



Sandon Parish Council

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

Date: 26th February 2026

To: Cllrs John Davies (Chair), James De Uphaugh, 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 4th March 2026** **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

26/018 Apologies

To receive apologies for absence.

26/019 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

26/020 Co-option

To review applications for the vacancy of Sandon Parish Councillor

26/021 Minutes

To confirm the minutes of Sandon Parish Council Meeting held on the 14th January 2026 and 23rd February 2026 as an accurate record of proceedings.

26/022 Public Issues

To invite members of the public to address the meeting.

26/023 Reports to the Council

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

26/024 Planning

To receive a planning report on applications and decisions

26/025 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. Sandon Sports Club
 - 2. Sandon JMI School
- e) Bank Mandate
- f) To authorise payments made in accordance with the budget

26/026 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) Spring Celebration plans

26/027 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 13th May 2026



Sandon Parish Council

Parish Clerk Caroline Scott
Lye End Farm, Sandon, SG9 0RS
Clerk@sandonherts.co.uk
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Sandon Parish Council Meeting to be held on **Wednesday 14th January 2026** **Sandon Village Hall at 7.30pm**

Present: Cllrs John Davies (Chair), James De Uphaug, Nikki Hawxby, Lisa Megraw
Attending: C Scott (Clerk), DCllr S Jarvis, MP C Hinchliff, Tracy Westgate (Community Partnership Officer), 13 members of the public

Minutes

Meeting opened 19:30

26/001 **Apologies**

To receive apologies for absence.

None

26/002 **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

None

26/003 **Co-option**

To review applications for the vacancy of Sandon Parish Councillor

None

26/004 **Minutes**

To confirm the minutes of Sandon Parish Council Meeting held on the 12th November 2025 as an accurate record of proceedings.

Resolved, proposed Cllr N Hawksby, seconded Cllr L Megraw, signed by the chairman

26/005 **Public Issues**

To invite members of the public to address the meeting.

To be opened to the public in the planning item.

Sandon Saddlery – the landowner reported to the council his

plans for the Sandon Saddlery and surrounding land. A temporary stop notice had been issued. A planning application will be submitted in 2026.

Parishioners questioned the plans.

DCllr S Jarvis reported the councils position, the stop notice was not complied with and is still in place. MP C Hinchliffe arrived 20:04

MP C Hinchliffe responded to a question from Cllr J DeUphaugh

26/006 **Reports to the Council**

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

DCllr S Jarvis – still in the process of agreeing the budget and working towards improving the pothole budget. Herts Lynx bus to be increased number of buses with a varying number of seats. 20mph limits are being worked towards in areas of the district. A505 – DCllr S Jarvis spoke about the ideas towards the changes to the junctions on the road. Reduction of the speed on the road would benefit the road, the district council has decided to change the policy of deciding how speed limits are decided being what the road would suit rather than what people already drive. MP C Hinchliffe has had a large quantity of correspondence from constituents. He will be attending a road safety board to hopefully open communications with Department for Transport.

26/007 **Policies**

Annual Mandatory:

- a) Financial Risk Assessment
- b) Asset register
- c) Calendar of meetings

All above items **resolved** proposed Cllr J DeUphaugh,
seconded Cllr N Hawksby

26/008 **Planning**

To receive a planning report on applications and decisions

- a) Walnut tree TPO Sandon Saddlery - 25/03010/TPO **Resolved**
proposed Cllr J DeUphaugh, seconded Cllr J Davies,
Unanimously agreed to respond with comment:
25/03010/TPO – Clerk to send a comment to the District
Council:

The council would like to ensure that due process is followed and the council tree specialist consultants report on the conclusion of the work. The walnut tree is one of the most impressive specimens in the parish and we want to make sure its upkeep is protected for future generations.

b) Sandon Saddlery – reported in item 26/005 above

26/009 **Finance – Report**

a) To note receipt of income **noted**

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

c) To receive bank reconciliation **received** and signed by Cllr J Davies

d) To consider grant applications from local groups **none**

e) To authorise payments made in accordance with the budget **resolved** proposed Cllr N Hawksby, seconded Cllr L Megraw

f) To note the 2025-26 Internal auditor interim report **noted**

g) To set the precept for 2026/27 **resolved** proposed Cllr N Hawksby, seconded Cllr L Megraw. Due to a healthy reserves balance it was agreed that the precept would be £8500. With the automatic addition of the CTRS grant from NHDC of £293.65 the precept and CTRS amount would total £8793.65.

26/010 **Reports from Working Parties and Committees**

a) HR committee – staff review to be conducted

b) Highways – discussed above. 2 really bad potholes on the Five House Road, it is potentially having improvements in this coming financial year.

c) Church – Church Warden would like to thank the wider community for all the volunteering for flowers and clearing up

d) Sports Club and Roe Green - none

e) Village Hall -none

f) School – looking for financial support towards transport for trips. They are looking for crowd funding to avoid a financial deficit, another teacher has been appointed for KS1, they are looking for a new caretaker. FOSS are looking for new chairman and treasurer

g) Spring Celebration plans – Come back with ideas

26/011 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 4th March 2026



Sandon Parish Council

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

Date: 15th February 2026

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 Extraordinary Parish Council Meeting to be held on Monday 23rd February 2026 Sandon Village Hall at 7.30pm

Attending: Cllrs J Davies, J DeUphough, N Hawxby, L Megraw, D Stokes

Present: C Scott (Clerk), 7 parishioners

Minutes

26/012 **Apologies**

To receive and approve apologies for absence.
none

26/013 **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

26/014 **Co-option**

To review applications for the vacancy of Sandon Parish Councillor, proposed Cllr J Davies, seconded Cllr L Megraw, unanimous agreed that David Stokes would be coopted at a councillor, David Stokes signed declaration of acceptance.

26/015 **Public Input for the discussion of Planning application**

20 minutes max

26/016 **Planning**

To receive a planning report on applications and decisions

- a) **26/00124/FPH** - Full Permission Householder : Restoration of Listed Building cottage to include a single storey rear extension with glazed link to main dwelling and alterations to existing fenestration, demolition and redesign and construction of ancillary buildings. Alterations to

existing pedestrian access. Moss Rose Cottage, Payne End, Sandon, Buntingford, Hertfordshire, SG9 0QU

Agreed to respond with no comment

- b) **26/00125/LBC** - Listed Building Consent : Restoration of Listed Building cottage to include a single storey rear extension with glazed link to main dwelling and alterations to existing fenestration, demolition and redesign and construction of ancillary buildings. Alterations to existing pedestrian access and internal works. Moss Rose Cottage, Payne End, Sandon, Buntingford, Hertfordshire, SG9 0QU

Agreed to respond with no comment

26/00026/FPH - Full Permission Householder : Two storey rear extension, single storey front extension, installation of no.2 chimneys, removal of no.1 existing chimney and external cladding. Erection of detached triple garage and installation of additional hardstanding. Cocks Lodge, Sandon, Buntingford, Hertfordshire, SG9 0RF **No question on the building but there is a question on the location of the footpath.**

- c) **26/00139/TPO** -Walnut - Cut branches on north side of crown away from the building to give a clearance of 2m and lift east side of crown overhanging drive way only, to 3m above ground level.

Insufficient information to consider this. The application form should have more detailed sketch of plans for tree. Seek clarity on the Council Officer's recommendations

26/017

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 4th March 2026.

Meeting closed 20:15

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	2668.37		2,631.63
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	713.03	75.82	-290.03
Professional services (VAT on legal fees)					0.00
Other admin and general expenses (incl bank charges)	72.00		14.97		-14.97
Total operating expenses	6,067.85	7,205.86	4,461.73	93.02	2,744.13
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		3,755.00	163.00	-3,755.00
Capital replacements					0.00
Other costs	79.20				0.00
Total maintenance & miscellaneous expenditure	274.20	0.00	3,755.00	163.00	-3,755.00
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	7,233.55	9,455.86	9,029.96	256.02	425.90
TOTAL INCOME	9,694.70	8,500.00	9,064.54		9,000.00
Spending from Reserves (- denotes use of reserve)	2,461.15	-955.86	34.58		8,574.10
Total year to date receipts less total year to date payments (incl. VAT)				-221.44	
Net actual balance (excluding creditors & debtors)				18,501.62	
				memo: Total payments incl. VAT	9,285.98
<i>Application of funds at 5th January 2026</i>					
<i>Balance in Santander bank a/c</i>		19,387.54		Reconciled:	yes
<i>Less unpresented cheques</i>		885.92			
<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 25th February 2026		18501.62			
<i>Free Reserves (funds available less unspent budget)</i>		18075.72		Date:	
<i>Memo: Reclaimed VAT (paid by SPC but not yet repaid by HMRC)</i>		256.02			
				Prepared by	CGFS 25/02/2026

SANDON PARISH COUNCIL 2025-26 BUDGET & MANAGEMENT ACCOUNTS

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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	7,233.55	9,455.86	9,029.96	256.02	425.90
TOTAL INCOME	9,694.70	8,500.00	9,064.54		9,000.00
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<i>Free Reserves (funds available less unspent budget)</i>		18075.72		Date:	
<i>Memo: Reclaimed VAT (paid by SPC but not yet repaid by HMRC)</i>		256.02			
				Prepared by	CFG5 25/02/2026

Sandon Parish Council
Quarterly Summary Information Report – Covering 2025/26 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	14/05/2025 14/05/2025 14/05/2025 14/05/2025 14/05/2025 09/07/2025 09/07/2025 09/07/2025 10/09/2025 12/11/2025 12/11/2025 14/01/2026	HAPTC Zurich HAPTC L. Armstrong Sandon Village Hall Moneysoft Focus Group Broadmead Leisure C Scott Broadmead Leisure Broadmead Leisure C Scott C Scott	Annual subscription Annual premium Audit Fish & Chips Hall hire Payroll software Broadband Playground inspection Clerk Salary Playground inspection Playground inspection Clerk Salary Clerk Salary	325.63 464.00 200.36 313.23 150 86.00 104.18 195 905.57 230.00 230.00 798.57 885.92	17.20 20.84 39.00 46.00 46.00	Association of Parish & Town Councils Insurance underwriters Audit s.137 VE-Day celebrations Broadband provision Playground inspection Broadband Playground inspection Clerk Salary Playground inspection Playground inspection Clerk Salary Clerk Salary
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 £373k)		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

Sandon Parish Council

Quarterly Summary Information Report – Covering 2025/26 Quarters 1-4 (*i.e. 12 months to 31st March 2024*)

15	Waste Contracts					No waste contracts are appointed by Sandon PC
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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 JMI School
Who will be our main contact for correspondence about this application? Ricky Boxall - Headteacher
Address for all correspondence Sandon JMI, Rushden Road, Sandon, Herts, SG9 0QS
Email address head@sandon.herts.sch.uk
Can we contact you by telephone? Yes
(Daytime) 01763 287 238
(Evening/Weekend) 07738 596 026
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). I have spoken with John Davies in advance of submitting this application. As the headteacher of Sandon, I am suitably authorised and our governing body are aware of the application and approve of it.
What type of organisation would you describe the Applicant as? School / Community / Not for profit
Approximately how long has the Organisation been in existence? Many years
Are you a Registered Charity? YES / NO (If YES, state your Charity No) No
Are you affiliated to a Governing Body? No
Which one(s)?

2 DETAILS OF YOUR APPLICATION

Please give a concise but detailed description

As a school with only 22 children on roll, the transport costs incurred for school trips are being problematic and a barrier behind some of our parents. As a school, we are finding it increasingly difficult to pick up any shortfall with a reduced budget. We are asking for a donation of £3,000 to contribute towards transport costs for the following trips:

KS2 Residential to Hudnall Park in July 2026 (£770)

Whole School trip to Gullivers Land, Milton Keynes in July 2026 (£410)

KS2 Trip to Food & Farming Day in Redbourn in July 2026 (£425)

Weekly swimming transport for period of 9 weeks throughout summer term at £160 x 9 = £1,440)

Total cost of £3,045

In addition, recent works at the saddlery have cause a fence to bow which has affected our mud kitchen. Whilst the owner has offered to pay expenses for the repair of the fence, the mud kitchen itself was not in a good state of repair due to its age and ideally would need replacing. We have found alternatives at a cost of £1,500 and would welcome any contribution towards this if this is something the parish council may consider.

USAGE
Approximately how many people are currently regular, active participants in your Organisation? 22 children and their families
How many of them are resident in the Parish of Sandon? 7
FUNDING
How much are you applying for? £3,000
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: **R.Boxall**

DATE: **25th February 2026**

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

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

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.	11046663	Date/Tax Point	13/02/26
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Description	Price Each	Qty	Total (£)
Service Charges	36.70	1	36.70
Additional Services (see page 3 for breakdown)	8.99	1	8.99
Subtotal			45.69
VAT at 20.00%			9.14
TOTAL DUE			54.83

Thank you for paying by Direct Debit. The amount shown will be collected on or after 27/02/2026

Let's connect. Let's grow.

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

Let's connect. Let's grow.

Join our FREE webinars

Microsoft 365, Cyber security, PSTN switch off, Horizon and more. Our webinars are here to keep your business up to speed with the latest insight and top tips on tech.

Check out what's coming up next:
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	Site	Price Each	Qty	Total
Total Care - Power Up - Business Essentials	N/A	8.99	1	8.99
TOTAL SERVICE CHARGES				8.99

Description	Date From	Date To	Qty	Price (£)
Sandon Village Hall - SG9 0QU				
Tel. No: DSL-SG90QU-001				
SoGEA (G) 80/20 Rental - Part Fibre	01/03/26	31/03/26	1	35.00
Static IP Address	01/03/26	31/03/26	1	1.70

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

INVOICE TO
Sandon Parish Council

VAT Invoice 3092

DATE 09/02/2026 **TERMS** 14 days

DUE DATE 23/02/2026

DESCRIPTION	AMOUNT
To carry out Monthly inspections to village playground. February, March and April 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