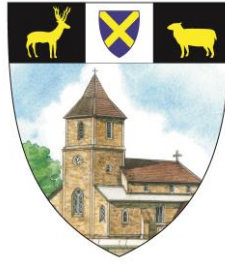


# *Sandridge Parish Council*



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

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3<sup>rd</sup> June 2021

To : Councillors Janet Churchard, Geoff Churchard, Claudio Duran, John Foster, John Newton-Davies, Graham Leonard, June Reid, Neil Harris, John Hale (Chair), Patsy Cann, Lyn Bolton, Jennifer Roberts, Jon Hegerty

**You are summoned to attend a meeting of Sandridge Parish Council, to be held at Marshalswick Community Centre on Wednesday 9<sup>th</sup> June 2021 at 7.30 pm**

*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 ACCEPT APOLOGIES FOR ABSENCE.**
- 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 MEETING OF THE COUNCIL HELD ON THE 5<sup>th</sup> May 2021.**
- 4. QUESTIONS TO OFFICERS.**

Full Council 9<sup>th</sup> June 2021

**5. PUBLIC PARTICIPATION – AN OPPORTUNITY FOR RESIDENTS TO RAISE ISSUES OR ASK MEMBERS QUESTIONS.**

**CLERK’S REPORTS**

**6. Monthly Accounts**

It is;

**Proposed**

To approve the attached payment schedule, relating to creditor payments for the period 6<sup>th</sup> May to 9<sup>th</sup> June 2021.

**7. Code of Conduct**

The Clerk and Parish Council Chair attended a training session on the revised Code of Conduct on June 7<sup>th</sup>. A copy of the code is attached. It is;

**Recommended**

That the Parish Council adopts the new Code of Conduct as attached.

**8. Committee Membership**

The following committees still have vacancies as below;

**Finance Committee** – One place.

**Sports and Recreation Committee** – One place.

**Nomansland Management Committee** – Reserve place.

It is hoped these vacancies can be filled at the meeting. Please notify the Clerk before the meeting if you wish to be considered.

**Recruitment to Human Resources Committee**

Recruitment to the HR Committee was withheld in May pending election of the Finance Committee Chair on 24<sup>th</sup> May (Councillor Duran). Members are reminded that the Chair of The Council and the Chair of the Finance Committee are ex-officio members. It was discussed at the May meeting whether membership of the HR Committee could be increased to five, as three Councillors have expressed an interest to be on the committee. It is;

**Recommended**

That the Council, now knowing the two mandatory HR Committee members, increase the membership of the committee to five.

**9. Review of Financial Regulations**

The Financial Regulations were sent electronically to members on 10<sup>th</sup> May 2021 and reviewed by the Finance Committee on 24<sup>th</sup> May. A single amendment, increasing the amount the Clerk is able to transfer between Sandridge Parish Council accounts from £20,000 to £100,000 was agreed by the Finance Committee. It is;

**Recommended**

That the Financial Regulations as amended above be re-adopted for the forthcoming year.

**10. 2020/2021 Internal Audit Report**

To acknowledge the previously circulated report produced by the Parish Council’s internal auditor, Green Biro Ltd. It may be noted that the audit opinion is unqualified with no action points resulting. The audit document was reviewed by the Finance Committee on May 24<sup>th</sup>. It is;

**Proposed**

That Members formally note the report and its contents.

## **11. 2020/21 Final Accounts, Internal Audit report and Annual Governance and Accountability Return (AGAR)**

A set of Accounts 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 2021 were sent to Members on April 29<sup>th</sup>. The Council will note that the final Accounts for 2020/21 have been approved by the Internal Auditor who has also signed the AGAR.

The final budgetary outturn for 2020/21 was reported to the Finance Committee meeting on 24<sup>th</sup> May 2021 and showed an overspend of £5,147. This figure includes expenditure of approximately £20,000 on items brought forward from 2019/20.

The proposed period for the Exercise of Public Rights, when the approved AGAR is made publicly available, is from 14<sup>th</sup> June 2021 to 23<sup>rd</sup> July 2021. A notice will be displayed on the Parish Council's website on 13<sup>th</sup> June. This complies with Accounts and Audit regulations. It is;

### **Proposed**

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

### **Proposed**

That members of Sandridge Parish Council acknowledge responsibility for ensuring there is a sound system of internal control, including the preparation of the Statement of Accounts, and confirm that to the best of its knowledge and belief, with respect to the Council's Statement of Accounts for year ended 31<sup>st</sup> March 2021, the 2020/21 Annual Governance Statement should be approved by the Council and that the Chair and the Parish Clerk (as RFO) should sign Section 1 of the AGAR. The statements within Section 1 were reviewed by the Finance Committee on May 24<sup>th</sup>.

It is further;

### **Proposed**

That Sandridge Parish Council resolves to confirm that to the best of its knowledge the 2020/21 Accounting Statements contained in the Annual Return, plus the explanation of variances made available at the meeting represent the financial position of the Council for the year ended 31<sup>st</sup> March 2021 and that the Chair and the Parish Clerk (RFO) should each sign Section 2 of the AGAR. Section 2 was reviewed by the Finance Committee on May 24<sup>th</sup>.

## **12. Traffic Calming**

The Clerk has been in discussion with County Councillor Annie Brewster regarding the recent fatal RTC on the St Albans Road and other traffic incidents between the King William IV public house and Nomansland.

Members will be aware that there is a funding reserve of £22,450 held for traffic calming and they may wish to revisit what measures could be taken in consultation with Herts Highways, Sandridge residents and the Police Commissioner in reducing the risk of a further incident.

## **13. Asset Transfers/Provision of a Bike Trail**

On May 26<sup>th</sup> the Clerk and Councillor Hale had a meeting with Tom Hardy, Estate Services Manager at St Albans District Council and District Councillor Anthony Rowland, Chair of the Public Realm Committee at the District Council to discuss the potential devolution of assets to the Parish Council and the proposed bike trail on Jersey Farm Open Space. Please see the attached report.

## **14. Matters of note**

- Repairs to vandalism of the skate ramp have been carried out following a successful claim to the Parish Council's insurers.
- Councillor James Lancaster resigned from the Parish Council on May 31<sup>st</sup>. The Parish Office has notified the District Council to begin the 14 day period during which an election may be called. If no election is called the Parish Office will move to advertise the casual vacancy for co-option.

- On 24<sup>th</sup> May the Finance Committee released general reserves of up to £10,000 to fund artificial turf at Marshalswick Community Centre.
- Bim Afolami MP will be visiting the Parish Council's community garden on June 25<sup>th</sup>.

## **COUNCILLOR AND COMMITTEE REPORTS**

### **15. Grant Applications**

- St John Fisher School
- Sandridge 10K

*Note: Spend to date is £9,000 against a budget of £20,000*

### **16. Christmas Lights in Sandridge Village**

A verbal update from Councillor Roberts and the Project and Amenities Officer on progress in providing Christmas lights in Sandridge Village.

### **17. Neighbourhood Plan Referendum**

A verbal update on the Sandridge Neighbourhood Plan Referendum result.

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

- Planning Committee 13<sup>th</sup> May, 3<sup>rd</sup> June 2021
- Combined Community Centres Committee 20<sup>th</sup> May 2021
- Finance Committee 24<sup>th</sup> May 2021

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

*The Council may not make decisions under this item*

### **20. PLANNING MATTERS**

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 objected to since the last Full Council meeting are;

5/2021/1185 - 17 Evans Grove, St Albans

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 Parish Council resolves otherwise**

**Next meeting date – 7.30pm, July 14<sup>th</sup> at Marshalswick Community Centre.**