



SANDRIDGE PARISH COUNCIL

Met at Marshalswick Community Centre on Wednesday 8th September 2021 at 7.30pm for a meeting of The Council

PRESENT:

Councillors John Hale (Chair), Neil Harris, Jenny Roberts, Graham Leonard, June Reid, Jon Hegerty, John Foster, Claudio Duran, Lyn Bolton, John Newton Davies, Patsy Cann

APOLOGIES:

Councillor Janet Churchard, Councillor Geoff Churchard

OFFICERS:

Simon Thwaites, Parish Clerk
Emma Hostler, Deputy Clerk
Rebecca Pannese, Project and Amenities Officer

ALSO PRESENT:

Two candidates for the vacant councillor post

5160 DISCLOSURES OF INTEREST

There was none.

5161 TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE COUNCIL HELD ON THE 14th JULY 2021.

The minutes of the meeting of the Council held on 14th July 2021 were reviewed. They were agreed to be a correct record and it was unanimously;

Resolved

That the minutes of the meeting be approved and signed by the Chair.

5162 Co-option to the Parish Council

The Clerk confirmed that the District Council had posted a notice of the casual vacancy on the Parish Council and that no election was called within the required period.

Members then considered three applications from prospective councillors. A vote was taken and, by a majority, it was resolved to co-opt Mr Sam Vosper to the Parish Council.

QUESTIONS TO OFFICERS AND MEMBERS

5163 Questions to the Officers

There was none.

5164 Public Participation – an opportunity for residents to raise issues or ask questions of Members

There was none.

CLERK'S REPORTS

5165 Monthly Accounts

Members reviewed for ratification a schedule of creditor payments made for the period 15th July to 11th August 2021. Questions were asked and responded to before it was unanimously;

Resolved

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

Also reviewed was a schedule of creditor payments to be made for the period 12th August to 8th September 2021. Further questions were asked before it was unanimously;

Resolved

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

5166 Disciplinary Policy

It was noted that 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 was unanimously;

Resolved

To ratify the above policy amendments.

5167 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 was unanimously;

Resolved

To ratify these amendments.

5168 Additional Football Goal at Harness Way Open Space.

It was noted that, 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 was unanimously;

Resolved

To ratify this expenditure.

5169 Netball Sockets at Spencer Meadow

It was noted that, 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 was unanimously;

Resolved

To ratify this expenditure.

5170 Christmas Lights in Sandridge Village

The meeting received a verbal update from the Project and Amenities Officer and Councillor Roberts on progress in providing Christmas lights in Sandridge Village. It was noted that the process to draw power from the adjacent lamp column was complicated, requiring liaison with several different organisations, but that it was hoped the exercise would be completed in time for Christmas.

5171 Request for Finance to upgrade drainage at Marshalswick Community Centre.

Members considered a report by the Clerk on drainage issues at Marshalswick Community Centre with recommended works to the dilapidated guttering and failed soakaway. Also detailed was an additional proposal to resolve the pooling of water to the front of the timber hut used by the Pre School. It was unanimously;

Resolved

To release the sum of up to £6,000 from reserves to carry out these works.

5172 Amendments to Standing Orders

The Clerk presented the meeting with a schedule of amendments to Standing Orders compiled in response to points raised by Councillor Leonard and by the HR Committee. It was unanimously;

Resolved

To agree these amendments.

5173 Council Publication Scheme

Members reviewed a report by the Deputy Clerk in respect of information pertaining to the Parish Council being made easily accessible to residents and external bodies. It was unanimously;

Resolved

To formally note the contents of the report.

5174 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 was unanimously;

Resolved

To re-adopt the document as circulated for review in September 2022.

5175 External Audit

The Parish Council's external auditor, PKF Littlejohn LLP, has completed the 2020/21 external audit. The audit found no issues requiring comment or action. It was unanimously;

Resolved

To formally note the conclusion of audit and the absence of issues requiring action.

5176 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 by an arboriculturist has been carried out to tree roots on the footway between the William Bell Open Space and The Ridgeway. The next step is to engage with an engineer to find a solution that won't damage the trees. The Project and Amenities Officer is taking this forward.
- 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.

- 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 three dimensional scans of several large specimens to assess their health.

COUNCILLOR AND COMMITTEE REPORTS

5177 Grant Applications

- Sandridge Rovers Junior Football Club

Following discussion, it was proposed by Councillor Leonard, seconded by Councillor Duran and unanimously;

Resolved

To award the football club the sum of £1,100 to fund AED and life saving training for members of the public. This award made using the General Power of Competence.

5178 Traffic Calming Working Party

Councillor Newton Davies updated Members on this group's activities.

5179 Community Governance Review (CGR)

Councillor Hale led a discussion on the District Council's upcoming CGR. It was proposed by Councillor Hegerty, seconded by Councillor Roberts and unanimously;

Resolved

To ask the Clerk to write to the Electoral Services Manager requesting that Marshalswick East and Jersey Farm be two separate wards with four parish councillor seats in each.

5180 St Leonard's Flower Festival

Members considered a request by Councillor Roberts to make the sum of £100 available towards creating an exhibit at this festival on behalf of the Parish Council. It was proposed by Councillor Roberts, seconded by Councillor Hegerty and unanimously;

Resolved

To release the sum of £100 for this purpose.

5181 Meetings of Committees:

There were no issues raised from the following draft committee minutes produced since the last Full Council.

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

5182 Planning Matters

No significant issues were raised. It was noted that the Planning Committee had objected to/commented on the following applications since last Full Council.

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 Kinghill Avenue, St Albans - Planning App: 5/2021/2012

5183 SUGGESTIONS AND/OR MATTERS FOR CONSIDERATION AT FUTURE MEETINGS
- 2022/23 Parish Event

5184 MATTERS OF NOTE ARISING SINCE THE CIRCULATION OF THE AGENDA
There was none.

DATE OF NEXT MEETING

The next meeting of Sandridge Parish Council will be held on Wednesday, October 13th at 7.30pm at Marshalswick Community Centre.

There being no further business the meeting closed at 9.11 pm.

Chair

Date

Cllr John Hale