	SO/transfer
HMRC	PAYE/NI – November (to be paid quarterly)	bank transfer

### 1295 To approve the current payments

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

Anne Ogilvie	Clerk reimbursement	£73.95	bank transfer
Sandford St Martin PCC	Mowing	£250.00	bank transfer
OALC	Training – biodiversity	£60.00	bank transfer
R J Murray Electrical	Defibrillator case replacement	£84.00	bank transfer
Kingham Garden Services	Mowing – October	£90.00	bank transfer
Rocketfuel Creative Ltd	SSL certificate renewal	£59.99	bank transfer
West Oxon CAB	Donation	£50.00	bank transfer
First for Safety Oxfordshire	First aid course	£300.00	bank transfer
Cllr Wheeler-Booth	Refreshments for first aid course	£7.25	bank transfer
Transfer to the Unity Trust Bank		£500.00	chq 100791
Transfer to the Unity Trust Bank		£500.00	chq 100792
Transfer to the Unity Trust Bank		£500.00	chq 100793
Transfer to the Unity Trust Bank		£500.00	chq 100794
Transfer to the Unity Trust Bank		£500.00	chq 100795

### 1296 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.

### 1297 To note monies received

None.

### 1298 To receive an update of the current status of the bank accounts

Barclays current account as of 27 November 2023 - £6,310.81

Unity Trust current account as of 30 November 2023 - £7,226.58

### 1299 To approve the bank reconciliations

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

Barclays current account: 27 September 2023, 27 October 2023, 27 November 2023

Unity Trust current account: 31 October 2023, 30 November 2023

### 1300 To approve the finance update

The finance update to 30 November 2023 was reviewed.

Receipts - £8,885.00

Payments - £5,339.12

Balance - £13,403.19

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

### 1301 To receive the budget update

It was noted that 53% of the budget had been used to 30 November 2023.

It was noted that the salary line and pension line will be overbudget by the end of the financial year.

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

### 1302 To approve the reserves update

The reserves were reviewed.

It was noted that as of 30 November 2023:

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

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

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

Signed

(Chairman)

Date

## Sandford St Martin Parish Council

- 1303 **To note the NALC cost of living salary scale increase for the Clerk for 2023-2024 to be backdated from April 2023**  
The NALC cost of living salary scale increase for the Clerk for 2023-2024 to be backdated from April 2023 was noted. It was noted that the backdated salary was included in the November payroll.
- 1304 **To review and approve the Requests for Information Policy**  
It was **resolved** to approve the Requests for Information Policy.
- 1305 **To review and approve the Document Storage, Retention and Destruction Policy**  
It was **resolved** to approve the Document Storage, Retention and Destruction Policy.
- 1306 **To review and approve the Data Protection Policy**  
It was **resolved** to approve the Data Protection Policy.
- 1307 **To review and approve the Privacy Policy**  
It was **resolved** to approve the Privacy Policy.
- 1308 **To review and approve the General Privacy Notice**  
It was **resolved** to approve the General Privacy Notice.
- 1309 **To review and approve the Privacy Notice for staff, councillors and role holders**  
It was **resolved** to approve the Privacy Notice for staff, councillors and role holders.
- 1310 **To review and approve the Dignity at Work Policy**  
It was **resolved** to approve the Dignity at Work Policy.
- 1311 **To nominate a councillor to undertake the annual asset inspection**  
It was **resolved** that Cllrs North and Wheeler-Booth will undertake the annual asset inspection.
- 1312 **To consider training options for the councillors and Clerk, and agree actions**  
It was agreed to transfer OALC's biodiversity training in February from the Clerk to Cllr Davidson.
- 1313 **To receive items for information only**  
The Clerk will be on annual leave from 25 December 2023 to 01 January 2024.
- 1314 **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.
- 1315 **Next meeting – to note date and time of the next meeting.**  
It was **resolved** to hold the next meeting on Thursday 7<sup>th</sup> March 2024, at 7.00pm, at Sandford St Martin Parish Hall. It was noted that this is a change from the original date.
- 1316 The meeting was closed at 8.41 pm.

Signed

(Chairman)

Date