

## SANDON PARISH COUNCIL

Minutes of the **Parish Council Meeting** held at the **Howe Green United Reformed Church** on **Monday, 18th February 2019** commencing at 7.15 pm

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

**In attendance:** Clerk

### ACTION

**010219 Apologies for absence** – Cllr Williamson

**020219 Declarations of Interest** – None.

**030219 The Minutes of the Meeting** held on Monday 14<sup>th</sup> January 2019 were approved. Cllr Hyatt signed as a correct record.

**040219 Public Participation Session** – There were no members of the public present.

**050219 Current Issues** .

(a) Maintenance and ditch clearing – Cllr Calmeyer to request that the pub repair their pub sign. New bin to be ordered for bus shelter on Brick Kiln Rd. Cllr Calmeyer to order the mower. Still need a decision on where it will be stored.

**Cllr Calmeyer  
Clerk  
Cllr Calmeyer**

(b) Hall Lane - The damage to allotment fence has now been repaired. The red skip still needs to be removed.

(c) Community centre – Cllr Calmeyer to update sports club and village hall. Is awaiting feedback from the power supply companies re close proximity of the overhead power lines

**Cllr Calmeyer**

(d) Neighbourhood Development Plan – Cllr Hyatt gave an update on the recent meeting. Cllr Calmeyer and Pam Knott are going on a NDP course 11<sup>th</sup> March.

(e) PCC – Cllr Colbeck reported that there is still uncertainty over the ownership (and maintenance) of the trees by the church.

(f) Sports club update – Cllr Bullus outlined the reasons why the Sports Club could not accept the request for cricket during the summer months. Could Sandon School be a possible alternative venue?

**Clerk**

(g) Sandon Village Hall – Their upcoming AGM will not have time to discuss the proposal for the new Community Hall. Suggestion is that a separate

sub-committee be set up inviting reps from interested parties.

- (h) Internal Auditor – Clerk presented three quotes. Meeting agreed to go with Auditing Solutions. Clerk to progress. **Clerk**
  - (i) Topics – Meeting agreed to the Spring edition. Clerk to order 650 copies after having amended Cllr Calmeyer’s email address. Cllr Hyatt to update distribution list. **Cllr Hyatt**
  - (j) Enchanted Cinema – Clerk to secure the 12<sup>th</sup> Sept date. Cllr Hyatt to pull together a sub-committee with reps of interested parties to progress. **Clerk  
Cllr Hyatt**
  - (k) Annual Assembly – Possible presenters (and who will be contacting them) include: CCC (local plan overview) - Clerk, NDP update – Judy, New Leisure Centre – Cllr Holbeck, Police helicopter – Cllr Bullus, Police dog centre – Cllr Hyatt, Planning enforcement – Clerk. Note date is 23<sup>rd</sup> May. **All**
  - (l) Highway Devolution – No interest from Sandon P.C. Cllr Calmeyer to cost out the cutting of verges and greens currently carried out by ECC. Could we cross charge them? **Cllr Calmeyer**
  - (m) Reg Bush’s book – Meeting agreed to fund a reprint of this book ‘Sandon, a village history’ at £650. Costs will be recouped through sales of the book. **Cllr Calmeyer**
  - (n) Handyman remuneration – It was agreed to increase both his hourly rate, and his storage rate, by 10%. To commence from April. **Clerk**
  - (o) Upcoming local elections – Clerk provided the important dates to the cllrs. However, he is attending a clerk’s pre-election presentation 25<sup>th</sup> Feb. More information will follow. **Clerk**
  - (p) Local Foundation Award – Application Form has been completed and sent off. Should catch the March panel deliberations. See item 100219 below
- 060219 Correspondence received and action required** – Clerk to find out more about the Great British Spring Clean. Meeting proposed two locations for the Parish Cleaning Days initiative, Woodhill Rd from office to school, and Southend Rd from A12 roundabout to first house. **Clerk  
Clerk**

**070219 Finance**

- (a) The following payments were tabled and approved: Note that individual employee details have been combined under the one cost centre.

Employee costs	£897.44	Tfer
Plusnet	£23.29	d/d
Talk To Pheonix	£17.99	Tfer
Howe Green Utd Reformed Church	£84.00	Tfer
12 x 2nd class stamps	£6.96	d/d

(b) Clerk to chase up invoice from the Sports Club re electricity bill.

Clerk

**080219 Planning:**

**18/02074/FUL** Edge Of The Wood East Hanningfield Road. New garage. No observations

**18/01610/OUT** Howe Farm Southend Road. Outline application for Proposed replacement dwelling. No observations.

**18/02065/FUL** Barns At Mill Hill Farm East Hanningfield Road. Conversion of barn to dwelling with infill and front porch extensions, construction of 2x cart lodges, replacement dwelling, and all associated works. No observations.

**19/00125/FUL** Meadow Lands Formerly Part Of Levitts Farm Sporhams Lane. Conversion of stables to dwelling. No observations.

**19/00151/FUL** Caynes East Hanningfield Road. Single story rear extension. No observations.

**18/01725/FUL** Land At Walnut Tree Cottage Woodhill Road. The addition of a window to the first floor (amendment). No observations.

**19/00161/FUL** Steepleview Butts Green Road. Amendment to approved planning application 18/00853/FUL. Relocation of new detached garage and changes to flank windows. No observations.

**19/00192/FUL** Wayside Mayes Lane. Part two Storey, Part Single Storey Side Extension and Part First Floor Rear Extension. No observations.

**090219 Information – None**

**100219 Foundation Level Award – The meeting resolved that:**

(a) the Parish Council had achieved items 1 – 15 of the Foundation Level and that all documentation relating to these items can be found on the Parish Council website:

1. Standing Orders & Financial Regulations
2. Code of Conduct
3. Publication Scheme
4. The last Annual Return
5. Transparent Information about Council Payments
6. A calendar showing all meetings
7. Minutes
8. Current Agendas
9. The Budget & Precept information

10. Complaints Procedure
11. Council Contact details
12. Action Plan
13. Evidence of Consulting the Community
14. Publicity Advertising Council Activities
15. Evidence of Participating in Town and Country Planning

(b) the following items of the Foundation Level have been achieved:

A Risk Management scheme; A Register of Assets; Contracts for all members of staff; Up-to-date insurance policies that mitigate risks to public money; Disciplinary and Grievance Procedure; A Training Policy; A Record of all training; The Clerk has achieved 12 CPD points in the last year.

Meeting closed at 9.10 p.m.

**The next Parish meeting will be held on Monday 4<sup>th</sup> March 2019 at St Andrews Church Meeting Room at 7.15pm**