

SANDON PARISH COUNCIL

Minutes of the **Annual Parish Council Meeting** held at **St Andrews Church Meeting Room** on **Monday, 14th May 2018** commencing at 7.15 pm



PRESENT: Councillors:
Dee Hyatt - Chairman
Ron Bullus
Cedric Calmeyer
Rosemary Hoare
James Colbeck
Martin Cross

In attendance:
Ted Munt, Clerk
Three members of the public

ACTION

010518 Election of Chairman

Cllr Hyatt was nominated by Cllr Hoare and seconded by Cllr Cross. She accepted the chairman's role and signed the Acceptance Form.

020518 Election of Vice Chairman

Cllr Cross was nominated by Cllr Hyatt and seconded by Cllr Calmeyer. He accepted the vice chairman's role

030518 Apologies for absence – None

040518 Declarations of Interest – none

050518 Public participation session

The three members of the public raised their objections over the proposed Ladywell Lane development. The meeting agreed the Parish Council's response.

060518 The Minutes of the Meeting held on Monday 9th April 2018 were approved and signed as a correct record.

070518 Clarification of the Parish Councillors' areas of responsibilities.

- (a) Planning – Cllr Hyatt
- (b) Finance – Cllr Cross and Cllr Bullus
- (c) Highways (advisory), Drainage – Cllr Bullus
- (d) Publicity / Sandon Topics – Cllr Hyatt
- (e) Website – Cllr Colbeck
- (f) Neighbourhood Development Plan – Cllr Hoare
- (g) Maintenance – Cllr Calmeyer
- (h) Allotments – Cllr Calmeyer
- (i) Youth Liaison – Cllr Colbeck
- (j) St Andrews PCC – Cllr Hoare, Cllr Colbeck
- (k) Sandon Village Hall – Cllr Cross
- (l) Sports Club – Cllr Bullus
- (m) Sandon Quarry – Cllr Hyatt
- (n) Personnel – Cllr Hoare, Cllr Bullus
- (o) Community Centre – Cllr Calmeyer

080518 Agenda items as per Standing Orders

- (a) Review and adoption of the new 2018 Model Standing Orders and Financial Regulations;
These were approved subject to the note about the need for a DPO to be removed at a later date
- (b) Review of inventory of assets including buildings and office equipment;
Approved. The inventory of land to be formally compiled.
- (c) Confirmation of arrangements for insurance cover in respect of all insured risks. Cllr Cross to look at this year's insurance quote
- (d) Review of the council's and/or staff subscriptions to other bodies;
Approved
- (e) Review of the council's complaints procedure:
Approved
- (f) Review of the council's policies, procedures and practices in respect of its obligations under the freedom of information and data protection legislation.
Clerk to update
- (g) Review of the council's policy for dealing with the press/media;
Approved
- (h) Review of the Council's grievance and disciplinary procedures;
Approved
- (i) Review of the Council's expenditure incurred under s.127 of the Local Government Act 1972 or the general power of competence
Approved at April's meeting
- (j) Determining the time and place of ordinary meetings of the full council up 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 until May 2019

Clerk

Cllr Cross

Clerk

Clerk

090518 Appointment of Auditors and Solicitors

Cllr Cross to be the internal auditor. PKF Littlejohn LLP are the external auditors. Holmes & Hills (and others) are the solicitors.

100518 Current Issues

- a) Hall Lane – The ditch to be sorted in the coming weeks
- b) Maintenance – The mower has now been fully serviced
- c) Community centre – Cllr Calmeyer presented the most recent drawings. To be put up in the parish office. Meeting expressed concern that there should be greater provision for ladies changing rooms in the light of greater female sports participation.
- d) NDP – no changes since the update at the A.A. Next meeting planned for Tues 15th May.
- e) PCC – Cllr Colbeck to attend the next meeting. P.C. decided to enter the St Andrew's Scarecrow Festival 14th July. Help needed.
- f) Sandon Sports Club – No issues. Clerk to respond to annual presentation event request 23rd June. To copy in church.
- g) Village Hall - No update.
- h) Flood prevention – No update

Cllr Calmeyer

All

Clerk

- i) Annual assembly review – All agreed that the evening went smoothly. Clerk to arrange date for next year with the school. It was agreed to donate £100 to the W.I. in recognition of their work on the evening, and for the anniversary of their founding.
- j) Freedom of Information request – Clerk to advise Sports Club that a request for information has been made. Clerk to make available the copy of the lease.
- k) Salary increase – Clerk advised meeting that his salary had been increased by 2% following agreement with the National Joint Council for Local Government Services. This to commence from 1st April 2018.

Clerk

Clerk

110518 Correspondence

Correspondence received and action required –
Meeting agreed that speeding on Brick Kiln Road needed to be brought to the attention of Councillor Ian Wright

120518 Finance

The following payments were tabled to be approved:

		Cheque no./Tfer
Employee costs	£1019.09	Tfer
Baddow Spartak	£300.00	Tfer
B.T.	£76.04	Tfer
Inkpen Downie	£1426.03	Tfer
Ahead4	£16.20	Tfer
Crawfords	£1460.88	Tfer
Aon	£210.56	Tfer
EALC affiliation fees	£399.38	Tfer
EALC training course	£55.00	Tfer
M.Cross	£10.00	Tfer
BHIB	£784.08	Tfer

130518 Planning:

18/00193/FUL 3 Chalklands Sandon. Single storey side and rear extension with juliette balcony. Front porch canopy, First floor side extension over existing garage and repositioning of first floor side window. Part garage conversion. No observations

18/00531/FUL Kaeden Place Blind Lane Sandon. Replacement of existing former agricultural building with a single dwelling-house and double garage; new hay barn; new stable block; new machinery store/staff facilities and grooms quarters Sandon Parish Council recommend this application be refused. We voiced our concerns on the original planning applications 11/00710/FUL/12/01331/FUL and 15/00610/FUL and 16/01312/FUL with regard to the conversion of part of the barn buildings to habitable accommodation which was realised with the owner living on site but permission was given. We were especially concerned that this would then changed to a full application for a house, which of course it now has.

Policy DC33 states that planning permission will only be granted for a new agricultural

workers' dwelling where it meets all of the criteria. This does not. It is a new housing development on agricultural land.

With the removal of the existing barn we understand the need for a replacement building to accommodate/stable the many horses on the property. The Sandon Village Design Statement HR5 requires this should be of a scale that is sympathetic to the rural landscape character and the impact is reduced by careful tree screening. We would be happy for just the new barn conversion.

DC-2 states that rural buildings should have a materially less impact on the openness, appearance and character of the Rural Area. DC-11 also states buildings should not harm the openness of the countryside. No residential accommodation should be permitted on this site.

The Parish Council is also concerned that the owner or someone has removed the conifers that lined Blind Lane but no attempt has been made to level or replant the verges, which have been left to nature with blackberries and weeds growing. This has ruined a very pleasant little country lane, and we are also concerned that the area around the new buildings will not be aesthetically planted/screened and also ruined. Being a public footpath access it is essential the whole area is kept visually neat and tidy. We complained about this in 2016 and if anything the lane looks worse now than previously, with no attempt to beautify this very well used lane to the Public Footpath.

If this application is approved, we feel it should go to planning committee.

18/00501/REM Land East of Howe Cottage. Reserved Matters. Application for a two storey detached dwelling, detached garage, site layout & vehicular access point. No observations

18/00683/FUL St Andrews Church Hall Lane Proposed shed. No observations

140518 Information:

Cllr Calmeyer advised that the P.C. needs to be careful when considering installing CCTV. We may need c. £18k to £20k to get the new allotments ready.

Meeting closed at 9:12 p.m.

The next Parish meeting will be held on Monday 4th June 2018 at Howe Green Reformed Church at 7.15pm.