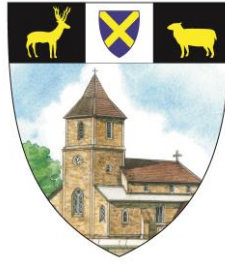


# *Sandridge Parish Council*



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

**Tel: 01727 831871**  
**[www.sandridge-pc.gov.uk](http://www.sandridge-pc.gov.uk)**

Email: [clerk@sandridge-pc.gov.uk](mailto:clerk@sandridge-pc.gov.uk)

8<sup>th</sup> September 2022

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

**You are summoned to attend a meeting of Sandridge Parish Council, to be held at Marshalswick Community Centre on Wednesday 14<sup>th</sup> September 2022 at 7.30pm**

*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](mailto:clerk@sandridge-pc.gov.uk) or by post, address as above.

## **A G E N D A**

- 1. TO RECEIVE AND FORMALLY 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 8<sup>th</sup> JUNE 2022**
- 4. QUESTIONS TO OFFICERS**

Full Council 14<sup>th</sup> September 2022

## **5. PUBLIC PARTICIPATION – AN OPPORTUNITY FOR RESIDENTS TO RAISE ISSUES OR ASK MEMBERS QUESTIONS**

### **CLERK'S REPORTS**

#### **6. Monthly Accounts**

Please find attached a schedule of creditor payments for the period 9<sup>th</sup> June 2022 to 13<sup>th</sup> July 2022. These accounts were paid on Friday 15<sup>th</sup> July following circulation of the schedule of creditors. It is;

#### **Recommended**

That payment of this schedule is ratified by Full Council.

Please also find attached a schedule of creditor payments for the period 14<sup>th</sup> July 2022 to 10<sup>th</sup> August 2022. These accounts were paid on Friday 12<sup>th</sup> August 2022 following circulation of the schedule of creditors. It is;

#### **Recommended**

That payment of this schedule is ratified by Full Council.

Please also find attached a schedule of creditors for the period 11<sup>th</sup> August 2022 to 14<sup>th</sup> September 2022. It is;

#### **Recommended**

That payment of this schedule is approved for payment on Friday 16<sup>th</sup> September 2022.

#### **7. Website**

To discuss the attached report and recommendation by the Project, Amenities and Community Engagement Officer in respect of upgrading the Parish Council's website.

#### **8. HR Committee Terms of Reference (TOR)**

At a meeting of the HR Committee held on 26<sup>th</sup> May 2022 the following amendments to the committee TOR were agreed;

1. Under Reporting, the words 'as appropriate' were removed from the sentence 'The Clerk to ensure Minutes are circulated to all Council members as appropriate'.
2. It was clarified that the Clerk's appraisal will be carried out by the Chair of *The Council*.

It is;

#### **Recommended**

That Full Council ratifies these amendments/clarifications.

#### **9. 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 September 7<sup>th</sup>. It is;

#### **Recommended**

That Sandridge Parish Council resolves to re-adopt the document as circulated for review in September 2023.

#### **10. External Audit of the Annual Governance and Accountability Return (AGAR)**

The Parish Council's external auditor, PKF Littlejohn, has once again returned an unqualified audit of the Parish Council's AGAR (Section 3 enclosed). The period for the exercise of Public Rights produced no enquiries from members of the public. The audit certificate will be displayed along with the Notice of Conclusion of Audit on the Parish Council's website and noticeboards. It is;

#### **Recommended**

That Members formally note the conclusion of the audit.

## **11. Matters of Note**

- The Community Centres Manager left the Parish Office team on 16<sup>th</sup> June 2022. Three interviews were held for a replacement officer and an appointment was successfully made on June 20<sup>th</sup> 2022.
- Ashbourne Day Nursery has decided not to continue running a pre-school from Marshalswick Community Centre and terminated the hall hire agreement with immediate effect. The Parish Clerk has negotiated an agreement with the company to recover a proportion of the hire fees due over the 6-month notice period.
- Defibrillator training, funded by the Parish Council, took place at Sandridge Village Hall on June 18<sup>th</sup> and Marshalswick Community Centre on July 9<sup>th</sup> and 16<sup>th</sup> 2022.
- The new internal auditor will carry out an interim audit on November 11<sup>th</sup> 2022.
- A full budgetary control report will be reviewed by the Finance Committee on 26<sup>th</sup> September 2022.
- The rugby posts at the Jersey Farm Open Space have been removed following vandalism. These are expected to be replaced through a claim to the Parish Council's insurers.
- The planning application for the Jersey Farm Open Space bike track has gone live on the District Council's planning portal, reference 5/2022/1600.
- The new sit-on Kubota tractor has been delivered to the Parish Council. This will be principally used to maintain the paths on the Woodland Park.

## **COUNCILLOR AND COMMITTEE REPORTS**

### **12. Grant Applications**

- Girl Guides at St Mary's Church

*Note: There have been awards totaling £9,041 made so far this year from the £20,000 budget. This includes a grant of £5,000, paid last month to St John Fisher School in accordance with an undertaking made in 2021.*

### **13. Christmas Lights**

Councillor Roberts to update Members on an enhancement to the existing lights on the service tree to the front of the Queens Head PH.

### **14. Traffic calming**

Please see attached a report and proposal from Councillor Hale in respect of traffic calming on the St Albans Road.

### **15. St Leonard's Flower Festival**

Councillor Roberts to request the sum of £100 as funding for the Parish Council's contribution to this annual festival. The theme this year is 'Harvest'.

### **16. Draft Minerals and Waste Local Plan**

Please see attached a report and proposal from Councillor Hale in respect of the inclusion of Hatfield Aerodrome as a Minerals Allocation Site.

### **17. Soroptimists International St Albans**

Councillor Harris has brought forward a request from Soroptimists International St Albans to support the UN initiated 'Orange the World' campaign relating to domestic abuse by lighting up their public

buildings in orange on 25<sup>th</sup> November. Further information can be found [www.sigbi.org/st-albans-and-district/2022/orange22/](http://www.sigbi.org/st-albans-and-district/2022/orange22/)

Members are asked to consider whether this is something the Council would like to support.

### **18. South West Herts Joint Strategic Plan (JSP)**

A virtual meeting on the South West Herts JSP, covering Dacorum, Hertsmere, St Albans City & District, Three Rivers and Watford took place on September 6<sup>th</sup>. Councillors were invited to attend via email on July 21<sup>st</sup>.

Any Members who attended may wish to take this opportunity to debrief other members of The Council on the draft plan.

### **19. Verbal reports by Chairs of Committees for Meetings Held since last Full Council :**

- Sports and Recreation Committee 22<sup>nd</sup> June 2022
- Jersey Farm Woodland Park Joint Management Committee 4<sup>th</sup> July 2022
- PEAP Committee 12<sup>th</sup> July 2022
- Community Centres Committee 12<sup>th</sup> September 2022
- Planning Committee – see below

### **20. MATTERS OF NOTE ARISING SINCE THE CIRCULATION OF THE AGENDA**

*The Council may not make decisions under this item*

### **21. PLANNING MATTERS**

The Planning Committee met on 9<sup>th</sup> June, 30<sup>th</sup> June, 21<sup>st</sup> July, 11<sup>th</sup> August and 1<sup>st</sup> September 2022.

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 commented on since the last Full Council meeting are;

- Great Barn Dell, St Albans Rd, Sandridge – Planning Application: 5/2022/0925
- 13 Woodcock Hill, Sandridge – Planning Application: 5/2022/1464
- 2A Downes Road, St Albans – Planning Application: 5/2022/1437
- 6 Highfield Road, Sandridge – Planning Application: 5/2022/1610
- Great Barn Dell – Planning Application: 5/2022/1795

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.

### **22. 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 – 12<sup>th</sup> October 2022 at 7.30pm – Marshalswick Community Centre**