SANDFORD PARISH COUNCIL

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Sandford  
Crediton  
EX17 4LL

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Dear Sir / Madam

I hereby give notice that a meeting of Sandford Parish Council will take place on Thursday 3rd April 2025, at 8:15pm 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.

Richard Ward  
Chair, Sandford Parish Council

29th March 2025

**AGENDA**

1. Chairs opening remarks
2. Apologies
3. Declarations of Interest
4. Minute of the Parish Council meeting held on 6th March 2025
5. Open Forum (fifteen minutes are allocated and individuals may speak for 3 minutes)
6. Matters arising:
   1. Pavilion Insurance Claim - update
   2. Annual Parish Meeting – agree the date
   3. Outstanding Actions
7. Committee Reports:
   1. Communications
      1. Website update
   2. Play Area
      1. ROSPA Report – acknowledge the report
      2. Play Area Maintenance - proposals for works
      3. Play area checks – monthly programme
   3. Projects
      1. VE Day celebrations
      2. Footpath Development
   4. Finance Committee
      1. Update
      2. Next Meeting
   5. HR Committee
      1. Clerk Recruitment update.
8. Planning:
   1. Notice of consent:  
      24 /01737/LBC, Ivy Cottage, Kennerleigh  
      Listed building Consent for internal alterations to include 2 internal walls to enclose a bedroom
   2. Application for consideration:  
      [25/00312/FULL](https://planning.middevon.gov.uk/online-applications/simpleSearchResults.do?action=firstPage), Aller Barton, Sandford  
      Construction of earth banked slurry lagoon (2350 sq.m)
   3. Application for consideration:  
      [25/00249/HOUSE](https://planning.middevon.gov.uk/online-applications/simpleSearchResults.do?action=firstPage), 9 Mill Lane, Sandford, Crediton  
      Demolition of existing lean-to and replacement with new; replacement of French doors with casement windows; new window opening to first floor; alterations to bin and log store
9. Discussion / Proposals:
   1. Parish Council Action Log – Appendix 1
   2. VE Day Celebrations
   3. Sandford Recognition Awards 2025 - Appendix 2
   4. Clerk’s Computer Proposal - Appendix 3
10. Council Feedback
    1. Mid Devon District Council
    2. Devon County Council
11. Correspondence
12. Receipts and Payments
    1. Receipts
    2. Payments

|  |  |
| --- | --- |
| Clerk’s Salary (inc. £54 Office, £25.45 Stationary, £23.95 Stamps) | £723.40 |
| Furlongs Footpath Works – Northfield Garden & Landscaping | £4,417.77 |
|  |  |

1. Confirm the date and time of the next meeting:   
   1/5/2025, 7.30pm, Sandford Pavilion
2. Councillors Forum

**Appendix 1 (Ref. Item 9a)**

**Action Log Proposal:**

To de-clutter the “Matters Arising” part of the agenda and ensure that nothing relevant is missed over the period of several meetings I propose that we establish an Action Log.

The action log will identify actions agreed at the meeting and those which are carried over with a review date. The log would be:

|  |  |  |  |
| --- | --- | --- | --- |
| First Raised | Action | Lead | Next review |
| 06/03/2025 | Set up Road Warden scheme to include the potential to repair the railings on Rose & Crown Hill | RW | 03/04/2025 |
| 06/03/2025 | Obtain a second quote for play area works | RW | 03/04/2025 |

The Action Log would be reviewed and carried forwards until the action is complete, or it is no longer required.

**Appendix 2 (Ref. Item 9c)**

**Sandford Recognition Awards:**

We run the awards again for the year 2024-2025.

Nomination process is the same as last year. Two people may nominate a parishioner for recognition. Those recognised are given a certificate. It is not a competitive process, the Parish Council are co-ordinating the wishes of Parishioners.

The timescale for running the process is set to enable the presentation at the Annual Parish Meeting (date TBC). Two to three weeks are required to collect nominations and one week to create the certificates.

Notice of the awards are to be posted on the Parish Council website, Sandford Scene, The Crossing and on Notice boards.

Cllr Ward will co-ordinate the nominations. We will need 2 further volunteers to share the work.

**Appendix 3 (Ref. Item 9d)**

**Computer replacement:**

We have a long-standing budget to update the computer hardware and software used by the Council (mainly by the Clerk).

I would like to gain budget approval from the Council to carry out the following works:

|  |  |
| --- | --- |
| **Action** | **Budget** |
| Purchase of a new laptop for the new clerk to use | £400.00 |
| Purchase Office 365 for the new laptop | £140.00 |
| Arrange for the transfer of data from the old PC used by the Clerk to the laptop | £120.00 |

I propose that we use the Technology Shop to make the purchases. They will require a cheque up front to make the purchases and carry out the work. They are a local company, they have a working relationship with our outgoing Clerk and it will provide local accountability should anything go wrong with the equipment.