

The Sampfords Parish Council

KEVIN KELSON

Clerk & RFO

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Village Hall, Great Sampford,
Saffron Walden, CB10 2RL

All members of **THE SAMPFORD'S PARISH COUNCIL** are summoned to attend a **MEETING OF THE FULL PARISH COUNCIL** to be held at **The Sampfords Village Hall** on **18th November 2025 AT 7:15 PM** for the transaction of the business as set out below.

AGENDA

25/101 Apologies for Absence

Accept apologies of absence.

25/102 Public Forum

The Public and Press are welcome to attend in accordance with the following council policies & procedures: Those wishing to speak or raise any issue are requested to do so at the public participation session at the beginning of the meeting with respect to items on the agenda and other matters that are of mutual interest. In accordance with Standing Order 3(f) the maximum time allowed for this item is 15 minutes and in accordance with standing order 3 (g) a member of the public shall not speak for more than three minutes. At the close of this item members of the public will no longer be permitted to address the council. In accordance with standing order 3(h), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.

25/103 Members' Declarations of interest

To declare the existence and nature of any Disclosable Pecuniary Interest, other Pecuniary Interest or Non-Pecuniary Interest relating to items on the agenda having regard to the Code of Conduct for Members and having taken appropriate advice where necessary before the meeting. Please note: When Council starts to discuss any item on the agenda, where a member has an interest, the member with that interest must have regard to the Code of Conduct and make the necessary disclosure and where appropriate leave the meeting. Members with prejudicial interests will also not be permitted to speak and address the council on those interests.

25/104 Minutes

To approve the minutes of the Council meeting held on 21st October 2025 as a true record.

25/105 District & County Councillors Reports

To receive reports from both District and County councillors, discuss and agree any actions (if any)

25/106 Clerk's Report

To receive report from the Clerk / RFO, discuss and agree any actions.

- Draft 2026-27 Budget
- Reserve Policy
- Internal Financial Control Document
- Annual sign off of core procedures in December 2025
- Donation - £220.92 from Mr Brian E E Burrett (deceased)

25/107 Finance

Current Account Balance as of: 31/10/2025: £ 22,731.73

Reserves Account Balance as of: 31/10/2025: £ 6,439.91

- Approve and authorise payments for this month.

- VH062 Sampford Village Hall - £100
- SLCC - £38.00

25/108 **Planning**

- Receive report and decide what actions (if any) with regards to any parish applications for planning.
 - UTT/25/2889/FUL - PROPOSAL: Self build dwelling with associated access, landscape and parking, LOCATION: Land Adjacent to Broadfields Bush Road, Comments should be made by 27 November 2025
 - UTT/25/2198/SCO –Discuss and agree any actions (if any) regarding Tewes Farm – installation of 49.9MW ground mounted solar array

25/109 **Grants**

- Receive report and decide what actions (if any) with regards to existing ZERO CARBON COMMUNITIES GRANT.
- Update regarding new Zero Carbon Grant.
- Update regarding possible recreation ground grant.

25/110 **Closed Churchyard**

- Receive update and decide what actions (if any) with regards to repositioning tombs and levelling area.
- Receive update and decide what actions (if any) with regards to maintenance of the Church roadside trees.

25/111 **Recreation Ground**

- Receive report and decide what actions (if any) with regards to the Recreation Ground
- Discuss and agree quote for replacement swing seats

25/112 **Grass Cutting and Trees**

Receive update and decide what actions (if any) with regards to grass cutting in the villages.

- No billing received from July to October.

25/113 **Highways and Footpaths**

- Receive update and decide what actions (if any) with regards to Highways & Footpaths
- Amanda Waples – Road safety audit request

25/114 **Church Clock**

Receive update and decide what actions (if any) with regards to specialist visit

25/115 **Liaison with the Village and Village Organisations**

- Receive update regarding activity with Village organisations.
 - Kingfisher Club investigating access for SPC to use the Sampfords Facebook page
- Receive update regarding Speed Watch activity, and possible grants for replacement speed signs

25/116 **Village Hall**

Receive update and decide what actions (if any) with regards to the revision of the agreement

25/117 **Matters to be Raised by Members for the Next Agenda**

Please note that no decisions can lawfully be made under this item. LGA 1972 section 12 10(2) (b) states that business must be specified; therefore, the Council cannot lawfully raise matters for decision.

25/118 **Next Parish Council Meeting**

16th December 2025

25/119 **Meeting Close**

Signed... Kevin Kelson ... Clerk & RFO Dated 11th November 2025.