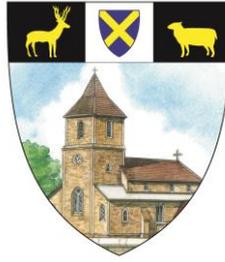


Sandridge Parish Council



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

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Email: clerk@sandridge-pc.gov.uk

3rd September 2020

To : Councillors Janet Churchard, Geoff Churchard, Claudio Duran, John Foster, John Newton-Davies, James Lancaster, Graham Leonard, 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 via video conference in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 on Wednesday 9th September 2020 at 7.30 pm

Simon Thwaites
Parish Clerk

Members of the public and press are invited to attend this meeting via Zoom video conferencing and using meeting reference number 832-8768-7537, key 637106. Alternatively, 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 8th JULY 2020

Full Council 9th September 2020

4. QUESTIONS TO MEMBERS AND OFFICERS

- 4.1 Public Participation - An opportunity for residents to raise issues or ask Members questions.
- 4.2 Questions to the officers.

5. CLERK'S REPORTS

5.1 Monthly Accounts.

Please find attached for ratification a schedule of creditor payments made for the period 9th July to 12th August 2020. It is;

Proposed

To ratify payment of the attached schedule (paid 14th August 2020).

Please also find attached for approval a schedule of creditor payments to be made for the period 13th August to 9th September 2020. It is;

Proposed

To approve the attached schedule for payment on 11th September 2020.

5.2 Casual Vacancy

Members are aware of the casual vacancy left on the Parish Council left by the resignation of Julie Booth. The vacant seat was advertised by the District Council, thereby given the electorate an opportunity to call an election within the prescribed period. No election was requested and the vacancy was then advertised by the Parish Office with a closing date of September 2nd.

There have been three applications, presented in your agenda pack in the order received and numbered.

Should any of the applicants elect to join the meeting electronically they are entitled to briefly address the Council but Members are not able to ask questions. Once applicants have been given an opportunity to speak, Members will be asked to vote for their preferred candidate. Please refer to the Procedure for Co-opting a Councillor recently sent to Members for further information on voting.

5.3 Projects in the Parish

A verbal update from the Project and Amenities Officer on various ongoing and completed projects.

5.4 Christmas Tree

There has been discussion on local social media regarding the planting of a fir tree on the land to the front of Marshalswick Community Centre, to be lit at Christmas for the benefit of the community. Members may therefore wish to consider using some of the £1,500 budget for Christmas initiatives for this purpose. It is known that local traders are also prepared to contribute financially and work closely with the Council in achieving this. The Marshalswick North Residents Association has also been helpful in moving the idea forward.

In Matters of Note below, Members are informed that the Environmental Working Party have agreed to expand the successful community garden. There is, however, sufficient space to allow both an expansion of the garden and the planting of a dwarf species of fir. It is;

Recommended

That Councillors consider part funding a tree and light installation using part of the available budget (subject to joint funding with the Traders Association).

5.5 Shopper's Bus

The provision of a shoppers' bus for elderly residents in Sandridge village was suspended in March in response to COVID-19. The bus service costs £105 weekly. As the service was for elderly residents the government's guidance on shielding initially meant that there would be no users. That guidance has now changed and as shops have now reopened a decision is required as to whether to reinstate the service. The previous level of usage is unknown.

It is;

Recommended

That Sandridge Parish Council reviews the provision of a Shoppers' Bus and determines whether to reinstate the service.

5.6 Disciplinary and Grievance Procedures

Please see attached two new procedures. One relates to the process taken in disciplining a staff member and the other to the process of processing a grievance by a staff member. Both are based on models produced by the National Association of Local Councils (NALC). It is;

Recommended

That these two documents are adopted by Sandridge Parish Council, for review every three years.

5.7 Annual Governance and Accountability Return (AGAR)

The Parish Council's external Auditor, PKF Littlejohn, have concluded their 2019/20 audit and found no matters for concern. The appropriate notices have been posted on Parish Council noticeboards and the Parish Council's website as required by the Account and Audit Regulations 2015. Full Council approval is an audit requirement and it is therefore;

Recommended

That Sandridge Parish Council formally approves and accepts the 2019/20 Annual Return and External Audit Certificate as attached.

5.8 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 25th. It is;

Recommended

That Sandridge Parish Council resolves to re-adopt the document as circulated for review in September 2021.

5.9 £3,000 Bequest

The Parish Council has been kindly bequeathed £3,000 by a former resident, Mr John Hillman. This has been specifically left to enhance/benefit trees and benches in the parish. Members are invited to put forward ideas of how best to use Mr Hillman's gift.

6.0 Annual Public Meeting

Members will be aware that an Annual Public Meeting (APM) has not yet been held in 2020/21. Emergency legislation written earlier this year was created without reference to APMs and as such it has not been possible to hold an APM remotely. The Local Government Act requires an APM to be held each year between 1st March and 1st June although there is no effective sanction if it does not. Sandridge Parish Council would be exceptional had it held a meeting prior to lockdown. The Clerk has had discussions with an officer at the Hertfordshire Association of Parish and Town Councils and it is;

Recommended

That, provided physical Council meetings are again permitted, and, if they are not, legislation hasn't changed to allow APSs to be held remotely, an Annual Public Meeting be convened for March 10th 2021.

6. Matters of Note

- The Parish Office has continued to function throughout lockdown, both through staff working remotely from home and by limiting numbers within the office, always in accordance with government legislation/guidelines. The playgrounds and outdoor sports equipment are now fully open and the two community centres tentatively opening for hire, again, all in accordance with current guidelines. The projected loss of income from the two centres has been fully offset by projected reductions in expenditure and increases in income elsewhere.

- The Deputy Clerk has followed up on the outstanding application with SADC to register Sandridge Village Hall as an Asset of Community Value. There is a backlog of applications, but we are informed that they are starting to work on them.
- Following the great success of the community garden, members of the Environmental Working Party met in July to agree that the number of beds be increased by two, a small number of dwarf fruit trees be planted and an area of wildflowers also to be created. Members are reminded that the garden was originally created to help address loneliness and lifestyle challenges and to promote good mental health and the general wellbeing of residents. It has certainly provided a refuge for many local people during recent months. Whilst the working party is unable to approve expenditure, the cost of a limited expansion will not be material and may be drawn from several existing budgets set up to advance sustainability initiatives (Sustainability Initiatives, Trees Hedges and Footpaths, Street Scene Initiatives).
- The Finance Committee has agreed to provide an additional £2,500 funding to the Jersey Farm Woodland Park Committee to allow completion of extensive bridleway resurfacing. The original budget of £5,000 proved insufficient on obtaining quotes.
- The Clerk has applied to the District Council for a discretionary National Non Domestic Rates grant in relation to lost income at the two community centres.
- The National Joint Council has agreed with two of the three relevant trade unions a pay award of 2.75% for 2020-2021. The award will be made to staff in September, backdated to April 2020.
- A large quantity of builders rubble dumped on the Woodland Park has been removed with the co-operation of the householder for whom the work was carried out.

7. COUNCILLOR AND COMMITTEE REPORTS

7.1 St Leonard's Flower Festival

St Leonard's Church will again hold a Flower Festival at the church during the first week of October. The theme this year is 'A Harvest of Words'. 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.

7.2 Jersey Farm Open Space

Please see attached a report and recommendation by Councillor Hale in respect of the Parish Council taking transfer of the Jersey Farm Open Space.

8. Grant Applications

- St Leonard's Church

(expenditure to date is £12,772 against a budget of £20,000)

9. Meetings of Committees (all held remotely):

- Woodland Park Joint Management Committee 6th July 2020
- PEAP Committee 14th July 2020
- Sports & Recreation Committee 15th July 2020
- Planning Committee various 16th July – 6th August 2020

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

The Council may not make decisions under this item

11. 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. The following applications have been objected to following the above meetings of the Planning Committee;

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.

Planning applications objected to since the last Full Council meeting are as below;

Planning Application 5/2020/1453, 6 Harvesters, St Albans
Planning Application 5/2020/0618, 1 Jersey Lane, St Albans

12. 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 – Wednesday 14th October 2020