

**Minutes of Sandon Parish Council Meeting
Wednesday 8th March 2017 at 7.30 pm
Sandon Village Hall**

Present: Cllr J de Uphaug, (Chair) Cllr K Chamberlain, Cllr H Gallo & Cllr B Wordley

In attendance: Mrs H Stubbings, Clerk, Mr M Wicksteed, Responsible Financial Officer, Cllr S Jarvis, and two members of the public.

17.12 Welcome.

The Chairman, Cllr de Uphaug, welcomed everyone to the meeting.

There were Apologies for absence from: Cllr Tony Hunter & Cllrs Fiona Cannon, Jayne Wharton and Internal Auditor Mr David Camps.

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

17.14 Minutes of Sandon Parish Council meeting held on Wednesday 25th January 2017.
Approval of the minutes was proposed by Cllr de Uphaug and seconded by Cllr Wordley
Resolved, that the Minutes be agreed as a true and accurate record of the proceedings and be signed by the Chairman.

17.15 Reports on actions agreed at the last Council meeting (not covered elsewhere in the agenda).
None

17.16 a. Access/Rights of Way.

Footpath 47 - Agreement has been reached by all parties to proceed.

A Bridleway adjacent to Beckfield Lane is to be reinstated.

b. Highways-

Litter Pick, March 25th 10.30 am.

A question regarding the increase in HGV traffic in the village was raised; Cllrs didn't think this was the case.

Damage to trees due to the recent storms had left some hazards.

I.e. Tree on overhead cables at Mill End to be reported.

JW

c. Church

Grass cutting will be taken over by another parishioner. The RFO raised the question of payment in line with the grant given by the PC

d. Sports Club and Roe Green

There will be a meeting of the Sports Club at the Pavilion on 16th March, 8pm, a Councillor will attend.

e. Village Hall

Village Hall Title Deed. Currently the land is unregistered. Robert Wornham produced a copy of the trust deed, which shows evidence of title but is not the actual deed. If the land remains unregistered it could be registered by someone who may not be the legal owner. BW to access the archives for a copy.

A new Village Hall sign has been erected on the bank at the entrance.

Estimates for investigation into the damp problem are being sought. A quote for sanding and re-sealing the floor has been obtained for £650

f. Planning

Ashby House, Rushden Road– permitted development

There will be an open consultation meeting regarding the proposed redevelopment and change of use of the Bury and associated Barns on the 16th March

g. Neighbourhood Plan and Local Plan

Cllr De Uphaugh suggested the possibility of setting up a sub-committee to discuss the development of a Neighbourhood plan. Producing a Neighbourhood plan may be costly, some funding is available. It was decided to raise the matter at the Annual Assembly to see if there is sufficient buy in from a good section of the village to embark on it.

17.17 Safety Report –

Nothing to report regarding safety issues. The RFO had received a quote £2,340 to paint the main items of play equipment.

Fencing of the play area on Roe Green could require 75 meters of galvanised fencing at a cost of some £5,000. The RFO will ask ROSPA if fencing would reduce the risk-rating of the area. The consensus of Cllrs was not to erect fencing.

RFO to acquire polycarbonate to repair the sign.

The RFO reported damage to concrete post by the pond which had sheared off.

JW

17.18 Financial Report.

Finance Report for year up to 7th March 2017

1. The RFO presented the Financial Report for the year to 7th March.

- . Total receipts: £9,744.62
- . Total payments to date: £6,642.67
- . Payments since January meeting: £1,180.05
- . Approved & reserved funds of: £414.40
- . Available balance prior to January payments £9,851.80
- . Head teacher leaving function being arranged by FOSS

FC

2. To authorise March payments for;

HAPTC £40, Cricket Club £250, History Group£60. Notice Boards; stage 1 payment £1,800

Village Hall rental £70, Clerk & RFO Expenses £88.42, VH Floor £650, strimmer spares £51.40

Payments total £5,509.82 including £2,500reserves for works on the Village Hall to be completed by 31st March. Proposed by Cllr De Uphaugh, 2nd Cllr Gallo - **resolved**

Closing Balance £4,658,38

3. Update on RFO activities.

NEST – Sandon Parish Council fully compliant.

Transparency Code ¼ly Reporting now taking place.

Approval of the circulated 2017 Risk Assessment was proposed by Cllr Gallo and 2nd by Cllr Chamberlain – the matter was **resolved**

Review of Internal Audit. During the audit it was observed that some documents are not available on the Website including Councillors Declarations.

Clerk

The Council accepted the2016/17 Internal Audit Report. Proposed by Cllr Gallo, 2nd Cllr Chamberlain – **resolved**

The Internal Audit Effectiveness Review document had been circulated. Specific questions were reiterated and the review document was Proposed by Cllr Chamberlain and 2nd by Cllr Wordley and **resolved**.

On behalf of Sandon Parish Council the Chair expressed his thanks to Mike Wicksteed (RFO) and asked that David Camps be thanked for his thorough work on the internal audit.

Reserves of £4,658.38 are currently held which is above the £2,900 required to comply with the Reserves Policy.

It is anticipated that the date for the Annual Return will be the 26th May. The RFO plans to have all relevant paper work ready for approval at the 10th May meeting; which will also be the Annual Meeting.

Annual Insurance Cover. A small inflation rate increase is anticipated to maintain standard cover.

17.19 Cllr Steve Jarvis reported on the following matters:

- that the Local Plan will now go to NHD Council for approval prior to being sent to the Inspectorate.
- S106 monies - are likely to disappear in the future. Money requested will only be on developments greater than 10 homes and allocation of the money will need to be identified in advance. Current grants are given for enhancement and not general repair for projects including open spaces, pitches and play areas. Examples include installing a gate in place of a style on a footpath.

Cllr Jarvis intends to use additional funds for community projects.

Plans to reintroduce transport from the village is progressing. The provision may take place on a Thursday or Friday to Baldock, depending on interest and available volunteer drivers. A small donation to cover minimal costs will be requested. An article asking for drivers will be placed in the Gazette. **KC**

17.20 Tasks to be completed before 31st March 2017

17.21 Review and update of Parish Council Standing Orders.

Revised Standing Orders had been circulated prior to the meeting. Cllr Wordley explained about mandatory points being presented in bold.

Subject to small corrections including item 14b, 14 – Chairman or nominated Councillor and formatting requirements Cllr Wordley proposed that the new Standing Orders be adopted. This was 2nd by Cllr Gallo - **resolved**
(water mark, date adopted etc)

17.22 Correspondence
None

Date of next meetings

12th April Annual Assembly- aps Cllr Hilary Gallo

10th May

5th July tbc

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

Robert Wornham, previous Chair reported that he was in possession of Minutes dating back to 1896, and asked what the Parish Council would like to do with them. It was agreed that the documents should go to the Hertford archives. They will be deposited there after being on show at the Annual Assembly in April.

Chairman

Date