

## **SANDFORD PARISH COUNCIL**

Myrtle Cottage  
Sandford  
Crediton  
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Dear Sir/Madam,

**I hereby give you notice that a Meeting of the above Council will take place on Thursday 4<sup>th</sup> April 2024, 8.00pm, at Sandford Parish Hall.**

**All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted as set out below.**

**Malcolm J Vallance (Parish Clerk)**

**28<sup>th</sup> March 2024**

- 1) Chairs opening remarks and introductions.
- 2) Apologies
- 3) Declarations of Interest
- 4) MINUTES of the Parish Council meeting held on 2024
- 5) Open Forum (Fifteen minutes are allocated and Individuals may speak for 3minutes)
- 6) Matters Arising (Not on the Agenda)
  - a) Annual Parish Meeting 28th March 2024
  - b) Update on Sandford Flower Show

MV/RW  
MV/RW

### **Committee and Sub-committee feedback and Review of Committees**

- a) Planning Committee – Report of site Meeting
- b) Finance Committee – Meeting date change
- c) Communications Committee Proposal (See Appendix 1)
  - i) Microsoft 365 -Sharepoint
  - ii) gov.uk email addresses
  - iii) Proposal for upgrading Parish Council Website Hosting
- d) Play Area Committee – ROSPA report Insurance update
- e) Projects Committee - Update
- g) Staffing matters Committee (25<sup>th</sup> March 2024)
- h) D Day 80 Working Party Meeting (26<sup>th</sup> March 2024)

### **7) Planning**

24/00483/FULL St Swithin Church Back Lane Sandford

Variation of Condition 2 of planning permission 22/01445/FULL - Alterations to cobbled footpaths and erection of hand rails - to allow additional plans and Schedule to include an additional path

24/00226/FULL Sandford Congregational Church  
Conversion of Church to Dwelling

24/00227/LBC Sandford Congregational Church  
LBC for consent for repairs and conversion of church to dwelling

24/00335/LBC Little Combe Lancey Sandford - LBC for the replacement of 2 upper windows with same style/finish and double glazing

Revised plans 23/01504/FULL Land and Buildings at Welland Down Farm Sandford Conversion of 3 redundant barns to dwellings

My Ref: 24/00448/FULL Land at NGR 284060 101795 (Long Barn) Crediton

Erection of roof to cover manure store

24/00036/FULL "Roxgates" New Buildings- Erection of an agricultural livestock building

Revised drawing and additional information

Refusal of permission

24/00239/NMA St Swithin Church Back Lane Sandford - PROPOSED NON-MATERIAL AMENDMENT Proposal: Non-Material Amendment to 22/01445/FULL to allow addition of part of Path B to scope of works.

#### **8) Items for Discussion / Proposals:**

- a) Spring Clean date
- b) Use of the Sandford Community Sports Pavilion

#### **9) Council Feedback**

- a. Mid Devon District Council
- b. Devon County Council

#### **10) Correspondence**

- a) PKF Littlejohn LLP – Notice of appointment of External Auditor for 2023/2024
- b) Sarah Wheedon – East Village Defibrillator
- c) ROSPA Inspection report 2024
- d) Mr and Mrs Trick footpath repair update
- e) Sarah Weedon - East Village Defibrillator Project
- f) Mrs S Molesworth – Shute Stream
- g) Nick Silk - SPC Website Diary of Events

#### **Replies**

- a) CAB/Mid Devon Mobility – Thanks for Donations
- b) Colin Clark – East Village planter

#### **11) Matters reported to the Clerk**

#### **12) Police Matters**

#### **13) Receipts & Payments**

##### **Receipts:**

Lloyds Bank Interest (March 2024)	£16.55
Lloyds Bank Compensation	£57.00

**Payments:**

Community First (Additional insurance cover for play equipment)	£131.23
Cheque Signed mid-month 18 <sup>th</sup> March by Cllrs Snow and Stoye	
MDDC – Creedy View car park (Non domestic rate Bill) £823.35	
Less Small business relief £823.35	£0.00
Sandford Millennium Green (Donation for Weeding 2023)	£200.00
Mr M Vallance (Salary) £604.33 Use of Home as Office ¼ £54.00	
Postage £8.40 plus Postage (in advance of price increase) £44.00	£717.86
ROSPA - Play area inspections	£357.60

**14) Councillors Forum**

Next Meeting May 2<sup>nd</sup> 8.00pm at Sandford Parish Hall

## **Appendix 1**

### **Communications Committee Proposal**

To allow the Communications Committee and the Parish Council to operate properly and efficiently, the Communications Committee propose the following are required:

1. One subscription to Microsoft 365. This will be owned and operated by the Parish Council and will provide file storage and sharing capabilities.
2. Purchase x3 (three) Gov.uk email addresses, for Richard Ward, Paul Sandys and David Crosby.
3. Permission to upgrade our website hosting, with Vision ICT, moving the operating platform to WordPress.

Key reasons for each request:

#### **Microsoft 365 – SharePoint**

- This will mean all Parish Council information can be centrally stored & easily accessed by all members of the Parish Council. Permissions can be set, controlling file access.
- Individual files will be created to cover all topics within the Parish Council. Each topic, committee or activity having its own file and sub files, so information can easily be accessed, on any topic.
- It will allow for easy collaborative working on projects.
- Moving forward it will leave an ongoing and in-depth record of all activities, which would be accessible to any new members of the Parish Council.

Annual Cost: Office 365 Secure Business Professional annual licence £191.88 (paid monthly) or £107.88 as a one-off payment (2024/25 Precept Budget allowance for “Microsoft 365” of £950).

#### **gov.uk email addresses.**

- To comply with the best practice guidance from NALC & DALC regarding the use of emails addresses.
- To give clarity and reassurance to email recipients, letting them know that any emails received are official.
- For improved security, as the email addresses are the property of the Parish Council and once a councillor leaves the address can no longer be used.
- To allow a Google account to be opened in the name of the Parish Council, which will provide a calendar facility, which will be used on the website.
- To allow the opening of an official Sandford Parish Council Facebook page, to help with community engagement and to drive traffic to our web site.
- To prevent any issues if any freedom of information requested were submitted to the Parish Council.

Annual Cost: £54 (£18 each licence) plus VAT (2024/25 Precept Budget allowance for “development of existing website” of £650).

#### **Website upgrade**

- To allow us to develop the web site, in accordance with our earlier agreement.

Annual Cost: £450 plus VAT (2024/25 Precept Budget allowance for “development of existing website” of £650).

### **Budget**

The costs above are all within the precept budget for 2024 / 25 which we agreed at our January meeting and are indicated in brackets.

