



Sandon Parish Council

Parish Clerk Caroline Scott
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Sandon Parish Council Annual Meeting to be held on **Wednesday 14th May 2025** **Sandon Village Hall at 7.30pm**

Present: Cllrs John Davies (Chair), James DeUphaugh, Nikki Hawxby, Lisa Megraw.

Attending: C Scott (Clerk), DCllr S Jarvis, 9 parishioners

MINUTES

- 25/023 **Election of Chairman**
To elect a Chairman for the year 2025/26 and sign Declaration of Acceptance of Office proposed NH, 2nd JDU
Resolved proposed Cllr N Hawxby, seconded Cllr J DeUphaugh, to appoint Cllr J Davies as Chairman for the year 2025/26. Unanimously agreed. Cllr J Davies signed the declaration of acceptance of office.
- 25/024 **Co-option**
To review applications for the vacancy of Sandon Parish Councillor
None
- 25/025 **Election of Vice-Chairman**
To elect a Vice-Chairman for the year 2025/26 and sign Declaration of Acceptance of Office
No Vice-chair was elected
- 25/026 **Apologies**
To receive and approve apologies for absence.
None
- 25/027 **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
None
- 25/028 **Minutes**
To confirm the minutes of Sandon Parish Council [Meeting held on the 19th March 2025](#) as an accurate record of proceedings.
Resolved proposed Cllr J DeUphaugh, seconded Cllr L Megraw
- 25/029 **Public Issues**
To invite members of the public to address the meeting. - **none**

- 25/030 **Reports to the Council**
To receive reports from representatives on outside bodies, local authorities and agencies. – spoke in the [Annual Assembly](#)
- 25/031 **Planning**
To receive a planning report on applications and decisions
a) [25/00874/FPH](#) - Willows, Roe Green – **no comment**
- 25/032 **Council Documents**
a) [Standing Orders](#)
b) [Financial Regulations](#)
c) [Code of Conduct](#)
d) [Complaints Procedure](#)
e) [Sandon Committee Terms of Reference](#)
f) [Scheme of Delegation](#)
Resolved proposed Cllr J Davies, seconded Cllr J DeUphaugh to approve the above policies and documents . Unanimously agreed
- 25/033 **Finance – [RFO Report](#)**
a) To note [receipt of income](#) - **Noted**
b) To receive summary report of receipts and payments against budget
c) To receive bank reconciliation
d) To consider price quotations, charges and grant requests
To approve Insurance renewal–
1. Zurich £464.00
2. Broadmead leisure painting climbing frame £35
Resolved Proposed Cllr J Davies, seconded Cllr L Megraw
e) To authorise payments made in accordance with the budget
Resolved Proposed Cllr J Davies, seconded Cllr L Megraw
f) Staff – P60s have been sent to employees
g) Direct Debits - **Resolved** Proposed Cllr J Davies, seconded Cllr N Hawxby to set up and pay monthly direct debits to Focus for the village hall broadband
h) [Assets](#) - **Noted**
i) Grass Cutting & Volunteers – **Action** Clerk to send out letters
j) Annual Governance and Accountability Return (AGAR) 2024/25
Audit requirements for the year ending 2024/25
1. To receive the Annual [Internal Auditor Report](#) for the year 2024/25
Resolved, proposed Cllr J DeUphaugh, seconded Cllr N Hawxby
2. To approve the [Annual Accounts 2024/25](#) **Resolved**, proposed Cllr J DeUphaugh, seconded Cllr N Hawxby
3. To approve the Certificate of Exemption 2024/25 **Resolved**, proposed Cllr J DeUphaugh, seconded Cllr N Hawxby
4. To approve Section 1, the Annual Governance Statement 2024/25 **Resolved**, proposed Cllr J DeUphaugh, seconded Cllr N Hawxby
5. To approve Section 2, Accounting Statements 2024/25 **Resolved**, proposed Cllr J DeUphaugh, seconded Cllr N Hawxby
6. To agree the dates for the public rights period of 3rd June to 14th July 2025 and to confirm the date the Notice is to be published on the Council's website **Resolved**, proposed Cllr J Davies, seconded Cllr J DeUphaugh
k) Analysis of year-on-year significant variances and year end Bank Reconciliation

- 25/034 **Risk of Fire within the Rewilding area**
To discuss what the Parish Council intends to put in place
This came about after an article from the Times, a response from the Sandon Bury re-wilding management team. Fire safety regulations 2022 principles to be followed. Ask the fire brigade if they have any recommendations. General message re fires in dry periods.
- 25/035 **Reports from Working Parties and Committees**
a) Highways – at the Annual assembly
b) Church - at the Annual assembly
c) Sports Club and Roe Green
d) Village Hall – at the annual assembly
e) School - at the Annual assembly
f) HR committee – No meetings held this year
- 25/036 **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 9th July 2025.