

SANDFORD PARISH COUNCIL

Myrtle Cottage
Sandford
Crediton
EX17 4LZ
Tel 01363 772769
parishclerk@sandfordparishcouncil.gov.uk

Dear Sir/Madam,

I hereby give you notice that a Meeting of the above Council will take place on Thursday 2nd May 2024, 7.30pm at Sandford Community Sports Pavilion. 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)

12th April March 2024

- 1) Chairs opening remarks and introductions.
 - a) Election of Chair and Vice Chair
 - b) Review of Sub Committees
- 2) Apologies
- 3) Declarations of Interest
- 4) MINUTES of the Parish Council meeting held on 4th April 2024
- 5) Open Forum (Fifteen minutes are allocated and Individuals may speak for 3minutes)
- 6) Matters Arising
 - a) “Furlongs Footpath” Meeting – Cllr M Snow
 - b) D Day 80 Celebrations Proposal to contribute £400 toward this Community Event
 - c) Workshop - Microsoft 365 16th April
 - d) Village Spring Clear 20th April

Committee and Sub-committee feedback and Review of Committees

- a) Planning Committee – Report of any site Meetings
- b) Finance Committee – Meeting date change
- c) Communications Committee - Update
- d) Play Area Committee – Safety report update
- e) Projects Committee - Meeting 23rd April
- g) Staffing matters Committee (Date to be arranged)
- h) D Day 80 Working Party Meeting (7th May 2024)

7) Planning

24/00036/FULL Roxgates New Buildings Sandford Grid Ref: 278664 - Erection of an agricultural livestock building ADDITONAL DRAWINGS AND INFORMATION

24/00276/FULL New Buildings Sandford - Retention of two extensions to general purpose agricultural building and grain bin ADDITIONAL DRAWINGS AND INFORMATION

24/00226/FULL and 24/00227/LBC Sandford Congregational Church
Conversion of Church to Dwelling/LBC for repairs and conversion of church to dwelling

Grants of permission

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

24/00012/MARM Libbets Grange Sandford
Removal of Condition 3 and Variation of Condition 1

8) Items for Discussion / Proposals:

9) Council Feedback

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

10) Correspondence

- a) East Village request for funding to toward East Village Gateway Planter
- b) Mr J May – East Village planter and defibrillator

11) Replies

- a) Sandford AFC - Proposed Meeting to discuss the use of the Sandford Community Sports Pavilion and the “Dugouts”

12) Matters reported to the Clerk

13) Police Matters

14) Receipts & Payments

SPC Bank balances 31st March 2024

Awaiting Bank Statements

Receipts:

Lloyds Bank Interest

?

Payments:

Mr M Vallance (Salary) £604.33 Ink cartridges £96.35

£700.68

DALC (Subscription)

£494.62

15) Councillors Forum

Next Meeting 6th June at Sandford Community Sports Pavilion

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.