

SANDON PARISH COUNCIL

Minutes of the **Parish Council Meeting** held at the St Andrews Church Hall on **Monday, 13th May 2024** commencing at 7.15 pm



PRESENT: Councillors: Dee Hyatt - Chairman
Martin Cross
James Colbeck
Darren Chaplin
Cedric Calmeyer
Gary Nichols
Charlotte Lyons

In attendance: Clerk and City Cllr Julia Jeapes

ACTION

010524 Election of chairman

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

020524 Election of vice chairman

Cllr Cross was proposed as the vice chairman.

030524 Apologies for absence – Cllr Alan Kalbfell

040524 Declarations of Interest – None declared

050524 Public participation session. – None present

060524 The Minutes of the Meeting held on Monday 8th April 2024 were approved. Cllr Hyatt signed as a correct record.

070524 City Councillor update – Cllr Jeapes mentioned that two surgeries had been recently held. More to be arranged. There will be a Hammonds Farm meeting 30th May at the village hall. Cllr Hyatt to send out her distribution list so that a leaflet drop can be organised. Awaiting Essex Highways comments on the proposed warehouses. Questions have been raised about the effectiveness of the planning enforcement process. Steps have been taken to improve congestion at the Sunday market at the Park and Ride

Cllr Hyatt

080524 Clarification of the Parish Councillors' areas of responsibilities.

- (a) Planning – Cllr Hyatt
- (b) Finance – Cllr Cross
- (c) Speed Watch group – Cllr Hyatt. Cllr Lyons needs to be trained up.
- (d) Neighbourhood Development Plan – Cllr Hyatt
- (e) Community Centre – Cllr Calmeyers, Chaplin and Colbeck
- (f) Maintenance – Cllr Calmeyer
- (g) Allotments – Cllr Calmeyer
- (h) St Andrews PCC – Cllr Colbeck
- (i) Sandon Village Hall – Cllr Kalbfell

- (j) Sports Club – Cllr Chaplin
- (k) Personnel – Cllrs Kalbfell and Chaplin
- (l) Conservation and sustainability – Cllrs Chaplin and Lyons
- (m) Hammonds Farm - Cllrs Chaplin, Nichols and Lyons
- (n) Warehouse plans – Cllr Hyatt

090524 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 2024 have already been agreed. The following dates to the 2025 Annual Parish Meeting were confirmed: Jan 13th, Feb 10th, March 10th, April 14th with the APM May 12th. 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.

100524 Appointment of Auditors and Solicitors

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

110524 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. Cllr Nichols will also approve when needed.
- (b) Meeting agreed the continued use of variable direct debits for the payments to telephone/broadband and the corporate debit card.

120524 Clerks Report

The LHP requests are still outstanding. Cllr Jeapes to continue to chase

130524 Finance

The following payments were tabled and approved

sub total employee costs	£1,967.55
D.W. Maintenance	£1,170.00
Andrew Eng	£242.00
Cartridge people	£14.99
C. Calmeyer	£44.99
M. Cross	£12.00

140524 Planning:

22/01733/S73 Land West Of Kaeden Place, Blind Lane. Variation of condition 1 and 2 to planning permission 22/01733/FUL (Retrospective application for an upgraded pathway/track, post and rail field fencing and proposed storage building) Alterations to fenestration and materials. No observations.

24/00469/FUL Copperdene, Southend Road. Proposed Ground Floor Rear Extension. No observations

150524 Current Issues.

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| <p>(a) Maintenance – Clerk to chase up the repairs needed to Butts Green Green. Cllr Calmeyer to get three quotes for using shingles to repair the two bus shelter roofs. Motion agreed to spend £4,484 to repair banking between car park and the village hall. The three maintenance items remaining were agreed to be sold at a total of £2,046. It was decided that having CCTV in the car park would be too expensive, as well as giving GDPR and monitoring issues. Cllr Calmeyer to meet up with D.W. Maintenance to understand the problems caused by uneven ground at Butts Green.</p> | <p>Clerk
Cllr Calmeyer</p> <p>Cllr Calmeyer</p> |
| <p>(b) Conservation and sustainability – Cllr Chaplin has met up with the Hatfield Peverel Wilder Village Champion. He will contact the previous Sandon holder</p> | <p>Cllr Chaplin</p> |
| <p>(c) Allotments – Cllr Jeapes updated meeting about the recent discussions she had had with CCC about its future. Clerk to write to CCC asking for a 20 year lease. Cllr Calmeyer needs a spare key as his has been given to our new allotment holder. Cllr Hyatt to contact owner re aggressive dogs.</p> | <p>Clerk
Clerk
Cllr Hyatt</p> |
| <p>(d) Community Centre – Application is with the Charities Commission.</p> | |
| <p>(e) Sports club – Cllr Chaplin reported that the rubbish in the corner of the field will be collected once the ground is dry enough. The cricket club’s request needs scaling down. The broken bench has been removed.</p> | |
| <p>(f) Village Hall – No update</p> | |
| <p>(g) PCC – All to note that Terry’s last date is 2nd June. There will be a celebration afterwards when the Sandon Cup will be presented. Meeting agreed to their request to use the green 28th July for their Tea On The Green event</p> | |
| <p>(h) The Warehouse Group – The team have been visiting other P.C.’s</p> | |
| <p>(i) Annual Assembly – The event went well but was poorly supported again. Should we do something different next year? All to consider and come back with their thoughts for June’s meeting.</p> | <p>All</p> |
| <p>(j) The future of The Topics, our website and social media – There will be a meeting 19:30 3rd June to discuss.</p> | <p>Cllrs Chaplin,
Calmeyer,
Lyons
Clerk</p> |
| <p>(k) Cloud Storage – Clerk to investigate getting this increased.</p> | |
| <p>(l) Hammonds Farm – The P.C. are against this development. Meeting agreed the cost of hiring the village hall at £60 30th May. Clerk to invite Matthew Lynwood to June’s meeting</p> | <p>Clerk</p> |

- (m) Finance Course – Meeting agreed the cost of £80 for Cllr Lyons to attend the Finance Course 6th Sept.
- (n) Chelmsford District Association - Cllr Hyatt reported back on this recent initiative. Next meeting planned for June.
- (o) D Day celebrations – P.C. to join with St Andrews if anything is being planned.
- (p) Strategic growth site 16B – Clerk to invite the developer to present at the June P.C. meeting.
- (q) The Grievance and Disciplinary Policies – both were agreed

Clerk

160524 Correspondence received and action required – Meeting noted the concerns that a local resident has expressed over the narrowness of footpaths due to encroaching vegetation.

170524 Items of report and potential matters for future agendas – None

180524 Items for next edition of the Topics – Articles to be with clerk end of May/early June.

All

Meeting closed at 9:35 p.m.

The next Parish Council meeting will be held at Howe Green Reformed Church Monday 10th June 2024 starting at 7.15pm