

Sandford Parish Council

Minutes of a meeting of the Parish Council held on Thursday 2nd October 2025, in the Sports Pavilion Fannys Lane Sandford at 7.30pm

Present: Cllrs Ward (Chair), Crooke, Fyfe, Larcombe, Miles, Sandys and Stephens

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

County Cllr S Keable,

5 members of the public.

25/10/125 Apologies

Apologies were recorded on behalf of Cllrs, Crosby, Dalton, Hooper Pope and Stoye.
District Cllr Jenkins sent apologies

25/10/126 Declarations of interest

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

25/10/127 To agree the agenda between Part A and Part B

It **was** resolved to agree the agenda between Part A and Part B
Proposed: Cllr Sandys, Seconded: Cllr Miles (all in favour)

25/10/128 To confirm and sign the minutes of the Parish Council Meeting held 4th September 2025

It was **resolved** to sign the minutes of the Parish Council Meeting held 4th September 2025
Proposed: Cllr Fyfe, Seconded: Cllr Miles (all in favour)

25/10/129 County Councillor Report

The County Councillor was delayed see minute 25/10137

25/10/130 District Councillor Reports

District Cllr Jenkins sent apologies, District Cllr Tuffin was not in attendance

25/10/131 Public Participation

In accordance with Standing Order 3(f) members of the public are permitted to make representations and ask questions, the period set aside shall 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 once.

A member of the public spoke about parking issues, and concerns regarding possible yellow lines and the possibility of residents permits.

25/10/132 To receive a report from the Clerk to the Council to include

Payments list, bank reconciliation, budget information appointment of Internal Auditor, request to Members to advise by 30th October on any items for inclusion in the budget. Members were advised that PKF Littlejohn had completed the external audit and their responses were on the website, with their responses to last year also.

The responses were much as expected, in line with the Internal Audit Report

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

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

It was further **resolved** to appoint Julie Snooks as Internal Auditor on the current scale of charges based on precept.

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

Payments:

£47.00	subscription	ICO
£150.00	expenses	Cllr Stephens
£252.00	audit fees	PKF Littlejohn
£214.70	grass cuts	S McCulloch
£18.00	training	DALC
£162.18	PAYE	HMRC
£22.00	expenses	Staff pyts
£26.00	expenses	Staff pyts
£513.80	salary	Staff pyts
£14.40	accts programme	Scribe Accts
£4.25	bank chge	Lloyds Bank
£79.00	office programme	Complete Computing
£174.04	PAYE	HMRC
<u>£27.50</u>	Hall hire	Village Hall
£1704.87	Total	

25/10/133 To consider the Action Log.

A quote has been received to replace some bench slats and prices for King George playing field gate and fencing, work previously agreed.

A request was made to exclude items from the log if they are agenda items.

The Action Log was noted

25/10/134 To consider and adopt Draft Policies

- **Press and Media Policy**
- **Preferred Contractors Policy**
- **Data Protection Policy**
- **Code of Conduct**

It was agreed to consider individual policies moving forward, after ensuring that any related policies are completed, before consideration.

Action Point :Agenda item: policies

25/10/135 To consider a new website

It was **resolved** to proceed with engaging Aubergine 262 to create a new website
Proposed: Cllr Stephens, Seconded: Cllr Larcombe (all in favour,)

Action Point:: proceed with new website

25/10/136 To consider IT proposals including emails

It was **resolved** to proceed with the IT proposals after discussion on the best option between google and office 365 documents is resolved with the Clerk seeking further advice from a local IT Consultant, and the Clerk will seek further regarding emails.

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

Action Point:: proceed with IT proposals and seek email advice.

25/10/137 To consider planning applications and note decisions (decisions attached)

[**Erection of a self-build dwelling following demolition of barn utilising the Class Q fallback position \(25/00434/PNCOU\)**](#)

Land and Building Langlands Farm New Buildings Sandford Devon

Ref. No: 25/01315/FULL

Decisions were noted and it was agreed to hold a site visit and complete a decision through delegated planning policy

Action Point:: Site meeting and planning response

At this juncture Cllr Stephens gave his apologies and left the meeting
District Cllr Keable arrived at the meeting and distributed his report

25/10/138 To consider Lengthsman appointment & Road Warden

It was **resolved** to produce a detailed work programme/job description to include budgeting and provision of a service contract for the next meeting

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

Action Point:: proceed as per resolution

At this juncture Cllr Larcombe gave her apologies and left the meeting

25/10/139 To consider parking restrictions

It was **resolved** to suspend Standing Orders to allow a member of the public to speak

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

It was **resolved** to re-instate Standing Orders
Proposed: Cllr Ward, Seconded: Cllr Crooke (all in favour,)

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Following a lengthy discussion on the parking issues

It was **resolved** to arrange a public meeting after checking availability of the Village Hall.

Action Point: check hall availability of the Hall and arrange a meeting

25/10/140 To consider Footpaths and S106 monies

Landowners are being contacted regarding possible routes

25/10/141 To consider an update on the Lamb railings

Nothing further to report at present

25/10/142 To consider asset issues

- **Benches** a list is being prepared
- **Posts for the Sports Pavilion** in progress
- **Dog bin request** waiting a response from the District Council
- **Gate and Fencing King George Playing Field** agreed to proceed

25/10/143 To receive an update on the Michael Lee Bench

This is in progress

25/10/144 To receive an update on conveyancing of gifted land

We understand there is a keenness to complete, waiting on solicitors

25/10/145 To consider the Neighbourhood Plan future

It was **resolved** to ask if there are people in the community interested in putting together a neighbourhood plan

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

25/10/146 To confirm the venue and date of the next meeting

The next meeting will be on Thursday 6th November at the Village Hall (annex) at 7.30pm

There being no further business the meeting closed at 22.00 pm

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

DRAFT

DRAFT