Sandon Parish Council

Parish Clerk Caroline Scott
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Sandon Annual Meeting of the Parish Council
to be held on
Wednesday 13th May 2026
Sandon Village Hall at 7.30pm

Present: Cllrs J Davies, J DeUphaugh, N Hawxby, L Megraw
Attending: C Scott (Clerk), 8 parishioners, Community Partnership Officer
Meeting opened 20:00

Minutes

26/028 **Election of Chairman**
To elect a Chairman for the year 2026/27 and sign Declaration of Acceptance of Office
Resolved Cllr J DeUphaugh proposed Cllr J Davies as Chair of the Parish Council, Cllr N Hawxby seconded, unanimously agreed. Declaration of Acceptance of Office signed

26/029 **Co-option**
To review applications for the vacancy of Sandon Parish Councillor **none**

26/030 **Election of Vice-Chairman**
To elect a Vice-Chairman for the year 2026/27 and sign Declaration of Acceptance of Office **none elected**

26/031 **Apologies**
To receive and approve apologies for absence.
None

26/032 **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

26/033 **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.
Resolved proposed Cllr J DeUphaugh, seconded Cllr D Stokes that these Minutes be agreed as a true and accurate record of the proceedings and be duly signed by the Chair. Unanimously agreed.

26/034 **Public Issues**
To invite members of the public to address the meeting.

Village Hall were asking about Warm Spaces grants, Community Partnership Officer will look into this

Was a covenant put on the land that was sold on Dark Lane and has had 2 houses sat empty since building? **Action** - Research into how this can be rectified

26/035 **Reports to the Council**
To receive reports from representatives on outside bodies, local authorities and agencies. **All reports in Annual Assembly**

26/036 **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

26/037 **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

Resolved to adopt all the above policies, Proposed Cllr J De Uphaugh seconded Cllr N Hawxby

26/038 **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 **resolved** Proposed Cllr J De Uphaugh seconded Cllr J Davies
    2. Change banks to Unity Trust Bank **resolved** Proposed Cllr L Megraw seconded Cllr N Hawxby
    3. Website needs to be updated to a .gov.uk site – more research needed
e) To authorise payments made in accordance with the budget **resolved** to pay the below invoices, proposed Cllr N Hawksby, seconded Cllr J De Uphaugh

● HAPTC – Annual subscription	£ 347.14
● HAPTC – councillor training	£ 69.00
● Sandon Village Hall (paid)	£ 220.00
● Zurich Insurance	£ 464.00
● Focus	£ 54.83

f) Staff – **noted**
g) Direct Debits - **resolved** Proposed Cllr J De Uphaugh seconded Cllr J Davies that all direct debits to Focus be authorised now for the year 2026-27
h) Assets- **noted**
i) Grass Cutting & Volunteers – **action, Clerk to write to 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 **noted** Proposed Cllr J De Uphaugh seconded Cllr N Hawxby
    2. To approve the Annual Accounts 2025/26 **Resolved** Proposed Cllr J De Uphaugh seconded Cllr N Hawxby
    3. To approve the Certificate of Exemption 2025/26 **Resolved** Proposed Cllr J De Uphaugh seconded Cllr N Hawxby
    4. To approve Section 1, the Annual Governance Statement 2025/26 **Resolved** Proposed Cllr J De Uphaugh seconded Cllr N Hawxby, to answer yes to all statements except no. 9-N/A and no.10-No, this has been rectified for the year 2026/07 with the policies approved during this meeting unanimously agreed, Clerk and Chair duly signed
    5. To approve Section 2, Accounting Statements 2025/26 **Resolved** Proposed Cllr J De Uphaugh seconded Cllr N Hawxby, unanimously agreed, Clerk and Chair duly signed

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 **resolved** Proposed Cllr L Megraw seconded Cllr N Hawxby

k) Analysis of year-on-year significant variances and year end Bank Reconciliation **noted**

26/039 **Reports from Working Parties and Committees**

a) Highways – confirm the pond barrier is it going to be like for like
b) Church
c) Sports Club and Roe Green – Roe Green sports areas are looking great, thanks to volunteers
d) Village Hall – possible noticeboard at the village hall, outside
e) School – Head teacher has handed in his resignation, there has been an Ofsted inspection which was seeking improvement
f) HR committee

26/040 **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.

Meeting closed 20:46

Signed ……. Date…….