



Sandon Parish Council

Parish Locum Clerk Caroline Scott
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Minutes of Sandon Parish Council Annual Meeting held on Wednesday 8th May 2024 Sandon Village Hall at 7.30pm

Present: Cllrs John Davies (JD), Ian Dell (ID), Maaïke van Wijk (MvW), James De Uphaugh

In Attendance: C Scott (Locum clerk, RFO), District Cllr S Jarvis, 5 members of the public.

opened 19:51

24/022 **Election of Chairman**

To elect a Chairman for the year 2024/25 and sign Declaration of Acceptance of Office

Resolved - proposed Cllr J Davies, 2nd Cllr J de Uphaugh, Unanimously agreed. To appoint Cllr J Davies as Chairman for the year 2024/25. Cllr J Davies signed the declaration of acceptance of office.

24/023 **Election of Vice-Chairman**

To elect a Vice-Chairman for the year 2024/25 and sign Declaration of Acceptance of Office

Resolved - to appoint Cllr J De Uphaugh as Vice-Chairman for the year 2024/25. Proposed by Cllr J Davies, 2nd M van Wijk, Unanimously agreed. Cllr De Uphaugh signed the declaration of acceptance of office.

24/024 **Apologies**

To receive and approve apologies for absence.
Cllr N Hawxby due to personal commitments

24/025 **Interests**

- a) To receive declarations of interest from councillors on items on the agenda
None
- b) To receive written requests for dispensations for declarable interests; and
None
- c) To grant any requests for dispensation as appropriate
None

24/026 **Minutes**

To confirm the minutes of Sandon Parish Council Meeting held on [the 13th March 2024](#) as an accurate record of proceedings.

Resolved Proposed Cllr M van Wijk, seconded Cllr I Dell, that these Minutes be agreed as a true and accurate record of the proceedings and be duly signed by the Chairman. Unanimously agreed.

24/027 **Public Issues**

To invite members of the public to address the meeting.

24/028 **Reports to the Council**

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

Received report from Steve Jarvis at Sandon Annual Assembly

24/029 **Planning**

To receive a planning report on applications and decisions

- a) [24/00668/LDCP](#) - Wheat Hill Sandon Buntingford Hertfordshire SG9 ORB – **not for comment, permissive development application**

District Cllr Steve Jarvis left the meeting 20:00

24/030 **Council Documents**

- a) [Code of Conduct](#)
b) [Standing Orders](#)
c) [Asset Register](#)
d) [Grant Application Form](#)
e) [Sandon Committee Terms of Reference](#) - to agree next meeting
f) [Calendar of Meetings for 2024-25](#)

Resolved, proposed Cllr M van Wijk, seconded Cllr J Davies, to approve the above policies and documents except Committee TOR's to take to next meeting. Unanimously agreed

24/031 **Finance**

- a) To authorise payments made in accordance with the budget **Resolved**, proposed Cllr J Davies, seconded Cllr J De Uphaugh
- b) To note receipt of income
- c) To receive [summary report of receipts and payments against budget](#)
- d) To receive bank reconciliation
Resolved, proposed Cllr M van Wijk, seconded Cllr J De Uphaugh
- e) To consider price quotations, charges and grant requests
1. Clock quotations – to defer to the next meeting in confirmation of Asset ownership
[Insurance](#) – Zurich £464.00, Clear (Previously BHIB) £493.87 – **Resolved** - proposed Cllr M van Wijk, seconded Cllr J De Uphaugh to engage with Zurich quote
- f) [Annual Governance and Accountability Return \(AGAR\) 2023/24](#)
2023/24/050 Audit requirements for the year ending 2023/24
1. To receive [the Annual Internal Auditor Report for the year 2023/24](#)
Resolved, proposed Cllr J Davies, seconded Cllr M van Wijk
 2. To approve the [Annual Accounts 2023/24](#) **Resolved**, proposed Cllr J Davies, seconded Cllr M van Wijk
 3. To approve the Certificate of Exemption 2023/24 **Resolved**, proposed Cllr J Davies, seconded Cllr M van Wijk
 4. To approve Section 1, the Annual Governance Statement 2023/24n - **Resolved**, proposed Cllr J Davies, seconded Cllr M van Wijk
 5. To approve Section 2, Accounting Statements 2023/24 – **Resolved**, proposed Cllr J Davies, seconded Cllr M van Wijk
 6. To agree the dates for the public rights period of 3rd June to 12th July 2024 and to confirm the date the [Notice](#) is to be published on the Council's website - **Resolved**, proposed Cllr J Davies, seconded Cllr M

24/032 **Reports from Working Parties and Committees**

- a) Highways – footpaths in the area have had their bridges refurbished, non-slip wire applied and replaced one bridge on Roe Green. Bridge on footpath 2 is being refurbished in 24th May.
- b) Church – a full report was given in the Annual Assembly
- c) Sports Club and [Roe Green](#) The pavilion needs a new roof.
- d) Village Hall – full report at the assembly
- e) School – the head teacher is heading off on maternity leave, so we have new temporary head teacher at the end of the month, cygnets is proposing to close in September.
- f) D-Day Celebration plans – in order and progressing well.
- g) HR committee – To consider that under Section 1 of the Public Bodies (Admissions to Meetings) Act 1960 that the public and press should be excluded from item 24/032/a/1 of the agenda of this meeting in view of the confidential nature of the business to be transacted, ie Staffing matters
 - 1. Agree appointment of new Clerk - **Resolved**, proposed Cllr J Davies, seconded Cllr J De Uphaugh
 - 2. To review staff contract - **Resolved**, proposed Cllr J Davies, seconded Cllr M van Wijk

24/033 **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 10th July 2024.

Meeting closed 21:10