

SANDRIDGE PARISH COUNCIL

Met at Marshalswick Community Centre on Wednesday 12th June 2019 at 7.30 pm for a meeting of The Council

PRESENT:

Councillors Lyn Bolton, Julie Booth, Patsy Cann, Geoff Churchard, Janet Churchard, Claudio Duran, John Foster, John Hale (Chair), Neil Harris, Jonathan Hegerty, James Lancaster, Graham Leonard, John Newton-Davies, Jenny Roberts,

APOLOGIES:

None

OFFICERS:

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

IN ATTENDANCE:

Two members of the public

4815 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

There were none.

4816 DISCLOSURES OF INTEREST

There were none.

4817 TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE COUNCIL HELD ON THE 20TH MAY 2019

The minutes of the meeting of the Council held on 20TH May 2019 were reviewed, following which they were agreed to be a correct record and it was:

Resolved

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

4818 ISSUES FOR DISCUSSION

1. Public Participation

There were no matters raised from the members of the public present.

2. Questions to the Officers

Councillor John Foster enquired of the Project and Amenities Officer about the repair to the pothole at the Marshalswick car park and was informed that quotes have been sought and are being considered.

3. Monthly Accounts

The schedule of payments to be made for the period 21st May to 12th June 2019 was reviewed. Subject to a query raised by Councillor Lyn Bolton regarding a salary difference between the April/May and May/June account sheet which the Deputy Clerk will investigate and report back to the Council, it was unanimously;

Resolved

To approve the schedule for payment.

4. Committee/Working Party Membership

Following deferral from the May meeting of the Council, and the need to appoint a Chair to the Finance Committee, membership to the following Committees and Working Parties were agreed, following voting where applicants exceeded places:

- Human Resources Committee (four councillors including Chair of the Council and Chair of Finance Committee)
- Communications Working Party (five councillors)
- Buses/Transport Working Party (indeterminate number/three members appointed)
- Environmental Working Party (minimum three councillors/five councillors appointed)
- Traffic Calming Working Party (minimum three councillors/three councillors appointed)

It was agreed that the Committees and Working Parties should review remit and Terms of Reference upon meeting and revert to Full Council should any significant changes be considered appropriate.

Councillor Lyn Bolton has undertaken to look through the Terms of Reference for the Committees and Working Parties to check for any anomalies and ensure a base consistency between the suite of documents.

5. Drinking Fountains

The Project and Amenities Officer reported on progress to date concerning the installation of a water fountain in a public place within the Parish to discourage the use of single-use plastic. She has identified the exterior of the Sandridge Village toilet facilities as an ideal site for installation, due to access to a pre-existing water supply, but has been met with a mixed response from Officers at St Albans District Council (SADC). It was agreed that Councillor Janet Churchard would arrange a meeting between herself, the Project Officer and SADC to see if it is possible to broker a way forward.

6. Community Garden at Marshalswick Community Centre

Councillors Janet Churchard and Jenny Roberts presented a report on the recent Parish 'Grow Your Own Event' as part of the Sustainable St Albans festival, which has inspired a proposal for a permanent Community Garden to be located outside the Marshalswick Community Centre, adjacent to the parish office. It is intended as an alternative to the community garden originally under consideration by the Parish Environmental Assets & Paths (PEAP) Committee. It was agreed by the Council to pursue the idea in principle but to provide a more detailed proposal, including costings, to be undertaken by the Environmental Working Party and the Project Officer.

7. 2018/19 Final Accounts, Internal Audit report and Annual Governance and Accountability Return (AGAR)

Copies of the Statement of Accounts compiled by George Street Accountants, together with a copy of the Annual Governance and Accountability Return (AGAR), for the year ended March 2018/19, had been circulated with the agenda. The Council was informed that Section 2 of the AGAR, the Internal Audit and the Final Accounts were reviewed at the 3rd June 2019 meeting of the Finance Committee, following which some minor variance on movement of reserves was identified, amendments made, and explanation provided to the committee. For information, Members were notified that the suggested period for the Exercise of Public Rights, when the approved AGAR is publicly displayed, is from June 17th to July 26th, 2019.

The Chair, Councillor John Hale, took Members through Section 1 and Section 2 of the AGAR and the Statement of Accounts, following which it was unanimously;

Resolved

That Sandridge Parish Council acknowledge responsibility for ensuring there is a sound system of internal control, including the preparation of the Accounting Statements, and confirm that to the best of its knowledge and belief, with respect to the Accounting Statements for year ended 31st March 2019, the 2018/19 Annual Governance Statement is approved by the Council and that the Chair and the Parish Clerk (RFO) should sign Section 1 of the AGAR.

It was also resolved that subject to note 2 being amended to disclose expenditure on publicity that the Statement of Accounts is approved.

8. It was further, unanimously;

Resolved

That Sandridge Parish Council confirms that to the best of its knowledge the 2018/19 Accounting Statements contained in the Annual return, plus the explanation of variances made available at the meeting, represent the financial position of the Council for the year ended 31st March 2019 and that the Chair and the Parish Clerk (RFO) should sign Section 2 of the AGAR.

Councillor Geoff Churchard asked that the Council acknowledge the work undertaken by the parish officers in preparing the final set of approved Accounts, Internal Audit and AGAR documents.

9. Update on the Sandridge Neighbourhood Plan

Councillor John Hale provided an update to Members on the Neighbourhood Plan, referencing the efforts made by the Neighbourhood Plan Working Group to produce a final draft document which so closely reflects the views of the local community as expressed in the consultation meetings. Councillor Jon Hegerty made a recommendation to include reference to rental properties in the final document. It was unanimously;

Resolved

That Sandridge Parish Council approves the draft Neighbourhood Plan for a Section 14 pre-submission public consultation, subject to confirmation first being obtained from the District Council that there is no objection.

10. Parish Council Summer Event

The Facilities Officer provided an update on preparations for the Jersey Farm Woodland Park Summer Event taking place on 29th June 2019. Members were again invited to participate.

11. Letterhead and rebranding

Following deferral from the February meeting, the Council reconsidered a proposal to refresh the parish logo and agreed to approach Oaklands College to see if students would be interested in a design competition to come up with ideas, subject to a small financial incentive. The Council will consider input into a design brief if Oaklands College would like to pursue the idea. There was no commitment to the use of any design brief submitted.

12. Review of Financial Regulations

Following review by the Finance Committee of the Financial Regulations, and some minor amends, it was unanimously;

Resolved

That the Financial Regulations as circulated electronically on June 4th 2019 are re-adopted for the forthcoming year.

13. Review of Parish Council Investments

At the June 3rd, 2019 meeting of the Finance Committee, Councillor Neil Harris requested that funds currently invested in two deposit accounts held by the Parish Council, be increased. The Clerk having confirmed that movement between these accounts and the Council's operational account would not present an issue, it was unanimously;

Resolved

That the sums currently invested be increased from £75,000 to £125,000.

14. Grant Applications

There have been no grant applications this month.

15. Meetings of Committees

There were no matters arising from the minutes of the following committees:

- Planning Committee 14th May 2019
- Combined Community Centres Committee 29th April and 20th May

4819 MATTERS OF NOTE

The Project and Amenities Officer acknowledged the damage to the Bolingbrook roundabout and informed Members that the fault had been reported to Hertfordshire County Council (HCC).

Councillor Geoff Churchard left the meeting at this point, 9.15pm.

4820 MATTERS OF NOTE ARISING SINCE THE CIRCULATION OF THE AGENDA

There were none.

4821 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.

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.

The Council discussed:

Planning ref: 5/2019/0981

Land at Fairshot Court Woodcock Hill Sandridge Hertfordshire

Proposal: Construction of two, five bedroom, one, three bedroom and one, two bedroom dwellings with associated parking, landscaping and engineering works.

It was;

Resolved

To submit an objection on behalf of Sandridge Parish Council to SADC against the proposed development on Green Belt land.

4822 SUGGESTIONS AND/OR MATTERS FOR CONSIDERATION AT FUTURE MEETINGS

Councillor John Hale asked the Council to consider ideas for marking the following upcoming anniversary dates: 125 Years of Sandridge Parish Council, VE Day, VJ Day.

DATE OF NEXT MEETING

The next meeting of Sandridge Parish Council will be held on Wednesday July 10th, 2019 at 7.30 pm at Marshalswick Community Centre.

There being no further business the meeting closed at 9.35pm.

Chair

Date