

# Sandford St Martin Parish Council

MINUTES 20240307

MARCH 7, 2024

7.02 PM SANDFORD ST MARTIN PARISH HALL

<b>ATTENDEES</b>	Paul Catling, Louise Davidson, Emily Wheeler-Booth Clerk Members of the public - 4
<b>ABSENT</b>	David Chanter, Paul North

**1317 Welcome from the Chairman**

Cllr Wheeler-Booth, as Vice-Chair, chaired the meeting in the absence of the Chair. The Vice-Chair welcomed everyone to the meeting.

**1318 To receive apologies for absence**

Apologies were received from Cllrs Chanter and North. It was **resolved** to approve the reason for absence from Cllr Chanter.

**1319 To receive declarations of interest from Members regarding items on the agenda**

None.

**1320 To approve and sign the minutes of the meeting on 07 December 2023**

It was **resolved** to approve the minutes of the meeting on 07 December 2023. The minutes were signed by the Vice-Chair.

**1321 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 Sandford Estate raised concerns about dogs off the lead on the estate. The estate will be putting up signage to remind walkers that dogs must be on a lead.

**1322 To receive reports from County and District Councillors**

No reports had been received.

**1323 To receive and comment on the Clerk's report**

The Clerk's report was received and noted.

**1324 Planning and enforcement – Any planning applications or enforcement notices received before the date of the meeting**

None.

**1325 Planning and enforcement – To receive an update regarding the planning applications for the Mullins project and agree actions**

The Mullins update paper was noted and considered. It was noted that there are now two approved applications for the project.

**1326 Planning and enforcement – 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

**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 – Approved – 20/02/24

**1327 To receive updates regarding parish maintenance matters and agree actions**

It was noted that a new battery and pads had been purchased for the defibrillator.

**1328 To confirm the contractor for Ledwell Village Green grass maintenance**

It was **resolved** to confirm Kingham Garden Services as the contractor for Ledwell Village Green grass maintenance for 2024.

**1329 To consider the Council and the Parish Hall Management Committee holding a village meeting in the summer and agree actions**

It was noted that the PCC is planning to hold three events this year, in May, July and September. It was noted that PHMC is planning to hold events this year.

It was **resolved** to delegate authority to the Clerk to liaise with the PCC and PHMC regarding village events and meetings this year.

Signed

(Chairman)

Date

## Sandford St Martin Parish Council

**1330 To receive updates regarding the Parish Hall and the Parish Hall Management Committee and agree actions**

A verbal report was received from a PCC representative regarding the Parish Hall and the Parish Hall Management Committee (PHMC).

It was noted that a leaflet promoting the Hall has been produced and distributed.

It was noted that the PC, PCC and PHMC had had a site meeting on 23 February 2024 to consider works required on the Hall, and ownership of the assets and land.

**1331 To receive an update regarding the broadband installation for the Parish Hall and agree actions**

It was noted that agreement had been received from the Sandford Estate for the broadband pole to be installed on the post on the back fence, and a cable run under the land rented from the Estate.

It was noted that the Clerk had had a site meeting with Wurzel to agree where the cable would be laid from the pole to the building, the entrance point for the cable into the Hall, and the router position.

The Clerk advised that an application had been made to the OCC Councillor Priority Fund to support the broadband project.

**1332 To receive an update regarding the insurance claim for the damaged village gate and agree actions**

The Clerk advised that the insurer had now accepted the claim, and had requested the cost for the purchase and installation of a new gate. The gate price had been obtained, and an installation quotation had been requested.

**1333 To agree the date, time, place and format of the Annual Parish Meeting**

It was **resolved** to hold the Annual Parish Meeting at 7pm on Thursday 16 May 2024, prior to the Annual Council Meeting.

**1334 To consider sending a representative to WODC's Nature Recovery Guide Launch Event and agree actions**

It was **resolved** that the Clerk will represent the Council at WODC's Nature Recovery Guide Launch Event.

**1335 To consider obtaining an environmental baseline survey for the parish and agree actions**

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

**1336 To ratify expenditure since the last meeting**

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

OCC Pension Fund	December 2023		bank transfer
Clerk salary	December 2023		SO / transfer
OCC Pension Fund	January 2024		bank transfer
Clerk salary	January 2024		SO / transfer
HMRC	PAYE/NI – December (to be paid quarterly)		bank transfer
TP Jones & Co LLP	Payroll – Oct-Dec 2023	£64.40	bank transfer
SLCC Enterprises	Practitioners' Conference 2024	£102.75	bank transfer
Wel Medical	Defibrillator electrode pads	£71.94	bank transfer
Clerk salary	February 2024		SO / transfer
Unity Trust Bank	Bank charge – October	£18.00	bank transfer
Unity Trust Bank	Bank charge – December	£18.00	bank transfer

**1337 To approve the current payments**

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

HMRC	PAYE/NI – January (to be paid quarterly)		bank transfer
Anne Ogilvie	Clerk reimbursement	£69.72	bank transfer
ICO	Data protection renewal	£40.00	bank transfer
OALC	Membership renewal	£168.00	bank transfer
Parish Online	Membership renewal	£38.40	bank transfer
CFO	Membership renewal	£35.00	bank transfer
Wel Medical	Defibrillator battery	£267.60	bank transfer
OCC Pension Fund	February 2024		bank transfer
HMRC	PAYE/NI – February (to be paid quarterly)		bank transfer
Microsoft	365 renewal	£79.99	bank transfer

Signed

(Chairman)

Date

## Sandford St Martin Parish Council

Transfer to the Unity Trust Bank	£500.00	chq 100796
Transfer to the Unity Trust Bank	£500.00	chq 100797
Transfer to the Unity Trust Bank	£500.00	chq 100798
Transfer to the Unity Trust Bank	£310.81	chq 100799

**1338 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.

**1339 To note monies received**

None.

**1340 To receive an update of the current status of the bank accounts**

Barclays current account as of 26 January 2024 - £4,810.81

Unity Trust current account as of 29 February 2024 - £8,569.66

**1341 To approve the bank reconciliations**

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

Barclays current account: 27 December 2023, 26 January 2024

Unity Trust current account: 31 December 2023, 31 January 2024, 29 February 2024

**1342 To approve the finance update**

The finance update to 29 February 2024 was reviewed.

Receipts - £8,885.00

Payments - £7,429.70

Balance - £11,312.61

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

**1343 To approve the budget update**

It was noted that 72% of the budget had been used to 29 February 2024.

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

**1344 To approve the reserves update**

The reserves were reviewed.

It was noted that as of 29 February 2024:

Earmarked reserves – used: £649.95, remaining: £550.05

General reserves – used: £727.25, remaining: £8,930.06

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

**1345 To consider the virement report and agree actions**

It was **resolved** that no virements were required.

**1346 To receive the report of the internal financial check carried out on 23 February 2024 and agree actions**

The report of the internal financial check carried out on 23 February 2024 was noted.

It was noted that no actions were recommended in the report.

**1347 To review and approve the Press and Media Policy**

It was **resolved** to approve the Press and Media Policy.

**1348 To review and approve the Co-option Policy**

It was **resolved** to approve the Co-option Policy.

**1349 To review and approve the Freedom of Information Scheme**

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

**1350 To review and approve the Grants and Donations Policy**

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

**1351 To review and approve the Business Continuity Policy**

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

**1352 To review and approve the Virtual Meeting Procedure**

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

**1353 To review and approve the Community Engagement Policy**

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

Signed

(Chairman)

Date

## Sandford St Martin Parish Council

- 1354 **To review and approve the Staff Recruitment and Retention Policy**  
It was **resolved** to approve the Staff Recruitment and Retention Policy.
- 1355 **To review and approve the Expenses Policy**  
It was **resolved** to approve the Expenses Policy.
- 1356 **To review and approve the Reserves Policy**  
It was **resolved** to approve the Reserves Policy.
- 1357 **To receive the report following the asset inspection and agree actions**  
Cllrs North and Wheeler-Booth carried out the asset inspection over several days in February. A review of asset ownership took place with the PCC and PHMC on 23 February 2024. It was **resolved** to add the two benches at the Parish Hall to the Council's asset list. It was noted that the bench in Ledwell still needs to be repaired.
- 1358 **To consider training options for the councillors and Clerk, and agree actions**  
Training options for the councillors and Clerk were noted.
- 1359 **To receive items for information only**  
It was suggested that the Council needs to raise its profile in the community, and that articles could be written for the Barton Bulletin.
- 1360 **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.
- 1361 **Next meeting – to note the date and time of the next meeting.**  
It was **resolved** to hold the next meeting, the Annual Council Meeting, on Thursday 16 May, at 7.15 pm, at Sandford St Martin Parish Hall, following the Annual Parish Meeting.
- 1362 **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 the consideration of the following items**  
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 the consideration of the following items.
- 1363 **To complete and approve the Discretionary Pension Policy**  
It was **resolved** to delegate the completion of the Discretionary Pension Policy to the Clerk.
- 1364 **To receive the report from the Clerk's annual appraisal and agree actions**  
It was noted that the Clerk's annual appraisal was held on 23 February 2024.  
It was **resolved** to defer this item to the next meeting.
- 1365 The meeting was closed at 8.15 pm.

Signed

(Chairman)

Date