

Sandridge Parish Council



Marshalswick Community Centre,
The Ridgeway,
St.Albans,
Herts
AL4 9TU

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2nd September 2021

To : Councillors Janet Churchard, Geoff Churchard, Claudio Duran, John Foster, John Newton-Davies, Graham Leonard, June Reid, Neil Harris, John Hale (Chair), Patsy Cann, Lyn Bolton, Jennifer Roberts, Jon Hegerty

You are summoned to attend a meeting of Sandridge Parish Council, to be held at Marshalswick Community Centre on Wednesday 8th September 2021 at 7.30 pm

Simon Thwaites
Parish Clerk

Members of the public and press are invited to attend this meeting. Questions or concerns may be submitted to the Clerk in advance of the meeting via email using clerk@sandridge-pc.gov.uk or by post, address as above.

A G E N D A

1. TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

2. DISCLOSURES OF INTEREST AND DISPENSATIONS

- a) To receive declarations of interest from councillors on items on the agenda
- b) To receive written requests for dispensations for declarable interests; and
- c) To grant any requests for dispensation as appropriate

3. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE COUNCIL HELD ON THE 14th July 2021

4. CO-OPTION TO THE PARISH COUNCIL

To consider three applications (attached) from prospective councillors and select through co-option a new member to fill the vacancy created by the resignation of James Lancaster. A copy of the Parish Council's policy on co-option was sent electronically to members on 12th August. The Clerk confirms that the District Council posted a notice of the casual vacancy and that no election was called within the required period.

5. QUESTIONS TO OFFICERS

6. PUBLIC PARTICIPATION – AN OPPORTUNITY FOR RESIDENTS TO RAISE ISSUES OR ASK MEMBERS QUESTIONS

CLERK'S REPORTS

7. Monthly Accounts

Please find attached for ratification a schedule of creditor payments made for the period 15th July to 11th August 2021. It is;

Proposed

To ratify payment of the attached schedule (paid 13th August 2021).

Please also find attached for approval a schedule of creditor payments to be made for the period 12th August to 8th September 2021. It is;

Proposed

To approve the attached schedule for payment on 10th September 2021.

8. Disciplinary Policy

At a meeting of the HR Committee on July 20th the following amendments to the Disciplinary Policy were agreed. In items 3.2 and 3.3 of this policy, the word 'should' to be replaced with 'must' in the following two sentences;

An investigation may require a collation of evidence and it may require an investigation hearing to be carried out. The employee should be offered the right to be accompanied at the investigation hearing.

The investigation should result in either no disciplinary case to answer, or in a decision to proceed to a disciplinary meeting. The employee should be informed of the outcome of the investigation. It is;

Recommended

That Full Council ratifies the above policy amendments.

9. Sports and Recreation Committee Terms of Reference (TOR)

At a meeting on July 28th the following amendments to the committee TOR were agreed;

- To annually elect a Vice Chair on the Committee (no Vice Chair currently)
- Membership (Item 1) amend to
"The Sports and Recreation Ground Committee to comprise six members of Sandridge Parish Council and *up to five public members*" (the words 'up to' added). It is;

Recommended

That Full Council ratifies these amendments.

10. Additional Football Goal at Harness Way Open Space.

At the request of the Sports and Recreation Committee, the Finance Committee has agreed for the sum of £1,600 be made available from earmarked reserves to install a second goal on the Harness Way open space. It is;

Recommended

That Full Council ratifies this expenditure.

11. Netball Sockets at Spencer Meadow

At the request of the Sports and Recreation Committee, the Finance Committee has agreed for the sum of £1,500 be made available from earmarked reserves to install sockets on the new artificial turf court at Spencer Meadow. This sum is for sockets for when the posts are in use and also for storage off-court. It is;

Recommended

That Full Council ratifies this expenditure.

12. Christmas Lights in Sandridge Village

A verbal update from the Project and Amenities Officer and Councillor Roberts on progress in providing Christmas lights in Sandridge Village.

13. Request for Finance to upgrade drainage at Marshalswick Community Centre.

14. Amendments to Standing Orders

Please see attached a schedule of amendments to Standing Orders. These have been raised by Councillor Leonard and by the HR Committee. It is;

Recommended

That these amendments are adopted.

15. Council Publication Scheme

Attached is a report by the Deputy Clerk. It is;

Recommended

That this report be formally noted.

16. Sandridge Parish Council's Risk Management Policy

The Parish Council's Risk Management Scheme was created in July 2016 for annual review. An electronic version of the scheme was circulated to members on August 13th. It is;

Recommended

That Sandridge Parish Council resolves to re-adopt the document as circulated for review in September 2022.

17. Matters of note

- A budgetary control report for 2021/22 will be presented to the Finance Committee later this month and to Full Council in October.
- Recycling wheelie bins have been installed at the two community centres to allow plastic waste/cardboard/cans resulting from hirers use to be disposed of responsibly.
- Discussions regarding responsibility for maintenance of the fence to the end of The Ridgeway car park have concluded amicably. It is anticipated that the worst of the dilapidated panels will be repaired shortly.
- A survey due to be carried out to tree roots on the footway between the William Bell Open Space and The Ridgeway has been delayed because of technical issues with the equipment used.
- An order has been placed for the additional second goal at Harness Way open space.
- New goal nets have been fitted to the football goals at William Bell Open Space.

- Maintenance work is due to be carried out to the trees at Spencer Meadow on the far boundary where they are encroaching on the power cables. The work has been commissioned by the energy supplier in liaison with the Project and Amenities Officer.
- An order has been placed for the new Astro-turf at Spencer Meadow.
- Discussions with roofing and groundwork contractors continue in respect of the guttering and drainage at Marshalswick Community Centre.
- The information boards at Jersey Farm Woodland Park have been overhauled by a Sandringham School student completing his DOE Award in liaison with the Project and Amenities Officer.
- Tree maintenance/felling throughout the parish has been commissioned by the Project and Amenities Officer in response to the results of the three year tree survey carried out through the grounds maintenance contract. This includes carrying out 3D scans of several large specimens to assess their health.
- The Parish Council's external auditor, PKF Littlejohn, have completed their audit with no issues arising. Of copy of the audit certificate is attached.

COUNCILLOR AND COMMITTEE REPORTS

18. Grant Applications

- Sandridge Rovers Junior Football Club

Note: Spend to date is £11,541 against a budget of £20,000. An additional £5,000 is set aside for St John Fisher School. Sandridge Cricket Club has not yet submitted an application for annual grounds maintenance, normally circa £1,050.

19. Traffic Calming Working Party

A verbal update from Councillor Newton Davies.

20. Community Governance Review (CGR)

On 4th August Members were sent a timetable for the upcoming District Council's CGR. Also sent was a brief summary of some of the matters the CGR would consider. A copy is attached. Members were asked to consider the implications of a review of the current electoral arrangements and feed back to the Electoral Services Manager through the Clerk. A report by Councillor Hale containing a review of the CGR is also attached.

21. St Leonard's Flower Festival

St Leonard's Church will again hold a Flower Festival at the church and, also this year, online. The Parish Council has, in recent years, created a display for the festival. Councillor Roberts;

Proposes

That a sum of up to £100 be made available to fund a display this year.

20. Meetings of Committees:

- Planning Committee 22nd July, 12th August 2021
- Sports and Recreation 28th July 2021

21. MATTERS OF NOTE ARISING SINCE THE CIRCULATION OF THE AGENDA

The Council may not make decisions under this item

22. PLANNING MATTERS

Sandridge Parish Council's Planning Committee meets every three weeks to review and respond to planning applications received from the Planning Authority, St. Albans District Council. Planning applications objected to since the last Full Council meeting are;

9 Cromwell Close, St Albans - Planning App: 5/2021/1663

6 Highfield Road, Sandridge - Planning App: 5/2021/1682

Land between Hopkins Crescent and the former Baptist Chapel - Planning App: 5/2021/2091

2a Downes Road, St Albans - Planning App: 5/2021/1857
6 Kingshill Avenue, St Albans - Planning App: 5/2021/2012

Please note: Planning applications received at the Parish Office from the Planning Authority *after* the Parish Council agenda has been published may also be discussed at the meeting as may applications of complexity or applications likely to impact heavily on the Green Belt.

23.SUGGESTIONS AND/OR MATTERS FOR CONSIDERATION AT FUTURE MEETINGS

Note: In accordance with the Local Government Act 1972, the Parish Council meeting will be open to the Public unless the Parish Council resolves otherwise

Next meeting date – 7.30pm, October 13th at Marshalswick Community Centre