

Sandon Parish Council

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

Date: 6th November 2025

To: Cllrs John Davies (Chair), James De Uphough, Nikki Hawxby, Lisa Megraw

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 12th November 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

25/062 Apologies

To receive apologies for absence.

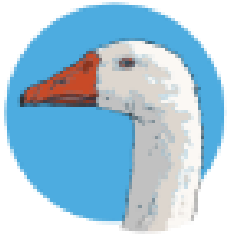
25/063 Interests

- 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

25/064 Co-option

To review applications for the vacancy of Sandon Parish Councillor

- 25/065 **Minutes**
To confirm the minutes of Sandon Parish Council Meeting held on the [10th September 2025](#) as an accurate record of proceedings.
- 25/066 **Public Issues**
To invite members of the public to address the meeting.
- 25/067 **Reports to the Council**
To receive reports from representatives on outside bodies, local authorities and agencies.
- 25/068 **Planning**
To receive a planning report on applications and decisions
a) 25/01678/LBC– Gannock Green Farm House **Granted listed building consent**
- 25/069 **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 price quotations, charges and grant applications from local groups
e) To authorise payments made in accordance with the budget
f) To consider the draft budget for 2026/27 and consider the precept for 2026/27
- 25/070 **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) Christmas tree lights event – Friday 5th December 6-8pm, plans for food and drink, organisation group and advertising use of NHDC HCC's winter celebration event grant 2025 of £186
- 25/071 **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 14th January 2026



Sandon Parish Council

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

Sandon Parish Council Meeting held on Wednesday 10th September 2025 Sandon Village Hall at 7.30pm

Present: Cllrs John Davies (Chair), James De Uphaug, Lisa Megraw.

Attending: C Scott (Clerk), DCllr S Jarvis, 6 parishioners, Head teacher of Sandon JMI School

MINUTES

Meeting opened 19:32

25/052 **Apologies**

To receive and approve apologies for absence.

NHDC Community Partnership Officer Tracy Westgate

25/053 **Co-option**

To review applications for the vacancy of Sandon Parish Councillor - **None**

25/054 **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

25/055 **Minutes**

To confirm the minutes of Sandon Parish Council Meeting held on the [9th July 2025](#) as an accurate record of proceedings. Resolved Proposed Cllr J De Uphaug, seconded Cllr L Megraw

25/056 **Public Issues**

To invite members of the public to address the meeting.

25/057 **Reports to the Council**

To receive reports from representatives on outside bodies, local authorities and agencies.

Head Teacher of Sandon JMI School – Ricky Boxall, joined Sandon September 2023, biggest concern is numbers, only 19 on roll at present which makes finances difficult. A teaching Head Teacher very much participating in the Governance of the school as well as FOSS. The school are looking for community members to volunteer for both Governor positions and Friends Of Sandon School fund raising committee. Sandon is a very unique school with a forest school area and small numbers.

DCllr S Jarvis reported on the performance on bin delivery and the refuse collection with some people being delivered multiple bins or no bins at all, parishioners can contact services@north-herts.gov.uk to rectify this, There has been an increase in items being recycled.

County Council – Roe Green patching of the road will be in November. The leak on Gannock Road was finally found to be Affinity Water. The work on the drainage has been completed. Speed limits are being reviewed, there will be a consultation on changing to a 20mph limit. Pot hole research trials are happening in the area.

Signed.....

- 25/058 **Planning**
To receive a planning report on applications and decisions
a) [25/02010/DOC](#) - Land On The West Side Of Gannock Road Sandon Hertfordshire
SG9 0RH – Decided - Approval of Details
Cllr N Hawksby arrived 20:02
- 25/059 **Finance – RFO Report**
a) To note receipt of income
b) To receive summary report of [receipts and payments against budget](#)
c) To receive bank reconciliation – **Resolved** Proposed Cllr J De Uphaug, seconded Cllr J Davies the above items
d) To consider price quotations, charges and grant requests - Broadmead Leisure quote in upgrading the playground matting – further research into what can be done to improve and fund the playground equipment
e) To authorise payments made in accordance with the budget - **Resolved** Proposed Cllr J De Uphaug, seconded Cllr N Hawksby move ICO to Direct Debit
f) Section 137 spending and Local Grants - **noted**
g) Staff Salaries – **Resolved** Proposed Cllr J De Uphaug, seconded Cllr J Davies to increase to NALC payscale 2025
- 25/060 **Reports from Working Parties and Committees**
a) Highways – covered in 25/057, audit of gullies still to be completed
b) Church – graves in Redhill United Reform Church cemetery (a closed cemetery) maintained by Walkern. Sandon PC has been asked to donate towards the maintenance of the site. A donation for the History board will be considered in the next budget.
c) Sports Club and Roe Green – the Sports Club have asked if the Parish Council would be willing to take on the responsibility of the Defibrillator at the Pavillion. **Resolved** Proposed Cllr N Hawksby, seconded Cllr L Megraw to take on the responsibility,
d) Village Hall – maintenance, wheels on chair trolley, door handles to be replaced.
e) School – reported in 25/057
f) HR committee – review due
g) Hedges – Payne End hedges still to be cut back, investigation into who owns which hedges, Cllr J Davies proposed to write letters to the land owners to remind them to cut back the hedges.
h) Village information pack – Looking for ideas for an annual information pack that is for Sandon Parish with what is available in the area. Bring ideas to the next meeting.
h) Christmas Tree Lights event – Friday 5th December, 6pm-8pm proposed **Resolved** Proposed Cllr J Davies, seconded Cllr L Megraw
- 25/061 **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 November 2025.

Meeting closed at 20:55

Signed.....

Date.....



www.north-herts.gov.uk

NORTH HERTFORDSHIRE DISTRICT COUNCIL

Planning (Listed Buildings and Conservation Areas) Act 1990

DECISION NOTICE

Correspondence Address:

Donald Purkiss and Associates LLP
1A King Street
Saffron Walden
CB10 1HE
United Kingdom

Applicant:

Mr & Mrs Ashton

Application:

25/01678/LBC

Proposal:

Replacement of existing secondary glazing for 2 no. windows (W12 and W21) and addition of secondary glazing to 16 no. windows.

Location:

Gannock Green Farm House, Gannock Green, Gannock Road, Sandon, Buntingford, Hertfordshire, SG9 0RH

Approved Plan Nos:

2420.01, 2420.16, 2420.12A

PARTICULARS OF DECISION

In pursuance of its powers under the above Act and the associated Orders and Regulations, the Council hereby **GRANT LISTED BUILDING CONSENT** to the works described above and proposed by you in your application received with sufficient particulars on 11 July 2025.

The consent is subject to the following conditions:

1. The work to which this consent relates shall be begun by not later than the expiration of the period of 3 years from the date of this notice.

Reason: To comply with the provisions of Section 18 of the Planning (Listed Buildings and Conservation Areas) Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.

Signed:



Shaun Greaves
Development and Conservation Manager

Development Management
North Hertfordshire District Council
Council Offices
Gernon Road
Letchworth
Herts
SG6 3JF

Date: 22 October 2025

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>

NOTES

- 1 **Failure to satisfy conditions may invalidate this permission and/or result in enforcement action. Particular attention should be paid to the requirements of any condition in bold.**
- 2 Circular 04/2008 (Planning Related Fees) states that where an application is made under Article 21 of the Town and Country Planning (General Development Procedure) Order 1995, a fee will be payable for any consent, agreement or approval required by condition or limitation attached to the grant of planning permission.
- 3 No fee is payable for any consent, agreement or approval required by condition or limitation attached to the grant of a Listed Building Consent. The request can be informal through the submission of a letter or plans, or formal through the completion of an application form and the submission of plans. Any number of conditions may be included on a single request. The form is available on the Council's website:
www.north-herts.gov.uk/home/planning/planning-applications/submit-planning-application

- 4 If you are aggrieved by this decision, you may appeal to The Planning Inspectorate, , within 6 months of this decision or, in exceptional circumstances, such longer period as the Secretary of State may agree.

Appeals can be made online at: <https://www.gov.uk/planning-inspectorate>.

If you are unable to access the online appeal form, please contact the Planning Inspectorate to obtain a paper copy of the appeal form on tel: 0303 444 5000.

- 5 The District Council and County Highway Authority wish to ensure that, in the implementation of the development, hereby approved, the highway verge adjacent to the property is not damaged or does not become unsightly due to the stationing of skips, parking of vehicles, storing of building materials etc thereon. Your attention is, therefore, drawn to the provisions of Section 131 of the Highways Act 1980 and to the Hertfordshire County Council Bylaws 1955 (specifically relating to grass margins and verges in Letchworth) by virtue of which such actions, unless authorised by the prior grant of a licence, constitute a prosecutable offence. Persons responsible for undertaking the development and any associated works are, therefore, strongly encouraged to take appropriate steps to ensure that no breach of the said legislation occurs during the course of such activities. In the event of any damage being caused it will be expected that suitable reinstatement is undertaken upon completion of the development. Failure to do so could also result in legal action being pursued. To obtain information regarding the issue of licences, contact the Hertfordshire Highways, Northern Area Office, Antelope House, Gates Way, Stevenage, SG1 3HL or telephone 01438 757800.

Financial Report for Sandon Parish Council Meeting

12th November 2025

a) To note receipt of income (6th November 2025):

- Total receipts: precept payment £8798.74
- NHDC Winter celebration grant £ 186.00
- Memo: VAT reclaim for £79.80 received

Available balance (Bank a/c less uncleared chq & committed funds) **£20,588.78**

b) To receive summary report of receipts and payments against budget

Budget and management account

c) To receive bank reconciliation

d) To consider price quotations, charges and grant applications from local groups

e) To authorise payments made in accordance with the budget November 2025 spend approvals / cheque release authorisations required:

- Broadmead Leisure inv 2981 (November, Dec & Jan inspections) £ 234.00
- Focus Broadband (to note inv 10837657 & 10867206 already paid) £ 88.08
- Clerk/RFO Salaries £ 798.57

Total new (Nov 2025) expenditure to be approved by PC £ 1,120.65

Projected Balance following above Nov 2025 expenditure: £19,468.13

f) To consider the draft budget for 2026/27 and consider the precept for 2026/27

The RFO has reviewed the current requirements for 2025/26 expenditure and prepared a draft budget for 2026/27 for review by the council. This incorporates known costs where these are available and anticipated expenditure based on prior knowledge and trends.

The agreed budget will form the basis of the Precept request that the RFO must submit to NHDC in January 2026.

HERTFORDSHIRE COUNTY COUNCIL

Purchase Order

All invoices **MUST** quote a purchase order number.
Please ask your HCC contact if you have not been given one.

To :

Sandon Parish Council
Classified Road Sandon Lane To Nor
Lye End Farm
Hertfordshire
SANDON SG9 0RS
UNITED KINGDOM
Attention :
Vendor No. : 405749

Delivery Address :

HCC COMPANY
HCC Company Code
Pegs Lane
Hertford
SG13 8DQ

Purchase Order No. : 3500459289
Date : 10.10.2025
Page No. : 1 of 1

Information :

Originator Kofi Otchere
Telephone
Email kofi.otchere@hertfordshire.gov.uk
Payment Terms 28 Days Settlement No Discount
Version 1

Submit invoices using one of the following options:

- Email PDF invoices (one invoice per PDF), clearly quoting the PO number in the PDF to
POInvoices@hertfordshire.gov.uk
- Send hard copy invoices to:
Hertfordshire County Council - Accounts Payable,
Robertson House, Six Hills Way, Stevenage, SG1 2ST

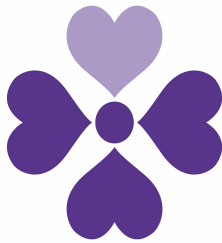
In case of payment queries contact 01992 555338.

Item No.	Material/Description	Qty	UoM	Unit Price GBP	Delivery Date	Net Amount GBP
1	WC - Sandon Parish Council	1	EA	186.00	10.10.2025	186.00
Total value: (excluding VAT)						<u>£ 186.00</u>

INSTRUCTIONS TO VENDOR:

Please supply goods / services detailed in this Purchase Order in line with Hertfordshire CC General Conditions of Purchase.
For multi-line Purchase Orders, please ensure the description on the invoice matches that on this Purchase Order.
More information on our invoicing processes can be found at www.hertfordshire.gov.uk/invoice





North Herts Council

Council Offices
Gernon Road
Letchworth Garden City
Herts
SG6 3JF

Telephone: 01462 474000
Email: accounts@north-herts.gov.uk

Sandon Parish Council
Lye End Farm
Sandon
SG9 0RS

Payment No.: 009893
Date: 9/09/2025
Creditor Id: 11147

Page : 1 of 1

<i>Date</i>	<i>Reference</i>	<i>Description</i>	<i>Amount</i>
20 Aug 2025	PRECEPT 2025/26 (2)		4,399.37
Payment Amount:GBP:			4,399.37

The Payment Amount will be transferred direct to your bank account in 2 working days

Sort Code: 090152
Bank Account: ****9709
Amount: 4,399.37
Payment No.: 009893
Date: 9/09/2025

SANDON PARISH COUNCIL 2025-26 BUDGET & MANAGEMENT ACCOUNTS

Month 1 - to 31 March 2026

	2024-2025 Actual	2025-2026 Budget	£ Actual YTD paid (excl'g VAT)	£ Actual YTD VAT paid	Forecast to 31 March 2026
Balance in Santander Bank a/c at prior year end	17683.16	17683.16	18723.06		
Cash and cheques in hand					
Less value of uncleared cheques as at prior year end	-2150.56	-2150.56			
Less Creditors (money owed by SPC) - at prior year end					
Plus Debtors (money owed to SPC) - at prior year end					
Net balance at start of current year	15532.60	15532.60	18723.06		
Receipts					
Precept	9321.94	8,500.00	8798.74		9,000.00
Grants			186.00		
VAT	212.76		79.80		
Other receipts (uncleared and returned cheque)	160.00				
TOTAL	9,694.70	8,500.00	9,064.54	0.00	9,000.00
Expenditure					
Operating expenses					
Employment costs (including PAYE)	4634.68	5,300.00	983.88		4,316.12
Insurance	464.00	500.00	464.00		36.00
Playground Management (annual ROSPA inspection)	78.00	95.00	96.00		-1.00
Audit Commission (Audit fee)	187.25	200.36	200.36		0.00
Village Hall rent		150.00	150.00		0.00
Clerk's expenses		37.50			37.50
Financial Officer's expenses					0.00
Other operating expenses (incl IT)	152.84		86.00	17.20	-86.00
Parish Council Election expenses (in allocated PC reserves)					0.00
Councillor & Officer Training (HAPTC)	60.00	500.00	69.00		431.00
Subscriptions - (HAPTC, SLCC, ICO, Focus broadband)	419.08	423.00	584.95	50.20	-161.95
Professional services (VAT on legal fees)					0.00
Other admin and general expenses	72.00				0.00
Total operating expenses	6,067.85	7,205.86	2,634.19	67.40	4,571.67
Section 137 Grants awarded by Sandon PC		1,500.00			1,500.00
Sandon PCC					0.00
Friends of Sandon School	500.00		500.00		-500.00
Sandon Gardeners Club	100.00				0.00
Sandon Sports Club					0.00
Sandon Cygnets					0.00
Sandon Strollers Cricket Club					0.00
Herts Air Ambulance					0.00
D-Day celebration	291.50		313.23		-313.23
Total grants awarded	891.50	1,500.00	813.23	0.00	686.77
Village projects					0.00
New General Equipment					0.00
Village Hall Improvements & Equipment		450.00			450.00
Other Village projects		300.00			300.00
Total village projects	0.00	750.00	0.00	0.00	750.00
Maintenance of assets & miscellaneous					0.00
Repairs & maintenance (regular payment to Broadmead Leisure)	195.00		3,560.00	124.00	-3,560.00
Capital replacements					0.00
Other costs	79.20				0.00
Total maintenance & miscellaneous expenditure	274.20	0.00	3,560.00	124.00	-3,560.00
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	14,467.10	9,455.86	7,007.42	191.40	2,448.44
TOTAL INCOME	9,694.70	8,500.00	9,064.54		9,000.00
Spending from Reserves (- denotes use of reserve)	-4,772.40	-955.86	2,057.12		6,551.56
Total year to date receipts less total year to date payments (incl. VAT)				1,865.72	
Net actual balance (excluding creditors & debtors)				20,588.78	
memo: Total payments incl. VAT				7,198.82	
<i>Application of funds at 24th October 2025</i>					
<i>Balance in Santander bank a/c</i>		20,588.78		Reconciled:	yes
<i>Less unpresented cheques</i>		0.00			
<i>Less committed funds</i>		0.00			
<i>Plus cash / cheques to pay-in</i>		0.00			
<i>Plus Debtors (HMRC is not included as debtor for unclaimed VAT)</i>		0.00			
Net funds available to Sandon Parish Council at 24th October 2025		20588.78			
<i>Free Reserves (funds available less unspent budget)</i>		18140.34		Date:	
<i>Memo: Reclaimed VAT (paid by SPC but not yet repaid by HMRC)</i>		191.40			
				Prepared by CFGS 05/11/2025	

Councillor Signature confirming Balance reconciliation to Bank Statement.



Business Account



Santander Business Banking
Operations
Sunderland
SR43 4FW

SANDON PARISH COUNCIL
LYE END FARM
MILL END
SANDON
BUNTINGFORD
UNITED KINGDOM
SG9 0RS



For all Business Banking enquiries,
please call 0330 123 9860

To help us maintain and improve our
customer service we might monitor or
record your calls.

If you have sight or hearing loss, you
can use Relay UK services at 18001
0330 123 9860



Online Banking service and information
available at www.santander.co.uk

Your account summary for

4 October 2025 to 3 November 2025

Account name: SANDON PARISH COUNCIL	
Account number: 80109709 Sort code: 090152	
BIC: ABBYGB2LXXX IBAN: GB93ABBY09015280109709	
Statement number: 010/2025	Page 1 of 3
Balance brought forward from 3rd October statement	£20,446.82
Total credits:	£186.00
Total debits:	-£44.04
Your balance at close of business 3 November 2025	£20,588.78

Credit interest rate: No credit interest is paid on this account.

News and information

We continue important information on the back of this page.

Please keep this statement as you might need it in the future. If you have any questions please call us on the number above. VAT registration number 466 2647 24

Tell us how we can help you

We all need some help from time to time. So, if you need any support with your banking because of a disability, your mental health, or problems at home, we're here for you. Whether it's a temporary or permanent situation, you only need to tell us once. We'll make a note of things, so you don't have to explain it to us again. Call us, pop into a branch, or type 'tell us once' into chat when logged on to Online Banking.

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www.santander.co.uk. Telephone 0330 9 123 123. Calls may be recorded or monitored. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Our Financial Services Register number is 106054. You can check this on the Financial Services Register by visiting the FCA's website www.fca.org.uk/register. Santander and the flame logo are registered trademarks.

MCBX00008_20251027_G_058

Important messages

Want to make a complaint? We're sorry if we've not given you the service you expect. We'd like to put things right as soon as we can. Please talk to us - call our complaints team on **0800 171 2171**.

Gone overdrawn without arranging an overdraft first? If you do this, or go over your agreed overdraft limit, we might charge you interest or fees. For details, see the table below.

	Unarranged overdraft rates and fees		
	Interest rate	Paid item fee	Unpaid item fee
Treasurer's Current Account	No interest	No fee	No fee
Business Current Account - Classic	14.94%	No fee	No fee

If your account is being migrated to the Business Current Account – Classic, the unarranged overdraft rate of 14.94% will be applicable from the date your account migrated. This only applies if your account is overdrawn without an arranged limit, or if you have an arranged overdraft on your account and you go beyond your limit.

If money is a bit of a struggle for you at the moment, you're not alone. The last couple of years have been difficult, and we're now seeing rises in the cost living and doing business. We know talking about your business finances isn't easy, and we're here to help. You can find further information on <https://www.santander.co.uk/business/support>.





Account Name: SANDON PARISH COUNCIL
Account number: **80109709** (Sort Code 090152)
Statement number: 010/2025 Page number: 3 of 3

Date	Description	Credits	Debits	Balance
	Previous statement balance			20,446.82
28th Oct	BANK GIRO CREDIT REF HERTFORDSHIRE CC, 1000 2006699905 K	186.00		20,632.82
30th Oct	DIRECT DEBIT PAYMENT TO FOCUS GROUP REF FH7203, MANDATE NO 0002		44.04	20,588.78
30th Oct	Current statement balance			20,588.78

Broadmead Leisure Limited
17 Stanstead Road
Hoddesdon
Hertfordshire
EN11 0PF
07974465351
VAT Registration No.: 894940961

INVOICE TO
Sandon Parish Council

VAT Invoice 3033

DATE 06/11/2025 **TERMS** 14 days

DUE DATE 20/11/2025

DESCRIPTION	AMOUNT
To carry out Monthly inspections to village playground. November, December 2025 and January 2026	195.00
SUBTOTAL	195.00
VAT TOTAL	39.00
TOTAL	234.00
TOTAL DUE	£234.00

BACS Payments: Lloyds
Sort :30-99-86
A/C No. 01024221

INVOICE



Focus House
Ham Road
Shoreham-by-Sea
BN43 6PA

Sandon Parish Council
Sandon Village Hall
Payne End
Buntingford
Hertfordshire
SG9 0QU

VAT No. 837118622

Account No.	FH7203	Invoice No.	10938434	Date/Tax Point	16/10/25
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Description	Price Each	Qty	Total (£)
Service Charges	36.70	1	36.70
Subtotal			36.70
VAT at 20.00%			7.34
TOTAL DUE			44.04

Thank you for paying by Direct Debit. The amount shown will be collected on or after 30/10/2025

Let's connect. Let's grow.

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Designed to put you in full control, our customer portal provides instant access to your account and enables you to quickly connect with our support team.

Let's talk | portal.focusgroup.co.uk



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focusgroup.co.uk/resources/webinars/

For all sales enquiries please call 0330 024 2200 or email sales@focusgroup.co.uk

Let's connect. Let's grow.

PAYING YOUR INVOICE

Standard payment terms are 14 days from the date of this invoice. Choose how to pay from the following options:

Direct Debit

If the invoice does not confirm that you are already paying by DD, please email creditcontrol@focusgroup.co.uk and we will switch you to Direct Debit.

Electronic Payments

BACS, Internet and Telephone Banking Payments can be made to the following bank details:

Account Name: Focus 4 U Ltd

Sort Code: 40-25-03

Account No: 01464973

Please quote your Account No (FH7203) as the Reference

Pay your bill online

You can pay us online by going to www.focusgroup.co.uk/pay-online/

Cheque

Make cheques payable to Focus 4 U Ltd, quoting your account number (FH7203), and send to the address on the remittance advice below

To tell us you've already paid your bill, please email creditcontrol@focusgroup.co.uk

IF YOU NEED TO CONTACT US

For technical support and customer services please contact us via our customer portal at <https://portal.focusgroup.co.uk>.

For all other contact details please go to our customer area at <https://focusgroup.co.uk/customer-area>.

If your contract is coming to an end and you would like to discuss the options available to you, please contact us on customerengagement@focusgroup.co.uk

We make every effort to ensure our customers are happy with the level of service they receive from us. However, despite our best efforts, we appreciate sometimes, things can go wrong. When they do, we want to know so we can put them right. Please see our Customer Complaints Code <https://focusgroup.co.uk/information/customer-complaints-code/> for how you can get in touch, including how to use the Alternative Dispute Resolution Service provided by the Ombudsman.

Please detach and enclose with your payment

Focus House
Ham Road
Shoreham-by-Sea
BN43 6PA

Account No.

FH7203

Cheque Enclosed

☐

Electronic Payment

☐

Amount you are paying

REMITTANCE ADVICE

Description	Date From	Date To	Qty	Price (£)
Sandon Village Hall - SG9 0QU				
Tel. No: DSL-SG90QU-001				
SOGEA (G) 80/20 Rental - Part Fibre	01/10/25	31/10/25	1	35.00
Static IP Address	01/10/25	31/10/25	1	1.70

INVOICE



Focus House
Ham Road
Shoreham-by-Sea
BN43 6PA

Sandon Parish Council
Sandon Village Hall
Payne End
Buntingford
Hertfordshire
SG9 0QU

VAT No. 837118622

Account No.	FH7203	Invoice No.	10895395	Date/Tax Point	15/09/25
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Description	Price Each	Qty	Total (£)
Service Charges	36.70	1	36.70
Subtotal			36.70
VAT at 20.00%			7.34
TOTAL DUE			44.04

Thank you for paying by Direct Debit. The amount shown will be collected on or after 29/09/2025

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Have you explored our customer portal?

Designed to put you in full control, our customer portal provides instant access to your account and enables you to quickly connect with our support team.

Let's talk | portal.focusgroup.co.uk



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For all sales enquiries please call **0330 024 2200** or email **sales@focusgroup.co.uk**

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PAYING YOUR INVOICE

Standard payment terms are 14 days from the date of this invoice. Choose how to pay from the following options:

Direct Debit

If the invoice does not confirm that you are already paying by DD, please email creditcontrol@focusgroup.co.uk and we will switch you to Direct Debit.

Electronic Payments

BACS, Internet and Telephone Banking Payments can be made to the following bank details:

Account Name: Focus 4 U Ltd

Sort Code: 40-25-03

Account No: 01464973

Please quote your Account No (FH7203) as the Reference

Pay your bill online

You can pay us online by going to www.focusgroup.co.uk/pay-online/

Cheque

Make cheques payable to Focus 4 U Ltd, quoting your account number (FH7203), and send to the address on the remittance advice below

To tell us you've already paid your bill, please email creditcontrol@focusgroup.co.uk

IF YOU NEED TO CONTACT US

For technical support and customer services please contact us via our customer portal at <https://portal.focusgroup.co.uk>.

For all other contact details please go to our customer area at <https://focusgroup.co.uk/customer-area>.

If your contract is coming to an end and you would like to discuss the options available to you, please contact us on customerengagement@focusgroup.co.uk

We make every effort to ensure our customers are happy with the level of service they receive from us. However, despite our best efforts, we appreciate sometimes, things can go wrong. When they do, we want to know so we can put them right. Please see our Customer Complaints Code <https://focusgroup.co.uk/information/customer-complaints-code/> for how you can get in touch, including how to use the Alternative Dispute Resolution Service provided by the Ombudsman.

Please detach and enclose with your payment

Focus House
Ham Road
Shoreham-by-Sea
BN43 6PA

Account No.

FH7203

Cheque Enclosed

☐

Electronic Payment

☐

Amount you are paying

REMITTANCE ADVICE

Description	Date From	Date To	Qty	Price (£)
Sandon Village Hall - SG9 0QU				
Tel. No: DSL-SG90QU-001				
SoGEA (G) 80/20 Rental - Part Fibre	01/11/25	30/11/25	1	35.00
Static IP Address	01/11/25	30/11/25	1	1.70

Sandon Parish Council 2026-27 Agreed Budget

	2024-25 Actual	2025-26 Budget	Actual 6 Nov 2025	Forecast to 31 March 2026	Difference	DRAFT Budget 2026/27	
Receipts							
Precept	9321.94	8,500.00	8798.74	8798.74	298.74		
Grants			186.00	186.00	186.00		
VAT	212.76		79.80	79.80	79.80		
Other receipts	160.00				0.00		
TOTAL	9,694.70	8,500.00	9,064.54	9,064.54	564.54	0.00	
Expenditure							
Operating expenses							
Employment costs (including PAYE)	4634.68	5,300.00	983.88	5,300.00	0.00	5,300.00	mid year pay increase - decrease hours
Insurance	464.00	500.00	464.00	500.00	0.00	500.00	
Playground Management (annual ROSPA inspection)	78.00	95.00	96.00	96.00	-1.00	100.00	
Audit Commission (Audit fee)	187.25	200.36	200.36	200.36	0.00	200.36	
Village Hall rent		150.00	150.00	150.00	0.00	150.00	I'm not expecting an increase of price but just in case
Clerk's expenses		37.50		37.50	0.00	37.50	
Financial Officer's expenses					0.00		
Other operating expenses (incl IT)	152.84		86.00	86.00	-86.00	530.00	Microsoft & Broadband & Moneysoft
Parish Council Election expenses (in allocated PC reserves)					0.00		
Councillor & Officer Training (HAPTC)	60.00	500.00	69.00	500.00	0.00	500.00	12x£17, 12x£30,
Subscriptions - (HAPTC, SLCC, ICO)	419.08	423.00	584.95	584.95	-161.95	423.00	HAPTC £325.63, SLCC £75, ICO £40
Professional services (VAT on legal fees)					0.00		
Other admin and general expenses	72.00				0.00		
Section 137 Grants awarded by Sandon PC	291.50	1,500.00			0.00	1,500.00	
Sandon PCC					0.00		
Friends of Sandon School	500.00		500.00	500.00	0.00		
Sandon Gardeners Club	100.00				0.00		
Sandon Sports Club					0.00		
Sandon Cygnets					0.00		
Sandon Strollers Cricket Club					0.00		
Herts Air Ambulance			313.23	313.23	0.00		
Village projects					0.00		
New General Equipment					0.00		
Village Hall Improvements & Equipment		450.00		450.00	0.00	450.00	Broadband to the village hall £35/m including VAT
Other Village projects		300.00		300.00	0.00	300.00	VE-Day celebrations
Donation to Redhill Reform Church Graveyard							
Maintenance of assets & miscellaneous							
Repairs & maintenance	195.00		3,560.00	3,560.00	-3,560.00		
Capital replacements					0.00		Playground referb
Other costs	79.20				0.00	150.00	defib pads
Earmarked reserves							
Parish Council Election expenses	1,744.13	1,744.13		1,744.13		1,744.13	
Capital Replacements	1,000.00	1,000.00		1,000.00		1,000.00	
Repairs and Maintenance	600.00	600.00		600.00		600.00	
New equipment	500.00	500.00		500.00		500.00	
Village Hall improvements	500.00	500.00		500.00		500.00	
TOTAL EXPENDITURE/PRECEPT	7,233.55	9,455.86	7,007.42	12,578.04	-3,808.95	10,140.86	
TOTAL INCOME	9,694.70	8,500.00	9,064.54	9,064.54	564.54	0.00	
Spending from Reserves (- denotes use of reserve)	2,461.15	-955.86	2,057.12	-3,513.50	4,373.49	-10,140.86	