

Sandon Parish Council



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Chairman Helen Coates

Minutes of the Meeting of Sandon Parish Council held on Wednesday 10th May 2023 at 7.30pm at Sandon Village Hall.

Present: Cllr Helen Coates, Cllr Ian Dell, Cllr Nikki Dingley, Cllr James de Uphaugh

In attendance:

Sarah Wylie - Clerk, Caroline Scott - Responsible Financial Officer.
Three parishioners.

Apologies for absence

Apologies for absence were received from Cllr Steve Jarvis.

Minutes Part One

1.5.23	<ul style="list-style-type: none">9.5.23 brought forward to first point to ensure outgoing Chair authorised to approve minutes of the last meeting.To appoint a Chair of the Parish Council for the ensuing Council year. HC proposed, NH seconded.
2.5.23	To receive the Chair's Declaration of Acceptance of Office. Received from HC.
3.5.22	To appoint a Vice-Chair of the Parish Council for the ensuing Council year. ID proposed, HC seconded.
4.5.22	To receive the Vice-Chairs Declaration of Acceptance of Office. Received from ID.
5.5.23	To co-opt James de Uphaugh to the Council. HC proposed, ID seconded.
6.5.23	To confirm that all Councillors have re-signed the Declaration of Acceptance of Office. Done.
	Part Two.

7.5.23	To receive apologies for absence. Cllr Steve Jarvis.
8.5.23	To receive members declaration of any pecuniary interest connected to the agenda. None.
9.5.23	To approve the minutes of the Meeting of the Parish Council held on the 8 th March 2023, and the Chair to sign them as a true record. Actioned in minutes reference 1.5.23
10.5.23	To invite members of the public to address the meeting. Nothing to declare.
11.5.23	To discuss matters relating to North Herts and Herts CC. Nothing to declare.
12.5.23	<ul style="list-style-type: none"> • To acknowledge correspondence received from Bridget Wheeler and Keith Chamberlain concerning resignations. HC and clerk to draft letters of thanks. • To confirm areas of responsibility for each Councillor. <ol style="list-style-type: none"> 1. Ian - Sports Club and School. 2. James - Church. 3. Helen - Highways. 4. Nikki - Village Hall. 5. Planning will be done as group.
13.5.23	<ul style="list-style-type: none"> • To hear from the Financial Officer: • General Meeting Financial Report. HC signed the reconciled bank statements with the end of year accounts. RESOLVED. HC proposed JdeU seconded. • The AGAR - To Approve the Certificate of exemption 2022/23 RESOLVED HC proposed JdeU seconded • To approve the annual internal auditor report for the year 2022/23 RESOLVED HC proposed JdeU seconded • To approve Section 1 - RESOLVED HC proposed JdeU seconded. • To approve Section 2 - RESOLVED HC proposed JdeU seconded. • Exercise of Public Rights dates to publicise - 12th June - 21st July 2023. RESOLVED NH proposed JdeU seconded. • Analysis of year-on-year significant variances and year end bank reconciliation. What are allocated PC reserves...are they allocated or free reserves? RFO to have a look and report back. • Exercise of Public Rights dates to publicise - 12th June - 21st July 2023. NH proposed JdeU seconded.

	<ul style="list-style-type: none"> • Internal audit review. HC proposed JdeU seconded. • Bank Mandate. NH new signatory. JdeU proposed HC seconded. • Insurance. BHIB. 12 months and then review JdeU proposed NH seconded. • Financial Regulations and Standing Orders. HC proposed JdeU seconded. • Code of Conduct - this is on the website and should be agreed when signing the Declaration of Interest forms, done at the start of the meeting. • Financial Highlights and spend approvals for May 2023. HC proposed JdeU seconded. • Robert Warnham thanked the PC for the Coronation mugs.
14.5.23	<p>To hear reports from the nominated representatives for the following:</p> <ul style="list-style-type: none"> • Highways - HC potholes - some are being filled and some are not - just continue to report - SJ is aware. HC has spoke to Highways re the broken pond railings. • HGV signs - what is the latest? • Church - new vicar - Weston Church welcome service on the 13th May. • Sports Club and Roe Green - nothing to report - very wet! • Village Hall - Coronation celebrations - a very good turn out. Flooding is still a problem - Village Hall meeting next week but finances are tight. Hugo Jones is going to look after the grass outside the hall and also help with the grass in the Churchyard. Volunteer letter shoulder be sent to Hugo. • School - nothing to report. • Planning and Licensing Applications - none. • Access - none. • General - Re-wilding. An invite to Sandon Manor. A letter and invitation to update the village on Sandonbury progress in an open forum. ID proposed JdeU seconded. • Date of Annual Parish Council. Not this year.
15.5.23	<p>To receive matters for report and/or referral to next agenda (information only).</p> <p>Correspondence from Janice Darton. Aim to co-opt two new councillors.</p>
16.5.23	<p>Note correspondence received. Janice Darton.</p>
17.5.23	<p>To confirm date of next meeting - 12th July 2023.</p>

Meeting finished at 20.58pm