

SANDRIDGE PARISH COUNCIL



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Met for the Annual Meeting of the Parish Council at Marshalswick Community Centre on Wednesday 14th May 2025 at 7.30pm

PRESENT:

Councillors Jenny Roberts, John Hale, Maurice Wells, Carol Chalkley, Raihaanah Ahmed, Debbie Chachulski, Julie Oakley

OFFICERS:

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

ABSENT:

Councillor Adam Twidell

IN ATTENDANCE:

A representative of Share St Albans

5933 TO ELECT A CHAIR AND RECEIVE A DECLARATION OF ACCEPTANCE OF OFFICE FOR THE ENSUING YEAR

Councillor Hale nominated Councillor Leonard for Chair. The nomination was seconded by Councillor Wells before it was, unanimously;

Resolved

To elect Councillor Leonard as Chair of the Parish Council for the coming year.

5934 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 Chachulski before it was, unanimously;

Resolved

To elect Councillor Roberts as Vice Chair of the Parish Council for the coming year.

In the absence of Councillor Leonard the meeting continued to be chaired by Councillor Roberts.

5935 TO RECEIVE AND FORMALLY ACCEPT APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillors Leonard, White, Ternouth, Reid and Lambert.

5936 DISCLOSURES OF INTEREST AND DISPENSATIONS

There was none.

5937 TO NOTE THE DRAFT MINUTES OF THE ANNUAL PARISH MEETING HELD ON 9TH APRIL 2025

A copy of the draft minutes of the Annual Parish Meeting were sent electronically to Members on 10th April and formally noted at the meeting.

5938 TO APPROVE AS A CORRECT RECORD THE DRAFT MINUTES OF THE MEETING OF THE COUNCIL HELD ON 9th APRIL 2025

The minutes of the meeting of the Council held on 9th April 2025 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.

5939 QUESTIONS TO OFFICERS

A question was asked by Councillor Chachulski about the newly painted Community Centre spaces and answered by the Centres Manager.

Councillor Oakley joined the meeting.

5940 PUBLIC PARTICIPATION

There was none.

CLERK'S REPORTS

5941 Monthly Accounts

Members reviewed a schedule of creditor payments for the period 10th April 2025 to 14th May 2025, having been previously circulated. One question was asked and responded to before it was unanimously;

Resolved

To approve payment of this schedule on 16th May 2025.

Councillor Ahmed joined the meeting

5942 Share St Albans (Library of Things)

Duncan Gibbons of Share St Albans attended to speak to councillors on the progress of this initiative which is being supported by Sandridge Parish Council through the provision of some simple storage. Duncan gave an overview of the initiative, including its aims, funding background and how it operates. He encouraged all Members to visit the website www.sharestalbans.org. Questions were asked and answers given. Further information will be published in the next issue of Neighbourhood News magazine.

5943 To appoint representatives of the Council to Committees and Other Bodies

Members were emailed a schedule of Parish Council committees and outside bodies on April 23rd and asked to confirm their interests. The Deputy Clerk registered the membership preferences received from councillors in advance of the meeting and followed up with those who had not yet responded present at the meeting. The Deputy Clerk will advise by email of any remaining places. It was;

Resolved

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

5944 Review of Safeguarding Policy

A copy of the Safeguarding Policy was distributed to members and following review, it was;

Resolved

To re-adopt the Parish Council's Safeguarding Policy.

5945 Terms of Reference for Parish Council Committees

It was;

Resolved

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.

5946 Parish Council's Insurance Policy

Members were informed that the Parish Council's insurance policy, incorporating public liability, buildings, flooding, outdoor apparatus etc but excluding the parish van is due for renewal on June 1st 2025. The Clerk has received a quote from the Council's existing insurer, Zurich, which includes a reduced premium for entering into a three-year contract. Additionally, a broker specialising in local council policies has searched providers and submitted the lowest quote for our existing insurance requirements. Members were asked to review the quotes provided following which it was, unanimously;

Resolved

To enter into a three-year contract with Zurich Municipal for the year commencing 1st June 2025.

5947 Update to Standing Orders

Members were asked to review updates to the Model Standing Orders which have been made to ensure consistency with the recent changes to procurement legislation in NALC's Model Financial Regulations. Changes have been made to section 18 and additionally section 14 also updated to better reflect the Code of Conduct requirements. It was, unanimously;

Resolved

To approve the updates to the Model Standing Orders.

5948 Community Centres Biannual Report

The Community Centre Manager provided a written report to all members on community centre activity. This included information on lettings, hire charges, maintenance, facilities and parking. Members thanked the Centres Manager for her efforts. It was, unanimously;

Resolved

To approve the existing hire charges remaining at the current rate and to be reviewed again in spring 2026.

5949 Review and re-adoption of the Code of Conduct

A copy of the Parish Council's Code of Conduct, adopted in 2021, was sent electronically to Members on 23rd April 2025. The Parish Office not being aware of any necessary amendments it was, unanimously;

Resolved

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

5950 Matters of Note

- Following the resignation of Luke Sieger from the Council, members were informed that the notice to publicly announce the casual vacancy was posted on April 11th with a deadline of May 6th for electors to request an election. The Clerk has been notified that no election has been called, and therefore the vacancy will be advertised for a co-option to take place at June Full Council.
- The 2024-25 year-end process is underway, with visits made to the Office from both the Internal Auditor and Accountant. The Annual Return and associated documents will be brought to both the Finance Committee and Full Council in June.
- New wildflower beds have been created at several of the Council's open spaces and previous year's beds have been rotovated before being sown, all with an annual mix.
- A new, larger Parish Council notice board will soon be installed to the front of the community garden.
- The broken table tennis table at St Leonard's open space will soon be replaced. A set of swings at William Bell open space has been taken out of service over safety concerns.
- The Woodland Park Committee continues to explore the feasibility of a larger pond on the park.

COUNCILLOR AND COMMITTEE REPORTS

5951 Grant Applications

- Hornbeam Wood Hedgehog Sanctuary.

Members discussed this grant application following which a proposal was made by Councillor Chalkley and seconded by Councillor Chachulski to award £500. It was;

Resolved

To award the sum of £500 towards the purchase of incubator facilities.

5952 East St Albans Development

Members received a written report from Councillor Ternouth on the 24th April Oaklands College/Taylor Wimpey public consultation on the East St Albans Phase 2 development site. This included Councillor Ternouth's insights into issues arising from the consultation. In the absence of Councillor Ternouth, Councillor Hale provided further verbal background to the report. It was, unanimously;

Resolved

That Full Council authorises the Planning Committee to seek clarification and resolution of the issues highlighted in italics in the above report 1) at a meeting with developer representatives and 2) in dialogue with any other relevant bodies, based on the provisions of Sandridge Neighbourhood Plan (Policies D5, D7, T1, T2 and T3). In particular, it authorises the Planning Committee to engage in discussions with the developer on the potential SPC future ownership, management and maintenance of a community centre/facility, provided by the developer on the site (as per Policy D7 (12) © of Sandridge Neighbourhood Plan).

5953 MEETINGS OF COMMITTEES:

Councillor Hale provided a brief verbal update on the Planning Committee meeting (see below).

5954 MATTERS OF NOTE ARISING SINCE THE CIRCULATION OF THE AGENDA

Councillor Roberts informed Members of the recent VE commemoration evening which took place at St Leonard's Church. The event was well attended and she thanked the Parish Council for providing support.

5955 PLANNING MATTERS

The Planning Committee met on 28th April 2025. The 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 were;

- 40 Barnfield Road 5/2025/0517

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.

5956 SUGGESTIONS AND/OR MATTERS FOR CONSIDERATION AT FUTURE MEETINGS

There was none.

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 – 11th June 2025 at 7.30pm – Marshalswick Community Centre.

There being no further business, the meeting closed at 8.45pm

Chair **Date**

14th May 2025 FC