



## **SANDRIDGE PARISH COUNCIL**

Met remotely via video conferencing on Wednesday 9<sup>th</sup> September 2020 at 7.30pm for a meeting of The Council

### **PRESENT (VIA VIDEO):**

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

### **APOLOGIES:**

Councillor James Lancaster, Geoff Churchard

### **OFFICERS (VIA VIDEO):**

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

## **4968 DISCLOSURES OF INTEREST**

There was none.

## **4969 TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE COUNCIL HELD ON THE 8<sup>th</sup> JULY 2020**

The minutes of the meeting of the Council held on 8<sup>th</sup> July 2020 were reviewed. They were agreed to be a correct record and it was;

### **Resolved**

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

## **4970 QUESTIONS TO MEMBERS AND OFFICERS**

### **1. Public Participation**

Three members of the public were present (via video), but no questions were asked. Reference was made to a Freedom of Information request received in respect of the Jersey Farm Open Space. It was agreed that the Clerk's response would be circulated to councillors.

### **2. Questions to the Officers**

One question was asked in relation to the Green Flag award and responded to.

## **CLERK'S REPORTS**

### **4971 Monthly Accounts**

Members reviewed a schedule of creditor payments previously advised by email and made for the period 9<sup>th</sup> July to 12<sup>th</sup> August 2020. Questions were asked and responded to. It was unanimously;

### **Resolved**

To ratify creditor payments as detailed on the schedule. It was further unanimously;

### **Resolved**

To approve a second payment schedule, also circulated with the agenda, relating to creditor payments for the period 13<sup>th</sup> August to 9<sup>th</sup> September 2020.

**4972 Casual Vacancy**

Three applicants for the casual vacancy on Sandridge Parish Council spoke briefly to Members. The applicants then left the meeting while their applications were discussed. A vote was taken and Karen Archer was duly co-opted to the Parish Council (Marshalswick North West ward).

**4973 Projects**

The Project and Amenities Officer updated councillors on ongoing projects in the parish.

**4974 Christmas Tree**

Councillors discussed a proposal by Quadrant traders to place a Christmas tree on the land to the front of Marshalswick Community Centre. It was agreed to defer the matter until the October meeting and Members were asked in the meantime to speak to traders, possibly with a view to placing a tree elsewhere in the vicinity.

**4975 Shopper's Bus**

The free shopper's bus service provided by the Parish Council, currently suspended, was discussed. It was unanimously;

**Resolved**

To defer a decision until January 2021 Full Council unless a Member had good cause to bring the matter forward, in which case to contact the Clerk.

**4976 Disciplinary and Grievance Procedures**

These two new policies were discussed at length. In relation to the Grievance Procedure, it was;

**Resolved**

To insert 'either individually or collectively' into the introduction, 1.1.

The Disciplinary Procedure will be discussed further by the HR Committee, Committee Members were encouraged to engage with Councillor Hegerty meantime because he has specialist knowledge of this area.

**4977 Annual Governance and Accountability Return**

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. It was noted that Council approval is an audit requirement and it was unanimously;

**Resolved**

To formally accept and approve the 2019/20 Annual Return and External Audit Certificate as circulated.

**4978 Sandridge Parish Council's Risk Management Policy**

An electronic version of the scheme was circulated to members on August 25<sup>th</sup>. It was;

**Resolved**

To re-adopt the document as circulated for review in September 2021.

**4979 £3,000 Bequest**

Member noted with gratitude a bequest by former resident John Hillman for the enhancement of trees and benches in the parish. The Chair asked for ideas on how this could best be used to be sent to the Clerk.

#### **4980 Annual Public Meeting**

Members were reminded that an Annual Public Meeting (APM) has not yet been held in 2020/21, that 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. It was;

#### **Resolved**

That, provided physical Council meetings are again permitted, an Annual Public Meeting will be held on March 10<sup>th</sup> 2021.

#### **4981 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 builder's rubble dumped on the Woodland Park has been removed with the co-operation of the householder for whom the work was carried out.

*\*It was noted that there will be some expenditure on the community garden.*

### **COUNCILLOR AND COMMITTEE REPORTS**

#### **4982 St Leonard's Flower Festival**

Following a request by Councillor Roberts for funding towards a display at this year's festival, it was;

#### **Resolved**

To fund a display up to the sum of £100.

**4983 Jersey Farm Open Space**

Councillor Hale presented a report, concluding with a recommendation that the Parish Council continues its application to the District Council to take transfer of the Jersey Farm Open Space. Following discussion it was unanimously;

**Resolved**

To instruct the Parish Office to continue the application to take transfer of the Open Space, excluding the lagoon.

**4984 Grant Applications**

Member’s considered an application from St Leonard’s Parochial Church Council for financial assistance in maintaining the House Lane Cemetery. After discussion it was;

**Resolved**

To award the sum of £2,400, under the General Power of Competence.

*Note: Councillors Foster and Harris lost connection to the Zoom meeting between 9.30 and 9.40 pm.*

**4985 Meetings of Committees:**

There were no issues raised from the following draft committee minutes produced since the last Full Council. Committee Chairs briefly summarised each meeting to Members.

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

**4986 MATTERS OF NOTE ARISING SINCE THE CIRCULATION OF THE AGENDA**

There was none.

**4987 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. A number of applications to which objections were lodged by the Planning Committee were noted. The following applications have been objected to since the last Full Council;

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

**4988 SUGGESTIONS AND/OR MATTERS FOR CONSIDERATION AT FUTURE MEETINGS**

There was none.

**DATE OF NEXT MEETING**

The next meeting of Sandridge Parish Council will be held on Wednesday, October 14th, 2020 at 7.30pm. It is anticipated that this will be held remotely via video conferencing but this will be confirmed in due course.

There being no further business the meeting closed at 9.58 pm.

**Chair** ..... **Date** .....  
**Cllr John Hale**

