



Sandon Parish Council

Parish Locum Clerk Caroline Scott
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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

| | |
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| 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 |

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| | <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 2025-26 Agreed Budget

| | 2023-24 Actual | 2024-25 Budget | Actual 10 Nov 2024 | Forecast to 31 March 2025 | Difference | AGREED Budget 2025/26 |
|---|-------------------|-------------------|-----------------------|------------------------------|------------------|-----------------------------|
| Receipts | | | | | | |
| Precept | 8750 | 9,000.00 | 9321.94 | 9,321.94 | 321.94 | 8,500.00 |
| Grants | 374.67 | | | 0.00 | 0.00 | |
| VAT | 24.8 | | 212.76 | 212.76 | 212.76 | |
| Other receipts | 1619.21 | | | 0.00 | 0.00 | |
| TOTAL | 10,768.68 | 9,000.00 | 9,534.70 | 9,534.70 | 534.70 | 8,500.00 |
| Expenditure | | | | | | |
| Operating expenses | | | | | | |
| Employment costs (including PAYE) | 4632.22 | 4,600.00 | 855.74 | 5,914.64 | -1,314.64 | 5,300.00 |
| Insurance | 498.82 | 500.00 | 464.00 | 464.00 | 36.00 | 500.00 |
| Playground Management (annual ROSPA inspection) | 75.00 | 95.00 | 93.60 | 93.60 | 1.40 | 95.00 |
| Audit Commission (Audit fee) | 175.00 | 175.00 | 187.25 | 187.25 | -12.25 | 200.36 |
| Village Hall rent | 120.00 | 150.00 | | 120.00 | 30.00 | 150.00 |
| Clerk's expenses | | 37.50 | | 37.50 | 0.00 | 37.50 |
| Financial Officer's expenses | | 37.50 | | 37.50 | 0.00 | |
| Other operating expenses (incl IT) | | 503.00 | 128.05 | 128.05 | 374.95 | |
| Parish Council Election expenses (in allocated PC reserves) | | | | | 0.00 | 0.00 |
| Councillor & Officer Training (HAPTC) | 405.00 | 694.00 | 72.00 | 200.00 | 494.00 | 500.00 |
| Subscriptions - (HAPTC, SLCC, ICO) | 298.98 | 408.00 | 419.08 | 408.00 | 0.00 | 423.00 |
| Professional services (VAT on legal fees) | | | | | 0.00 | |
| Other admin and general expenses | 81.91 | | 72.00 | | 0.00 | |
| Section 137 Grants awarded by Sandon PC | | 1,500.00 | | 1,500.00 | 0.00 | 1,500.00 |
| Sandon PCC | 800.00 | | 800.00 | | | |
| Friends of Sandon School | | | | | | |
| Sandon Gardeners Club | 40.00 | | 40.00 | | | |
| Sandon Sports Club | 280.00 | | | | | |
| Sandon Cygnets | 200.00 | | 200.00 | | | |
| Sandon Strollers Cricket Club | 160.00 | | | | | |
| Herts Air Ambulance | 180.00 | | 180.00 | | | |
| Village projects | | | | | | |
| New General Equipment | | | | 500.00 | -500.00 | |
| Village Hall Improvements & Equipment | | | | 500.00 | -500.00 | 450.00 |
| Other Village projects | 988.80 | 1,140.00 | 219.50 | 1,683.80 | -543.80 | 300.00 |
| Maintenance of assets & miscellaneous | | | | | | |
| Repairs & maintenance | | | | | 0.00 | |
| Capital replacements | | | | | 0.00 | |
| Other costs | | | 79.20 | | 0.00 | |
| Earmarked reserves | | | | | | |
| 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 |
| TOTAL EXPENDITURE | 8,935.73 | 14,184.13 | 3,810.42 | 11,774.34 | -1,934.34 | 9,455.86 |
| TOTAL INCOME | 10,768.68 | 9,000.00 | 9,534.70 | 9,534.70 | 534.70 | 8,500.00 |
| Spending from Reserves (- denotes use of reserve) | 1,832.95 | -5,184.13 | 5,724.28 | -2,239.64 | 2,469.04 | -955.86 |
| Opening bank accounts | | | | | | |
| Santander | | 14,192.41 | 19,567.36 | 19,567.36 | | 20,308.21 |
| TOTAL bank | | 14,192.41 | 19,567.36 | 19,567.36 | | 20,308.21 |
| add projected income | | 9,000.00 | | 9,534.70 | | 8,500.00 |
| less projected expenditure | | 14,184.13 | | 11,774.34 | | 9,455.86 |
| Anticipated year end reserves | | 9,008.28 | | 17,327.72 | | 19,352.35 |

Ideas for future projects

- another playground near the village hall
- solar panels for the village hall
- EV charge points
- a way to join the different areas of the village together

| SANDON | COUNCIL TAX 2023/24 | 2022-23 Increase £ % | 2024-25 5% cost | 2% cost | 2.86% cost |
|--------------|---------------------|-------------------------|--------------------|---------|------------|
| DISTRICT | £ 252.46 | 2.99% | | | |
| COUNTY | £ 1,605.63 | 4.99% | | | |
| POLICE | £ 238.00 | 6.73% | | | |
| PARISH | £ 36.10 | 5.93% | £ 37.91 | £ 36.82 | £ 37.13 |
| TOTAL | £ 2,132.19 | 4.96% | | | |

These figures are only using figures from 2023/24 house figures