

SANDON PARISH COUNCIL

Minutes of the **Parish Council Meeting** held in the Howe Green Reformed Church on **Monday, 9th May 2022** commencing at 7.15 pm



PRESENT: Councillors:
Dee Hyatt - Chairman
Martin Cross
Alan Kalbfell
Vic Trew
Cedric Calmeyer
Gary Nichols
James Colbeck

In attendance: Clerk and two members of the public

ACTION

010522 Election of chairman

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

020522 Election of vice chairman

Cllr Cross accepted the vice chairman's role

030522 Apologies for absence – None

040522 Declarations of Interest – Cllr Dee Hyatt re Butts Green Road ditch

050522 Public participation session.

The two residents raised the issue of a blocked ditch along Butts Green Road.

060522 The Minutes of the Meeting held on Monday 11th April 2022 were approved. Cllr Hyatt signed as a correct record.

070522 Clarification of the Parish Councillors' areas of responsibilities.

- (a) Planning – Cllr Hyatt
- (b) Finance – Cllr Cross
- (c) Speed Watch group – Cllr Hyatt
- (d) Neighbourhood Development Plan – Cllr Hyatt and Cllr Calmeyer
- (e) Community Centre – Cllr Calmeyer + Committee
- (f) Maintenance – Cllr Calmeyer
- (g) Allotments – Cllr Calmeyer
- (h) St Andrews PCC – Cllr Colbeck
- (i) Sandon Village Hall – Cllr Kalbfell
- (j) Sports Club – Cllr Kalbfell
- (k) Personnel – Cllr Colbeck

080522 Agenda items as per Standing Orders

- (a) The Standing Orders, together with the Financial Regulations, were reviewed and adopted.

- (b) Meeting dates to the end of 2022 have already been agreed. The following dates to the 2023 Annual Parish Meeting were confirmed: Jan 9th, Feb 13th, March 13th, April 10th with the APM May 8th. Note that meeting venues will alternate between St Andrews Church Hall and Howe Green Reformed Church. The first meeting in the New Year will be at St Andrews.

090522 Appointment of Auditors and Solicitors

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

100522 Financial matters

- (a) It was agreed that the bank account signatories will stay as Cllrs Hyatt and Cross. Cllr Colbeck will approve the expenses along with Cllr Cross
(b) Meeting agreed the continued use of variable direct debits for the payments to telephone/broadband and the corporate debit card.

110522 Clerks Report

Clerk to resolve two of the items outstanding in May.

Clerk

120522 Current Issues.

- (a) Maintenance and ditch clearing – Following earlier discussion about the ditch on Butts Greed Road, it was decided that Cllr Kalbfell would establish who the owners of the land were, and the Clerk to get an expert's opinion on the issue. Ongoing problem of dog mess on the Sports Ground. Clerk to send copy of sign adopted by HPPC to Cllr Hyatt. Handyman to lift trees where appropriate. Cllr Kalbfell to investigate costs and implications of erecting CCTV in the car park.

Cllr Kalbfell
Clerk
Clerk

Cllr Kalbfell

- (b) Allotments – Meeting agreed the cost of £546.87 for fencing of the new land as well as £190.00 for aerial shots of the site.

- (c) Community Centre – Meeting agreed to appoint Tricolor Associates as the fund raisers for the project. Note there will be no initial costs to the P.C.

Cllr Calmeyer

- (d) Neighbourhood Development Plan – The committee is now reviewing the comments that they have received.

- (e) Sports club – Meeting noted the intention of the club to install a defibrillator on the wall of their building.

- (f) Village Hall – Meeting noted their concerns over a recent parking incident when the Sports Club did not have a gate marshall on the day.

- (g) PCC – No update. Their May meeting is clashing with ours.

- (h) Speed Watch – Still planning to meet once per week.
- (i) Jubilee Celebrations – Cllr Dee Hyatt circulated the planned schedule of activities for the week. Meeting agreed to order 200 Jubilee coins at £7 each. Cllr Kalbfell to help in the coordination of the hand out. Additional costs of £43.33 were agreed for the flags
Clerk
Cllr Kalbfell
- (j) Land at bottom of Hall Lane – Meeting agreed that our solicitors be approached to handle any future correspondence over this matter.
Cllr
Hyatt/Clerk
- (k) The Crown – The meeting formally agreed permission for The Crown to use the green for its event to be held 3rd July.
- (l) Lamp post repairs – Meeting agreed that this was not the responsibility of the P.C. Clerk to contact resident.
Clerk
- (m) Parish Council Forum - Cllr Cross to attend 17th May, Cllr Hyatt 19th May
Cllrs Cross &
Hyatt
- (n) Summer Topics – This may be just four pages and will concentrate on the Jubilee celebrations. Pictures will be needed.

130522 Correspondence received and action required – Cllr Cross confirmed he will be joining the Gospel Hall visit 28th May. Meeting noted that David Pearson was stepping down from the Howe Green Forum. Mick Piper will be replacing him as its administrator. Cllr Cross will ask for 12 tabards to be printed up with Sandon Parish Council.

Cllr Cross

140522 Finance

(a) The following payments were tabled and approved.

Employee costs	£579.07
Plusnet	£28.73
Cheshire's Chest	£88.00
Andrew Eng	£870.80
Andrew Eng	£546.87
Blackwater tree specialists	£540.00
Crawfords	£1,140.10
Crawfords	£735.41

150522 Planning:

21/02513/FUL Land Adjacent Badgers, Great Gibcracks Chase. Proposed dwelling and detached garage. No observations

20/01847/S73 Highbury Fields, East Hanningfield Road. Variation of condition 2 of approved permission 20/01847/FUL - (Construction of a two storey side extension including an integral garage, single storey rear extension with roof terrace above and first floor extension over existing conservatory. New dormer window in the main house and alterations to fenestration and roof form). Alteration to the external materials appearance of the dwelling and design of roof. Increase in size of the single storey rear extension, first

floor rear and side extensions and first floor roof terrace. Re-positioning and design alterations to the front porch. Alterations to fenestration. No observations

22/00658/FUL Great Gibcracks, Great Gibcracks Chase. Proposed surfacing and extension of vehicular access track to serve mobile park home. Retention of the existing drive for sole use by occupiers Great Gribcracks. No observations

22/00760/FUL Fairlawn, Mayes Lane. Single storey rear extension. No observations

160522 Items of report and potential matters for future agendas – Clerk advised the meeting that he still had two days holiday left to take.

170522 Items for next edition of the Topics – See 120522 (n)

Meeting closed at 9:20 p.m.

The next Parish Council meeting will be held at Howe Green Reformed Church Monday 13th June 2022 starting at 7.15pm
