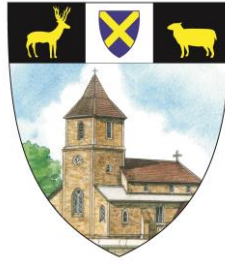


Sandridge Parish Council



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

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

Email: clerk@sandridge-pc.gov.uk

11th May 2023

To : Councillors Graham Leonard, June Reid, John Hale, Jennifer Roberts, Adam Twidell, James Lambert, Carol Chalkley, Mary Ternouth

You are summoned to attend the Annual Meeting of Sandridge Parish Council, to be held on Wednesday 17th May 2023 at 7.30 pm at Marshalswick Community Centre

Simon Thwaites
Parish Clerk

Members of the public and press are invited to attend this meeting. Alternatively, 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 ELECT A CHAIR AND RECEIVE A DECLARATION OF ACCEPTANCE OF OFFICE FOR THE ENSUING YEAR**
- 2. TO ELECT A VICE CHAIR AND RECEIVE A DECLARATION OF ACCEPTANCE OF OFFICE FOR THE ENSUING YEAR**
- 3. TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**
Councillor Adam Twidell
- 4. 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

Full Council 17th May 2023

5. **TO NOTE THE DRAFT MINUTES OF THE ANNUAL PARISH MEETING HELD ON THE 12th APRIL 2023**
6. **TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE COUNCIL HELD ON THE 12th APRIL 2023**
7. **QUESTIONS TO OFFICERS**
8. **PUBLIC PARTICIPATION – AN OPPORTUNITY FOR RESIDENTS TO RAISE ISSUES OR ASK MEMBERS QUESTIONS**

CLERK'S REPORTS

9. Monthly Accounts

It is;

Recommended

To approve the attached payment schedule, relating to creditor payments for the period 13th April to 17th May 2023.

10. Co-option to Vacant Seats on the Parish Council

A copy of the Parish Council's Co-option Policy is attached for reference. Please note that the reference at Items 1 and 2 to the District Council giving residents an opportunity to call an election does not apply in this instance, the vacancies having arisen immediately following an election. The vacancies were advertised via Facebook, the website and notice boards from April 18th.

Attached are five written applications. It will be taken that each of the applicants are prepared to be elected to any of the six vacant seats, being across four of the five parish wards unless they specifically state otherwise.

Places will be filled in accordance with the attached policy.

11. Jersey Farm Open Space Pump Track

A verbal update from the Project, Amenities and Community Engagement Officer and Councillor Leonard.

12. Paradise for Pollinators

A verbal update from the Project, Amenities and Community Engagement Officer.

13. To appoint representatives of the Council to Other Bodies and Committees

Members were emailed a schedule of Parish Council committees and Outside Bodies on May 10th 2023. Councillors will be asked to confirm their interests at this meeting with any Members unable to attend informing the Clerk in advance. A hard copy is attached.

It is hoped that all committee places can be filled quickly although it is appreciated that some new members will want to better understand the roles of each committee/association first.

Please consider carefully where your interests and skillsets lie when making requests to join a particular committee. It is:

Recommended

1. That Council approves the allocation of members to committees as agreed at this meeting and;
2. That Council delegates the power to each committee to elect a Chair and Vice Chair (if applicable) at its first meeting.
3. Members formally note that the Clerk intends bringing to the July meeting of Full Council a proposal to review both the Combined Community Centres Committee and the PEAP Committee structures.

14. Terms of Reference for Parish Council Committees

It is;

Recommended

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.

15. Loss of the General Power of Competence (GPC) – Annual Review

The GPC was introduced through the Localism Act 2011 S.1-8, extending the powers of local councils, encouraging efficiency and innovation. To hold this power of first resort, a resolution must be passed annually confirming;

- Two thirds of council members were elected – this will not apply in 2023/24
- The Council has a suitably qualified Clerk (CiLCA)

These criteria appear in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012/965. This power differs from section 137 of the LGA. Section 137 will allow expenditure of up to £9.93 in 2023/24 per elector. There were 9,212 electors at the beginning of 2023/24, therefore the maximum expenditure permitted under section 137 in 2023/24 is 9,212 x £9.93 = £91,475. This is the sum the Parish Council will be permitted to spend where no spending power exists within various Acts. Grants awarded to third parties using section 137 require the recipient to inform The Council of how the money was spent within 12 months.

In November 2016 the current Clerk completed the CiLCA qualification, thereby fulfilling the criteria for Sandridge Parish Council to hold the GPC. The May 2023 elections will not however return two thirds of elected councillors. It is;

Recommended

That Sandridge Parish Council formally notes that it no longer holds the Power of Competence. The Clerk will monitor expenditure to ensure the maximum under section 137 of the Local Government Act is not exceeded.

16. Financial Regulations

The Financial Regulations were emailed to Members on 11th May 2023. It is a requirement of Standing Orders (18, B) that an annual review is carried out. The Clerk is not aware of any issues requiring amendments to the regulations and it is;

Recommended

That the Financial Regulations as circulated are re-adopted for the coming year.

Note: Hard copies of the regulations are available on request.

17. 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 11th May 2023. It is;

Recommended

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

18. Review of the Information Protection Policy

Attached is the Parish Council's Information Protection Policy, first adopted on 9th May 2018. It is;

Recommended

That this policy is re-adopted for further review in 2028.

19. MATTERS OF NOTE

- Members of the new Parish Council will each be given an induction pack detailing what the Council owns, has responsibility for, and any other information relevant to being on the Council. Members will also be invited to the Parish Office to have a coffee with the team and ask any questions.
- The Parish Council's insurance policy, incorporating both the employee and public liability cover will renew on 1st June 2023. The policy is subject to a Long Term Agreement with Zurich Municipal.
- The Parish Council's new payroll provider, Visionary Accountants of St Albans, has administered the salaries for April following a successful hand over from the previous provider.
- The 2022-23 year-end process is now well underway. The Annual Return and associated documents will be brought to both the Finance Committee and Full Council in June.
- After nine months of repeated requests by the Deputy Clerk a VAT refund due to the Parish Council from HMRC of £11,000 has finally been received.
- The broken hearing loop at Jersey Farm Community Centre has been replaced.

COUNCILLOR AND COMMITTEE REPORTS

20. Grant Applications

There have been no applications this month.

21. St Albans Road – Traffic Calming

Please see enclosed a report and proposal from Councillor John Hale.

22. Infrastructure Levy

Please see enclosed a proposed response drafted by Councillor John Hale to NALC's request for views on the government's consultation.

23. Meetings of Committees:

- Combined Community Centres Committee 24th April 2023
- PEAP Committee 25th April 2023
- Planning Committee – please see below

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

The Council may not make decisions under this item

25. PLANNING MATTERS

The Planning Committee met on 6th April and 27th April 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 objected to/commented on since the last Full Council meeting are;

51 Barnfield Road AL4 9UD 5/2023/0513
30 Elizabeth Court AL4 9JB 5/2023/0480

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.

26. 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 – June 14th 2023. Marshalswick Community Centre at 7.30pm

Full Council 17th May 2023