



SANDRIDGE PARISH COUNCIL

Met at Marshalswick Community Centre on Wednesday 8th March 2023 at 7.30pm for a Meeting of the Parish Council

PRESENT:

Councillors John Foster, Geoff Churchard, Janet Churchard, Jenny Roberts (Chair for the meeting), Lyn Bolton, John Hale, Neil Harris, Jon Hegerty, Sam Vosper

OFFICERS:

Rebecca Pannese, Project, Amenities and Community Engagement Officer, Emma Hostler, Deputy Parish Clerk, Simon Thwaites, Parish Clerk, Stef Hayes, Community Centres Manager

ABSENT:

Councillor Jonathan Maskell

IN ATTENDANCE:

District Councillor Kristian Gavan, one member of the public

5452 TO RECEIVE AND FORMALLY ACCEPT APOLOGIES FOR ABSENCE

There were apologies received and accepted from Councillors June Reid, Graham Leonard, John Newton Davies and Patsy Cann.

5453 DISCLOSURES OF INTEREST

There was none.

5454 TO APPROVE AS A CORRECT RECORD THE DRAFT MINUTES OF THE MEETING OF THE COUNCIL HELD ON THE 8th FEBRUARY 2023

The minutes of the meeting of the Council held on 8th February 2023 were reviewed. They were agreed to be a correct record and it was unanimously;

Resolved

That the minutes of the meeting be approved and signed by the Chair.

QUESTIONS TO OFFICERS AND MEMBERS

5455 Questions to Officers

One question was asked and responded to.

5456 Public Participation – an opportunity for residents to raise issues or ask questions of Members

The member of the public present asked to speak later on the agenda (item 5464) and this was agreed.

CLERK'S REPORTS

5457 Monthly Accounts

Members reviewed a schedule of creditor payments for the period 9th February 2023 to 8th March 2023. Questions were asked and responded to before it was unanimously;

Resolved

To approve the payment of this schedule on 10th March 2023.

5458 Internal Audit Report

It was noted that in February, the Finance Committee had reviewed an internal audit carried out on November 30th 2022 by the Council's new auditor, IAC Ltd. It was unanimously;

Resolved

To formally note the audit summary as circulated with the agenda.

5459 Treasury and Investment Policy

It was noted that on February 20th the Finance Committee reviewed a draft Treasury and Investment Policy, created following a recommendation by the Parish Council's new internal auditor. It was unanimously;

Resolved

To adopt the Treasury and Investment Policy as circulated with the agenda.

5460 2022/23 Budgetary Control

Members reviewed a budgetary control report compiled by the Clerk and reviewed by the Finance Committee in February. It was noted that projected outturn showed an overspend on budget of £25,748 and a schedule of material items contributing to this projected outturn was noted.

It was unanimously;

Resolved

To formally note the projected year end position.

5461 Member/Officer Protocol

This Protocol was discussed at an HR Committee meeting held in February when it was agreed the document was difficult to navigate because of its scale and layout. The Committee Chair (Councillor Hale) undertook at that time to write a draft summary as an introduction to the document.

It was proposed by Councillor Harris that the matter be deferred for further review of the existing protocol. A vote was taken and this was not pursued. Following further discussion it was proposed by Councillor Hale, seconded by Councillor Hegerty and;

Resolved

To adopt the amended protocol as circulated. It was also recommended that the new council in May consider whether the new Civility and Respect protocol, created by NALC, SLCC, HAPTC and others might be a more appropriate protocol to adopt at some point in the future.

5462 Privacy and Cookies Policy

Members reviewed the Privacy and Cookies Policy circulated with the agenda. It was unanimously;

Resolved

To re-adopt the policy for review in 2025.

5463 Data Protection Policy

Members reviewed the Data Protection Policy circulated with the agenda. It was unanimously;

Resolved

To re-adopt the policy for review in 2025 or earlier if appropriate.

5464 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. Further events are planned throughout this year.

- Parish Office

Work to refit the kitchen used by the Parish Office completed on March 3rd.

COUNCILLOR AND COMMITTEE REPORTS

5465 Grant Applications

There were no applications this month.

Councillor Roberts passed on the thanks of the 30th St Albans Guides for the grant previously awarded.

5466 Meetings of Committees:

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

The meeting took a brief verbal report by the Chair/a member of the above committees.

5467 St Albans Local Cycling and Walking Infrastructure Plan (LCWIP) Consultation

Members considered a report and proposed response drafted by Councillor Hale. The member of public present pointed out that there was little reference to the Sandridge Neighbourhood Plan and agreed she would forward to the Clerk and Councillor Hale those elements of the Neighbourhood Plan relevant to this consultation response.

Councillor Hale explained that the draft LCWIP had limited available funding and was restricted to work on highways and as such was a separate draft plan to the Rights of Way Improvement Plan.

It was proposed by Councillor Hale, seconded by Councillor Geoff Churchard and unanimously;

Resolved

To submit the suggested draft to the consultation, subject to the above addition. The consultation deadline is March 20th.

5468 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. A report and proposal drafted by Councillor Leonard was circulated with the agenda. During the discussion Councillor Roberts pointed out that, in addition to the Lychgate at St Leonard's church, there are two memorials on the Jersey Farm Woodland Park – the Burma Star Association and the Landing Craft Association. It was;

Resolved

To commit the Parish Council to the Armed Forces Covenant.

5469 MATTERS OF NOTE ARISING SINCE THE CIRCULATION OF THE AGENDA

The Clerk informed members that work to replace the CCTV at Marshalswick Community Centre will commence on Wednesday 15th March 2023.

Councillor Roberts reminded councillors that the Wildflower Paradise for Pollinators evening is scheduled for Tuesday 14th March 2023 at Marshalswick Community Centre.

5470 PLANNING MATTERS

It was noted that the Planning Committee met on 23rd February 2023.

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.

5471 SUGGESTIONS AND/OR MATTERS FOR CONSIDERATION AT FUTURE MEETINGS

There was none.

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

There being no further business the meeting closed at 8.55pm

Chair

Date

Cllr Graham Leonard (Chair)