



Sandon Parish Council

Parish Clerk Caroline Scott
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Sandon Parish Council Annual Meeting 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
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 that these Minutes be agreed as a true and accurate record of the proceedings and be duly signed by the Chairman. Unanimously agreed.
- 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
Resolved Proposed Cllr J Davies, seconded Cllr L Megraw that the above be noted or approved. Unanimously agreed
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 that the council approve above quotes. Unanimously agreed
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 to note and approve the Internal Auditor Report 2024/25. Unanimously agreed
 2. To approve the [Annual Accounts 2024/25](#) **Resolved**, proposed Cllr J DeUphaugh, seconded Cllr N Hawxby to approve the annual statement of accounts. Unanimously agreed. Chairman and Clerk/RFO duly signed.
 3. To approve the Certificate of Exemption 2024/25 **Resolved**, proposed Cllr J DeUphaugh, seconded Cllr N Hawxby to approve the Certificate of Exemption 2024/25. Unanimously agreed. Chairman and RFO duly signed.
 4. To approve Section 1, the Annual Governance Statement 2024/25 **Resolved**, proposed Cllr J DeUphaugh, seconded Cllr N Hawxby to answer yes to statements in Annual Governance and Accounting Report, Section 1 year ending 31 March 2025. Unanimously agreed. Chairman and Clerk duly signed.

5. To approve Section 2, Accounting Statements 2024/25 **Resolved**, proposed Cllr J DeUphaugh, seconded Cllr N Hawxby to approve AGAR Section 2 Accounting Statements year ending 31 March 2025. Unanimously agreed. Chairman duly signed.
 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 to approve Tuesday 3rd June to Monday 14th July 2025 as the dates for the Exercise of Public Right. Unanimously agreed
- k) Analysis of year-on-year significant variances and year end Bank Reconciliation **noted**

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 rewilding 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.