SANDON PARISH COUNCIL

Minutes of the **Annual Parish Council Meeting** held at the St Andrews Church Hall on **Monday, 12th May 2025** commencing at 7.16 pm

PRESENT: Councillors: Martin Cross - Chairman
Darren Chaplin
Cedric Calmeyer
Gary Nichols
Charlotte Lyons

In attendance: Clerk

ACTION

010525 Election of chairman
Cllr Cross was elected chairman of the Parish Council. He duly signed the Acceptance Form.

020525 Election of vice chairman
Cllr Lyons was proposed as the vice chairman and elected.

030525 Apologies for absence – City Cllr Julia Jeapes

040525 Declarations of Interest – None declared

050525 Public participation session. – None present

060525 The Minutes of the Meeting held on Monday 14th April 2025 were approved. Cllr Cross signed as a correct record.

070525 City Councillor update – The Clerk read out the following report from Cllr Jeapes.
The warehouse application at J17 appeal is being prepared but has not yet been received by CCC. The sewage contamination at the care home at Howe Green is an ongoing problem that Julia continues to try and resolve. The Highwater Farm development is being dealt with by Essex Cllr Sue Dobson. There are currently three enforcement notices on the farm.

080525 Clarification of the lead Parish Councillors' areas of responsibilities.

(a) Planning – Cllr Cross
(b) Finance – Cllr Cross
(c) Speed Watch group – Cllr Cross.
(d) Neighbourhood Development Plan – Cllr Cross
(e) Community Centre – Cllr Calmeyer.
(f) Maintenance – Cllr Calmeyer
(g) Allotments – Cllr Calmeyer
(h) St Andrews PCC – Cllr Kalbfell
(i) Sandon Village Hall – Cllr Kalbfell
(j) Sports Club – Cllr Chaplin
(k) Personnel – Cllr Kalbfell

(l) Conservation and sustainability – Cllr Chaplin
(m) Communication and social media – Cllr Lyons
(n) Warehouse plans – Cllr Cross

090525 Agenda items as per Standing Orders

(a) The Standing Orders, together with the Financial Regulations, were reviewed and adopted.
(b) Meeting dates to the end of 2025 have already been agreed. The following dates to the 2026 Annual Parish Meeting were confirmed: Jan 12th, Feb 9th, March 9th, April 13th with the APM May 11th. Note that meeting venues will alternate between St Andrews Church Hall and Howe Green Reformed Church. The first meeting in the New Year will be at St Andrews.

100525 Appointment of Auditors and Solicitors

(a) It was agreed that the internal auditor be John Watson
(b) The solicitors were to remain as Holmes & Hills
(c) The external auditor was noted to be PKF Littlejohn LLP

110525 Financial matters

(a) It was agreed that the bank account signatories will be Cllr's Cross and Calmeyer. Cllr's Chaplin and Nichols will approve the expenses.
(b) Meeting agreed the continued use of variable direct debits for the payments to telephone/broadband, Microsoft subscription and the corporate debit card.

120525 Clerks Report

There are no outstanding issues

130525 Finance

The following payments were tabled and approved

sub total employee costs	£1,069.41
TalkTalk	£21.62
The Cartridge People	£18.98
Anthony Drury	£275.00
The Range	£1.99
Wallace Arboriculture & Groundcare	£1,170.00
Microsoft (Office 365)	£1.99

Meeting approved the transfer of £10k to the savings account following receipt of the half year's precept. Clerk

140525 Planning:

25/00513/FUL. Chamberlains House, Sporhams Lane. Proposed single and two storey rear extension, single storey side extension and additional dormer to roof. No observations.

25/00573/FUL 90 Molrams Lane, Great Baddow. Alterations to roof to create first floor. Proposed first floor rear extension. No observations

25/00170/FUL Chamberlains House, Sporhams Lane. Proposed Hammerhead redesign and repositioning, Internal Road modifications, installation of access gate, plot 1 layout adjustments and landscaping refinements. No observations

23/00946/S73 Clarity Independent School, Bridge Farm, Woodhill Road. Variation of Condition 2 to approved planning application 23/00946/FUL (Retrospective erection of 2 outbuildings for use as a Staff Room and Classroom/Meeting Room) to increase number of pupils from 12 to 18. No observations

25/05087/TPO Great Baddow Lawn Tennis Club, Ladywell Lane. G1 (2 x Field Maple, 3 x Hawthorn, 3 x Oak) Crown reduction of up to 2 metres overall branch length on the elevation towards the tennis courts - Reason: Work required to prevent trees encroaching over tennis courts by creating approximately a 2m clearance. All pruning cuts to be made to suitable growing points to leave a naturally flowing line; G1 (8 x Hornbeam) - Crown reduction of up to 2 metres overall branch length on the elevation towards the tennis courts - Reason: Work required to prevent trees encroaching over tennis courts by creating approximately a 2mclearance. To reduce the trees in height by a maximum of 5 metres to allow more afternoon/ evening sun to reach the courts. All pruning cuts to be made to suitable growing points to leave a naturally flowing line; T5 - Acer - Crown reduction of approx. 2-2.5m overall branch length (back to previous pruning points) - Reason: To maintain the tree at an appropriate size next to junior tennis courts. All pruning cuts to be made to suitable growing points to leave a naturally flowing line; T4 - Ash - Fell to ground level - Reason: The tree appears to have been in steady decline and has not responded well to previous deadwood removal. There are signs of Inonotus hispidus within the main crown structure indicating decaying aerial parts over the car park and adjacent road. No observations

25/00693/FUL Tekoa Lodge, Mayes Lane. Demolition of existing conservatory and construction of single storey rear extension. Await Cllr Cross comments — Cllr Cross

Warehouse Action Group. – See agenda item 0705 above.

No to Hammonds Farm. Chelmsford City Council still working through the numerous objections that they have received. The Go Fund Me fundraiser is continuing.

Manor Farm development (now just area 3a). – No update.

Pigeon Columba Park – Decision still pending.

Highwater Farm – See agenda item 0705 above.

150525 Current Issues.

(a) Maintenance – Motion agreed to the quote of £275 for the cost of office electrical survey and repairs to the electrical supply to both radiators. The bin collections seem to have settled down.

(b) Conservation and sustainability – Cllr Chaplin will write an article for the next edition of the Topics. Cllr Cross to send him the minutes of the last two Chelmer Valley Landscape Groups meetings.	Cllr Chaplin Cllr Cross
(c) Allotments – Clerk advised that there is now one allotment available. Clerk and Cllr Lyons to advertise this with the proposed allocation to take place 2nd June. There is one plot that has not been cultivated yet. Clerk to write to plot holder asking him to start work before end of the month otherwise it will be forfeited.	Clerk Cllr Lyons Clerk
(d) Community Centre – Very good response to the recent survey. Tricolor are preparing a summary. There is another meeting with them w/c 19th May.	Cllr Calmeyer
(e) Sports club – Clerk to write to Holmes & Hill to find out how much, and when, the lease with the diocese can be agreed. This runs out 24th June 2026. Once this has been sorted, then the P.C. can agree the sub lease with the Sports Club.	Clerk
(f) Village Hall – Cllr Calmeyer attended their AGM. They are in a healthy financial situation.	
(g) PCC – No update	
(h) Social Media update – Cllr Lyons reported that the Facebook numbers continue to grow.	
(i) Annual Assembly – The meeting agreed not to hold one this year due to the low level of interest from the residents. The increasing use of social media to engage with the local government officers is making such an event redundant.	
(j) Chelmsford Association of Local Councils – Meeting agreed to support this and pay the proposed subscription of £40	Clerk
(k) Local Government Reorganisation Meeting – Meeting noted both the Clerk and Cllr Lyons attendance at this meeting 13th May at CCC.	Clerk Cllr Cross
(l) Defibrillator at Howe Green – Meeting agreed that this was a good idea. Cllr Cross to prepare a report on where it would be sited, and approx costs.	Cllr Cross
(m) Purchase of camera for the Speed Watch Team – Cllr Cross to find out more and report back.	Cllr Cross
160525 Correspondence received and action required – Meeting noted the concerns that a local resident has expressed over the narrowness of footpaths due to encroaching vegetation. Clerk to write to the house owner asking that this be attended to.	Clerk
170525 Items of report and potential matters for future agendas – Should the P.C. be initiating some sort of village function this year?	

180525 Items for next edition of the Topics – Articles to be with clerk by 2nd June.	All
Meeting closed at 9:10 p.m.	
The next Parish Council meeting will be held at Howe Green Reformed Church Monday 9th June 2025 starting at 7.15pm	