



SANDRIDGE PARISH COUNCIL

Met at Marshalswick Community Centre on Wednesday 17th May 2023 at 7.30pm for the Annual Meeting of the Parish Council.

PRESENT:

Councillors Jenny Roberts, John Hale, Graham Leonard
June Reid, James Lambert, Carol Chalkley, Mary Ternouth

OFFICERS:

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

ABSENT:

-

IN ATTENDANCE:

Simon Mostyn, District Councillor for Marshalswick West

Nominees for co-option, Julie Oakley, Maurice Wells, Rehana
Ahmed, Debbie Chachulski, Luke Sieger

5489 TO ELECT A CHAIR AND RECEIVE A DECLARATION OF ACCEPTANCE OF OFFICE FOR THE ENSUING YEAR

Councillor Hale nominated Councillor Leonard. The nomination was seconded by Councillor Reid before it was;

Resolved

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

5490 TO ELECT A VICE CHAIR AND RECEIVE A DECLARATION OF ACCEPTANCE OF OFFICE FOR THE ENSUING YEAR

Councillor Reid nominated Councillor Roberts. The nomination was seconded by Councillor Chalkley before it was;

Resolved

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

5491 TO RECEIVE AND FORMALLY ACCEPT APOLOGIES FOR ABSENCE

An apology was received and accepted from Councillor Adam Twidell.

5492 DISCLOSURES OF INTEREST

There was none.

5493 ANNUAL PARISH MEETING

The draft minutes of the Annual Parish Meeting held on April 12th 2023 were formally noted.

5494 TO APPROVE AS A CORRECT RECORD THE DRAFT MINUTES OF THE MEETING OF THE COUNCIL HELD ON THE 12th April 2023

The minutes of the meeting of the Council held on 12th April 2023 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

5495 Questions to Officers

There was none.

5496 Public Participation – an opportunity for residents to raise issues or ask questions of Members

There was none.

CLERK'S REPORTS

5497 Monthly Accounts

Members reviewed a schedule of creditor payments for the period 13th April 2023 to 17th May 2023. Questions were asked and responded to before it was unanimously;

Resolved

To approve the payment of this schedule on 19th May 2023.

5498 Co-option to Vacant Seats on the Parish Council

Members were informed in advance of the meeting that there had been six expressions of interest for the six vacant seats remaining on the Council following the May 4th elections. Statements from each interested individual, having been circulated with the agenda, were duly considered. Following brief representations from those present the following appointments were unanimously agreed;

- Julie Oakley – Sandridge Ward
- Maurice Wells – Jersey Farm Ward
- Michael White – Marshalswick West Ward (in his absence)
- Luke Sieger – Beech Bottom Ward
- Debbie Chachulski – Marshalswick West Ward
- Rehana Ahmed – Marshalswick West Ward

Those present then signed an Acceptance of Office before joining the meeting.

5499 Jersey Farm Open Space Pump Track

Members received a verbal update from Councillor Leonard on this project. A written summary from the Project, Amenities and Community Engagement Officer was also circulated.

5500 Paradise for Pollinators

A verbal update was given by the Project, Amenities and Community Engagement Officer on this successful initiative. A written summary was also circulated.

5501 To appoint representatives of the Council to Other Bodies and Committees

Members discussed a schedule of committees and outside bodies. Expressions of interest were requested and received. It was unanimously;

Resolved

1. To approve the allocation of members to committees and outside bodies as agreed at the meeting.

2. That Council delegates the power to each committee to elect a Chair and Vice Chair (if applicable) at its first meeting.
3. To 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.

5502 Terms of Reference for Parish Council Committees

It was unanimously;

Resolved

To request 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.

5503 Loss of the General Power of Competence (GPC) – Annual Review

The Clerk informed Members that, because Council membership did not consist of two thirds elected members, it no longer held the Power of General Competence. It was explained that in practical terms this would not make a difference to how the Council budgeted. The Clerk undertook to monitor expenditure to ensure the maximum amount spent annually where no statutory spending power existed did not exceed the sum permitted.

5504 Financial Regulations

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

Resolved

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

5505 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. After brief discussion It was unanimously;

Resolved

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

5506 Review of the Information Protection Policy

Members briefly reviewed the Parish Council's Information Protection Policy, first adopted on 9th May 2018. One clarification was requested of the Clerk before It was unanimously;

Resolved

To re-adopt the policy for further review in 2028.

5507 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

5508 Grant Applications

There were no grant applications this month. Members discussed ways in which the availability of grants could be better advertised.

5509 St Albans Road – Traffic Calming

Councillor discussed a report and proposal from Councillor John Hale, circulated with the agenda. It was proposed by Councillor Hale, seconded by Councillor Lambert and unanimously;

Resolved

To establish a St Albans Road Advisory Committee with the following Terms of Reference;

- The committee to consist of up to five Parish Councillors with a quorum of three.
- Up to five public members subject to confirmation by the Council.
- Meetings to be open to the public.

Note: Councillors Hale, Lambert, Reid and Oakley asked to join the committee.

5510 Infrastructure Levy

Members discussed a proposed response drafted by Councillor John Hale to NALC's request for views on the government's consultation. It was noted that the Infrastructure Levy is a proposed levy to be placed on developers for the benefit of the community in whose area the development is happening. It was proposed by Councillor Hale, seconded by Councillor Leonard and unanimously;

Resolved

To submit the proposed consultation response.

5511 Meetings of Committees:

Members were briefly updated on discussions held at the following meetings:

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

5512 MATTERS OF NOTE ARISING SINCE THE CIRCULATION OF THE AGENDA

Prior to the next item being discussed, it was proposed by Councillor Hale, seconded by Councillor Roberts and unanimously;

Resolved

To apply Standing Order 10.15 in order to suspend Standing Order 9b. This allowed the meeting to address a matter not appearing on the agenda.

The meeting was informed that a former councillor had written to new members of the Parish Council in a manner considered vexatious and intended to impugn the integrity of council officers. A proposed letter to the individual concerned informing him that all further correspondence to the Parish Council would go unanswered was circulated. It was proposed by Councillor Roberts, seconded by Councillor Reid and unanimously;

Resolved

To send the letter as circulated and for no correspondence to be entered into in future.

Standing Order 9b was then re-instated.

5513 PLANNING MATTERS

It was noted that the Planning Committee met on 6th April and 27th April 2023.

Planning applications 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.

5514 SUGGESTIONS AND/OR MATTERS FOR CONSIDERATION AT FUTURE MEETINGS

- The Neighbourhood Plan and the forthcoming review
- Maintenance of Bentsley Spinney
- The Sustainable St Albans Festival

Next meeting date – 14th June 2023 at 7.30pm – Marshalswick Community Centre

There being no further business the meeting closed at 9.28pm

Chair

Date

Cllr Graham Leonard (Chair)