

**Minutes of Sandon Parish Council Meeting**  
**Wednesday 13<sup>th</sup> March 2019 at 7.30 pm**  
**Sandon Village Hall**

**Present:** Cllr J de Uphaugh, (Chair), Cllr F Cannon and Cllr K Chamberlain,  
Cllr H Gallo and Cllr J Wharton.

**In attendance:** Mrs H Stubbings, Clerk, Mr M Wicksteed, Responsible Financial Officer,  
Cllr S Jarvis and no members of the public.

19.13 Welcome.

The Chairman welcomed everyone to the meeting.

Apologies for absence – Cllr B Wordley.

19.14 Requests for dispensation for disclosable pecuniary interest on items on the agenda – Localism Act 2011 s33

No conflicts were declared; dispensations as standing.

19.15 Minutes of Sandon Parish Council meetings held on Wednesday 9<sup>th</sup> January & 6<sup>th</sup> February 2019.

Approval of the minutes was proposed by Cllr F Cannon and seconded by Cllr J Wharton.

**Resolved**, that the Minutes be agreed as a true and accurate record of the proceedings and be signed by the Chairman.

19.16 Reports on actions agreed at the last Council meeting (not covered elsewhere in the agenda).

a. Church clock; electrification could cost up to £6,000 plus additional running costs.

Rev Wheatley had responded after the PCC meeting of the 23<sup>rd</sup> January 2019 acknowledging the letter from the Parish Council recognising that the clock and ladder guard are the property of Parish Council and that the PCC did not want to take on the responsibility of the clock.

The current clock winder is happy to continue to wind the clock and believes that he is covered by the PCC insurance to do so.

Cllr de Uphaugh will clarify whether church insurance covers the access to the ladder and upper tower. It was suggested that ownership of the ladder guard be passed to the PCC.

19.17 To hear reports from nominated representatives for the following areas:

a. Access/Rights of Way – Progress regarding Footpath 47 across the school land continues.

Cllr Wordley proposed that the Parish Council become members of Open Spaces, this was seconded by Cllr Cannon; membership to commence in next financial year.

b. Highways – The date for the next Litter Pick was set for Saturday 27<sup>th</sup> April

c. Church – nothing to report

d. Sports Club and Roe Green – nothing to report

e. Village Hall – the recent fund-raising event had been a very successful enjoyable evening.

f. Planning & Licencing Applications –

a) Update on Sandon Fields review; after a lengthy hearing the scope of the licence has been reduced.

19.18 To hear from Cllr Steve Jarvis.

a) A Speed and Volume survey to assess the need of speed restrictions will be carried out in the village.

b) A505; no funding for improvements, except possibly the Littlington turn.

- 19.19 Update on insurance claim.  
The Snowdon claim has been settled. The Parish Council is obliged to pay the VAT element of the acting solicitors fee and the RFO anticipates being able to claim this back. (Clerk to keep correspondence on file)
- 19.20 To receive the RFO's monthly safety report.  
RW & CM will be invited to cut the grass on Church & Roe Green for 2019.
- 19.21 To receive the Responsible Finance Officer's Report.  
The RFO reported that:
- a) There has been expenditure of £7,238.76 to date leaving a cash balance of £9,666.01 at the end of February.  
Approval was requested for March payments of £656.94; this would leave a balance of £9,009.07.  
Agreement for payments proposed by Cllr Fiona Cannon, 2<sup>nd</sup> by Cllr Jane Wharton - **resolved**.
  - b) Internal Audit & Report findings accepted– proposed by Cllr Jane Wharton, 2<sup>nd</sup> Cllr K Chamberlain – **resolved**.
  - c) Internal Audit effectiveness review – was read, completed and agreed – proposed by Cllr Cannon, 2<sup>nd</sup> Cllr Gallo - **resolved**.
  - d) Financial Reserves – meet our target of 3 months expenditure
  - e) Bank Mandate review – current 3 signatories to remain
  - f) Insurance cover review – cover deemed adequate and appropriate; proposed Cllr de Upaugh, 2<sup>nd</sup> Cllr Chamberlain- **resolved**
  - g) Annual Return and external audit – The Parish Council will apply for exemption from 2019 external audit as turnover is under the £25,000 threshold.
- 19.22 Tasks to be completed before 31<sup>st</sup> March 2019  
The RFO is working towards preparing all year end documentation for an anticipated annual return date of 25<sup>th</sup> May 2019, and he will endeavour to have all accounts and documentation completed for approval by the Council at its 8<sup>th</sup> May 2019 meeting.
- 19.23 Note Correspondence  
May Elections – nomination forms have been sent to current councillors. Two new potential Councillors were suggested.  
A letter has been received concerning falling branches from the trees outside the school – Clerk to report to Highways.  
The RFO advised that in 2020 he would be retiring from this post.
- 19.24 Arrangements for Annual Meeting on Wednesday 24<sup>th</sup> April  
Arrangements for the Annual meeting were discussed; Refreshments served from 7.15pm for at 7.45pm start. It was suggested that the potentially new Councillors might attend the meeting.
- 19.25 Date of future meetings in 2019  
8<sup>th</sup> May, 10<sup>th</sup> July, 11<sup>th</sup> September and 13<sup>th</sup> November.

The Chairman thanked everyone for attending and the meeting closed at 8.40pm

Chairman .....

Date .....