

Sandford Parish Council

Minutes of a meeting of the Parish Council held on Thursday 4th September 2025, in the Sports Pavilion Fannys Lane Sandford at 7.30pm

Present: Cllrs Ward (Chair), Crooke, Crosby, Dalton, Fyfe, and Hooper,

In attendance: Mrs M J Mills – Clerk to the Council,

County Cllr S Keable, District Councillors M Jenkins and H Tuffin.

4 members of the public.

25/09/97 Apologies

Apologies were recorded on behalf of Cllrs Larcombe, Miles, Pope. Sandys, Stephens and Stoyale.

25/09/98 Declarations of interest

Members were reminded that all interests must be declared prior to the item being discussed.

25/09/99 To agree the agenda between Part A and Part B

It **was** resolved to agree the agenda between Part A and Part B
I agree th Pro Proposed: Cllr Crosby, Seconded: Cllr Hooper (all in favour)

25/09/100 To confirm and sign the minutes of the Parish Council Meeting held 3rd July 2025

It was **resolved** to sign the minutes of the Parish Council Meeting held 3rd July 2025
Proposed: Cllr Fyfe, Seconded: Cllr Hooper (all in favour)

25/09/101 County Councillor Report

The County Councillor was delayed see minute 25/09/109

25/09/102 District Councillor Reports

DC Tuffin advised that there is now a support programme for farmers. The Leisure Centre has been shortlisted for the Active Awards. S106 funding information is now available on the MDDC website. Household support fund is now open. DC Jenkins advised that the parking spaces at the Crofts await utilities looking at underground cables. He is still seeking a contact officer at MDDC in relation to the railings at the Lamb. He was asked about the empty Council properties as there are people requiring accommodation, would he please chase this. He was also asked IF MDDC has any plans in relation to LGR, he advised there is a meeting on 17th September.

25/09/103 Public Participation

In accordance with Standing Order 3(f) members of the public are permitted to make representations and ask questions. The period of time set aside should not exceed 15 minutes. It should be noted that answers will generally not be given at the meeting where the questions are delivered, each member of the public is entitled to speak only once

A member of the public raised the issue of double yellow lines in certain "hot spots" with concern about access for emergency services due to inconsiderate parking.

Another member of the public advised he was having issues with the website.

A tidy up was suggested for the 4th October with a 10.00 am start. Cllr Ward will assist with posters. There was a discussion on "Welcome Packs" and it is hoped this can be delegated.

Action Log: Double yellow lines: agenda next meeting

25/09/104 To receive a report from the Parish Clerk

Payments list, bank reconciliation, budget information

It was **resolved** to approve the payments and accept the budget information and bank reconciliation.

Proposed: Cllr Crosby, Seconded: Cllr Fyfe (all in favour,)

Web and email	Vision Ict	S	428.13	85.63	513.76
bank chge	Lloyds Bank	X	4.63		4.63
salary	Staff pyts	X	529.53		529.53
expenses	Staff pyts	X	26.00		26.00
Repairs	RJ & AP Stephens	S	2,500.00	500.00	3,000.00
subscription	DCT	X	-50.00		-50.00
defib repairs	Imperative training	S	204.00	40.80	244.80
Repairs	Ministry of Play	S	4,040.10	808.02	4,848.12
PAYE	HMRC	X	155.39		155.39
PAYE	HMRC	X	98.57		98.57
salary	Staff pyts	X	540.73		540.73
expenses	Staff pyts	X	26.00		26.00
bank chge	Lloyds Bank	X	7.99		7.99
Repairs	RJ & AP Stephens	S	3,444.00	688.80	4,132.80
Total			12,005.07	2,123.25	14,128.32

Investment matters

Members considered the investment report

It was **resolved** to invest £30,000 with CCLA (instant access account)

Proposed: Cllr Ward, Seconded: Cllr Crosby (all in favour,)

Grant application

Members discussed the grant application

It was **resolved** to make a grant of up to £250 towards insurance for the event at New Buildings

Proposed: Cllr Fyfe, Seconded: Cllr Hooper (all in favour,)

Appointment of an Internal Auditor

This will be an agenda item for the next meeting with confirmation of fees.

Action Log: send payments, complete investment, move forward with grant, agenda Internal Audit appointment.

25/09/105 To consider the Action Log.

The action Log had been circulated and was noted.

25/09/106 To consider updated Financial Regulations

It was **resolved** to accept the updated Financial Regulations after minor changes were agreed.

Proposed: Cllr Fyfe, Seconded: Cllr Dalton (all in favour,)

Action Log: complete amendments

25/09/107 To consider updated Standing Orders

It was **resolved** to accept the updated Standing Orders after minor changes were agreed.

Proposed: Cllr Hooper, Seconded: Cllr Dalton (all in favour)

Action Log: complete amendments

25/09/108 To consider a report on moving the website and resolving email issues

Action Log: Agenda and further report next meeting.

25/09/109 County Councillor Report

The County Councillor will be sending a report out shortly, having attended a full day Council Meeting earlier, which will cover matters discussed at Full Council. It is anticipated that communities will be able to request 20mph speed limits, however, this will be in next year's budget. A new strategic plan is being prepared. The County Cllr suggested a meeting regarding lining. He advised that in future he will attend meetings bi-monthly. The change of use proposal for the Lamb, planning is waiting for more information.

25/09/110 To consider draft policies

- Risk Management
- Complaints
- FOI
- Model Publication Scheme
- What's App use

It was **resolved** to accept the draft policies as circulated

Proposed: Cllr Ward, Seconded: Cllr Crosby (all in favour)

25/09/111 To consider planning applications and receive and note

All planning applications have been circulated,
00884 refused,

00842 granted, 00587 granted

Decision awaited, comments expired, 00808, 00932, 01015

01026 comments can be received up to 9th September

If members have any comments on 01026, please advise the Clerk before 9th September.

- 25/09/112 To consider an update on the Emergency Plan**
Dom Dunn presented the Emergency Plan, which is extremely detailed. It was agreed that the Village Shop, the School, the Village Hall, Sports Pavilion and Summerhayes Residential Home, should all be provided with a hard copy, the Clerk to the Council will also hold hard copy and a pdf. A link will be provided to the website.
It was proposed by Cllr Ward and seconded by Cllr Dalton that a vote of thanks should be given to Dom Dunn for all his hard work in producing such a comprehensive document.(all in favour)
- 25/09/113 To consider defibrillator information**
Members were advised that an application has been made to DCC with regard to a locality budget contribution from DCC Keable and an application submitted to the British Heart Foundation, which is offering free defibrillators
- 25/09/114 To consider Lengthsman options**
Cllr Ward advised he had attended a meeting with interested parties, his proposal would be to create a contract for a lengthsman co-ordinator linked with a road warden at a suggested sum of £100pcm. He will produce a firm proposal for the next meeting.
Action Log: Agenda and further report next meeting.
- 25/09/115 To consider an update on the Pavilion Insurance (verbal)**
Members were advised that the insurance claim has been settled and repairs completed.
- 25/09/116 To consider an update on the Railings at the Lamb (verbal)**
Members were advised that the Clerk to the Council is awaiting contact details on who to speak to at MDDC planning.
- 25/09/117 To consider Footpaths and S106 monies**
A meeting of the group has been held and it has been suggested that a public meeting should take place.
Action Log: arrange a public meeting
- 25/09/118 To receive an update on the Michael Lee Bench**
No further progress has been made
- 25/09/119 To receive an update on conveyancing of gifted land**
No further progress has been made

- 25/09/120 To consider provision of some sports equipment and storage**
It was **resolved** to purchase a storage box and a couple of basket balls up to the value of £100, to be placed on the basketball court.
Proposed: Cllr Ward, Seconded: Cllr Crosby (all in favour)
- 25/09/121 To confirm the date and venue of the next meeting 2nd October 2025**
This will be at the Village Hall, 2nd October 2025 time to be finalised

Part B

- 25/09/122 To resolve: that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the press and public be excluded from the meeting as the following item involves the likely disclosure of confidential information:**
It was **resolved** that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the press and public be excluded from the meeting as the following item involves the likely disclosure of confidential information:
Proposed: Cllr Ward, Seconded: Cllr Crosby (all in favour)
- 25/09/123 Staff Matters**
· To include noting the revised increase in salary scales by 3.2%
Members were advised that agreement has been reached with unions to agree a 3.2% increase to all staff salary scales, this was noted.
· To receive an update on other staff matters
Members agreed that there is no change at present
- 25/09/124 To resolve to re-admit members of the press and public**
It was **resolved** that members of the press and public be re-admitted.
Proposed: Cllr Ward, Seconded: Cllr Crosby (all in favour)

There being no further business the meeting closed at 22.00 pm

Signed.....Dated.....

Draft