

**SANDON PARISH COUNCIL**

Minutes of the **Annual General Meeting** held at **St Andrews Church Meeting Room** on **Monday, 8th May 2017** commencing at 7.15 pm

**PRESENT: Councillors:** Dee Hyatt - Chairman

 Ron Bullus

 Cedric Calmeyer

 Rosemary Hoare

 Martin Cross

**In attendance**: Ted Munt, Clerk

 Les Loveridge

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|  | **ACTION** |
| **010517 Election of Chairman** Cllr Hyatt was nominated by Cllr Hoare and seconded by Cllr Cross. She accepted the chairman’s role. **020517 Declaration of Acceptance Forms**. These to be signed**030517 Election of Vice Chairman** Cllr Cross was nominated by Cllr Hyatt and seconded by Cllr Calmeyer. He accepted the vice chairman’s role**040517 Apologies for absence –** Cllr Mbonye. Clerk to write and send condolences | **Cllr Hyatt****Clerk** |
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| **050517 Declarations of Interest** – none**060517 Public question time**Mr Loveridge raised the issue of blocked drains at the end of Hall Lane just before Plumping Bridge. Cllr Hyatt said she would enquire about this as well as getting an update on the injunction against tipping at the site. | **Cllr Hyatt** |
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| **070517 The Minutes of the Meeting** held on Monday 10th April 2017 were approved and signed as a correct record. |  |
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| **080517 The vacancy for a parish councillor was discussed.**There has been no formal interest**090517 Clarification of the Parish Councillors’ areas of responsibilities.**(a (a) Planning – Cllr Hyatt (b) Finance – Cllr Cross (c) Highways – Cllr Bullus (consultation only) (d) Publicity / Sandon Topics – Cllr Hyatt & Clerk (e) Website – Cllr Mbonye & Clerk (f) Neighbourhood Watch – David Ferguson (g) Maintenance issues – Cllr Calmeyer (h) Allotments – Cllr Calmeyer & Clerk (i) Youth Liaison – Cllr Mbonye(j) St Andrews PCC – Cllr Hoare (k) Sandon Village Hall – Cllr Cross (l) Sports Club – Cllr Bullus (m) Sandon Quarry – Cllr Hyatt (n) Personnel – Cllrs Hoare and BullusCllr Hyatt to contact Cllr Mbonye about the involvement of other youth groups in the village**100517 Agenda items as per Standing Orders**1. Review and adoption of appropriate standing orders and financial regulations;

These were approved1. Review of inventory of land and assets including buildings and office

equipment;Approved. Clerk to update this list on a live basis 1. Confirmation of arrangements for insurance cover in respect of all insured

Risks. Cllr Cross to look at this year’s insurance quote1. Review of the council’s and/or staff subscriptions to other bodies;

Approved1. Review of the council’s complaints procedure:

Approved1. Review of the council’s procedures for handling requests made under the m of Freedom of Information Act 2000 and the Data Protection Act 1998

Approved. Clerk to make small amendments1. Review of the council’s policy for dealing with the press/media;

Approved1. Determining the time and place of ordinary meetings of the full council up to and to and including the next annual meeting of full council

Clerk to contact Sandon School re next year’s Annual Assembly. Clerk to come up with meeting dates**110517 Appointment of Auditors and Solicitors**They were agreed. Note that PKF Littlejohn LLP are the external auditors. Cllr Cross would like to know how much they will charge**120517 Current Issues**  | **Cllr Hyatt****Clerk****Cllr Cross****Clerk****Clerk****Clerk** |
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| 1. Local plan – Following a discussion, Cllr Hyatt will amend her comments prior to putting them on the City Council’s website. She will encourage the residents to put forward their own views.

 1. Hall Lane – See comments above (060517)

  | **Cllt Hyatt** |
| 1. Youth matters – No update, but see comments above (090517)

 1. Maintenance – The handyman is now back at work
2. Sandon Sports Club – Concern expressed over the detritus left by the builders. Cllr Hyatt has already written to them to complain. They have also been told that they need to move the unsightly container before the end of the month.
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| 1. PCC– Rev Brown’s ordination is 9th May.
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| 1. Deed of Easement – Holmes and Hill have written to the Council again. Cllr Calmeyer to visit them and discuss their concerns face to face
 | **Cllr Calmeyer** |
| 1. Community centre – Cllrs Calmeyer and Bullus to visit the developer to discuss future funding/building opportunities
 | **Cllr Bullus****Cllr Calmeyer** |
| 1. Annual assembly review – All agreed that it was a success. Between 125 and 150 had attended. Learnings for next year include ensuring we had roving mikes (as sound system was poor), two tables at the entrance doors, and water on the top table.
2. Sale of trailer – The sale has been completed. Clerk to remove from asset list.
 | **Clerk** |
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| **130517 Correspondence** |  |
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|  Correspondence received and action required – Clerk to scan in letter re Annual Civic Service and send to councillors  | **Clerk** |
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| **140517 Finance** |  |
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| The following payments were tabled to be approved:

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|  |  | Cheque no./Tfer |
| HMRC Income Tax | £110.80 | Tfer |
| K. Dobson exps | £28.55 | Tfer |
| K. Dobson salary | £157.50 | Tfer |
| T.Munt salary | £263.52 | Tfer |
| T.Munt expenses | £24.69 | Tfer |
| B.T. | £47.88 | Tfer |
| Essex Pension Fund | £410.34 | Tfer |
| Ahead4 (Sandon.info hosting) | £16.20 | Tfer |
| Hyde Lane Services  | £34.36 | Tfer |
| Howe Green Reformed Church | £84.00 | Tfer |
| EALC affiliation fees | £392.84 | Tfer |
| Rose Landscapes | £100.00 | Tfer |
| M.Cross | £10.00 | Tfer |
| Crawfords | £547.57 | Tfer |

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| **150517 Planning:** |  |
| **17/00664/FUL** Chelmsford Nursing Home East Hanningfield Road. Single storey front extension with portico and second floor decorative window, first floor rear balcony, two single storey rear extensions with balconies, rendered panels on front & side elevations, two front porches to extra care flats and 13 additional parking spaces. No observations**TPO/2015/018.** Hilltops. Sandon Parish Council have concerns if the blanket TPO is removed and only the trees along the road edge are protected.  This land has been stripped bare in the past and we are concerned this may happen again. We therefore object to the change**17/00685/CLEUD**. Land At Tall Oaks Mayes Lane. Use as business premises. Sandon Parish Council wish to object to this application on the grounds that it contravenes Policy DC2 - development in the countryside. This council does not consider that the reasons given for the allowing the use of this large shed as an office are sufficient grounds to override this policy which gives protection to the countryside, limiting over development. We note that the applicant has cited that Hygienic Coatings use the large shed in the sectioned off garden at the rear for their business for some 10 years. If this application is granted it would set a precedent for future speculative applications from other landowners in the local area, thereby destroying our rural parish.We also note that the access for this business is opposite Blind Lane; we feel that this proposed access is dangerous and impractical for deliveries and visitors as it is situated on a blind bend. The slope off the road is not suitable for motor vehicles. The public footpath next to the property is regularly walked and walkers have commented that absolutely no activity has been seen at the premises. The roller door does not show any signs of regular use on the big shed and has a large opening above the door, and the small shed is always securely padlocked. |  |
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| **160517 Reported Incidents - None** |  |
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| **170517 Information: - None** |  |
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| Meeting closed at 9:23 p.m. |  |
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**The next Parish meeting will be held on Monday 12th June 2017 at Howe Green Reformed Church at 7.15pm.**