

**Minutes of Sandon Parish Council Meeting  
Wednesday 13<sup>th</sup> May 2015 at 7.30 pm  
Sandon Village Hall**

**Present:** Cllr F Cannon, Cllr J de Uphaugh, Cllr K Chamberlain,  
Cllr H Gallo, Cllr R Wornham to 7.45 pm

**In attendance:** Mr M Wicksteed (Responsible Financial Officer)  
Ms M Parker (Clerk)  
Members of the Parish

15.27 Welcome and apologies for absence  
Cllr R Wornham opened the meeting as Chairman and welcomed everyone to the first meeting of the newly elected council. Introductions were made around the table. Apologies for absence were received from Cllr Jayne Wharton and Cllr Bridget Wheeler.

15.28 Requests for dispensation for disclosable pecuniary interest on items on the agenda – Localism Act 2011 s33  
No conflicts were declared.

Election of Chairman for the ensuing council year  
Cllr James de Uphaugh was proposed by Cllr Cannon, seconded by Cllr Gallo and **unanimously agreed.**

Following the new Chairman's appointment, Robert Wornham left the meeting having been thanked for his tremendous work on the PC.

Election of Vice Chair for the ensuing council year  
Cllr Fiona Cannon was proposed by Cllr de Uphaugh, seconded by Cllr Chamberlain and **unanimously agreed.**

**Organisation**

Councillors discussed a new structure of delegated responsibility which would enable the workload to be shared and provide clarity for Sandon residents on the first point of contact.

- Access/Rights of Way – Bridget Wheeler
- Highways – Jayne Wharton
- Church – James de Uphaugh
- Sandon School – Fiona Cannon
- Sports Club and Roe Green – Hilary Gallo
- Village Hall – Jayne Wharton and Keith Chamberlain
- Planning Applications – Fiona Cannon
- Planning/Forward Planning – Fiona Cannon and Bridget Wheeler

It was emphasised that decisions would continue to be made by the Parish Council as a whole. A note will be placed in the Parish Gazette.

15.29 Minutes of Sandon Parish Council meeting held on 25<sup>th</sup> March 2015  
Approval of the minutes was proposed by Cllr Cannon and seconded by Cllr de Uphaugh. **Resolved**, that the Minutes be agreed as a true and accurate record of the proceedings and be signed by the Chairman.

15.30 Reports on actions agreed at the last Council meeting (not covered elsewhere in the agenda)  
Item 15.17 - Horse riding on Roe Green: A polite notice was published in the Parish Gazette.  
Item 15.20 – A modification to village inspection checklist to add a column as recommended by the Internal Auditor has been added.

Item 15.21 – Clerks expenses: Clerk claimed £68.40 expenses.

Item 15.21 – Cllr Wharton to be added as a Santander bank account signatory: The RFO will arrange for Cllr Wharton to sign the bank mandate.

#### 15.31 Chairman's report

Cllr de Uphaugh spoke about the future organisation of the Parish Councillor and the new delegated roles that would benefit both the PC and Sandon residents. Reports from the Liaison Contacts would be added as a standard agenda item in future.

#### 15.32 Planning Applications since 9<sup>th</sup> May

There were none to be considered at this meeting. Councillors agreed that planning applications since the last meeting would be itemised at future meetings and recorded in the minutes.

Cllr Cannon provided a background explanation on the new Local Plan, the current plan having been in place for some 20 years. The new draft local plan does not introduce any changes for development within Sandon and its development limits. The village boundary has not changed nor had any intention to do so been indicated. Cllr Cannon highlighted that in considering applications, the Parish Council followed the guidance issued by NHDC and looked carefully at proposed the designs.

#### 15.33 Safety Report

Mr M Wicksteed reported that in his role as Safety Officer he carried out monthly inspections of the play equipment on 16<sup>th</sup> April and 12<sup>th</sup> May 2015. The inspection logs had been amended to include a row to cover general observations of any PC assets as requested as the last PC meeting. No defects were noted that represented significant health and safety hazards. The following was summarised:

- Damage to one cradle seat on the 8ft swing  
**Resolved**, that the RFO will organise the repair.
- The ground was now dry and Robert Wornham had kindly mowed the pitches and outfield. Strimming beneath the various items of equipment was unable to be done by the RFO until a strimmer had been acquired.  
**Resolved**, the Chairman will contact District Cllr Jarvis regarding funding opportunities for the purchase of a strimmer and appropriate safety equipment and the RFO will instruct a local contractor to undertake the strimming until the PC has its own equipment.
- The repaint of the climbing frame was scheduled for June. The paint colour agreed at the last PC meeting had been ordered.
- RoSPA Play equipment inspection – Steve Langsford from Playsafety Ltd conducted their annual inspection of the Roe Green play area and sports fields on 5 May 2015, and the report was received on 11 May. The overall risk was assessed as medium. Councillors were pleased to hear that there were no recommendations for actions or maintenance on the 10 categories of equipment. As before the highest risk scores were given to the 5 a Side and main goal posts both being given risk scores of 8 (where 1 = very low; 21 or more = unacceptably high).

#### Village inspections

The condition of the village notice boards had deteriorated. A large board outside Sandon School which seemed to be the most widely used would be of benefit.

**Resolved**, the RFO will investigate refurbishment of the boards.

#### Church Tower access ladder

The RFO reported that he had contacted the Treasurer of the PPC as the PC was concerned that the ladder and safety board had not yet been installed. The PCC

confirmed that a pressed aluminium sheet ladder guard was acceptable to the PCC and the RFO obtained a number of quotes. The cost of the standard manufactured unit was approximately one third of the cost of a locally made bespoke item.

**Resolved**, the purchase of the standard units was authorised. The RFO will place the order and liaise with the PCC.

#### 15.34 Finance Report

##### Year End financial matters

##### 1. Approval and adoption of 2014/15 accounts

The Responsible Financial Officer reported that the outgoing Chairman, Cllr Robert Wornham, had previously approved and signed off the accounts. The Internal Auditor was on holiday and had confirmed that he will sign them on his return.

**Resolved**, the 2014/15 Accounts were also reviewed and approved by Cllrs de Uphaugh and Cannon and unanimously agreed as a true and accurate record.

##### 2. Asset Register 2014/15

The Asset Register was scrutinised and the total asset value of £23,067 was agreed.

**Resolved**, the Asset Register was unanimously approved and Cllr de Uphaugh signed alongside the RFO, Mr M Wicksteed, and the RFO will obtain the approval and signature of the Internal Auditor, Mr D Camps on his return from holiday.

##### 3. Annual Return Accounting Statement 2014/15

The Statement was received. Proposed for approval by Cllr Cannon and seconded by Cllr de Uphaugh.

**Resolved**, the Statement was signed by the Chairman.

##### 4. Annual Governance Statement 2014/15

The Statement questionnaire was read out by Cllr de Uphaugh and the agreed responses were recorded.

**Resolved**, the Statement was signed by the Chairman and the Clerk.

##### 5. Annual Internal Audit Statement 2014/15 needs to be completed by the Internal Auditor, D Camps, and the RFO will get him to complete this as soon as he gets back from holiday.

##### 6. Bank Mandate

Cllr Cannon and Cllr de Uphaugh's signatures added to the updated bank mandate.

The RFO will visit Cllr Wharton to obtain her identity details and signature as a new signatory as soon as possible.

**Resolved**, the updated bank mandate will be completed and returned to Santander Bank by the RFO.

##### Finance Report for year to 13<sup>th</sup> May 2015

##### 1. The RFO presented the Financial Report for the year to 13<sup>th</sup> May. The accounts were reviewed and accepted and the following year-to-date highlights were noted:

. Total receipts: Half precept	£3,500
. Total payments	£0
. Available balance	£7,875.91

##### 2. Authorise May payments

The RFO requested approval for: HAPTC annual subscription and a training course fee; clock winders' honorarium; church ladder guard; insurance premium. Payments totalled £1,008.87. Approval for the payments proposed by Cllr de Uphaugh and seconded by Cllr Chamberlain.

**Resolved**, payment approved and cheques duly signed.

Parish Council website

Cllr Cannon reported that new local government transparency regulations require the publication on a website of draft minutes and agendas and associated meeting papers from April 2015. A second round of requirements will apply from July when annual data must be published. Cllr Cannon sought advice and Mr Mark Faure-Walker had kindly explained a simple format that had no associated costs offered by Wordpress. Councillors agreed that this would be a good way forward.

**Resolved**, Cllr de Uphaugh will do some further research and make a proposal.

Pension scheme

The RFO advised that Parish Councils will be required to set up a pension scheme for its employees by April 2016. This will affect only the RFO and the Clerk.

**Resolved**, the RFO will look into this and feed back at the next meeting.

Standing Orders and Financial Regulations

The RFO pointed out the need for the new Councillors to be aware of the PC’s Standing Orders and financial regulations.

**Resolved**, the RFO will email the documents to the new councillors.

15.35 To receive the Clerk’s report (for information only)  
There was nothing to report.

15.36 Any Other Business  
Faster broadband  
Cllr Gallo will make enquiries with various providers to ascertain the likelihood of improved broadband speed to the village.

15.37 Date of next meetings – all Wednesdays:  
    . 1<sup>st</sup> July  
    . 16<sup>th</sup> September  
    . 11<sup>th</sup> November  
    . 13<sup>th</sup> January  
    . 23<sup>rd</sup> March  
    . 20<sup>th</sup> April – Annual Assembly

15.38 To suggest agenda items for the next meeting of the Parish Council  
None.

Members of the public’s participation

Mr C Hoefkens drew attention to the damaged roadside culvert barriers at both ends of Mill End.

The Chairman thanked everyone for attending and the meeting closed at 9pm.

Chairman .....

Date .....