

## SANDON PARISH COUNCIL

Minutes of the **Parish Council Meeting** held at **Howe Green United Reformed Church** on **Monday, 14th October 2019** commencing at 7.15 pm

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**PRESENT: Councillors:**  
Dee Hyatt - Chairman  
Cedric Calmeyer (to 8:05)  
Alan Kalbfell  
Martin Cross  
Elaine Williamson

**In attendance:** Clerk, Stella Scrivener from United in Kind.

### ACTION

**011019 Apologies for absence** – Cllr James Colbeck

**021019 Declarations of Interest** – None.

**031019 Public participation session.** Stella gave a presentation on what the United in Kind association were trying to achieve. It is recognised that loneliness in the community is a real problem. She asked for the P.C.'s support to help tackle this problem.

**041019 The Minutes of the Meeting** held on Monday 9<sup>th</sup> September 2019 were approved. Cllr Hyatt signed as a correct record.

**051019 Current Issues.**

(a) Maintenance and ditch clearing – Clerk to confirm with the CCC Parks and Space Manager that the P.C. will cut the three open spaces on Hall Lane as agreed. Clerk to write to resident thanking him for accepting the responsibility for cutting the piece of land outside St Anne's. Clerk to contact Anglian Water about their leaking pipes on Butts Green Road. Motion to accept the quote of £373 to repair the notice board on the middle green was accepted. Meeting noted the report from Cllr Kalbfell about the state of the poor surface of the bridleway. This was a potential trip hazard and could prove dangerous to those accessing it. The clerk was instructed to send the report to Angela Watts at Bretts.

**Clerk**

**Clerk  
Clerk**

**Cllr Calmeyer**

**Clerk**

(b) Allotments – Cllr Calmeyer indicated that improvements and the extension to the allotments could cost c.£60k. However, there were grants available. Clerk to check for the title deeds for old garage site. Meeting agreed to adopt the NALC's model tenancy agreement (subject to minor revisions). Also agreed to adopt the proposed Allotment Rules and Regulations Policy.

**Cllr Calmeyer  
Clerk**

(c) Community Centre – Sports Club still in favour but the Village Hall are saying that: "they are neither for it, nor against it, but they don't want to be part of it". Decision needed on how we move forward on this.

**All**

(d) Neighbourhood Development Plan – Cllr Hyatt reported that a rep from the RCCE had attended their recent meeting. All still on track but group could now find the input of a consultant beneficial.

(e) PCC – Cllr Calmeyer to approach PCC to see whether they will give him permission to erect a secure storage area to store the mower. Clerk to write to PCC to say that we will replace the broken post on the Green but to remind them that this is not our duty.

**Cllr Calmeyer**

**Clerk**

(f) Sports club – Cllr Kalbfell to see whether he can help in the recent dispute with shared use of the car park between themselves and the Village Hall.

**Cllr Kalbfell**

(g) Sandon Village Hall – See 051019 (c)

(h) Community Special Constables – Cllr Kalbfell reported back on a meeting at Danbury 25<sup>th</sup> Sept. It looks as though this proposal has been withdrawn.

(i) Mental Health Training Day – Clerk provided more details. He will send participants a link to the EALC website so that they can formally enrol. Clerk to put ads on notice boards. Cllr Hyatt to contact Yahoo groups. Clerk to contact Gt Baddow P.C. from November should there still be spare places. Note date is Sat a.m. 23<sup>rd</sup> Nov. at St Andrews Church Hall.

**Clerk**

**Clerk**

**Cllr Hyatt**

**Clerk**

(j) Welcome packs – Cllr Williamson to come up with a proposal. This to be considered for adoption at a future meeting.

**Cllr**

**Williamson**

(k) Chelmsford Assoc. of Local Councils – Cllr Kalbfell to attend next meeting 29<sup>th</sup> Oct.

**Cllr Kalbfell**

(l) Meeting dates for 2020 – Clerk to amend suggested dates and publish.

**Clerk**

**061019 Correspondence received and action required** – Clerk to contact the clerk at Gt Baddow saying that a potential three cllrs may be interested in attending their domestic violence course dependant on the date. Clerk to contact Gt Baddow saying that Sandon would be happy to join forces with them to celebrate VE day. Clerk to also check with St Andrews Church.

**Clerk**

**Clerk**

**Clerk**

## **071019 Finance**

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

Employee costs	£1038.39	Tfer
Plusnet	£21.83	d/d
Bin shop	£495.52	d/d
Film Bank Media	£298.80	Tfer
L Cole	£222.50	Tfer
C. Calmeyer	£144.34	Tfer
EALC	£600.00	Tfer

- (b) Budget – Meeting accepted the latest budget. Further discussion needed re PCC grant.
- (c) Meeting noted the summary of the S106 and CIL monies.
- (d) Meeting agreed the adoption of the latest model Financial Regulations as issued by the NALC July 2019.
- (e) Meeting agreed to renew the agreement to use variable direct debits for payment to Plusnet (the telephone and broadband provider) as per rule 6.7
- (f) Meeting noted the handing over of the envelope to the Chair re password details of the office laptop as per rule 6.11.

All

### **081019 Planning:**

**19/01521/FUL** 3 St Swithins Cottages Howe Green. Front single storey porch extension. Rear extension - part single storey part two storey. Addition of window to first floor. No observations

**19/01517/FUL** Country Cottage Woodhill Road. Enlargement of existing windows and installation of weatherboarding to the principle elevation. Repositioning of entrance canopy. Installation of new Velux to rear ground floor. No observations

**19/01559/FUL** Wyndham House East Hanningfield Road. Two storey rear extension, first floor side extension. Partial garage conversion and timber framed front porch. No observations

**19/01598/FUL** Orchard View Southend Road. Demolition of existing conservatory, with replacement single storey rear extension. No observations

**19/01611/FUL** 2 St Swithins Cottages Howe Green. Front single storey porch and garage extension, rear ground floor extension, side first floor extension over existing garage No observations

**19/01659/FUL** Garage Site Hall Lane Proposed two storey house with detached garage. Note that the right of access to the allotments needs to be maintained

**19/01610/FUL** Agricultural Building At Little Claydons Farm Old Southend Road. Conversion of agricultural building to dwelling house with infill extension and first floor side extension. Generally OK but need an Environmental Assessment carried out as well as a bat survey

### **091019 Items of report and potential matters for future agendas**

Should future meetings have a progress tracker report? Cllr Kalbfell to come up with an example. Clerk to send Sandon policies link to Cllr Williamson.

Meeting closed at 9:30 p.m.

Cllr Kalbfell  
Clerk

**The next Parish meeting will be held on Monday 11<sup>th</sup> November 2019 at St Andrews Church Meeting Room at 7.15pm.**

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