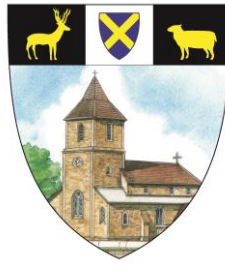


Sandridge Parish Council



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

Tel: 01727 831871
www.sandridge-pc.gov.uk

5th June 2025

Email: clerk@sandridge-pc.gov.uk

To : Councillors Graham Leonard (Chair), June Reid, John Hale, Jennifer Roberts, Adam Twidell, James Lambert, Julie Oakley, Maurice Wells, Carol Chalkley, Mary Ternouth, Raihaanah Ahmed, Debbie Chachulski, Mike White

You are summoned to attend a meeting of Sandridge Parish Council, to be held at Marshalswick Community Centre on Wednesday 11th June 2025 at 7.30pm

Simon Thwaites
Parish Clerk

Members of the public and press are invited to attend this meeting. 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 FORMALLY ACCEPT APOLOGIES FOR ABSENCE
Councillor Chalkley

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 ANNUAL MEETING OF THE PARISH COUNCIL HELD ON THE 14th MAY 2025

Full Council 11th June 2025

4. QUESTIONS TO OFFICERS

5. PUBLIC PARTICIPATION – AN OPPORTUNITY FOR RESIDENTS TO RAISE ISSUES OR ASK MEMBERS QUESTIONS

CLERK'S REPORTS

6. Monthly Accounts

Please find attached a schedule of creditor payments for the period 15th May 2025 to 11th June 2025. It is;

Recommended

That this schedule is approved for payment on 13th June 2025.

7. Co-option

On 11th April 2025, following the resignation of Councillor Sieger, the District Council posted notice of the casual vacancy, giving members of the electorate an opportunity to request an election. No request was received and so a notice of co-option was displayed on parish noticeboards and the Parish Council's website for the vacancy to be filled at this meeting. One application has been received (attached). The Parish Council's co-option policy is also attached.

8. Asset Register

The Finance Committee reviewed the Parish Council's Asset Register on June 2nd as an audit requirement. This included details of acquisitions/disposals in the 2024/25 year. Attached is a copy of the Asset Register and it is;

Recommended

That Full Council approves the Asset Register as circulated (*note: An audit of all items on the register will take place over the next year in liaison with committees*).

9. Internal audit – Year end 2024/2025

Attached is the 2024/25 year-end audit report and accompanying papers completed by Internal Audit Services (IAS Ltd). These consist of;

- The Internal Audit Analysis
- The Auditor's observations and the Clerk's responses
- The Auditor's covering letter

The right-hand column on the Schedule of Audit Observations contains the Clerk's responses to the matters raised. Also attached is the signed Internal Audit report (part of the Annual Governance and Accountability Return) in which no items have been raised as requiring The Council's attention.

These were reviewed by the Finance Committee on June 2nd.

It is;

Recommended

That Council formally notes the audit report.

10. 2024/25 Budgetary Control (outturn)

Attached is a budgetary control report showing outturn for 2024/25 (Appendix 1). Final net expenditure is £342,747 against an approved budget of £360,305. This gives a reduction on budgeted net expenditure of £17,559. Material variations in summary are shown in the right hand column but may be summarised as;

- Approved additional expenditure through the Sports and Recreation Committee
- No new assets transferred from the District Council
- Increased Community Centre Income/understated budget

11. Reserves

To review and formally note the attached table of earmarked and general reserves at year-end.

12. 2024/25 Annual Governance and Accountability Return (AGAR)

A set of Supporting Statements compiled by George Street Accountants, together with a copy of the Annual Governance and Accountability Return (AGAR) for the year ended 31st March 2025 are enclosed. Also enclosed is a table of variations on outturn between 2023/24 and 2024/25 as required by the external auditor. These were reviewed by the Finance Committee on June 2nd 2025. It is;

Recommended

That Full Council acknowledges responsibility for ensuring there is a sound system of internal control, including the preparation of the Supporting Statements, and to confirm that to the best of its knowledge and belief, with regards to the Supporting Statements for year ended 31st March 2025, the 2024/25 Annual Governance Statement should be approved and that the Chair of The Council and the Parish Clerk should sign Section 1 of the AGAR. It is further;

Recommended

For Full Council to confirm that to the best of its knowledge, the 2024/25 Accounting Statements contained in the Annual Return, plus the explanation of variances represent the financial position of the Council for the year ended 31st March 2025 and that the Parish Council Chair should sign Section 2 of the AGAR, the Parish Clerk (as RFO) having done so prior to this meeting.

13. The Exercise of Public Rights 2024/25

The Exercise of Public Rights, during which members of the parish are able to inspect the annual supporting statements (and Annual Return) and raise any issues of concern with the external auditor will run from the 13th June 2025 to 24th July 2025 in accordance with regulations. It is;

Recommended

That Full Council formally notes and approves these dates and notes that all regulations in this regard have been complied with. A copy of the notice is attached.

Matters of Note

- Resurfacing of the Sherwood Avenue Multi Use Games Area (MUGA) is complete.
- The Astro turf pitch at Spencer Meadow has been fully washed and treated by a specialist company.
- Hanging Baskets have been hung throughout the parish through the Grounds Maintenance contract.
- The street artist's design workshop in respect of decorating the skate ramp was successful with around 20 attendees bringing their ideas. A feedback session was held on 5th June at Jersey Farm Community Centre.

COUNCILLOR AND COMMITTEE REPORTS

14. Grant Applications

- St Leonard's Church – Churchyard extension maintenance (note the church accounts were emailed to Members on May 14th 2025).

Note - grants awarded to date total £500 against a budget of £22,000

15. S6 Bus Service

Councillors Hale, Ternouth, White and Chalkley met with Mr Robert Handbury of Herts County Council on May 30th 2025 in relation to the S6 bus service. A report of the discussions will be circulated in advance of this meeting or otherwise tabled on the day.

16. Taylor Wimpey/Oaklands

On the 24th May 2025 Councillors Ternouth, Hale, and Leonard met with representatives of Taylor Wimpey/Oaklands. A verbal update on the proposed development will be given at the meeting. If time allows a report will be tabled.

17. Meetings of Committees:

- Finance Committee 2nd June 2025
- Planning Committee – see below

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

The Council may not make decisions under this item

19. PLANNING MATTERS

The Planning Committee met on 19th May and 9th June 2025.

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

13 Briar Road 5/2025/0596
45 St Albans Road 5/2025/0589
The Stables 5/2024/1462

Plus any approved from the June meeting.

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.

20. 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 Council resolves otherwise

Next meeting date – 9th July 2025 at 7.30pm – Marshalswick Community Centre