



**SANDRIDGE PARISH COUNCIL**

Met at Marshalswick Community Centre on Wednesday 12<sup>th</sup> June 2024 at 7.30pm

**PRESENT:**

Councillors Jenny Roberts, John Hale, Maurice Wells, Graham Leonard (Chair), Julie Oakley, James Lambert, Mary Ternouth, Debbie Chachulski, Carol Chalkley, June Reid.

**OFFICERS:**

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

**ABSENT:**

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**IN ATTENDANCE:**

Mr Luke Shenton, The Woodland Trust

**5749 TO RECEIVE AND FORMALLY ACCEPT APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Councillors Raihaanah Ahmed, Mike White, Adam Twidell, Luke Sieger

**5750 DISCLOSURES OF INTEREST AND DISPENSATIONS**

There was none.

**5751 TO APPROVE AS A CORRECT RECORD THE DRAFT MINUTES OF THE MEETING OF THE COUNCIL HELD ON THE 8<sup>th</sup> MAY 2024**

The minutes of the meeting of the Council held on 8<sup>th</sup> May 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**

**5752 Questions to Officers**

There was none.

**5753 Public Participation**

There was none.

**CLERK'S REPORTS**

**5754 Monthly Accounts**

Members reviewed a schedule of creditor payments for the period 9<sup>th</sup> May 2024 to 12<sup>th</sup> June 2024. It was unanimously;

**Resolved**

To approve the schedule of creditors for this month.

**5755 Luke Shenton – Site Manager (Central England) The Woodland Trust**

Members welcomed Mr Luke Shenton of The Woodland Trust. Luke kindly informed the meeting of what's currently planned for Heartwood, of which he is site manager. Questions were asked and responded to.

**5756 Asset Register**

Councillors reviewed the Parish Council's Asset Register. It was unanimously;

**Resolved**

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*).

**5757 Internal audit – Year end 2023/2024**

Members reviewed the 2023/24 year-end internal audit report and accompanying papers completed by IAC Ltd. Also reviewed were the Clerk's responses to the matters raised. These had already been considered by the Finance Committee at a meeting held on June 5<sup>th</sup>.

Members noted the signed Internal Audit return (part of the Annual Governance and Accountability Return) in which no items were raised as requiring The Council's or the External Auditor's attention. The Chair of the Finance Committee thanked the office team for their efforts.

It was unanimously;

**Resolved**

To formally note the Internal Audit report.

**5758 2023/24 Budgetary Control (outturn)**

A budgetary control report showing outturn for 2023/24 was circulated with the agenda. Final net expenditure of £292,437 against an approved budget of £343,095 was noted, giving a reduction on budgeted net expenditure of £50,658. Material variations were detailed in the report which was then formally noted.

**5759 Reserves**

Members reviewed and noted a table of earmarked and general reserves at year-end.

**5760 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 was circulated to Members with the agenda. Also circulated was 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 5<sup>th</sup> 2024. After consideration it was unanimously;

**Resolved**

That Full Council acknowledges responsibility for ensuring there is a sound system of internal control, including the preparation of the Supporting Statements, and confirms 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 is approved and the Chair of The Council and the Parish Clerk should sign Section 1 of the AGAR.

It was further unanimously;

**Resolved**

That Full Council confirms 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 should sign Section 2 of the AGAR.

#### **5761 The Exercise of Public Rights 2023/24**

It was reported that 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 has been scheduled to run from the 14<sup>th</sup> June 2024 to 26<sup>th</sup> July 2024 in accordance with regulations. It was unanimously;

#### **Resolved**

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

#### **5762 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 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. It was noted there will be a repair event at the Baptist Church on 15<sup>th</sup> June between 2pm and 5pm.
- Resurfacing of the Sherwood Avenue tennis courts has completed.
- 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. Councillor Roberts was thanked for her input.
- Sandridge Parish Council had a table at the Sustainable St Albans Expo over the weekend on June 8<sup>th</sup> and 9<sup>th</sup>. Several councillors attended the event.
- An event was held on the Jersey Farm Woodland Park on June 6<sup>th</sup> to commemorate the 80<sup>th</sup> anniversary of D-Day. The Chair thanked Councillor Twidell for his input.

#### **COUNCILLOR AND COMMITTEE REPORTS**

#### **5763 Grant Applications**

There have been no grant applications this month.

#### **5764 Highways Together**

Councillor Oakley took Members through a report tabled at the meeting. Members noted the complexity of asking volunteers to assist in cleaning street signs and furniture. Also noted was that there may not be an appetite for this type of volunteer work. The Clerk undertook to have the Sandridge Welcome signs cleaned.

#### **5765 Redevelopment of Parish Council Buildings**

Councillor Wells talked members through a report circulated with the agenda, it having been reviewed by the Finance Committee on June 5<sup>th</sup>. Following discussion it was agreed to defer the matter of setting aside funds for future development of the halls until the budget process begins in the autumn. Councillor Leonard informed the meeting that he was waiting for a quote from a structural surveyor before requesting approval to commission a survey of Marshalswick Community Centre. Councillor Wells was thanked for his work to date.

#### **5766 Herts Armed Forces Covenant Board**

It was unanimously;

#### **Resolved**

To nominate Councillor Twidell to be the HAPTC representative for the Herts Armed Forces Covenant Board.

**5767 Meetings of Committees:**

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

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

**5768 MATTERS OF NOTE ARISING SINCE THE CIRCULATION OF THE AGENDA**

- Councillor Hale confirmed he is again on the HAPTC Executive Board.
- Councillor Hale confirmed that, while the period of closure of the B651 in the summer has reduced from six to three weeks, he would be meeting involved parties this week to see what further can be done.

**5769 PLANNING MATTERS**

The Planning Committee met on 20<sup>th</sup> May and 10<sup>th</sup> June 2024.

Planning applications commented on to the Planning Authority at these meetings were as follows;

178 The Ridgeway AL4 9XJ 5/2024/0724  
40 Ardens Way AL4 9UJ 5/2024/0833

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.

**5770 SUGGESTIONS AND/OR MATTERS FOR CONSIDERATION AT FUTURE MEETINGS**

The Sandridge bromide plume.

**Next meeting date – 10<sup>th</sup> July 2024 at 7.30pm – Marshalswick Community Centre**

There being no further business the meeting closed at 8.48 pm

**Chair** .....

**Date** .....