

Sandon Parish Council

Parish Locum Clerk Caroline Scott
Lye End Farm, Sandon, SG9 0RS
Clerk@sandonherts.co.uk
www.sandonherts.co.uk

Date: 8th January 2025

To: Cllrs John Davies (Chair), James De Uphaug, Nikki Hawxby, Maaïke van-Wijk.

Councillors are respectively summoned to attend this meeting for the transaction of business in the agenda below. The meeting is open to members of the public and press.

Please note that all relevant information is available on our website

Sandon Parish Council Meeting to be held on Wednesday 15th January 2025 Sandon Village Hall at 7.30pm

C Scott

Mrs C Scott,

Clerk to Sandon Parish Council

To assist in the speedy and efficient despatch of business, members requiring further information or clarification on items included on the agenda are requested to enquire prior to the meeting.

AGENDA

25/001 **Apologies**

To receive apologies for absence.

25/002 **Interests**

- a) To receive declarations of interest from councillors on items on the agenda
- b) To receive written requests for dispensations for declarable interests; and
- c) To grant any requests for dispensation as appropriate

25/003 **Co-option**

To review applications for the vacancy of Sandon Parish Councillor

25/004 **Minutes**

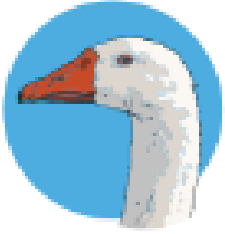
To confirm the minutes of Sandon Parish Council Meeting held on the 13th November 2024 as an accurate record of proceedings.

25/005 **Public Issues**

To invite members of the public to address the meeting.

- a) Request by Gardening Club for a bench outside the Village Hall

- 25/006 **Reports to the Council**
To receive reports from representatives on outside bodies, local authorities and agencies.
- 25/007 **Policies**
Annual Mandatory:
a) [Financial Risk Assessment](#)
b) [Asset register](#)
c) [Calendar of meetings](#)
- 25/008 **Planning**
To receive a planning report on applications and decisions
a) [24/02303/FPH](#) – Mill End Farm House - ongoing
b) [Drovers Road, Green End](#) – Decided
c) [24/02732/FP](#) - Yew Tree Farm
- 25/009 **Finance - Report**
a) To note receipt of income
b) To receive [summary report of receipts and payments against budget](#)
c) To receive bank reconciliation
d) To consider grant applications from local groups
 1. [Friends of Sandon School](#)
 2. [Gardeners Club](#)
 3. [Sandon Sports Club](#)
e) To authorise payments made in accordance with the budget
f) To note the 2024-25 Internal auditor [interim report](#)
g) To consider a playground management contractor
- 25/010 **Reports from Working Parties and Committees**
a) HR committee
b) Highways
c) Church
d) Sports Club and Roe Green
e) Village Hall
f) School
g) VE-Day Celebration plans
- 25/011 **Date of next Sandon Parish Council Meeting and items for the agenda**
To note that the next Parish Council Meeting will be held on Wednesday 12th March 2025



Sandon Parish Council

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Sandon Parish Council Meeting held on Wednesday 13th November 2024 Sandon Village Hall at 7.30pm

Present: Cllrs John Davies (Chair), James De Uphough, Nikki Hawxby.

Attending: C Scott (Clerk), 4 Parishioners. DCllr S Jarvis,

MINUTES

MEETING OPENED 19:30

24/054	Apologies To receive apologies for absence. Cllr M van-Wijk
24/055	Interests a) To receive declarations of interest from councillors on items on the agenda Cllr J Davies on 24/061 a) 24/02303/FPH b) To receive written requests for dispensations for declarable interests; and none c) To grant any requests for dispensation as appropriate none
24/056	Co-option To review applications for the vacancy of Sandon Parish Councillor - None
24/057	Minutes To confirm the minutes of Sandon Parish Council Meeting held on the 26th September 2024 as an accurate record of proceedings. Approved Proposed Cllr N Hawxby, seconded Cllr J De Uphough that these Minutes be agreed as a true and accurate record of the proceedings and be duly signed by the Chairman. Unanimously agreed.
24/058	Public Issues To invite members of the public to address the meeting.
24/059	Reports to the Council To receive reports from representatives on outside bodies, local authorities and agencies. DCllr S Jarvis, drainage still to be dealt with, keep raising the Gannock Road issues of only filling holes. Appointed the new bin collection contractors to start in April, collection arrangements will be changed later. Cllr J De Uphough asked about the HGV signs at the entrances of the village from the surrounding main roads – DCllr Jarvis responded with that an explanation that it was considered that the worded signs were placed on roads that HGV's are able to redirect at the junction. Cllr De Uphough asked about the Luton Airport changes, DCllr Jarvis reported that it

	<p>is with the Secretary of State and no result has been decided yet.</p> <p>Parishioner asked about the Wallington Road works and it was reported work was continuing today.</p> <p>Parishioner reported to DCllr that there is a collapsed drain between Notley Green and Green End.</p>
24/060	<p>Policies</p> <p>a) General Reserves Policy – Resolved - proposed Cllr J De Uphaug, seconded Cllr N Hawxby</p> <p>b) Staffing Committee Terms of Reference – Resolved - proposed Cllr J De Uphaug, seconded Cllr N Hawxby</p>
24/061	<p>Planning</p> <p>To receive a planning report on applications and decisions</p> <p>a) 24/02303/FPH – Mill End Farm House – could not be discussed due to lack of quorum</p> <p>b) 24/01297/FP – Partridge Hall Farm – awarded Conditional Permission</p>
24/062	<p>Finance - Report</p> <p>a) To note receipt of income - none</p> <p>b) To receive summary report of receipts and payments against budget</p> <p>c) To receive bank reconciliation - resolved signed by Cllr J De Uphaug</p> <p>d) To consider prices of Christmas Tree - An Abies Concolor 3.3-3.5m – a donor is willing to pay for the tree – resolved proposed Cllr J Davies and seconded Cllr J De Uphaug, action - to organise the placement of the tree and purchase of the lights.</p> <p>e) To consider grant applications from local groups - None</p> <p>c) To authorise payments made in accordance with the budget – Resolved - proposed Cllr J De Uphaug, seconded Cllr N Hawxby</p> <p>f) To consider the draft budget for 2025/26 and consider the precept for 2025/26 – Budget was discussed and agreed with a lower precept demand of £8500 due to a healthy general reserve. Resolved - Proposed Cllr J De Uphaug seconded Cllr N Hawxby, action - to Look into defib training</p>
24/063	<p>Reports from Working Parties and Committees</p> <p>a) HR committee – report from staff appraisals – appraisal completed, happy with performance</p> <p>b) Highways – mowing in November – Cllr J Davies will be contacting highways to comment on the mowing at an inappropriate time as verges have already died back. Cllr M van Wijk is researching the strength of the gates on the footpaths around the village.</p> <p>c) Church - path is imminent, no fixed date yet.</p> <p>d) Sports Club and Roe Green – no report</p> <p>e) Village Hall – Broadband has been researched and discussed in the budget to add to the annual expenses. Communication from HCC offering a grant for winter celebrations to support elderly and vulnerable, up to a max £500, venue food, applications to be in by Monday 18th November 2024, for functions through 24th- end of January</p> <p>f) School –very low numbers at the moment.</p>
24/064	<p>Date of next Sandon Parish Council Meeting and items for the agenda</p> <p>To note that the next Parish Council Meeting will be held on Wednesday 15th January 2025</p>

Meeting closed 20:40

Sandon Parish Council

Ref: Financial & Business Risk Asst. 7/01/2025.16

Ref	Risk	Countermeasures in place to mitigate Risk Issue No 16 – for review& adoption by PC January 2025	Notes / adequacy of current countermeasures
F	Financial Controls		
F1	If no experienced / qualified officer available for running Council's finances	A – Recruitment & appointment of a replacement RFO B - Training & induction of new RFO C – Seek advice from HATPC and professional bodies D – Retiring RFO retained for 1-2 months after new RFO has joined	A – If Clerk does not have financial skills or adequate time to undertake this work. B & C – If the recruited RFO is inexperienced. D – Best practice
F2	Financial Regulations not followed	A- Councillors to remind themselves of content of Fin. Regs. annually B- New members to be directed to the F Regs on PC website C- Int Auditor to check adherence by sample audit annually	A- Clerk add to agenda annually B- Clerk/Chair to advise members C- RFO to include compliance check to internal audit plans
F3	Lack of clear and transparent financial overview (i.e. compliance with 2015 Transparency code)	A - Parish Chairman to check periodically, B - Internal Auditor to undertake annual Internal Audit. C - Regular reporting to Council of actual spend vs. budget via regular Management Accounts and Financial Report prepared by RFO. D – Financial information to be published on the Sandon Herts Website in accordance with Transparency Act 2015	A -Ongoing B - Ongoing C –Done as part of Fin Report for each meeting D – Ongoing for quarterly & year end reporting
F4	Expenditure and or Commitment to spend made without proper authority	A - RFO to check Council spending is in accordance with financial regulations B - RFO to keep cheque books in secure location C – 2 signatures required on all cheques/ payment instructions D – No petty cash float held within PC E – No reimbursement of officers without appropriate receipts	A – Ongoing B - Ongoing C – Bank Mandate reviewed annually D&E – Expenses only reimbursed by cheque
F5	Loss/destruction of key original hard copy financial documents by fire, flood etc	RFO & Clerk have electronic copies of all policies employment contracts and other key documents, (invoices not now scanned, as duplicates can be obtained from suppliers). Minutes are held in both hard copy and electronic form. Website depository for key documents now active	Main records held electronically in several separate locations hence impact of loss of hard copy records not seen as high.
F6	Loss of computerised records (including Payroll & PAYE).	A - Back-up of all files & software on RFO's hard drive B – Regular backup of PAYE data in Moneysoft Payroll system C – Replace ageing PC's D – Cloud based filing system in place	A – RFO's backup to remote hard drive done on each use. B – Done at each payroll run C – RFO's PC replaced Jan 2016
F7	Lack of systems skills	A - Training for RFO & Clerk if required	A - currently seen as acceptable

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A	Accounting		
A1	Incorrect expenditure code attribution	A - RFO to attribute code on receipt of invoice B - RFO to check budget allocations C – Internal Audit to check	A – Ongoing B – Monthly C – Annually
A2	Incorrect data entry	A – RFO loads Mgt a/c spreadsheet, arithmetic done automatically B - RFO to examine entries on schedules before submission to Council C – Councillors to be vigilant on reviewing management accounts	A – Ongoing B – Monthly C – At each Council meeting
A3	Incorrect entries by Bank / RFO	A – RFO to do bank reconciliation for each issue of Management Accounts B – Internal Auditor to conduct sample reconciliations	A – Monthly B – Annually
A4	Discrepancies in Financial Reports and Management Accounts to Council	A – Councillors to scan documents for errors on receipt B – Internal Auditor to conduct sample checks C – Invoices initialled to confirm match to cheques by 2 signatories.	A – Monthly B – Annually C – When cheques signed
A5	VAT discrepancies or invalid claims	A - VAT claims reconciled to financial schedule by RFO B – RFO to check claims against VAT guidelines for Local Authorities prior to submission C – RFO to refer any queries to local VAT office	A – VAT ledger updated monthly, letter advising any discrepancy to be sent to HMRC. B – Ongoing C – As they arise
A6	Inadequate records on proof of payments made by PC	A – RFO to mark all invoices with the cheque number with which they were paid. B - No payments to be made in cash C – Bank statements downloaded for each PC meeting by RFO	A – Ongoing B – Ongoing C – Ongoing

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B	Budget		
B1	Overspend against Budget	A - RFO to check sufficient funds available prior to requesting Council's approval to spend B – Regular bank reconciliations by RFO C – Regular Management Accounts to show actual spend vs. budget.	A – Ongoing B – For each Council meeting C – For each Council meeting
B2	Lack of resources from NHDC Precept payments to achieve desired local support and or meet existing commitments.	A – RFO to check that Council does not make open ended commitments, or commitments over budget when placing orders. B – RFO & Chairman to plan contingency into all capital contracts C – RFO & Chairman to ensure that any unbudgeted contract overrun can be covered by short term loans. D – Reserves policy in place E – Opportunities for improved productivity & possible synergies by working with other local PCs will be explored.	A – Ongoing B – Ongoing C – By project D - Reviewed Annually E – Exploratory meetings to be held during 2023
M	Misappropriation of public funds		
M1	Expenditure without authority	RFO to ensure that prior approval for spending has been pre-authorized by Council / is in compliance with Financial Regs.	Ongoing
M2	Invoice payment without authority	A - All cheques to be listed for approval at each Council meeting and be signed by 2 Councillors, or B if urgent be approved by Clerk & RFO for subsequent approval at next Council meeting and always be shown in the minutes	A & B – At each Council meeting
M3	New cheque book misappropriation	A - All cheque books to be posted to the RFO's address or collected from the bank personally by the RFO. B - Cheques to be stored in a locked drawer at the RFO's home. C – New cheque books can only be ordered by approved signatory	A – Ongoing B – Ongoing C – Signatories reviewed annually & RFO added to enable a/c admin.
M4	Cheque misuse	A - Cheques only to be written against the approved spend schedule or individual payment as approval by Council. B - If no invoice exists RFO to provide written justification. C- All cheques to be signed by two Councillors authorised by the bank mandate. All signatories must initial the cheque stubs, and the corresponding invoice.	Ongoing

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Ref: Financial & Business Risk Asst. 7/01/2025.16

Ref	Risk	Countermeasures to Mitigate Risk	Notes / adequacy of current countermeasures
M5	Incoming cash and cheque misappropriation	All cash and cheques to be stored securely and banked within 10 working days. Individual receipts to be issued for all cash received. 2 people to be present whenever cash is counted.	Ongoing
M6	Theft of funds	A – Bi-monthly Bank statements to be obtained and be reconciled and signed off by RFO. B - Ensure Fidelity Insurance in place against theft of funds by staff, councillors and other persons.	A – Bi-monthly B - Reviewed annually
M7	Theft of petty cash or stamps.	A - No petty cash held, all out of pocket expenses incurred by Councillors and Officers to be repaid by cheque against receipts. B – Postage stamps held by Clerk and RFO to be kept to a minimum and securely stored	A – Ongoing B - Ongoing
L	Insurance & Liability		
L1	Level of cover inadequate to replace lost assets	A – P Council Insurance schedule of to be reviewed by RFO in association with Council annually to review repercussions of under insurance vs affordability of cover. B – Confirm that insurance provided by other policies e.g. Village Hall is appropriate and adequate.	A - As necessary i.e. when new asset purchased, but at least annually. B - Village Hall bldg. & contents cover now reviewed annually in Sept. by RFO
L2	Inadequate records of Council's assets and possessions	A - Asset Register maintained by RFO and listed in supplementary Notes to the Accounts at Audit. B – Any deeds or other legal documents relating to assets to be stored securely for P Council by NHDC. C – A record of all asset disposals to be maintained by RFO & reviewed annually by Council. D – Assets loaned out to be covered by a signed loan agreement.	A - Annually B – Ongoing C – Physical check of all assets by RFO annually D - Ongoing
L3	Public liability - Injury to public, employees, members and volunteers including long term liability where children are involved	A – Regular H&S checks to be carried out on play areas and equipment and periodic risk assessments of new / abnormal work practices. B - Visual inspections of other village open spaces, structures & trees. C – Review insurance policy annually for adequacy of cover. D – Retain all insurance & claim documents for at least 25 years.	A.i - Monthly Cllr I. Dell A.ii –Annual by RoSPA B – Monthly by Cllr I. Dell C – annually by PC D – RFO & Clerk to arrange; Ins. records prior to 2010 incomplete.
L4	Employee liability – non-compliance with H&S and employment law.	A – Job Descriptions & Employment Contracts in place B – Disciplinary and Grievance procedures in place C – Monitor H&S and Employment Law updates	A – New contracts to be put in place January 2024 B introduced during 2013

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			C - HAPTC is currently main source of this info.
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L6	Inadequate employment policies and procedures within Council.	Now in place – see L5 above	
Legend			
NOTE! The assessed severity of the risk takes account of the combined effect of the probability of occurrence and the severity of the impact.	Low Risk No further action required	Medium Risk Additional work required on countermeasures / safeguards	High Risk Urgent action required to address risk
Assessor (RFO) & Signature Caroline Scott		Chairman & Signature RJ Davies	Reviewed and adopted by Sandon Parish Council at its meeting on 7/01/2025 Councillor:
Date: 7th January 2025		Date	Signature

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L4	Employee liability – non-compliance with H&S and employment law.	A – Job Descriptions & Employment Contracts in place B – Disciplinary and Grievance procedures in place C – Monitor H&S and Employment Law updates	A – New contracts to be put in place January 2024 B introduced during 2013

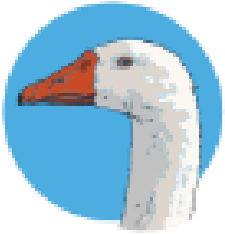
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L6	Inadequate employment policies and procedures within Council.	Now in place – see L5 above	
Legend			
NOTE! The assessed severity of the risk takes account of the combined effect of the probability of occurrence and the severity of the impact.	Low Risk No further action required	Medium Risk Additional work required on countermeasures / safeguards	High Risk Urgent action required to address risk
Assessor (RFO) & Signature Caroline Scott		Chairman & Signature RJ Davies	Reviewed and adopted by Sandon Parish Council at its meeting on 7/01/2025 Councillor:
Date: 7th January 2025		Date	Signature

Sandon Parish Council - Register & 'Restated' Valuation of Fixed Assets 1 - for year ended 31 March 2025

SPC Asset Ref.	Asset Loc'n Code*		Date acquired	£ value when acquired / received (Excl.VAT)	£ Inst'n. Cost (Excl. VAT)	£ Value for Audit Commis'n (Purch + Inst'n)	£ value at start of year or as acquired / received (excl inst'n)	% Annual deprec'n - linear	£ Deprec'n this year	£ Net val. for PC Mgt purposes (excl VAT & after depr'n)	Date of disposal	£ value at disposal	Notes	
01-001	CE	Village Hall - (Community Asset, conveyed to the Council by St Albans Diocesan Board of Finance & E Faur Walker, £550 paid by the Council from funds raised by donations, subscr'ns & gifts	13/05/1957	550.00	0.00	1.00	1.00	0	0.00	1.00			This Community Asset hence valued at a nominal £1.00. the Council holds the freehold as custodian trustee not beneficial owner and the management is undertaken by managing trustees.	
05-00A	RG	Big Giraffe steel climbing frame, included at nominal £1.00 (Wicksteeds of Royston)	Prior to 1977	unknown	unknown	1.00	1.00	0	0.00	1.00	-	-	General Note! Fully depreciated items shown at nom. £1 if retained	
05-001	RG	1 Childrens pedestal slide (Wicksteed Leisure ref. 6050.062)	12/01/2006	2947.00	581.00	3528.00	1.00	0	0.00	1.00	-	-	Note! Valuation of Fixed Assets for Audit Commission reporting - (shaded green) at Purchase cost + Installation cost, excluding VAT.	
05-002	RG	1 Childrens traditional 10ft 1 bay 2 seat swing (Wicksteed Leisure ref. 6040.008)	22/06/2007	1357.00	504.03	1861.03	1.00	0	0.00	1.00	-	-		
05-003	RG	1 Childrens traditional 8ft 1 bay 2 seat swing (Wicksteed Leisure ref. 6040.005)	22/06/2007	1266.00	486.68	1752.68	1.00	0	0.00	1.00	-	-		
05-004	RG	Safety Surfacing (beneath play equipment) (Wicksteed Leisure ref. 6130 Grass)	22/06/2007	3201.00	1948.55	5149.55	1.00	0	0.00	1.00	-	-	Note! Valuation of Fixed Assets for Parish Council internal management purposes (shaded red) at Purch cost excl'g installation cost and VAT less cum. annual depreciation charge. Fully depreciated assets stated at £1 if retained.	
05-005	RG	1 Playground Signboard (Wicksteed Leisure ref 6120.164/P)	22/06/2007	269.00	96.00	365.00	1.00	0	0.00	1.00	-	-		
05-020	RG	2 Countryside seats (Glasdon ref. 333/0103)	25/08/2009	886.22	200.00	1086.22	1.00	0	0.00	1.00	-	-		
05-021	RG	1 Countryside bench (Glasdon ref. 333/0102)	25/08/2009	293.45	100.00	393.45	1.00	0	0.00	1.00	-	-		
05-023	TH	Boxed set of bronze handbells (gifted to PC)	17/05/2012	796.00	0.00	796.00	358.00	5	39.80	318.20	-	-	Item was gifted to SPC and value is as advised by the donor	
05-026	VH	DVD Player, screen, speakers & audio visual equipment (Next Communications)	01/12/2013	1073.00	260.00	1333.00	1.00	0	0.00	1.00	-	-		
05-027	VH	Curtains 5 prs fire resistant & 1 roller blind (Finesse)	03/03/2014	2249.17	0.00	2249.17	1.00	0	0.00	1.00	-	-		
05-030	VH	7 Folding tables (Advanced Moulds Ltd)	04/01/2016	614.90	0.00	614.90	1.00	20	122.98	1.00	-	-		
05-032	VH	Magrini baby changing unit (Direct365)	25/03/2016	216.00	0.00	216.00	1.00	20	43.20	1.00	-	-		
05-033	LE	HP 250G4 Laptop (SN: CND6012DML) & Software (PC World Business)	29/03/2016	370.84	0.00	370.84	1.00	0	0.00	1.00	-	-		
05-035	CE/RG/RH	3 Ex BT Phone Boxes	18/03/2016	3.00	0.00	3.00	3.00	0	0.00	3.00	-	-	3rd Phone Box purchased for £1 in 2016/17, added to Register 2017/18	
05-036	CE	AED Equipment for Church End phone box (P Davies)	24/10/2016	490.00	150.00	640.00	1.00	20	98.00	1.00	-	-		
05-037	ME/RR/RG/RH	4 Oak Parish Council Noticeboards	04/06/2017	3320.00	190.00	3510.00	1.00	20	664.00	1.00	-	-	Payment spanned 2016/17 and 2017/18, installed 04/06/2017	
05-037	VH	Beko Larder Fridge LSG1545	13/09/2017	195.83	0.00	195.83	1	33	64.62	1.00	-	-		
Cumulative Totals:				20098.41	4516.26	24066.67	378.00		1032.60	338.20		0.00		
Total value of Sandon PC Capital Assets at 31 March 2025 after depreciation for the year:											338.20			<p align="center">Legend: *Asset Location Codes:</p> <p>C =Church; CE = Church End; LE = Lye End; ME = Mill End; RG = Roe Green; TH = Tay House; VH = Village Hall; RH = Red Hill; G=Gannock, OR=Old Rectory, RR=Rushden Road (last updated 08/01/2025)</p>
Prepared by RFO C. Scott				Reviewed by Internal Auditor				Council approval confirmed, Chairman J Davies.						



Sandon Parish Council

Parish Locum Clerk Caroline Scott
Lye End Farm, Sandon, SG9 0RS
Clerk@sandonherts.co.uk
www.sandonherts.co.uk

CALENDAR OF MEETINGS 2025-2026 (Typically 2nd Wednesday of the month)

Month/Date Monday	Time	Meeting	Venue
2025 January 15th	7.30pm	Council Ordinary	Sandon Village Hall
March 12th	7.30pm	Council Ordinary	Sandon Village Hall
April 9th	7.45pm	Annual Parish Assembly	Sandon Village Hall
May 14th	7.30pm	Council Annual	Sandon Village Hall
July 9th	7.30pm	Council Ordinary	Sandon Village Hall
September 10th	7.30pm	Council Ordinary	Sandon Village Hall
November 12th	7.30pm	Council Ordinary	Sandon Village Hall
2026 January 14th	7.30pm	Council Ordinary	Sandon Village Hall
March 11th	7.30pm	Council Ordinary	Sandon Village Hall
April 8th	7.45pm	Annual Parish Assembly	Sandon Village Hall



www.north-herts.gov.uk

Sandon Parish Council
7 Tuthill Court
Therfield
SG8 9TT

FAO Sarah Wylie

Our Ref : 24/02303/FPH

Contact : Henry Thomas

Direct Line : 01462 474138

Email : henry.thomas@north-herts.gov.uk

Date: 28 October 2024

Dear Sir / Madam,

**Full Permission Householder : Erection of detached greenhouse following demolition of existing greenhouse
Mill End Farmhouse, Mill End, Sandon, Buntingford, Hertfordshire, SG9 0RP**

Please quote the following reference: 24/02303/FPH on all correspondence.

We would be grateful to receive your comments on the above application by 20 November 2024.

As this is a householder application, in the event of an appeal against refusal of planning permission, which is to be dealt with on the basis of representations in writing, any representations made about this application will be sent to the Secretary of State, and there will be no further opportunity to comment at appeal stage.

Please send your consultation response to planning.control@north-herts.gov.uk

If I have not heard from you by this date, I will assume you have no comments to make about this application.

Full details of the application can be accessed via the website:

<https://pa2.north-herts.gov.uk/online-applications>

Yours faithfully

Shaun Greaves
Development and Conservation Manager

The Council's Privacy Notice is available on our website: <https://www.north-herts.gov.uk/home/council-data-and-performance/data-protection/information-management-gdpr>





www.north-herts.gov.uk

Sandon Parish Council
Lye End Farm
Sandon
Herts
SG9 0RS

FAO Caroline Scott

Our Ref : 24/02732/FP

Contact : Henry Thomas

Direct Line : 01462 474138

Email : henry.thomas@north-herts.gov.uk

Date: 12 December 2024

Dear Sir / Madam,

Full Planning Permission : Installation of a small domestic-scale Vertical Axis wind Turbine.

Yew Tree Farm, Green End, Sandon, Buntingford, Hertfordshire, SG9 0RG

Please quote the following reference: 24/02732/FP on all correspondence.

We would be grateful to receive your comments on the above application by 4 January 2025.

Please send your consultation response to planning.control@north-herts.gov.uk

If I have not heard from you by this date, I will assume you have no comments to make about this application.

Full details of the application can be accessed via the website:

<https://pa2.north-herts.gov.uk/online-applications>

Yours faithfully

Shaun Greaves

Development and Conservation Manager

The Council's Privacy Notice is available on our website: <https://www.north-herts.gov.uk/home/council-data-and-performance/data-protection/information-management-gdpr>

Sandon Parish Council
By email

Countryside and Rights of Way Service
Hertfordshire County Council
Postal Point CHN103
Farnham House
Six Hills Way
Stevenage, Herts, SG1 2ST
www.hertfordshire.gov.uk

Tel: 01992 555 123
E-mail: Rachel.Knowles1@hertfordshire.gov.uk
My Ref: NH162
Date: 27th November 2024

Dear Ms Scott,

Notice of Decision made on Modification Order Application in Sandon and Order made for Footpath from Doebridge Farm to Sandon 23

Hertfordshire County Council has made a decision on an application to record a footpath running from Doebridge Farm in an eastward direction to Sandon Footpath 23 in the Sandon area. This decision is sent to everyone who was consulted.

The purpose of this letter is to

- **notify you that we decided to make an Order to record this route as a public footpath with a width of 2 metres and no limitations. This highway is maintainable by HCC.**
- **serve on you Notice of the making of an Order**

I am required to do this under schedules 14 and 15 of the Wildlife and Countryside Act 1981.

I have enclosed the following documents:

- our "Reasons for the Decision"
- a copy of the Order (which includes a plan)
- the notice advertising the Order

Copies of these documents and a detailed explanation of "How we make a Decision" can also be found on our website at: www.hertfordshire.gov.uk/rowapps

The Decision

Our decision is based on our assessment of the evidence that was available to us and the application of the relevant legal tests and case law. It is explained in our "Reasons for the Decision". It should be noted that our decision does not create new rights. It is about correctly recording rights which the evidence shows already exist.

The Order

The Hertfordshire County Council (Sandon 50) Modification Order 2024 has been made and was sealed on 7th November 2024.

What happens next?

The process is as follows

1. The Order will be advertised for a period of six weeks. An advert will be placed in the Herts Mercury on 5th December 2024. Notices will be put up on site and also at the local district/borough and parish council offices. This is so that people who are interested or who live locally and/or use the route can be informed about the Order. Copies of the Order are sent to the applicant, the landowner(s), statutory undertakers and interested user groups. They will also be available on www.hertfordshire.gov.uk/rowapps
2. Anyone may make a representation or objection to the Order in the six weeks while the Order is being advertised. This must be made in writing, addressed to Rachel Knowles before the **20th January 2025** and should include the reasons for making an objection or representation. Reasons for objecting would ideally include evidence which can be tested and proved rather than, for instance, personal opinion about whether the route is suitable or appropriate.

Please note that:

- we do not have to accept any representations or objections made outside of the six week advertising period.
 - the details of any objectors to the Order may become available to anyone who requests them as explained below (except where the objection is withdrawn).
3. If the County Council does not receive any objections or representations to the Order it can be confirmed by us after the advertising period has ended. When an order is confirmed it takes effect and the route is recorded on the Definitive Map and Statement.
 4. If objections or representations to the Order are received and not withdrawn, the Order will need to be sent to the Planning Inspectorate (who act on behalf of the Secretary of State for the Environment) to be resolved. This may be done at a public inquiry or by exchanging letters. Please note the details of any objectors to the Order will become available to anyone who requests them at this time. Any objectors should expect to put their own case forward or arrange for someone else to represent them. However, if none of the objections or representations is relevant, the Secretary of State can make a decision on the Order without hearing the evidence or exchanging letters.
 5. You will be informed as to whether or not the Order is confirmed.

I hope that this explains the process satisfactorily. The Government's information website at <https://www.gov.uk/topic/outdoor-access-recreation/rights-of-way-open-access> has further information but if you do have any queries please feel free to contact me.

Growth & Environment
Environmental Sustainability



Yours sincerely,

A handwritten signature in black ink that reads "R Knowles".

Rachel Knowles
Definitive Map Officer
Countryside & Rights of Way Service

Sandon Parish Council
By email

Countryside and Rights of Way Service
Hertfordshire County Council
Postal Point CHN103
Farnham House
Six Hills Way
Stevenage, Herts, SG1 2ST
www.hertfordshire.gov.uk

Tel: 01992 555 123
E-mail: Rachel.Knowles1@hertfordshire.gov.uk
My Ref: NH326
Date: 27th November 2024

Dear Ms Scott,

Notice of Decision on Modification Order Application in Sandon

Hertfordshire County Council has made a decision on an application to record a restricted byway running southeast from Green End in the Sandon area. This decision is sent to everyone who was consulted.

The purpose of this letter is to notify you that the County Council has decided not to make an order to record the route described above.

The Decision

Our decision **not** to record this route as a restricted byway is based on our assessment of the evidence that was available to us and the application of the relevant legal tests and case law. It is explained in the attached report "Reasons for the Decision" which can also be found on our website at: www.hertfordshire.gov.uk/rowapps. Further information about "How we make a Decision" can be found at: www.hertfordshire.gov.uk/row under 'Applications and how to make them'.

What happens next?

Now that we have made our decision the applicant has the right to appeal to the Secretary of State within the 28 days after the receipt of the attached decision. Details of this process can be found on the Government's information website at <https://www.gov.uk/topic/outdoor-access-recreation/rights-of-way-open-access> under 'Public rights of way'.

If an appeal is made and the Secretary of State considers that an order should have been made, they will direct Hertfordshire County Council to do so. In such cases any order would need to be advertised and it would be open for anyone wishing to object to do so. If objections were received this could result in a public inquiry.

I hope this explains our decision, but if you have any queries please contact me.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'R Knowles', written in a cursive style.

Rachel Knowles
Definitive Map Officer
Countryside & Rights of Way Service

Financial Report for Sandon Parish Council Meeting

15th January 2025

a) To Note receipt of Income

Financial Highlights for the current year to date (7th January 2025):

- Total receipts : full precept payment 9321.94
- HMRC VAT reclaim 212.76

Total payments received for current year to date (7th January 2025): £9534.70

Available Balance (£21379.87 Bank statement, less 3 uncleared cheque £624.70) £20755.17

b) To receive summary report of receipts and payments against

25 01 Budget & Management report

c) To receive bank reconciliation – Statement attached to check against above Budget Management report

d) To consider grant applications from local groups

The Department for Levelling Up, Housing and Communities have notified that the appropriate sum for Local Government Act 1972 Section 137(4)(a) for Parish, Town and Community Councils for 2024-25 is £10.81.

398 electors x £10.81 = £4302.38

In 2023-24 we awarded £1380 worth of grants, £580 of which had to utilize the LGA 1972 Section 137(4)(a) power. These, however, were not cashed until after the end of the financial year.

With the £219.50 spent on the D-Day celebrations, that leaves the Parish Council with a maximum spend in 2024-25 of £3502.88 using the LGA 1972 Section 137(4)(a) power.

The cheque to the Sports Club for £160 towards decorating and flooring of the pavilion in 2023-24 has not been cashed.

Organisation	Use to which 2024-25 grant would be put	2023-24 Amount awarded	Amount applied for	Amount awarded
FOSS	Reading Cloud	£0.00	£500	
Gardeners Club	Engraving cups and trophies	£40.00	Up to £100	
Sandon Sports Club	Roof repairs	£160.00 Uncashed	£1500	

e) To authorise payments made in accordance with the budget

- Namecheap – website hosting (\$50.89) £41.19

these are not available, it is highly likely that the Council will be unable to defend its position and will thus be held liable. This risk can be mitigated by ensuring that reports are always produced and logged promptly.

f) To note the 2024-25 Internal auditor [interim report](#)

the first meeting with the internal auditor from Hertfordshire (James Parker) has been concluded, A very positive and educational experience as always.

Financial Report for Sandon Parish Council Meeting

15th January 2025

Items to note:

- **B.** Recording VAT correctly in cash book – this has been addressed
- **C.** Ownership of the village hall has now been addressed, the Council holds the freehold as custodian trustee not beneficial owner and the management is undertaken by managing trustees.

The Playground reports need to be produced and logged promptly

- **D.** The internal auditor believes the precept needs to be an outcome of the budget process rather than an input. I believe we have addressed this in 2024-25.
- **L.** Background papers of the meetings would be more robust if they were incorporated within the parent document rather than linked.
- **O.** As noted before the council meets its responsibilities as Trustee in respect to the village hall.

g) To consider a playground management contractor

Broadmead Leisure have come recommended by several local parish councils – Paul Tucker

SANDON PARISH COUNCIL 2024-25 BUDGET & MANAGEMENT ACCOUNTS

Month 1 - to 31 March 2025

	2023 - 2024 Actual	2024-2025 Budget	£ Actual YTD paid (excl'g VAT)	£ Actual YTD VAT paid	Forecast to 31 March 2025
Balance in Santander Bank a/c at prior year end	14192.41	17683.16	17683.16		
Cash and cheques in hand	0.00				
Less value of uncleared cheques as at prior year end	-280.00	-2150.56	-1990.56		
Less Creditors (money owed by SPC) - at prior year end	0.00				
Plus Debtors (money owed to SPC) - at prior year end	0.00				
Net balance at start of current year		15532.60	15692.60		
Receipts					
Precept	8750	9,000.00	9321.94		9,000.00
Grants	374.67				
VAT	24.8		212.76		
Other receipts	1619.21				
TOTAL	10,768.68	9,000.00	9,534.70	0.00	9,000.00
Expenditure					
Operating expenses					
Employment costs (including PAYE)	4632.22	4,600.00	2112.75		2,487.25
Insurance	498.82	500.00	464.00		36.00
Playground Management (annual ROSPA inspection)	75.00	95.00	78.00	15.60	17.00
Audit Commission (Audit fee)	175.00	175.00	187.25		-12.25
Village Hall rent	120.00	150.00			150.00
Clerk's expenses		37.50			37.50
Financial Officer's expenses		37.50			37.50
Other operating expenses (incl IT)		503.00	111.65	16.40	391.35
Parish Council Election expenses (in allocated PC reserves)					0.00
Councillor & Officer Training (HAPTC)	405.00	694.00	60.00	12.00	634.00
Subscriptions - (HAPTC, SLCC, ICO)	298.98	408.00	419.08		-11.08
Professional services (VAT on legal fees)					0.00
Other admin and general expenses	81.91		72.00		-72.00
Total operating expenses		7,200.00	3,504.73	44.00	3,695.27
Section 137 Grants awarded by Sandon PC		1,500.00			1,500.00
Sandon PCC	800.00				0.00
Friends of Sandon School					0.00
Sandon Gardeners Club	40.00				0.00
Sandon Sports Club	280.00				0.00
Sandon Cygnets	200.00				0.00
Sandon Strollers Cricket Club	160.00				0.00
Herts Air Ambulance	180.00				0.00
D-Day celebration			219.50		-219.50
Total grants awarded		1,500.00	219.50	0.00	1,280.50
Village projects					0.00
New General Equipment					0.00
Village Hall Improvements & Equipment					0.00
Other Village projects	988.80	1,140.00			1,140.00
Total village projects		1,140.00	0.00	0.00	1,140.00
Maintenance of assets & miscellaneous					0.00
Repairs & maintenance					0.00
Capital replacements					0.00
Other costs			79.20		-79.20
Total maintenance & miscellaneous expenditure		0.00	79.20	0.00	-79.20
Earmarked reserves					0.00
Parish Council Election expenses		1,744.13			1,744.13
Capital Replacements		1,000.00			1,000.00
Repairs and Maintenance		600.00			600.00
New equipment		500.00			500.00
Village Hall improvements		500.00			500.00
					0.00
TOTAL EXPENDITURE	8,935.73	9,840.00	3,803.43	44.00	6,036.57
TOTAL INCOME	10,768.68	9,000.00	9,534.70		9,000.00
Spending from Reserves (- denotes use of reserve)	1,832.95	-840.00	5,731.27		2,963.43
Total year to date receipts less total year to date payments (incl. VAT)				5,687.27	
Net actual balance (excluding creditors & debtors)				20,755.17	
memo: Total payments incl. VAT				3,847.43	
<i>Application of funds at 07 January 2025</i>					
Balance in Santander bank a/c		21,379.87		Reconciled:	yes
Less unrepresented cheques		624.70			
Less committed funds					
Plus cash / cheques to pay-in		0.00			
Plus Debtors (HMRC is not included as debtor for unclaimed VAT)		0.00			
Net funds available to Sandon Parish Council at 7th January 2025		20755.17			
Free Reserves (funds available less unspent budget)		16995.74		Date:	
Memo: Reclaimed VAT (paid by SPC but not yet repaid by HMRC)		44.00		Prepared by CFGS 07/01/2025	

Councillor Signature confirming Balance reconciliation to Bank Statement.

Sandon Parish Council

Quarterly Summary Information Report – Covering 2024/24 Quarters 1-4 (i.e. 12 months to 31st March 2024)

Ref	Information Title	PC Approval Date	Beneficiary	Purpose	£ Excl. VAT	£ VAT not yet recovered	Merchant category of expenditure / Explanatory notes on Parish Council (PC) activities
1	Expenditures exceeding £100	8/5/2024 8/5/2024 8/5/2024 8/5/2024 26/9/2024 13/11/2024	HAPTC BHIB HAPTC L. Armstrong C. Scott C.Scott	Annual subscription Annual premium Audit Fish & Chips Clerk Salary Clerk Salary	307.08 464.00 187.25 219.50 2027.57 416.70		Association of Parish & Town Councils Insurance underwriters Audit s.137 D-Day celebrations 6 month Clerk & RFO Salary Backdated salary pay increase
2	Govern't Procurement Card transactions						None
3	Procurement Tenders issued over £5,000						None
4	PC Land & Buildings owned.	Village Hall (13/12/1960)	Village residents	Meetings & Social events	(Rebuild Insurance value £507k)		This Community Asset was conveyed to the Parish Council by St Albans Diocesan Board of Finance and Elizabeth Faure Walker in 1960 in consideration of funds raised by donations, subscriptions and gifts from the inhabitants of the Parish, and cannot be sold by the Council and is hence valued at a nominal £1 on the PC Asset Register
5	Social Housing Asset Value						None
6	Grants paid to voluntary, community and social enterprise organisations						None
7	Organisation Chart						The PC comprises 6 councillors, who elect a Chair and Deputy from their number. Both Clerk and RFO report to the PC.
8	Trade Union Facility Time						There are no trade union representatives and no paid time is allocated for trade union activities
9 & 10	Parking Account & Parking Spaces						The Council has no parking spaces and hence no parking account
11	Senior Salaries						No employee earns over £50,000 p.a.
12	Constitution						Standing Orders and Code of Conduct are regularly reviewed and published on the Sandon Parish Council website
13	Pay multiple						1:0 – M & F employees are paid the same hourly rate
14	Fraud						No instances of fraud and no ongoing fraud investigations
15	Waste Contracts						No waste contracts are appointed by Sandon PC

FOSS

For the Year 1st Jan to 31st December 2023

Total Income £ 11,516.43

Lees: Expenditure £ 11,808.09

Adjustments

--

Total **-£ 291.66**

FUNDS

Current Account £ 6,559.97

Cash in Hand £ 240.71

£ 6,800.68

Capital Account

Balance Brought Forward £ 7,092.34

Net Expenditure -£ 291.66

£ 6,800.68

-£ 128.00

Balanced

	Opening Balance	Money In	Money Out	Closing Balance
January	£ 6,851.63	£ 708.54	£ 100.00	£ 7,460.17
February	£ 7,460.17	£ 2,773.19	£ 1,016.17	£ 9,217.19
March	£ 9,217.19	£ 378.54	£ 122.47	£ 9,473.26
April	£ 9,473.26	£ 49.44	£ 3,176.28	£ 6,346.42
May	£ 6,346.42	£ 413.87	£ 125.45	£ 6,634.84
June	£ 6,634.84	£ 305.00	£ 20.00	£ 6,919.84
July	£ 6,919.84	£ 1,163.93	£ 2,177.21	£ 5,906.56
August	£ 5,906.56	£ 44.50	£ -	£ 5,951.06
September	£ 5,951.06	£ 119.00	£ 16.25	£ 6,053.81
October	£ 6,053.81	£ 91.00	£ 51.61	£ 6,093.20
November	£ 6,093.20	£ 4,382.64	£ 2,589.76	£ 7,886.08
December	£ 7,886.08	£ 1,086.78	£ 2,412.89	£ 6,559.97

£ 11,516.43 £ 11,808.09



National Confederation
of Parent Teacher
Associations

Model Constitution

Please read the accompanying notes before using this model constitution and then complete this form in BLOCK CAPITALS and sign the declaration on the back page.

1. VARIABLES LIST

The following variables special to the Association shall be incorporated into the model constitution.

1.1 ASSOCIATION NAME:

FRIENDS OF SANDON SCHOOL

CONTACT:

PAULA MOON

ADDRESS

SANDON JMI SCHOOL
RUSHDEN ROAD
SANDON
BUNTINGFORD SG9 0QS

1.2 TYPE OF ASSOCIATION: (tick where applicable)

Parent Teacher Association Home-School Association: Parents Association: Friends of the School:
Other _____

1.3 SCHOOL NAME:

SANDON JMI SCHOOL

ADDRESS:

RUSHDEN ROAD
SANDON
BUNTINGFORD
SG9 0QS

1.4 THE COMMITTEE

No.

Officers: the Chair, the Secretary, the Treasurer

Other officers

Number of Ordinary Committee Members

Number of possible Co-opted Committee Members

RECEIVED IN
STATISTICAL
12-1-2004

CHARITY COMMISSION

1.5 OTHER VARIATIONS

Clause No. (if appropriate) New/ Amended Clause

<input type="text"/>	<input type="text"/>	RECEIVED IN STATISTICAL 19-1-2004
<input type="text"/>	<input type="text"/>	CHARITY COMMISSION
<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	

(continue on separate sheet if necessary)

2. OBJECTS

The object of the Association ("the Objects") is to advance the education of pupils in the School in particular by

- 2.1 developing effective relationships between the staff parents and others associated with the School;
- 2.2 engaging in activities or providing facilities or equipment which support the School and advance the education of the pupils;

3. POWERS

The Association has the following powers, which may be exercised only in promoting the Objects:

- 3.1 To provide advice
- 3.2 To publish or distribute information
- 3.3 To co-operate with other bodies
- 3.4 To raise funds (but not by means of taxable trading)
- 3.5 To acquire or hire property of any kind
- 3.6 To make grants or loans of money and to give guarantees
- 3.7 To set aside funds for special purposes or as reserves against future expenditure
- 3.8 To deposit or invest funds in any lawful manner (but to invest only after obtaining advice from a financial expert and having regard to the suitability of investments and the need for diversification)
- 3.9 To take out public liability and personal accident insurance to cover Association meetings, activities, Officers, and Committee Members, to insure the Association's property against any foreseeable risk and take out other insurance policies to protect the Association where required
- 3.10 To insure members of the Committee against the costs of a successful defence to a criminal prosecution brought against them as charity trustees or against personal liability incurred in respect of any act or omission which is or is alleged to be a breach of trust or breach of duty (unless the member concerned knew that, or was reckless whether, the act or omission was a breach of trust or breach of duty)
- 3.11 Subject to clause 9.2, to employ paid or unpaid agents, staff or advisers
- 3.12 To enter into contracts to provide services to or on behalf of other bodies
- 3.13 To pay the costs of forming the Association
- 3.14 To do anything else within the law which promotes the Objects

BUT the Committee shall not undertake any activity in the school premises without the consent of the Headteacher.

4. MEMBERSHIP

Members of the Association are:

- 4.1 in a Parents Association the parents guardians or carers of a pupil currently attending the School
- 4.2 in a Parent-Teacher Association or Home-School Association the above plus the members of the teaching and non-teaching staff currently employed by the School.

- 4.3 In any other Association any person wishing to offer appropriate support or help to the School and who is accepted by the Committee as a member.

BUT the Committee may for good reason (whether or not at the request of the Governing Body or the Headteacher) exclude any person from membership whose presence at or support of the School is deemed a danger to the School or its pupils or staff or might bring the Association into disrepute (but only after notifying the member concerned in writing and considering the matter in the light of any written representations which the member puts forward within 14 clear days after receiving notice).

5. GENERAL MEETINGS

- 5.1 All members are entitled to attend any AGM or EGM of the Association
- 5.2 General meetings are called by 21 clear days' written notice to the members specifying the business to be transacted
- 5.3 There is a quorum at a general meeting if the number of members personally present is a least three times the number of Committee Members in office at the commencement of the meeting
- 5.4 The Chair or (if the Chair is unable or unwilling to do so) some other member elected by those present presides at a general meeting
- 5.5 Except where otherwise provided in this Constitution, every issue at a general meeting is determined by a simple majority of the votes cast by the members present in person
- 5.6 Except for the chair of the meeting, who has a second or casting vote, every member present in person is entitled to one vote on every issue
- 5.7 An AGM must be held in every year (except that the first AGM may be held at any time within 18 months after the formation of the Association)
- 5.8 At an AGM the members:
 - 5.8.1 receive the accounts of the Association for the previous financial year
 - 5.8.2 receive the report of the Committee on the Association's activities since the previous AGM
 - 5.8.3 elect the Committee
 - 5.8.4 appoint an independent examiner or auditor for the Association
 - 5.8.5 may confer on any individual (with his or her consent) the honorary title of Patron, President or Vice-President of the Association
 - 5.8.6 discuss and determine any issues of policy or deal with any other business put before them

- 5.9 An EGM may be called at any time by the Committee and must be called within 21 days after a written request to the Committee from at least 10 members

6. THE COMMITTEE

- 6.1 The Committee as charity trustees have control of the Association and its property and funds
- 6.2.1 The Committee when complete shall comprise the officers and the other persons set out in clause 1.4 all of whom

must be members of the Association.

- 6.2.2 The number of co-opted Committee Members (who need not necessarily be members of the Association) shall not exceed 50% of the number of ordinary committee members.
- 6.3 The Committee shall be elected at the AGM and shall hold office until the next AGM but the co-opted Committee members may be co-opted by the Committee at any time and shall hold office until the next AGM.
- 6.4 Nominations for election to the Committee may be made by one member seconded by another. Such nomination must have the consent of the nominee. Nominations should be made in writing to the Chair at any time until the election process has been completed.
- 6.5 A Committee member automatically ceases to be a member of the Committee if he or she:
- 6.5.1 Is disqualified under the Charities Act 1993 from acting as a charity trustee
 - 6.5.2 Is incapable, whether mentally or physically, of managing his or her own affairs
 - 6.5.3 Is absent from three consecutive meetings of the Committee
 - 6.5.4 ceases to be a member of the Association
 - 6.5.5 resigns by written notice to the Committee (but only if at least two Committee members will remain in office)
 - 6.5.6 is removed by a resolution passed by all the other members of the Committee after inviting the views of the Committee member concerned and considering the matter in the light of any such views
- 6.6 A retiring Committee member is entitled to an indemnity from the continuing Committee members at the expense of the Association in respect of any liabilities properly incurred while he or she held office
- 6.7 A technical defect in the appointment of a Committee member of which the Committee are unaware at the time does not invalidate decisions taken at a meeting
- 7. COMMITTEE MEETINGS**
- 7.1 The Committee must hold at least one meeting per term
- 7.2 A quorum at a Committee meeting is 50% of the total current membership of the Committee members
- 7.3 The Chair or (if the Chair is unable or unwilling to do so) some other member of the Committee chosen by the members present presides at each Committee meeting
- 7.4 Every issue may be determined by a simple majority of the votes cast at a Committee meeting but a resolution which is in writing and signed by all members of the Committee is as valid as a resolution passed at a meeting and for this purpose the resolution may be contained in more than one document and will be treated as passed on the date of the last signature
- 7.5 Except for the chair of the meeting, who has a second or casting vote, every Committee member has one vote on each issue
- 8. POWERS OF COMMITTEE**
- The Committee have the following powers in the administration of the Association:

- 8.1 to delegate any of their functions to sub-committees consisting of two or more persons appointed by them (but at least one member of every sub-committee must be a Committee member and all proceedings of sub-committees must be reported promptly to the Committee)
- 8.2 to make Rules consistent with this Constitution about the Committee and sub-committees, to govern proceedings at general meetings and generally about the running of the Association (including the operation of bank accounts and the commitment of funds)
- 9. PROPERTY & FUNDS**
- 9.1 The property and funds of the Association must be used only for promoting the Objects
- 9.2 No Committee member may receive any payment of money or other material benefit (whether direct or indirect) from the Association except
- 9.2.1 under clauses 3.10 (indemnity insurance) and 9.2.3 (fees)
 - 9.2.2 reimbursement of reasonable out-of-pocket expenses (including hotel and travel costs) actually incurred in the administration of the Association
 - 9.2.3 in the case of an individual member, charitable benefits in his or her capacity as a beneficiary subject to compliance with clause 9.3
- 9.3 Whenever a Committee member has a personal interest in a matter to be discussed at a Committee meeting, the Committee member must
- 9.3.1 declare an interest before discussion begins on the matter
 - 9.3.2 withdraw from that part of the meeting unless expressly invited to remain in order to provide information
 - 9.3.3 not be counted in the quorum for that part of the meeting
 - 9.3.4 withdraw during the vote and have no vote on the matter
- 10. RECORDS & ACCOUNTS**
- 10.1 The Committee must comply with the requirements of the Charities Act 1993 as to the keeping of financial records, the audit or independent examination of accounts and the preparation and transmission to the Commission of:
- 10.1.1 annual reports
 - 10.1.2 annual returns
 - 10.1.3 annual statements of account
- 10.2 The Committee must keep proper records of:
- 10.2.1 all proceedings at general meetings
 - 10.2.2 all proceedings at Committee meetings
 - 10.2.3 all reports of sub-committees
- 10.3 Annual reports and statements of account relating to the Association must be made available for inspection by any member of the Association

2 DETAILS OF YOUR APPLICATION

Please give a concise but detailed description

Application for grant to enable Sandon JMI school to purchase Reading Cloud.

Reading Cloud Primary is a library management system that develops positive attitudes to reading, supports literacy in schools, encourages independent learning, and helps drive parental engagement. With its focus on promoting reading for pleasure across the school community,

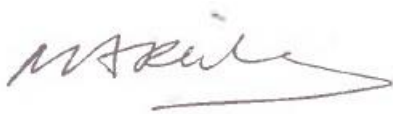
Implementation of this will be of significant benefit to all children at Sandon JMI school.

USAGE
Approximately how many people are currently regular, active participants in your Organisation? Friends Of Sandon School is comprised of 3 individuals. This application is for a grant to benefit the whole of Sandon JMI School.
How many of them are resident in the Parish of Sandon? 2
FUNDING
How much are you applying for? £500 to cover a contribution towards the costs of this system over 2024 and 2025.
What other grants have you applied for or obtained recently None

Please confirm the following documents are enclosed in support of this application?

Constitution Latest Annual Accounts and Balance Sheet

SIGNED...



..... DATE.....25/11/2024.....

Please return this form to Sandon Clerk, clerk@sandonherts.co.uk

SPC, Lye End Farm, Sandon, HERTS SG9 0RS

SANDON PARISH COUNCIL GRANT APPLICATION FORM

Should you require this document in a different format (such as large-print) or require assistance to complete it then please contact the clerk.

APPLICANT'S DETAILS	
Name of Applicant Organisation i.e. who are you applying on behalf of?	SANDON SPORTS CLUB
Who will be our main contact for correspondence about this application?	BEN CANNON
Address for all correspondence	HIDE HALL FARM
Email address	ben@hydelhall.com
Can we contact you by telephone?	0780 159 3824
(Daytime)	
(Evening/Weekend)	
What authority do you have to submit this application? For example, has the application been authorised by committee decision? If so, what committee and when? (For your own protection it is important that you are properly authorised).	Committee AGM 21.11.24
What type of organisation would you describe the Applicant as?	Sports Society for the village & cricket team
Approximately how long has the Organisation been in existence?	
Years	75 newly formed
Are you a Registered Charity? YES / NO (If YES, state your Charity No)	NO
Are you affiliated to a Governing Body? YES / NO	NO
Which one(s)?	

2 DETAILS OF YOUR APPLICATION


Please give a concise but detailed description

The roof of the pavillion is leaking and in urgent need for significant repairs to insure the greater damage is not caused to the fabric or internal of the buildings

USAGE	
Approximately how many people are currently regular, active participants in your Organisation?	80 - 100
How many of them are resident in the Parish of Sandon?	20 - 30
FUNDING	
How much are you applying for?	£1500
What other grants have you applied for or obtained recently	N/A

Please confirm the following documents are enclosed in support of this application?

Constitution Latest Annual Accounts and Balance Sheet

SIGNED 

DATE 22.11.24

Please return this form to Sandon Clerk, clerk@sandonherts.co.uk
 SPC, Lye End Farm, Sandon, HERTS SG9 0RS

SANDON PARISH COUNCIL GRANT APPLICATION FORM

Should you require this document in a different format (such as large-print) or require assistance to complete it then please contact the clerk.

APPLICANT'S DETAILS	
Name of Applicant Organisation i.e. who are you applying on behalf of?	SANDON + DISTRICT GARDENERS' COMMITTEE
Who will be our main contact for correspondence about this application?	ERIC STUBBINGS TREASURER
Address for all correspondence	17 Dark Lane SG9 0QT
Email address	stubbings.17@btinternet.com
Can we contact you by telephone? <input checked="" type="checkbox"/> Yes	
(Daytime)	01763 284113
(Evening/Weekend)	07967 399193
What authority do you have to submit this application? For example, has the application been authorised by committee decision? If so, what committee and when? (For your own protection it is important that you are properly authorised).	STD GC Committee meeting. held on minutes enclosed 28 th Nov 2024
What type of organisation would you describe the Applicant as?	LOCAL organisation
Approximately how long has the Organisation been in existence?	
Years	+ 50 years newly formed No
Are you a Registered Charity? <input checked="" type="checkbox"/> YES / NO (If YES, state your Charity No)	
Are you affiliated to a Governing Body? YES / <input checked="" type="checkbox"/> NO	
Which one(s)?	Royal Horticultural society

2 DETAILS OF YOUR APPLICATION

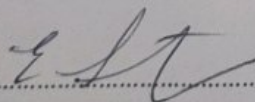
Please give a concise but detailed description

For engraving of cups + trophies
awarded at the annual show.

USAGE
Approximately how many people are currently regular, active participants in your Organisation? 30 - 40
How many of them are resident in the Parish of Sandon? 30 - 35
FUNDING
How much are you applying for? up to £100 for engraving
What other grants have you applied for or obtained recently? £0

Please confirm the following documents are enclosed in support of this application?

Constitution Latest Annual Accounts and Balance Sheet

SIGNED  DATE 11/12/24

Please return this form to Sandon Clerk, clerk@sandonherts.co.uk

SPC, Lye End Farm, Sandon, HERTS SG9 0RS

Sandon & District Gardeners' Club Accounts.

Year beginning 1st November 2023 ending 31st October 2024

Opening Balance

Cash in bank account	on 18th October 2023	£2,673.92	
Cash in hand		£79.43	
		£2,753.35	2753.35

INCOME

Refreshments	101.87		
Raffle	332.00		
Subs	585.00		
Donations	65.00		
Visitors	48.00		
Show	53.60		
Donations in memory of Kay Bolton	145.00		
Total	1330.47	1330.47	4083.82

EXPENDITURE

Speakers	£1,035.80	40	
Hall Hire	£100.00		
Engraving	£272.00		
General expenses	£113.75		
RHS affiliation	£45.00		
Pig & Abbott	£50.00		
	£1,616.55		£2,467.27

Bank balance on 31st October 2024	2367.62	
Petty cash	£139.65	
	£2,507.27	

Uncleared cheques at 31st October	£40	£2,467.27
--------------------------------------	-----	------------------

J. Donnelly

Sandon and District Gardeners Club Minutes

1 Minutes of the meeting held on 28th November 2024

Present; Tony Barker, Margaret Hatchett, Liz Latta, Chris Massey, Leigh Smith and Helen Stubbings.

Apologies were received from Heather Jackson.

Leigh Smith took the Chair and Helen Stubbings acted as Minute Secretary.

Liz Latta was welcomed to the meeting and invited to become a committee member, she kindly agreed.

2 Minutes of the committee meeting held on 7th October

The Minutes of the meeting held on the 7th October were agreed.

3 Matters arising

LS reported that he had asked John & Jane Davies to provide the mulled wine for the December meeting, this had been agreed. Jennie will provide soft drinks.

Printed copies of the program will be available at the December meeting.

4 Recruitment of officers

It was agreed to present gift voucher to the value of £50 to John H And £25 to Jean (having received £25 last year) The Treasurer will purchase the garden vouchers. In the interim before a Chair is elected Leigh offered to take on the role, he will welcome and thank speakers. The role of secretary and duties is noted under AOB.

Helen will approach Jane Davies with a view to becoming Secretary.

5 Finance Report (may include subs, fund raising, grant applications)

The Treasurer had circulated a finance report prior to the meeting.

- a) It was proposed and agreed that John Handley would remain a signatory on the bank account for the time being.
- b) A further discussion about the money gifted in memory of Kay Bolton would take place at the meeting in January. One idea was a plaque on a village bench.
- c) The Committee proposed and agreed that the Treasurer should apply to the Parish Council for a grant.
- d) The Treasurer will take over RHS affiliation tasks.
- e) It had been established that the year end for the club is October, therefore in future the AGM will be held in November.
- f) Bank balance as of 18th November 2024 was £3,220.12 with petty cash of £145.46

6 Review of previous months Monthly meeting

The AGM had been attended by 17 people followed by a quiz. The accounts presented to the AGM need to be signed by the then Chair.

7 9th December meeting

Leigh will send out a reminder to club members about the December social event and demonstration by Kate Hill from Wallington. Reminders to bring a guest and refreshments, will be included in the reminder. Tony Barker as Vice-president kindly offered to make the presentation to the outgoing Chair. The raffle will be run by Liz Latta. The committee will set up the hall from 3pm.

8 Annual Show

The Schedule for the show will be reviewed at the Committee meeting to be held in March. It was agreed that there would not be an increase in the entry fee for the annual show.

9 Annual Dinner

The dinner held in the village hall in 2024 had been successful and it was proposed that this was run again. To be discussed at a later date.

10 AOB

A review of Secretarial duties and the ongoing running of the club was discussed.

Secretarial duties include;

Monthly Gazette article	to be allocated to Leigh
RHS affiliation	Treasurer
Compost Heap	TBA
Reminder of monthly meeting	Leigh

The booking of the village hall for meetings is done by Helen.

11 Next Committee Meeting

The next meeting will be held on 6th January 2025 at Margaret H's 2pm and then 3rd March at Leigh's.

The meeting closed at 3.50pm, Leigh was thanked for hosting.

Finance report for S & D G C committee meeting 28th November 2025

Further to the finance report at the AGM it has been found that the year end historically has been 30th October. It was proposed that this be adopted as the year end date. If the AGM is held during October a current position will be reported.

Current club members have been invited to pay their subs, currently there are 11 members who have not yet renewed membership with 5 Honorary members.

Bank account as at 27th November £2,710.12

One cheque for £40 for the October speaker has not been processed. (It was felt that the speaker had waived the fee)

The Club has received cash gifts of £40 and a further £105 has been received into the bank in memory of Kay Bolton. A decision as how to spend this money needs to be agreed.

The Club dinner held on Friday 8th November in the village hall was a success.

The invoice from J Williamson of £600.00 has been paid and the cheque cleared. A cash gratuity of £40 was given as a thank you.

Current Petty Cash in hand £145.46

Respectfully

Eric Stubbings

Namecheap Payment Received

From Namecheap Inc <billing@namecheap.com>

Date Tue 10/12/2024 23:01

To caroline Scott <clerk@sandonherts.co.uk>

Dear caroline,

Thank you for your payment!
Your hosting services with Namecheap has been renewed successfully.

The following is a list of hosting packages and the amount received for each.

[249467] sandonherts.co.uk	\$ 50.88

Subtotal:	\$ 50.88

Total:	\$ 50.88

You may view and manage your services in your Namecheap account panel at <https://ap.www.namecheap.com/>

As always, should you have any questions please do not hesitate to contact us.

Best Regards,
NamecheapTeam

Invoice



Invoice number 26UF030-0002
Date of issue July 26, 2024
Date due August 25, 2024

Parish Online
PO Box 6987
Basingstoke
RG24 4HQ
United Kingdom
+44 1256 805102
support@parish-online.co.uk

Bill to
Sandon
sandonhertsrfo@gmail.com

£48.00 due August 25, 2024

[Pay online](#)

Alternative payment methods:

BANK TRANSFER

Name: Geosphere Ltd | Sort Code: 09-01-29 | Account: 26025982.

CHEQUE

Please make cheques payable to 'Geosphere Ltd' and post to 'Geosphere Ltd, PO Box 6987, Basingstoke, RG24 4HQ'.

VAT Number: GB296312096.

Description	Qty	Unit price	Tax	Amount
Parish Online - Mapping Software (per Year) Jul 26, 2024 – Jul 26, 2025	1	£50.00	20% (on £40.00)	£50.00
Subtotal				£50.00
Complimentary Discount (20% off)				-£10.00
Total excluding tax				£40.00
Tax (20% on £40.00)				£8.00
Total				£48.00
Amount due				£48.00

Receipt



Invoice number 26UF030-0002
Receipt number 2846-6438
Date paid November 27, 2024
Payment method Visa - 3005

Parish Online

PO Box 6987
Basingstoke
RG24 4HQ
United Kingdom
+44 1256 805102
support@parish-online.co.uk

Bill to

Sandon
sandonhertsrfo@gmail.com

£48.00 paid on November 27, 2024

Alternative payment methods:

BANK TRANSFER

Name: Geosphere Ltd | Sort Code: 09-01-29 | Account: 26025982.

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Subtotal				£50.00
Complimentary Discount (20% off)				-£10.00
Total excluding tax				£40.00
Tax (20% on £40.00)				£8.00
Total				£48.00
Amount paid				£48.00

Transactions

Transaction date: 07/07/2024 to 07/01/2025

Account number: xxxx xxxx xxxx 9709

Date	Description	Money In	Money Out	Balance
11/11/2024	PAYMENT BY CHEQUE WITH SERIAL NO 000790		£ 2,027.57	£ 21,379.87
16/10/2024	PAYMENT BY CHEQUE WITH SERIAL NO 000794		£ 72.00	£ 23,407.44
16/10/2024	PAYMENT BY CHEQUE WITH SERIAL NO 000793		£ 72.00	£ 23,479.44
14/10/2024	PAYMENT BY CHEQUE WITH SERIAL NO 000789		£ 40.00	£ 23,551.44
04/10/2024	PAYMENT BY CHEQUE WITH SERIAL NO 000791		£ 85.18	£ 23,591.44
10/09/2024	BANK GIRO CREDIT REF NORTH HERTFORDSHIR, 2ND PARISH PRECEPT	£ 4,660.97		£ 23,676.62
23/07/2024	PAYMENT BY CHEQUE WITH SERIAL NO 000786		£ 93.60	£ 19,015.65
12/07/2024	PAYMENT BY CHEQUE WITH SERIAL NO 000788		£ 29.65	£ 19,109.25
12/07/2024	PAYMENT BY CHEQUE WITH SERIAL NO 000787		£ 79.20	£ 19,138.90

Internal Audit Report - Interim

(to be read in conjunction with the Annual Internal Audit Report in the Annual Governance and Accountability Return)

Name of council:	Sandon Parish Council		
Name of Internal Auditor:	James Parker	Date of report:	21/12/2024
Year ending:	31 March 2025	Date audit carried out:	Dec 2024

Internal audit is the periodic independent review of a council's internal controls resulting in an assurance report designed to improve the effectiveness and efficiency of the activities and operating procedures under the council's control. Managing the council's internal controls should be a day-to-day function of the council through its staff and management and not left for internal audit. It would be incorrect to view internal audit as the detailed inspection of all records and transactions of a council in order to detect error or fraud. This report is based on the evidence made available to me and consequently the report is limited to those matters set out below.

The council is required to take appropriate action on all matters raised in reports from internal and external audit and to respond to matters brought to its attention by internal and external audit. Failure to take appropriate action may lead to a qualified audit opinion.

To the Chairman of the Council:

Introduction

As requested I have examined the operation and accounting of the Council and make the following comments, with reference to guidance for Internal Audit provided in the Practitioners Guide 2024. ~~This report should be read in conjunction with the attached certificate (page 3 of the AGAR) which represents my assessment of the extent to which the Council has met the specified internal control objectives. I can confirm that the Clerk has been given the opportunity to comment on a draft of this report to minimise the risk of factual misunderstandings.~~

I am required to assess, for each objective, whether 'in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.' The Council should be aware that, where I make comments below but nevertheless give a 'yes' answer to the related control objective, I have given the 'yes' answer on the basis that I consider that the objectives are met in all *significant* respects and/or to a standard *adequate* to meet the needs of the authority. This is somewhat subjective and the Council should consider, when assessing any risk referred to in my comments, that others may take an alternative view.

This report should also be read in conjunction with guidance laid out in The Practitioners' Guide 2024.

Section 1, 2 and 3 of the guide represents the proper accounting and governance practices ('proper practices') referred to in statute.

Section 4 of the guide sets out the non-statutory, best practice, guidance relating to internal audit which authorities are required to consider.

Section 5 of the guide provides supporting information and practical examples to assist smaller authority officers to manage their governance and financial affairs and is not mandatory.

By using this guide to refer to the proper practices referred to in statute, and considering the non-mandatory guidance, you can ensure that the systems and procedures you have in place are robust and offer a secure framework of governance and accountability.

~~These comments and the attached certificate will inform the authority's response to Assertion 2 and Assertion 6 in the annual governance statement.~~

General

It is clear from inspection of records presented to me, discussion with the Clerk and inspection of the Council's website, that the Council's business is generally well managed and recorded, with high standards applied. The documentation, both on the website and in terms of the submissions made in response to audit questions was, for the most part, well organised and the Clerk was quickly able to respond to questions. However there are a small number of areas of concern, where I believe that the Council must consider taking action; these are identified below.

A. Appropriate accounting records have been kept throughout the Year & Periodic bank reconciliations were properly carried out during the year (Yes)

B. The authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for. (TBD)

It is noted that, at the time of the initial audit, VAT paid for some of the purchases had not been recorded in the ledger. It is understood that this will be done shortly and the matter will be examined again in April.

C. The authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. (YES)

It is noted that the uncertainty in status of the Village hall, referred to in the 2023-2024 audit, has been resolved. It is now established that the Council holds the freehold as custodian trustee not as beneficial owner and the management is undertaken by managing trustees.

I am advised that monthly playground inspections are carried out by a trained councillor; however the most recent record available is July 2024. The Council should be aware that, should an incident occur, one of the first demands will be to produce inspection reports and, if these are not available, it is highly likely that the Council will be unable to defend its position and will thus be held liable. This risk can be mitigated by ensuring that reports are always produced and logged promptly.

D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate. (YES)

The statutory process for determining the precept is set out in the Local Government Finance Act 1992 Section 49A1. This specifies the matters that must be considered, how they are to be applied, and the formula for calculating the precept

Although the format of the budget (in contrast to the previous year) now clearly sets out the reserves position, it still appears that the precept was an input to not an outcome from the calculation. Furthermore the budget was not attached or linked to the agenda or minutes as published and the figures approved are not recorded in the minutes themselves. Whilst this is undoubtedly an improvement on the position in 2023/2024, members and officers are again reminded that the precept, set by the Council, is a compulsory tax which must be paid, and for which non-payment may attract a custodial sentence. It is thus incumbent upon the Council to be able to demonstrate that the rate of taxation was determined transparently by a robust method, as set out in the legislation referred to.

On the grounds that I can find no evidence to suggest that the outcome would have differed materially had these deficiencies been addressed, I am responding 'yes' to this assertion however others may take a different view particularly if the remaining deficiencies carry over for future years.

F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for

It is understood that petty cash is not in use. This section has therefore been marked 'not covered'.

G. Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied. (YES)

H. Asset and investment registers were complete and accurate and properly maintained. (Yes)

J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cashbook, supported by an adequate audit trail from underlying records and, where appropriate (Yes)

K. If the authority certified itself as exempt from a limited assurance review in the prior year, it met the exemption criteria and correctly declared itself exempt. (Yes)

L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation. (Yes)

It is noted that minutes of Council meetings refer to documents (background papers) which are linked to not incorporated within the parent document. Whilst this meets the requirements of the legislation, it does not ensure that the record is robust with time. Websites and documents therein get moved and, unless links are maintained, which is unlikely, they eventually fail as a consequence.

1 <https://www.legislation.gov.uk/ukpga/1992/14/section/49A>

The Council is strongly encouraged to include embed background papers with the minutes and/or agenda instead of lining to them so that the long term integrity of the record is ensured.

O. Trust funds (including charitable) – The Council met its responsibilities as a Trustee (Yes)

It is noted that the uncertainty in status of the Village hall, referred to in the 2023-2024 audit, has been resolved. It is now established that the Council holds the freehold as custodian trustee not as beneficial owner and the management is undertaken by managing trustees.

Yours sincerely,

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