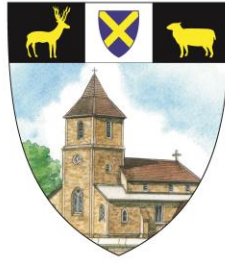


Sandridge Parish Council



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

Tel: 01727 831871
www.sandridge-pc.gov.uk
Email: clerk@sandridge-pc.gov.uk

8th February 2024

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, Luke Sieger

You are summoned to attend a meeting of Sandridge Parish Council, to be held at Marshalswick Community Centre on Wednesday 14th February 2024 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.

AGENDA

- 1. TO RECEIVE AND FORMALLY ACCEPT APOLOGIES FOR ABSENCE**
- 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 MEETING OF THE PARISH COUNCIL HELD ON THE 10th JANUARY 2024**

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 11th January 2024 to 14th February 2024. The accounts under the heading 'Online Transfers' are due to be paid on Friday 16th February 2024. It is;

Recommended

That the Online Transfers schedule is approved for payment and all other payments are ratified by Full Council.

7. Annual Risk Assessment

On January 23rd the Deputy Clerk in consultation the Clerk worked through the Parish Council's Local Council Risk System (LCRS) for the coming year. A summary is attached. The assessment covers all aspects of the Parish Council's operations including financial, physical, reputational and environmental risks. Each receives a score according to the likelihood and impact of the individual risk and actions to mitigate uncontrolled risks are then recorded. No uncontrolled risks were identified during this year's assessment. It is;

Recommended

That completion of the assessment is formally noted. A full copy of the document is available at the Parish Office.

8. Safeguarding and Child Protection Policy

Please see attached a new draft policy document created by the Clerk after seeking guidance from other organisations. This has been created to underpin the Council's approach to working with young people in improving our sports and play areas as currently being discussed by the Sports and Recreation Committee in relation to the Duke of Edinburgh Award. It will also inform future initiatives where there is some involvement with young or vulnerable people. It is;

Recommended

To adopt the policy for review every two years.

Note: It will also be necessary to develop a Health and Safety document plus risk assessments in order to meet the requirements of the Council's insurers.

9. Income from the Clothing Banks

At a meeting held on the 23rd February 2024 the Committee for Sustainability was asked to consider what recommendations it would make to Full Council in using the clothing bank income towards a sustainable project. After discussion it was agreed the preferred option would be to create a reserve with unspent income earmarked and carried forward into 2024/25. It is therefore;

Recommended

To create an earmarked reserve of all income received through clothing banks in 2023/24 and on into 2024/25.

10. Christmas lights

Part A

The mature tree in the community garden is due to be reduced in size this year, particularly where it hangs above the footpath to the community centre. In order to safely carry out the work, the PACE Officer made contact with the Christmas lights contractor requesting that the lights be temporarily removed and reinstalled once work on the tree is completed.

Following discussion with the contractor, it has become evident that the lights were installed some

ten years ago (the expected life of these lights is five years). Two quotes have been obtained; one to remove and reinstate the existing lights and another to replace the lights, which would require only one site visit. The two cost options are detailed below;

- To remove and reinstate existing lights plus testing before installation - £1,450
- To supply and install new bright white LED with random twinkle (not featured in the current lights) - £1,830

The Christmas lights budget for 2024/25 is £2,750 and the annual cost of the electrical inspection for the Sandridge village lights is £750, leaving a balance of £2,000.

Recommended

To install replacement Christmas lights following the necessary tree work being carried out, thereby retaining this popular festive feature for at least a further five years.

Part B

There are currently 8 mistletoe stars in the tree in Sandridge. The original intention was to add further stars to complete the overall effect. This year's remaining budget for Christmas initiatives is £3,029, and the PACE Officer has obtained a quotation to add a further 4 stars to complete the project. The total cost of the purchase and installation of the stars is £1,236. It is therefore;

Recommended

To pursue the installation of four further mistletoe stars from the 2023/24 budget.

11. Parish Van

The Committee for Sustainability reviewed the use of the Parish Council's diesel van at a meeting last month. Committee Members discussed the merits of replacing the van with an electric vehicle, however, due to the low annual mileage it was agreed the preferred environmental option was to retain the existing vehicle for review in two years. It was suggested the Council might want to set aside funds for the eventual replacement. It is therefore;

Recommended

That Members consider setting aside annually the sum of £2,500 towards the eventual replacement of the vehicle with an electric alternative or another capital cost relating to sustainability.

12. Jersey Farm Open Space

For several years the Parish Council has discussed the merits of taking ownership of the Jersey Farm Open Space. In 2014/15 an application was made to have the site designated as a Village Green, primarily to protect it from development. Legal technicalities meant this application was unsuccessful, however there are covenants on the land relating to its continued use as amenity land that would prevent development. It is also possible the land would be unsuitable for development, areas of it having been used for landfill.

In 2022 it was reported to Council that, when last discussed, it was resolved to defer the question of transfer until after the lagoon had been dredged. This was to (a) identify the cost of the work, (b) confirm that the silt could be left on site (the cost of taking it off site is significant), (c) understand the timescale for repeating the de-silting.

District Council Colleagues subsequently reported the de-silting as very successful with the silt spread around the perimeter of the lagoon and seeded without issue. The estimated future cost of repeating the de-silting is £7,000 (current value) with a timescale of around twenty years. More significantly, the current annual cost of maintaining the entire open space, including the land on which the new pump track will be located but excluding the adventure playground is £9,750 pa.

Having confirmed the de-silting as successful, Members then decided in November 2022 to further defer requesting an asset transfer until after the May 2023 elections. The question now is whether there is enough potential for the Parish Council to enhance the open space, therefore justifying the ongoing annual maintenance cost. It is;

Recommended

That a decision be made on whether to request transfer of this asset to the Parish Council.

13. Matters of Note

- Sandridge Parish Council hosted the January meeting of the St Albans District Association of Local Councils (SADALC).
- The Parish Conference will be held on Monday 11th March 2024 at Redbourn Parish Centre. Further details to follow.
- The Parish Office will be hosting a work experience pupil for two days over Easter as part of the school's Employer Contact Programme.
- The sink hole resulting from drainage works in the centre of the Parish Office car park has been repaired.
- A tree which fell across the alleyway to the William Bell open space during storms has been removed.
- The damaged lamp column to the entrance of the Parish Council's Ridgeway car park has been replaced by Ringway on behalf of HCC.
- Cllr Chalkley has recently completed removal of basal growth where needed on verge trees in Marshalswick and secured with ties. With support from the PACE Officer the removed growth has been collected and distributed within the Woodland Park.
- Budgetary Control – at a meeting of the Finance Committee held on February 12th, it was reported by the Clerk that projected outturn for 2023/24 is £303,356 against a budget of £343,095, representing a projected saving on budget of £39,739.

COUNCILLOR AND COMMITTEE REPORTS

14. Grant Applications

- Sandridge Primary School (Sandridge 10k)

Please note: Grants totaling £18,047 have been paid against a budget of £22,000 this year. This leaves available grant funding of £3,953 until the end of March.

15. Community Bus Shelter Initiative

A verbal update from Councillor Roberts on a meeting held on January 30th.

16. Oaklands College Rights of Way

County Councillor John Hale to provide a verbal update on the closure of rights of way at Oaklands College.

17. Sandridge Youth and Sports Community Association

Please see enclosed a report from Councillor Hale on recent discussions by Association Trustees.

18. Parish Summer Event June 2024

Cllr Roberts to provide a verbal update on plans for the Parish Summer Event on 1st June 2024.

19. D-Day 80 Commemoration

At Full council on December 13th, further to a report produced by Councillor Twidell, it was agreed in principle to;

- Participate in the D-Day 80 event on 6th June 2024.
- Allocate a budget of up to £300.
- Further discuss and agree detail at this meeting.

20. Redevelopment of the Marshalswick Parish Office and Community Hall Site

It is;

Proposed

By Councillor Twidell that some Members form a working party to discuss the viability of a purpose-built, fully sustainable Parish Office/community centre hub on the existing site, incorporating high specification insulation, a heat pump, solar energy with battery storage and community EV charging.

21. Meetings of Committees:

- 15th January 2024 Jersey Farm Woodland Park Committee
- 17th January 2024 Sports and Recreation Committee
- 23rd January 2024 Committee for Sustainability
- 5th February 2024 Human Resources Committee
- 12th February 2024 Finance Committee
- Planning Committee – please see below

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

The Council may not make decisions under this item

23. PLANNING MATTERS

The Planning Committee met on 8th January and 29th January 2024.

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. No planning applications have been commented on since the last Full Council 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.

24. 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 Parish Council resolves otherwise

Next meeting date – 13th March 2024 at 7.30pm – Marshalswick Community Centre