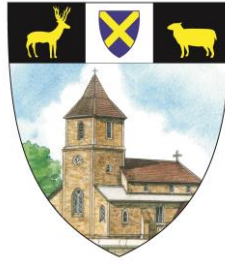


Sandridge Parish Council



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

Tel: 01727 831871
www.sandridge-pc.gov.uk

Email: clerk@sandridge-pc.gov.uk

16th 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 28th 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 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 8th JUNE 2022**
- 4. QUESTIONS TO OFFICERS**

Full Council 28th 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 9th June 2022 to 13th July 2022. These accounts were paid on Friday 15th 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 14th July 2022 to 10th August 2022. These accounts were paid on Friday 12th 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 11th August 2022 to 14th September 2022. These accounts were paid on Friday 16th September 2022 following circulation of the schedule of creditors. It is;

Recommended

That payment of this schedule is ratified by Full Council.

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 26th 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 7th. 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 16th June 2022. Three interviews were held for a replacement officer and an appointment was successfully made on June 20th 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 18th and Marshalswick Community Centre on July 9th and 16th 2022.
- The new internal auditor will carry out an interim audit on November 11th 2022.
- A full budgetary control report will be reviewed by the Finance Committee on 26th 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. Great Big Green Week

To note the attached briefing note from Councillors Janet Churchard and Jenny Roberts.

16. 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'.

17. 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.

18. 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 25th November. Further information can be found www.sigbi.org/st-albans-and-district/2022/orange22/

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

19. 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 6th. Councillors were invited to attend via email on July 21st.

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

20. Verbal reports by Chairs of Committees for Meetings Held since last Full Council :

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

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

The Council may not make decisions under this item

22. PLANNING MATTERS

The Planning Committee met on 9th June, 30th June, 21st July, 11th August and 1st 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.

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 – 12th October 2022 at 7.30pm – Marshalswick Community Centre