

SANDON PARISH COUNCIL

Minutes of the **Annual Parish Council Meeting** held at the **St Andrews Church Meeting Room** on **Monday, 13th May 2019** commencing at 7.15 pm



PRESENT: Councillors: Dee Hyatt - Chairman
Cedric Calmeyer
Alan Kalbfell
Martin Cross
Elaine Williamson
James Colbeck

In attendance: Clerk, plus three members of the public

ACTION

010519 Election of chairman

Cllr Hyatt was elected chairman of the Parish Council. She duly signed the Acceptance Form

020519 Election of vice chairman

Cllr Cross accepted the vice chairman's role

030519 Apologies for absence – Cllr Ian Wright

040519 Declarations of Interest – None.

050519 Public participation session.

Two members of the public raised concerns over a proposed development

060519 The Minutes of the Meeting held on Monday 8th April 2019 were approved. Cllr Hyatt signed as a correct record.

070519 Clarification of the Parish Councillors' areas of responsibilities.

- (a) Planning – Cllr Hyatt
- (b) Finance – Cllr Cross
- (c) Highways / Flooding – Cllr Kalbfell
- (d) Publicity / Sandon Topics – Clerk
- (e) Website – Clerk
- (f) Neighbourhood Development Plan – Cllr Hyatt
- (g) Maintenance – Cllr Calmeyer
- (h) Allotments – Cllr Calmeyer
- (i) St Andrews PCC – Cllr Colbeck
- (j) Sandon Village Hall – Cllr Kalbfell
- (k) Sports Club – Cllr Kalbfell
- (l) Sandon Quarry – Cllr Hyatt
- (m) Personnel – Cllr Williamson
- (n) Community Centre – Cllr Calmeyer
- (o) Transport – Cllr Cross

080519 Agenda items as per Standing Orders

- (a) The Standing Orders, together with the Financial Regulations, were reviewed and adopted.
- (b) Parish Meeting Dates to Dec have already been agreed and published. The following dates to the 2020 Annual Parish Meeting were confirmed: Jan 13th, Feb 10th, March 9th, April 13th with the APM May 11th.

090519 Appointment of Auditors and Solicitors

- (a) It was agreed that the internal auditor was to be Auditing Solutions Ltd
- (b) The solicitors were to remain as Holmes & Hills
- (c) The external auditor was noted to be PKF Littlejohn LLP

100519 Re-adoption of the General Power of Competence

Sandon Parish Council resolved to re-adopt the General Power of Competence having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012.

110519 Current Issues.

- (a) Hall Lane – Skip has now gone and the site made secure.
- (b) Maintenance and ditch clearing - The allotment site needs to be upgraded. This could involve a large sum of money. Cllr Calmeyer to provide further details on what needs to be done, together with costs. Clerk to insure new mower.
- (c) Community centre – no update
- (d) Neighbourhood Development Plan – Cllr Hyatt advised that the team are still plugging away and that all was going to plan.
- (e) PCC – PCC to note that the P.C. cannot erect “Slow down” or Speed Limit signs. This is Essex Highway’s responsibility. PCC need to ensure the safety of any trees on their land.
- (f) Sports club update – No update.
- (g) Sandon Village Hall – Cllr Kalbfell still investigating concerns over the cubs and scouts area being encroached on by the football club.
- (h) Community Film Evening – Meeting agreed a new date of 22nd Aug. A back up date would be the 21st. Clerk to contact film event company to clarify. Cllr Hyatt to subsequently pull together a meeting of interested parties.
- (i) Annual Assembly 23rd May – The flyer was agreed. Clerk to print out 650 copies so that cllrs could deliver by Sun 26th at the latest. Clerk to print out attendance sheets. Clerk to check timings with Police. Clerk to come up with a rough agenda. Clerk to see whether the Wildlife Trust may be

**Cllr Calmeyer
Clerk**

Cllr Colbeck

Cllr Kalbfell

Clerk

Cllr Hyatt

Clerk

interested in attending, together with the Chelmsford M.P. Meeting agreed the various responsibilities allocated to the cllrs.

- (j) Sandon Open Garden Day 23rd June. Clerk to put up notices advertising the event. Cllrs Williamson and Colbeck waiting to find out what was expected of them.

Clerk

120519 Correspondence received and action required –

Meeting agreed the Housing Needs Survey could be released.
Meeting noted the award of Foundation Level from EALC.
Note Internal Auditor will be visiting the parish office 15th May with his feedback

Clerk

130519 Finance

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

Employee costs	£1096.97	Tfer
Plusnet	£44.79	d/d
Supplies4business	£18.60	Tfer
Ahead4	£16.20	Tfer
Baddow Spartak	£400.66	Tfer
Amanda Parsons	£150.00	Tfer
EALC	£56.28	Tfer
BFS	£68.52	Tfer
Ernest Doe	£318.85	Tfer

- (b) Budget – Cllr Calmeyer wishes to amend this year's budget due to the extra costs involved with the purchase of the new mower.

140519 Planning:

19/00323/FUL Fairlawn Mayes Lane Two storey side and rear extension, addition of new porch and side dormer. No observations

19/00554/FUL 14 Chalklands Single storey ground floor infill and rear extension. First floor side extension with two dormers to the front elevation. No observations

19/00447/FUL Bramcote East Hanningfield Road Construction of front porch. Two storey rear and side extensions. No observations. However, we empathise with the next door neighbour having a house so large next door that it possibly blocks out their light. We note their concerns about the closeness of this to their boundary

19/00647/CLEUD Elrose Mayes Lane Sandon Use of annex as residential accommodation for family use for in excess of 4 years and as rental accommodation for in excess of 6 years and continuing. The remainder of the building is stables, a garage and tack room. Sandon Parish Council objects to this development of a stable block into habitable accommodation. Stable blocks are not agricultural buildings Therefore, Permitted Development Rights Class Q does not apply in this case. Permission should be sought prior to any habitation of a temporary outside

building like a stable block. Prior notification is key in this case.

19/00672/LBC The Crown The Green Sandon Internal alterations to create new cellar access and to relocate bar servery No observations

19/00654/ADV Terminus Park And Ride Maldon Road Digital internally illuminated information screen located at the bus stop. No observations

18/02035/REM Site At Chamberlains Farm Sporhams Lane Demolition of existing commercial storage buildings, re-provision of horticultural buildings, re-provision of existing dwelling and erection of 4no. new residential dwellings. No observations

19/00733/FUL Wakeford Howe Green Two storey rear extension. No observations .

16/00437/DOC/3 Sandon Garage Southend Road Condition 6 - Details of proposed boundary treatment; Condition 7 - Contamination; Condition 9 -Details of both hard and soft landscape; Condition 10 -Hard and soft landscape works shall be carried out in accordance with the approved details; No observations

150519 Confidential item – Motion to be raised for next meeting

Clerk

Meeting closed at 9.25 p.m.

The next Parish meeting will be held on Monday 3rd June 2019 at Howe Green United Reformed Church at 7.15pm. The Annual Assembly will be held at Sandon School 23rd May starting at 7:30 p.m.