

# *Sandridge Parish Council*



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

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6th June 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 12<sup>th</sup> June 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](mailto: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 Raihaanah Ahmed

**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 8<sup>th</sup> MAY 2024**

Full Council 12<sup>th</sup> June 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 9<sup>th</sup> May 2024 to 12<sup>th</sup> June 2024. It is;

#### **Recommended**

That this schedule is approved for payment on 14<sup>th</sup> June 2024.

#### **7. Luke Shenton – Site Manager (Central England) The Woodland Trust**

To welcome Luke and hear what’s happening within Heartwood currently and what’s planned for the future.

#### **8. Asset Register**

The Finance Committee reviewed the Parish Council’s Asset Register on June 5<sup>th</sup> as an audit requirement. This included details of acquisitions/disposals in the 2023/24 year. Attached is a copy of the Asset Register and it is;

#### **Recommended**

That Full Council approves the Asset Register as circulated (*note: the Parish Office will carry out an audit of all items over the next year in liaison with committees*).

#### **9. Internal audit – Year end 2023/2024**

Attached is the 2023/24 year-end internal audit report and accompanying papers completed by IAC Ltd. The right-hand column on the Schedule of Audit Observations contains the Clerk’s responses to the matters raised. These were reviewed by the Finance Committee at a meeting held on June 5<sup>th</sup>.

Also attached is the signed Internal Audit return (part of the Annual Governance and Accountability Return) in which no items have been raised as requiring The Council’s or the External Auditor’s attention.

It is;

#### **Recommended**

That Council formally notes the audit report.

#### **10. 2023/24 Budgetary Control (outurn)**

Attached is a budgetary control report showing outturn for 2023/24 (Appendix 1). Material variations are explained in the right-hand column. Final net expenditure is £292,437 against an approved budget of £343,095. This gives a reduction on budgeted net expenditure of £50,658. Material variations in summary are;

- Additional Centres Cleaning Expenditure £3,468
- Reduced Community Centres Heating Costs (£3,199)
- Reduced Tree/Hedge Maintenance (£5,491)
- Reduced Grounds Maintenance (£3,712)
- Cancelled Summer Event (£7,119)
- Additional Interest Received (£7,528)
- Additional Grant Income (£3,000)
- Increased Centres Income (£13,238)

#### **11. Reserves**

To review and note the attached table of earmarked and general reserves at year-end (Appendix 2).

## **12. 2023/24 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 31<sup>st</sup> March 2024 are enclosed. Also enclosed is a table of variations on outturn between 2022/23 and 2023/24 as required by the external auditor. These were reviewed by the Finance Committee on June 5th 2024. 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 31<sup>st</sup> March 2024, the 2023/24 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 2023/24 Accounting Statements contained in the Annual Return, plus the explanation of variances represent the financial position of the Council for the year ended 31<sup>st</sup> March 2024 and that the Parish Council Chair and the Parish Clerk (as RFO) should each sign Section 2 of the AGAR.

## **13. The Exercise of Public Rights 2023/24**

The Exercise of Public Rights, during which members of the parish are able to inspect the Annual Return and raise any issues of concern with the external auditor will run from the 14<sup>th</sup> June 2024 to 26<sup>th</sup> July 2024 in accordance with regulations

It is;

### **Recommended**

That Members formally approve the proposed dates for the Exercise of Public Rights and note that all regulations in this regard have been complied with.

### **Matters of Note**

- Fifteen hanging baskets have been installed in the parish through the grounds maintenance contract.
- A fourth clothing bank has been installed in the parish, this time in Sherwood Park car park.
- A very substantial bough from a willow alongside the Harness Way pond has been successfully removed as a matter of urgency. It was suspended not only over the pond but also over a popular cut through. Much of the timber has been left on site to provide further habitat.
- A provisional date of 15<sup>th</sup> February 2025 has been set for a Repair Shop event at the Jersey Farm Community Centre. Details to follow. Councillor Wells is also involved with the St Albans Fixers, potentially at other locations.
- Resurfacing of the Sherwood Avenue tennis courts began on June 5<sup>th</sup>.
- The Parish Council held a Summer Festival, including musical entertainment, on 1<sup>st</sup> June on Jersey Farm Woodland Park. The event was well attended, and feedback has been very positive.
- Sandridge Parish Council has a table at the Sustainable St Albans Expo over the weekend on June 8<sup>th</sup> and 9<sup>th</sup>. Several councillors will attend the event.
- An event is to be held on the Jersey Farm Woodland Park on June 6<sup>th</sup> to commemorate the 80<sup>th</sup> anniversary of D-Day.

## **COUNCILLOR AND COMMITTEE REPORTS**

### **14. Grant Applications**

There have been no grant applications this month.

## **15. Highways Together**

A verbal update from Councillor Oakley on the feasibility of progressing this initiative, developed to allow parish and town councils to carry out minor street scene works.

## **16. Redevelopment of Parish Council Buildings**

Please see attached a report and proposals from Councillor Wells in liaison with Councillors White and Twidell. The report was reviewed by the Finance Committee on 5<sup>th</sup> June.

## **17. Herts Armed Forces Covenant Board**

On 24<sup>th</sup> May the Clerk emailed Members seeking an HAPTC representative for the Herts Armed Forces Covenant Board. Councillor Twidell has since expressed a willingness to take the role. It is;

### **Recommended**

That the Parish Council nominates Councillor Twidell to be the HAPTC representative for the Herts Armed Forces Covenant Board.

## **18. Meetings of Committees:**

- Finance Committee 5<sup>th</sup> June 2024
- Planning Committee – see below

## **19. MATTERS OF NOTE ARISING SINCE THE CIRCULATION OF THE AGENDA**

*The Council may not make decisions under this item*

## **20. PLANNING MATTERS**

The Planning Committee met on 20<sup>th</sup> May and (due to meet) 10<sup>th</sup> June 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;

178 The Ridgeway AL4 9XJ 5/2024/0724

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.

## **21. 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 – 10<sup>th</sup> July 2024 at 7.30pm – Marshalswick Community Centre**