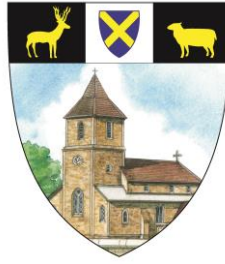


Sandridge Parish Council



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

Tel: 01727 831871
www.sandridge-pc.gov.uk

Email: clerk@sandridge-pc.gov.uk

2nd February 2023

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

You are summoned to attend a meeting of Sandridge Parish Council, to be held at Marshalswick Community Centre on Wednesday 8th February 2023 at 7.30pm

Members of the public and press are invited to attend this meeting.

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 or by post, address as above.

A G E N D A

1. TO RECEIVE AND FORMALLY 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 11th JANUARY 2023**
4. **QUESTIONS TO OFFICERS**
5. **PUBLIC PARTICIPATION – AN OPPORTUNITY FOR RESIDENTS TO RAISE ISSUES OR ASK MEMBERS QUESTIONS**

CLERK'S REPORTS

6. Monthly Accounts

Please find attached a schedule of creditor payments for the period 12th January 2023 to 8th February 2023. These accounts are scheduled to be paid on Friday 10th February 2023. It is;

Recommended

That payment of this schedule is approved by Full Council for payment.

7. Annual Risk Assessment

On January 11th the Clerk and Deputy Clerk worked through the Parish Council's Local Council Risk System (LCRS) for the coming year. A summary is attached. The assessment covers all aspects of the Parish Council's operations including financial, physical, reputational and environmental risks. Each receives a score according to the likelihood and impact of the individual risk and actions to mitigate uncontrolled risks are then recorded.

No uncontrolled risks were identified during this year's assessment. It is;

Recommended

That completion of the assessment is formally noted. A full copy of the document is available at the Parish Office.

8. CCTV at Marshalswick Community Centre (west end of the building)

The CCTV to the entrance of the Marshalswick Community Centre (not the office end) is no longer working and is not repairable. These cameras were installed, managed and paid for through the District Council. According to the National Code of Practice, to keep cameras in operation they must fulfil a pressing need, basically that the camera is required to help tackle issues/problems that are at a higher level than the baseline or for areas that need additional levels of security. The Clerk is due to meet with the District Council's Emergency Planning and Principal Community Protection Officer and an engineer from Videcom on February 8th.

It is;

Recommended

That, subject to the outcome of the above meeting, for Members to request that either;

1. The Clerk writes to the District Council requesting that the obsolete cameras are removed and not replaced (alternatively the cameras may be able to be retained as a disincentive to crime).
2. The Clerk explores ways in which the cameras can be replaced without contravening the Code of Practice (this is likely to incur costs for the Parish Council of installation and ongoing maintenance if successful).

9. Website

Please see attached a report and recommendation from the Project, Amenities and Community Engagement Officer in respect of the Parish Council's website provider.

10. Matters of Note

Internal Audit

- An internal audit was carried out by the Parish Council's new internal auditor on November 30th. This will be reviewed by the Finance Committee on February 20th and reported to Full Council on 8th March.
- A lawncare company based in Marshalswick has taken a short term storage let of the garage vacated by the pre-school. They will be providing a monthly package of lawn care in lieu of rent to maintain the turf area to the rear of the community centre which has been faring poorly over winter. This includes feeding, seeding, raking, aerating, anti-moss etc.
- Having cross referenced against the electoral register, officers have identified a further 315 addresses to be added to the Neighbourhood News distribution, the majority of which are situated on the Oaklands Estate and Sandpit Lane. This will result in additional monthly costs of approximately £100 for print production and £115 for distribution (a combination of door-to-door delivery and second class postage). In terms of impact on budget, some of this will be offset against a cost in saving from the recent transition to electronic delivery of invoices to centre hirers

COUNCILLOR AND COMMITTEE REPORTS

11. Grant Applications

- Sustainable St Albans (an electronic copy of the published accounts was sent to Members on 31st Jan 2023).

Note: Spend to date this year is £10,430 with £5,000 earmarked for the St Leonard's Lychgate (budget £20,000).

12. Sustainable St Albans

Please see the attached report from Councillor Roberts updating Members on the Parish Council's contribution to this year's SusFest.

13. Meetings of Committees:

- JFWP Committee 10th January 2023
- PEAP Committee 24th January 2023 - Cancelled
- Planning Committee 12th January and 2nd February 2023 (see below)
- HR Committee 6th February 2023

14. MATTERS OF NOTE ARISING SINCE THE CIRCULATION OF THE AGENDA

The Council may not make decisions under this item

15. PLANNING MATTERS

The Planning Committee met on 12th January 2023 and 2nd February 2023.

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 commented on since the last Full Council meeting are;

- Hazelmere Road 5G Mast 5/2022/2960
- Highview Gardens 5G Mast 5/2022/2942
- 13 Kingsmead 5/2022/2896

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.

16. 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 – 8th March 2023 at 7.30pm – Marshalswick Community Centre