



SANDRIDGE PARISH COUNCIL

Met at Marshalswick Community Centre on Wednesday 8th May 2024 at 7.30pm for the Annual Meeting of Sandridge Parish Council

PRESENT:

Councillors Jenny Roberts, John Hale, Mike White, Adam Twidell, Graham Leonard (Chair), Julie Oakley, James Lambert, Luke Sieger, Mary Ternouth, Debbie Chachulski

OFFICERS:

Simon Thwaites, Parish Clerk, Stef Hayes, Community Centres Manager, Emma Hostler, Deputy Parish Clerk

ABSENT:

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IN ATTENDANCE:

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5721 TO ELECT A CHAIR AND RECEIVE A DECLARATION OF ACCEPTANCE OF OFFICE FOR THE ENSUING YEAR

Councillor Roberts nominated Councillor Leonard for Chair. The nomination was seconded by Councillor Lambert before it was unanimously;

Resolved

To elect Councillor Leonard as Chair of the Parish Council for the coming year. An acceptance of office was duly signed by Councillor Leonard, witnessed by the Clerk.

Councillor Sieger joined the meeting.

5722 TO ELECT A VICE CHAIR AND RECEIVE A DECLARATION OF ACCEPTANCE OF OFFICE FOR THE ENSUING YEAR

Councillor Hale nominated Councillor Roberts for Vice Chair. The nomination was seconded by Councillor Lambert before it was unanimously;

Resolved

To elect Councillor Roberts as Vice Chair of the Parish Council for the coming year. An acceptance of office was duly signed by Councillor Roberts, witnessed by the Clerk.

5723 TO RECEIVE AND FORMALLY ACCEPT APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillors Raihaanah Ahmed, Maurice Wells, Carol Chalkley, June Reid.

5724 DISCLOSURES OF INTEREST

Councillor Roberts declared herself a member of the St Leonards Parochial Church Council (see Grants).

5725 TO NOTE THE DRAFT MINUTES OF THE ANNUAL PARISH MEETING HELD ON THE 10th APRIL 2024

The minutes were duly noted.

5726 TO APPROVE AS A CORRECT RECORD THE DRAFT MINUTES OF THE MEETING OF THE COUNCIL HELD ON THE 10th APRIL 2024

The minutes of the meeting of the Council held on 10th April 2024 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

5727 Questions to Officers

There was none.

5728 Public Participation

There was none.

CLERK'S REPORTS

5729 Monthly Accounts

Members reviewed a schedule of creditor payments for the period 11th April 2024 to 8th May 2024. It was unanimously;

Resolved

To approve the schedule of creditors for this month.

5730 St Albans District Council Asset Mapping

The Clerk demonstrated the District Council's Asset Mapping page, explaining the system allows the identification of responsibility for grounds maintenance in the district and offers an option to report issues directly.

5731 Schedule of Action Points

The Clerk proposed producing a schedule of tasks requiring action as an appendix to future minutes. It was argued this would create a quick reference point for Members and Officers without having to read through the full minutes to identify tasks. It was;

Resolved

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

5732 Minor Highways Works

The Parish Council's ability to carry out minor maintenance works such as street sign cleaning and weed control was discussed. It was agreed to form a working party to assess what could be done before reporting back to Full Council. Councillor Oakley to contact other Members in this regard.

5733 To appoint representatives of the Council to Other Bodies and Committees

Councillors put themselves forward for membership on various committees and outside bodies. It was then unanimously;

Resolved

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

5734 Terms of Reference for Parish Council Committees

It was unanimously;

Resolved

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

5735 Community Centres Biannual Report

Members reviewed a report produced by the Community Centres Manager with updates on various aspects of centre management and hire. The Centres Manager was thanked for producing a full and informative report. It was unanimously;

Resolved

1. To approve the increase in hire charges as detailed in the report
2. To approve the updated Hire Agreement (incorporating new safeguarding references)

5736 Financial Regulations

It is a requirement of Standing Orders (18, B) that an annual review is carried out. After a brief introduction it was unanimously;

Resolved

To re-adopt the regulations as circulated for the coming year. It was noted that new NALC regulations have been released this month.

5737 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. It was unanimously;

Resolved

To re-adopt the Code of Conduct for the coming year.

5738 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

5739 Grant Applications

- Sandridge School Library Bus – New initiative
An award of £500 was made under spending power S.137 LGA 1972
- Sandridge Cricket Club – Grounds Maintenance
An award of £1,320 was made under spending power S.9 & S.10 Open Spaces Act 1906
- St Leonard's Church – Cemetery Maintenance
An award of £2,500 was made under spending power S.214 LGA 1972

5740 Parish Council owned Car Parks

Member considered a request from Councillor Leonard for Members to form a working party to address congestion issues within some Parish Council owned car parks. It was agreed that Councillors Leonard, White and Chachulski would meet before reporting back to Full Council.

5741 Highways Flooding

Councillors discussed and noted a report by Councillor Hale on local flooding issues.

5742 D-Day 80 Commemoration – 6th June 2024 at 8.30pm

Councillor Twidell provided a final verbal update to Members on next month's event to be held at the Jersey Farm Woodland Park.

5743 Parish Summer Event

Councillor Roberts provided a final update on plans for the Parish Summer Event to be held on 1st June 2024 at the Jersey Farm Woodland Park. Members were asked to come forward to offer assistance on the day.

5744 Closure of the B651

Councillor Hale proposed 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 2024. The letter to request that the utility companies are asked to identify alternative ways of working to allow the continued use of the road. Also that The Council considers that this closure is being approved for the convenience of the utility companies and developer without consideration given to the residents of Sandridge village.

It was proposed by Councillor Hale, seconded by Councillor Leonard and unanimously;

Resolved

To ask The Clerk to write to the County Council as above.

5745 Meetings of Committees:

Members received a brief summary from the Chair of each of the following committees;

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

5746 MATTERS OF NOTE ARISING SINCE THE CIRCULATION OF THE AGENDA

Councillor Roberts informed Members that works to the Lychgate at St Leonard's Church, to which the Parish Council contributed, are now complete.

5747 PLANNING MATTERS

The Planning Committee met on 29th April 2024. Planning applications commented on at that meeting to the Planning Authority were as follows;

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.

5748 SUGGESTIONS AND/OR MATTERS FOR CONSIDERATION AT FUTURE MEETINGS

There was none.

Next meeting date – 12th June 2024 at 7.30pm – Marshalswick Community Centre

There being no further business the meeting closed at 9.17 pm

Chair

Date