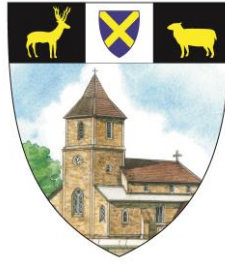


Sandridge Parish Council



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 May 2024

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

You are summoned to attend the Annual Meeting of Sandridge Parish Council, to be held on Wednesday 8th May 2024 at 7.30 pm at Marshalswick Community Centre

Simon Thwaites
Parish Clerk

Members of the public and press are invited to attend this meeting. Alternatively, 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 ELECT A CHAIR AND RECEIVE A DECLARATION OF ACCEPTANCE OF OFFICE FOR THE ENSUING YEAR**
- 2. TO ELECT A VICE CHAIR AND RECEIVE A DECLARATION OF ACCEPTANCE OF OFFICE FOR THE ENSUING YEAR**
- 3. TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**
Councillor Carol Chalkley
- 4. 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

Full Council 8th May 2024

5. **TO NOTE THE DRAFT MINUTES OF THE ANNUAL PARISH MEETING HELD ON THE 10th APRIL 2024 (sent electronically to Members on 23rd April)**
6. **TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE COUNCIL HELD ON THE 10th APRIL 2024**
7. **QUESTIONS TO OFFICERS**
8. **PUBLIC PARTICIPATION – AN OPPORTUNITY FOR RESIDENTS TO RAISE ISSUES OR ASK MEMBERS QUESTIONS**

CLERK'S REPORTS

9. Monthly Accounts

It is;

Recommended

To approve the attached payment schedule relating to creditor payments for the period 11th April to 8th May 2024.

10. St Albans District Council Asset Mapping

The Clerk to briefly demonstrate the District Council's Asset Mapping page. This system allows members to identify where responsibility for grounds maintenance sits in the district and report issues directly.

11. Schedule of Action Points

There are occasions during Council meetings with full agendas that the responsibility for tasks coming out of discussions/decisions isn't clear without reading through all the minutes. An easy solution to this would be for the officer clerking the meeting to use a pro forma appendix to the minutes detailing any tasks agreed, responsibility for those tasks and, where applicable, an expected timescale. It is;

Recommended

To trial this for three months and then assess the benefit.

12. Minor Highways Works

At the last Full Council, County Councillor Allison Wren spoke of the Parish Council helping her to effectively allocate her locality budget by undertaking some of the simpler improvements to the street scene (e.g. cleaning welcome signs). Councillor Leonard asked for the matter to appear on this agenda for consideration.

13. To appoint representatives of the Council to Other Bodies and Committees

Members were emailed a schedule of Parish Council committees and Outside Bodies on April 22nd 2024. Councillors are asked to confirm their interests at this meeting with anyone not able to attend informing the Clerk of their preferences in advance.

Please consider carefully where your interests and skillsets lie and your availability on a given day when making requests to join a particular committee. It is:

Recommended

1. That Council approves the allocation of members to committees as agreed at this meeting and;
2. That Council delegates the power to each committee to elect a Chair and Vice Chair (if applicable) at its next meeting.

14. Terms of Reference for Parish Council Committees

It is;

Recommended

That Full Council requests a review of Terms of Reference by each committee at its next scheduled meeting. Any material amendments to be brought back to Full Council for ratification.

15. Community Centres Biannual Report

Please see attached a report and recommendations from the Community Centres Manager.

16. Financial Regulations

The Financial Regulations were emailed to Members on 23rd April 2024 . It is a requirement of Standing Orders (18, B) that an annual review is carried out. The Clerk is not aware of any issues requiring amendments to the regulations and it is;

Recommended

That the Financial Regulations as circulated are re-adopted for the coming year.

Please note: Hard copies of the regulations are available on request.

17. Review and re-adoption of the Code of Conduct

A copy of the Parish Council's Code of Conduct, adopted on 9th June 2021 was sent electronically to Members on 23rd April 2024. This office is not aware of any necessary amendments. It is;

Recommended

That the Code of Conduct, being the Local Government Association's model code, be re-adopted for the coming year.

18. MATTERS OF NOTE

- Four rotten timber windows in the Marshalswick Community Centre toilets have been replaced with UPVC. The cost of this work came in under budget.
- The Parish Council's insurance policy, incorporating both the employee and public liability cover will renew on 1st June 2024. The policy is subject to a Long Term Agreement with Zurich Municipal.
- Four bike racks have been installed at Jersey Farm Woodland Park by Councillor Wells and Parish Office staff. It's hoped these will encourage visitors to the park (Summer Event, Parkrun etc) to cycle and not drive.
- The 2023-24 year-end process is now well underway. The Annual Return, Internal Audit and associated documents will be brought to both the Finance Committee and Full Council in June.
- Sustfest 2024 – The Parish Council will have a table at this year's Sustfest in the Alban Arena to publicise some of what we're doing to improve sustainability. The Parish office will lead on this but volunteers are sought to attend the event on June 8th- 9th.
- The large tree in front of Marshalswick Community Centre has had its crown reduced. The new Christmas lights can now be installed as previously agreed.
- The faulty defibrillator case at the Village Hall has been replaced. This was installed without charge by a local electrician, Powering GB.

COUNCILLOR AND COMMITTEE REPORTS

19. Grant Applications

- Sandridge School Library Bus – New initiative
- Sandridge Cricket Club – Grounds Maintenance
- St Leonard's Church – Cemetery Maintenance

20. Parish Council owned Car Parks

A request from Councillor Leonard for Members to consider forming a working party to address congestion issues within some Parish Council owned car parks.

21. Highways Flooding

Please see enclosed a report by Councillor Hale on local flooding issues.

22. D-Day 80 Commemoration – 6th June 2024 at 8.30pm

Councillor Twidell to provide a final verbal update to Members on next month's event.

23. Parish Summer Event

Councillor Roberts to provide a final verbal update on plans for the Parish Summer Event to be held on 1st June 2024. This will include a request for volunteers on the day.

24. Closure of the B651

Councillor John Hale to propose that Sandridge Parish Council writes to the Chief Executive of Hertfordshire County Council expressing its objection to the planned closure of the B651, St Albans Road, for up to 6 weeks in July and August and requests that the utility companies are asked to identify alternative ways of working to allow the continued use of the road. The council considers that this closure is being approved for the convenience of the utility companies and developer and no consideration has been given to the residents of Sandridge village.

25. Meetings of Committees:

- Committee for Sustainability 23rd April 2024
- Planning Committee – please see below

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

The Council may not make decisions under this item

27. PLANNING MATTERS

The Planning Committee met on 29th April 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. Planning applications objected to/commented on since the last Full Council meeting are;

14 Queens Crescent AL4 9QG 5/2024/0614
2 Slimmons Drive AL4 9AS 5/2024/0627

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.

28.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 – June 12th 2024. Marshalswick Community Centre at 7.30pm