Sandon Parish Council

Parish Clerk Caroline Scott
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Date: 6th May 2026

To: Cllrs John Davies (Chair), James De Uphaugh, Nikki Hawxby, Lisa Megraw, David Stokes

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 Annual Meeting of the Parish Council
to be held on
Wednesday 13th May 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

26/046 **Election of Chairman**
To elect a Chairman for the year 2026/27 and sign Declaration of Acceptance of Office

26/047 **Co-option**
To review applications for the vacancy of Sandon Parish Councillor

26/048 **Election of Vice-Chairman**
To elect a Vice-Chairman for the year 2026/27 and sign Declaration of Acceptance of Office

26/049 **Apologies**
To receive and approve apologies for absence.

26/050 **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

26/051 **Minutes**
To confirm the minutes of extraordinary meeting of the Sandon Parish Council on 23rd February 2026 and the Ordinary Meeting held on the 4th March 2026 as an accurate record of proceedings.

26/052 **Public Issues**
To invite members of the public to address the meeting.

26/053 **Reports to the Council**

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

26/054 **Planning**

To receive a planning report on applications and decisions

a) 26-00125-FPH Moss Rose Cottage & 26-00125-LBC – both granted.

b) 26/00822/TCA Walnut Tree Cottage – no objection from NHDC

26/055 **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
g) General Reserves Policy
h) (Website) Accessibility Statement
i) Privacy and Cookies Policy
j) IT Policy

26/056 **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
d) To consider price quotations, charges and grant requests
    1. To approve Insurance renewal– Zurich £464.00
    2. Change banks to Unity Trust Bank
    3. Website needs to be updated to a .gov.uk site
e) To authorise payments made in accordance with the budget
f) Staff
g) Direct Debits
h) Assets
i) Grass Cutting & Volunteers
j) Annual Governance and Accountability Return (AGAR) 2025/26
   Audit requirements for the year ending 2025/26
    1. To receive the Annual Internal Auditor Report for the year 2025/26
    2. To approve the Annual Accounts 2025/26
    3. To approve the Certificate of Exemption 2025/26
    4. To approve Section 1, the Annual Governance Statement 2025/26
    5. To approve Section 2, Accounting Statements 2025/26
    6. To agree the dates for the public rights period of 3rd June to 14th July 2026 and to confirm the date the Notice is to be published on the Council's website
k) Analysis of year-on-year significant variances and year end Bank Reconciliation

26/057 **Reports from Working Parties and Committees**

a) Highways
b) Church
c) Sports Club and Roe Green
d) Village Hall
e) School
f) HR committee

26/058 **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 8th July 2026.