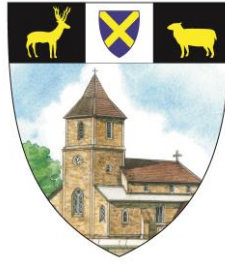


Sandridge Parish Council



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

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

Email: clerk@sandridge-pc.gov.uk

2nd March 2023

To : Councillors Janet Churchard, Geoff Churchard, John Newton-Davies, Graham Leonard (Chair), June Reid, Neil Harris, John Hale, Patsy Cann, Lyn Bolton, Jennifer Roberts, Jon Hegerty, Samuel Vosper, Jonathan Maskell, John Foster

You are summoned to attend a meeting of Sandridge Parish Council, to be held at Marshalswick Community Centre on Wednesday 8th March 2023 at 7.30pm

Members of the public and press are invited to attend this meeting.

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

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 COUNCIL HELD ON THE 8th FEBRUARY 2023**
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 9th February 2023 to 8th March 2023. These accounts are scheduled to be paid on Friday 10th March 2023. It is;

Recommended

That payment of this schedule is approved for payment.

7. Internal Audit Report

On February 20th the Finance Committee reviewed an internal audit carried out on November 30th 2022 by the Council's new auditor, IAC Ltd. Committee members reviewed a table of audit observations and the response from the Clerk in respect of each item (copy enclosed). It was unanimously resolved to formally note the report and the steps being taken in response to the matters raised. It was further resolved to recommend to Full Council on March 8th to do the same. It is;

Recommended

That the audit summary, circulated with the agenda, is formally noted by Full Council.

8. Treasury and Investment Policy

On February 20th the Finance Committee reviewed a draft Treasury and Investment Policy (attached). This was created following a recommendation by the Parish Council's new internal auditor (see above). It was unanimously resolved to recommend to Full Council that the draft policy is adopted. It is therefore;

Recommended

That the attached draft Treasury and Investment Policy is adopted by Full Council.

9. 2022/23 Budgetary Control

A budgetary control report compiled by the Clerk was reviewed by the Finance Committee on February 20th. It was noted that projected outturn showed an overspend on budget of £25,748. Exceptional items are shown below;

- There have been a number of inflationary increases in general expenditure including salaries and pension contributions.
- If the £50,000 to be earmarked for the bike track next year is excluded from the outturn it will instead show an underspend on budget of £24,252.
- Several items of approved but unbudgeted expenditure were incurred in the year. These include the Summer Event (£5,000) and the William Bell footpath (£12,000).
- There were a number of capital projects included within the budget at the request of the Community Centres Committee which then didn't proceed.
- Income from Marshalswick Community Centre fell due to the pre-school vacating in June 2022 (£12,000).

It is;

Recommended

That this projected year end position is formally noted.

10. Member/Officer Protocol (see HR minutes)

This Protocol was discussed at an HR meeting held on February 6th 2023. It was agreed the document was difficult to navigate because of its scale and layout. The Committee Chair undertook to write a draft summary as an introduction to the document for greater ease of use (attached). It is;

Recommended

That the attached document summary be adopted as an introduction to the Member/Officer Protocol.

11. Privacy and Cookies Policy

A copy of the Privacy and Cookies Policy is attached for review. It is;

Recommended

That the policy be re-adopted for review in 2025.

12. Data Protection Policy

A copy of the Data Protection Policy is attached for review. It is;

Recommended

That the policy be re-adopted for review in 2025.

13. Matters of Note

- Triennial Pension Review

On 20th February, Finance Committee Members noted that the triennial valuation of the Parish Council's Pension Fund, administered by Hertfordshire County Council, shows the fund to be in good order with a recommended 1% reduction in the Parish Council's contribution in 2023/24. This was also noted by the HR Committee at a meeting on February 6th 2023.

- Hong Kong Market

The recent Hong Kong Market, held at Marshalswick Community Centre, is estimated to have attracted up to 2,000 visitors.

- Parish Office

Work to refit the kitchen used by the Parish Office commenced on February 27th.

- Parish Van

The parish van, purchased in 2013, has again undertaken maintenance work for two faults. Members may want to consider the updating of this vehicle in the 2024/25 budget.

COUNCILLOR AND COMMITTEE REPORTS

14. Grant Applications

There have been no applications this month.

15. Meetings of Committees:

- Finance Committee 20th February 2023
- Planning Committee 23rd February 2023 (see below)

16. St Albans Local Cycling and Walking Infrastructure Plan (LCWIP) Consultation

Please see attached a report and proposed response to this consultation from Councillor Hale.

17. Armed Forces Covenant

An email from the County Association was sent to Members on the 14th and 22nd February asking local councils to consider signing a covenant to demonstrate support for the British armed forces. Councillor Leonard has asked that Members consider making that pledge.

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 23rd February 2023.

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;

- 27 Barnfield Road 5/2023/0182
- 4 Tilsworth Walk 5/2023/0301

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 Parish Council resolves otherwise

Next meeting date – 12th April 2023 at 7.30pm – Marshalswick Community Centre. This will be preceded by the Annual Parish Meeting at 7pm.