

**Sandford Parish Council**  
**Minutes of a Meeting of the Parish Council held on Thursday 8<sup>th</sup> January 2026**  
**in the Village Hall, Fanny's Lane, Sandford, at 7.30pm**

Present: Cllrs, Ward, Dalton, Fyfe, Hooper, Sandys, and Stephens,

In attendance: Mrs M J Mills, Clerk to the Council,  
County Councillor Keable from minute no: 26/01/200

**26/01/185 Apologies**

Apologies were recorded on behalf of Cllr Crooke Larcombe, Miles and Stoyale  
Apologies were also received from District Cllr Jenkins and Tuffin

**26/01/186 Declarations of Interest**

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

**26/01/187 To agree the agenda between Part A and Part B (confidential information)**

It was **resolved** to agree the agenda between Part A and Part B  
Proposed: Cllr Fyfe, seconded: Cllr Stephens (all in favour)

**26/01/188 To confirm and sign the minutes of the Parish Council Meeting held 4th December 2025**

It was **resolved** to confirm and sign the minutes of the Parish Council Meeting held 4<sup>th</sup> December 2025  
Proposed: Cllr Stephens, seconded: Cllr Hooper (majority in favour 1 vote against)

**26/01/189 County Councillor Report**

The County Cllr report is at minute no: 26/01/200

**26/01/190 District Councillors Reports**

District Cllr Tuffin sent apologies

**26/01/191 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.

No members of the public were present

- 26/01/192 To receive a report from the Clerk to the Council to include payments, budget, and bank reconciliation,**  
 Members were provided with bank reconciliation, list of payments and current budget information, showing the situation is healthy.  
 It was **resolved** to accept the bank reconciliation, payments and current budget review.  
 Proposed: Cllr Fyfe, Seconded Cllr Sands, (all in favour)
- |               |        |           |                    |       |
|---------------|--------|-----------|--------------------|-------|
| Admin         | 4.25   | Bank chge | Admin Scribe Accts | 14.40 |
| Admin         | 4.25   | Bank Chge | Admin Scribe Accts | 14.40 |
| Staff Costs   | 162.18 | HMRC PAYE | V E Celebrations   | 38.90 |
| Admin         | 34.00  |           |                    |       |
| Total £272.38 |        |           |                    |       |
- 26/01/193 To discuss minutes presentation**  
 Members discussed minutes presentation moving forward, they were advised that Minutes are a legal record of decisions and not a verbatim account of debate. This principle is supported by long-established local government guidance, including advice from the National Association of Local Councils (NALC).  
 A draft "Minute Style Protocol" was discussed, an amendment was suggested under item 4, to read "For clarity or transparency minutes will include a short, neutral summary of context". (This protocol will be placed on the website for information)  
 It was **resolved** to adopt the "Minute Style Protocol"  
 Proposed: Cllr Ward, Seconded Cllr Sands, (all in favour,)  
 It was further **resolved** to purchase a digital recording device up to the value of £60  
 Proposed: Cllr Ward, Seconded Cllr Dalton, (all in favour,)  
**Action Points:** publish protocol, and purchase recording device.
- 26/01/194 To consider Libbetts Grange (Section 106)**
- Cllr Ward advised that under original planning, there was consideration of need for a primary school. Ultimately, if not proceeded with that land for the proposed school and land for the rugby club could revert to the developer. Clarification on the situation is required.
  - Members spoke about the current situation with local schools. It is understood there is some £44000 in S106 monies in relation to creation of a footpath.
- It was **resolved** to contact MDDC for clarification on S106 monies held for Sandford  
 Proposed: Cllr Dalton, Seconded Cllr Fyfe, (all in favour,)  
 It was further **resolved** to invite the Head of Planning at MDDC to the Annual Electors Meeting to provide an update on Libbetts Grange and the developers responsibilities  
 Proposed: Cllr Stephens, Seconded Cllr Dalton, (all in favour,)
- 26/01/195 To consider an update on the Neighbourhood Plan future**
- **To formally resolve to produce a Neighbourhood Plan**
  - **To appoint a lead councillor and steering group**
  - **To consider a budget and funding sources**
  - **To consider the use of external planning support**

Members received a document on the procedure for creating a neighbourhood plan for the Parish Council

It was **resolved** formally to produce a Neighbourhood Plan and subject to agreement by Upton Hellions to include Upton Hellions.

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

It was **resolved** to appoint the lead Cllr as Cllr E Dalton and suggestions for the make-up of the steering group and nominations will be on the agenda at the next meeting.

proposed: Cllr Stephens, Seconded Cllr Fyfe, (all in favour)

Budget and funding sources and the use of external planning support will be on the agenda next meeting.

**Action Point:** Agenda item next meeting

**26/01/196 To consider information for creating a Vision Statement**

It was agreed that the Clerk will email examples of Vision Statements to Members they will then respond with what they would like included, and a report prepared for the next meeting.

**Action Point:** Agenda item next meeting

**26/01/197 To consider the Action Log**

It was agreed to note the Action Log.

**26/01/198 To consider and adopt Draft Policies**

**Preferred Contractors Policy**, deferred to next meeting

**IT Policy** deferred to next meeting

**Action Point:** Agenda item

**26/01/199 To consider grant applications**

- **Application from St Swithun's, towards grass cutting and mtce of churchyard**

- **Application from the Village Hall towards curtains**

- **Citizens Advice Bureau donation request**

Members were advised that there was no grant provision in the current budget, however, payments could be authorised as the Council now has the General Power of Competence

The application from St Swithun's re grass cutting and maintenance was discussed and members were advised that the last payment in the accounts was December 23.

It was **resolved** to make a payment for two years (2024 & 2025) in the sum of £710

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

The application from the Village Hall re curtains was considered and Members requested additional information.

Citizens Advice Bureau application was considered.

It was **resolved** to make a payment of £240 on the basis of the number of parishoners helped by them in previous years.

Proposed Cllr Hooper, seconded, Cllr Stephens, (all in favour)

**Action Points:** make **payments & request more information**

- 26/01/200 County Councillor arrived at the meeting and gave his report.**  
 He advised that Local Government Review and reorganisation will be a decision by Whitehall. It will be a challenge next year for those standing for the shadow unitary elections, given they don't know the form of the organisation they will be standing for. If there is a government u turn then county and districts will need to find better ways of working together in future. He felt the news on the Boniface Trail was good, DCC opting for the direct route rather than the leafy lanes. With regard to Shute Stream he is trying to get written confirmation to establish who is responsible for maintenance. He was advised the road at West Sandford is impassable, he will press for improvements with the Highways Officer. It is unclear as to how repairs are prioritised. The current contractor role regarding potholes is unsatisfactory. Some change in working is being trialled to improve efficiency in future. With regard to the railings at the Lamb, the Highways Officer has a budget allocation. He understood the Council had written to the Conservation Officer at MDDC and requested a copy of the response to be forwarded to him. Members said it has been highlighted as a H&S issue and County or District will be liable. Barriers were not always in place to cover the gaps in the railings over Christmas. He will continue to lobby for completion.
- 26/01/201 To consider the Recognition Awards and Annual Electors Meeting date (possible 30th April 2026)**  
 It was **resolved** to hold the Electors Meeting and Recognition Awards on 30<sup>th</sup> April subject to Hall availability. This would be open to parishioners  
 Proposed: Cllr Ward, Seconded: Cllr Hooper (all in favour)  
 Cllr Ward agreed to forward any advertising information to the Clerk
- 26/01/202 To consider moving forward with a survey and public meeting (double yellow line issues in the village)**  
 Members were provided with a draft survey and asked to submit any suggestions or amendments to it within the next two weeks. This will supplement previous surveys to inform to inform a subsequent public meeting, as previously agreed.
- 26/01/203 To consider an update on the Lamb Railings**  
 Updates were covered in the County Councillor report
- 26/01/204 To receive an update on the Michael Lee Bench**  
 The gift of the land should be concluded week beginning 12<sup>th</sup> January which will allow matters to be moved forward.

**The next meeting will be Thursday 5<sup>th</sup> February 2026 at the Village Hall**

**Part B**

**26/01/205** 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 likely discussion of confidential information.  
Proposed: Cllr Sandys, Seconded Cllr Fyfe, (all in favour)

**26/01/206** **To consider staff matters**  
Members were updated on the current situation

**26/01/207** **It was resolved to re-admit members of the press and public**  
Proposed: Cllr Sandys, Seconded Cllr Stephens, (all in favour)

There being no further business the meeting closed at 9.30pm

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

