



SANDRIDGE PARISH COUNCIL

Met at Marshalswick Community Centre on Wednesday 12th October 2022 at 7.30pm for a Meeting of the Parish Council

PRESENT:

Councillors John Hale, June Reid, John Foster, John Newton Davies, Geoff Churchard, Janet Churchard, Jenny Roberts, Patsy Cann, Lyn Bolton, Neil Harris, Jonathan Hegerty

OFFICERS:

Emma Hostler, Deputy Parish Clerk, Rebecca Pannese, Project, Amenities and Community Engagement Officer, Simon Thwaites, Parish Clerk, Stef Hayes, Community Centres Manager

ABSENT:

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IN ATTENDANCE:

There were no members of the public present

5363 TO RECEIVE AND FORMALLY ACCEPT APOLOGIES FOR ABSENCE

There were apologies received and accepted from Councillors Graham Leonard, Jonathan Maskell and Sam Vosper.

5364 DISCLOSURES OF INTEREST

There was none.

5365 TO APPROVE AS A CORRECT RECORD THE DRAFT MINUTES OF THE MEETING OF THE COUNCIL HELD ON THE 28th SEPTEMBER 2022

The minutes of the meeting of the Council held on 28th September 2022 were reviewed. Subject to an amendment under minute 5350 (point 5), '...will be reviewed...' which was changed to '...was 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.

QUESTIONS TO OFFICERS AND MEMBERS

5366 Questions to Officers

Questions were asked and responded to.

5367 Public Participation – an opportunity for residents to raise issues or ask questions of Members

No members of the public were present.

CLERK'S REPORTS

5368 Monthly Accounts

Members reviewed a schedule of creditor payments for the period 15th September 2022 to 12th October 2022. It was, unanimously;

Resolved

To approve the payment of this schedule which is due to be made on 14th October 2022.

5369 Project, Amenities and Community Engagement Officer's report.

The Project, Amenities and Community Engagement Officer provided a verbal update on current projects.

5370 CCTV Policy

The Parish Council's CCTV Policy was reviewed, and the following amendments were agreed:

- CCTV Policy/2.c. after 'data protection' insertion of 'regulations' to read 'data protection regulations'
- CCTV Code of Practice/1.update the job description to 'Project, Amenities and Community Engagement Officer'

It was also advised that the Clerk send a copy of the document to the CCTV operator Videcom Ltd to ensure that they continue to comply with the terms of the Policy. Following which, it was;

Resolved

To re-adopt the policy subject to the above changes.

5371 Equality and Diversity Policy

The Parish Council's Equality and Diversity Policy was reviewed. Councillor Hegerty advised that the policy should be updated to contain a total of nine protected characteristics, to include reference to 'pregnancy and maternity' and 'gender reassignment'. It was;

Resolved

To re-adopt the policy subject to the above changes.

5372 Bank Mandates

Councillors were asked to note updates to the Parish Council's banking signatories as agreed at the September 26th meeting of the Finance Committee. These will now be as follows:

Simon Thwaites (Administrator)

Emma Hostler (Administrator)

John Hale

John Newton-Davies

Janet Churchard

Graham Leonard

Jenny Roberts

It was;

Resolved

To formally note these amendments.

5373 Release of Funds to Renovate Two Timber Clad Slides

At a meeting of the Finance Committee on 26th September 2022, it was agreed to release the maximum sum of £4,500 from reserves to fund the urgent maintenance of two timber clad slides in the parish. This matter was reported to the Sports and Recreation Committee on October 5th. Members were informed that since that meeting, a quotation for works has been received exceeding the amount requested. It was therefore proposed by Cllr Hale and seconded by Cllr Hegerty that this matter be deferred until the request to release additional funds has been reconsidered at the next meeting of the Finance Committee.

It was;

Resolved

That the matter is deferred to a later meeting of the Full Council.

5374 Redesignation of Project and Amenities Officer Post

In May this year, the HR Committee agreed in principle to redesignate the *Project and Amenities Officer's* post to the *Project, Amenities and Community Engagement Officer*. Following the meeting, because the new duties were already being undertaken, it was agreed to implement the recommendation provided the decision to do so was ratified at October Full Council.

In summary, the principal changes were made to bring all the 'Community Engagement' tools (Facebook, Instagram, Website, Neighbourhood News, volunteer database) together in one place with a view to improving consistency, coverage and, where possible, the *quality* of how The Council communicates with residents, in particular via the website. It made sense for the officer involved in almost all the Parish Council's various projects to be communicating with and receiving feedback from residents.

The proposal allowed for a single increment uplift in salary from LC2 (below substantive 18-23) to LC2 (substantive 24-28), i.e. SCP 23 to SCP 24 with no automatic progression through the enhanced salary scale range. The annual salary uplift equates to approximately 51 hours per year which is significantly less than was previously being allocated and paid in respect of the website management. Following discussion, it was;

Resolved

That Full Council ratifies the decision as outlined above.

5375 2022/2023 Budgetary Control

Councillors noted the budgetary control report for the current year which was reviewed by the Finance Committee on 26th September 2022. The report gave projected net expenditure for 2022/2023 of £354,322 against a budget of £305,706. The projected overspend, it was explained, resulted from approved additional expenditure such as the Bike Track (£25,000), the William Bell footpath (£12,000) and the Summer Event (£4,660). Also contributory is a projected fall in centres income in 2022/2023 of £20,000.

5376 Matters of Note

Replacement rugby posts have been ordered for the Jersey Farm Open Space. These are being funded through a claim made to the Parish Council's insurers (minus a small excess) which has been agreed.

COUNCILLOR AND COMMITTEE REPORTS

5377 Grant Applications

There have been no applications this month.

5378 Meetings of Committees

The Council heard verbal reports by Chairs of Committees for Meetings held since last Full Council:

- Finance Committee 26th September 2022
- Planning Committee 29th September 2022 (see below)
- Combined Community Centres Committee 3rd October 2022
- Jersey Farm Woodland Park Committee 3rd October 2022
- Sports and Recreation Committee 5th October 2022

5379 MATTERS OF NOTE ARISING SINCE THE CIRCULATION OF THE AGENDA

There was none.

5380 PLANNING MATTERS

It was noted that the Planning Committee met on 29th September 2022.

Planning applications commented on since the last Full Council meeting are;

47 & 47A The Quadrant, St Albans – Planning ref: 5/2022/1927

13 Kingsmead, Jersey Farm – Planning ref 5/2022/2271

22 Langley Grove, Sandridge – Planning ref: 5/2022/1449

5381 SUGGESTIONS AND/OR MATTERS FOR CONSIDERATION AT FUTURE MEETINGS

There was none.

Next meeting date – 9th November 2022 at 7.30pm – Marshalswick Community Centre

There being no further business the meeting closed at 8.47pm

Chair (acting)

Date

Cllr Jenny Roberts