



SANDRIDGE PARISH COUNCIL

Met at Marshalswick Community Centre on Wednesday 14th June 2023 at 7.30pm for a meeting of the Parish Council

PRESENT:

Councillors Jenny Roberts, Graham Leonard, June Reid, James Lambert, Carol Chalkley, Mary Ternouth, Adam Twidell, Rehana Ahmed, Mike White, Luke Sieger

OFFICERS:

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

ABSENT:

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IN ATTENDANCE:

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5515 TO RECEIVE AND FORMALLY ACCEPT APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillors John Hale, Maurice Wells, Julie Oakley and Debbie Chachulski.

5516 DISCLOSURES OF INTEREST

There was none.

5517 TO APPROVE AS A CORRECT RECORD THE DRAFT MINUTES OF THE MEETING OF THE COUNCIL HELD ON THE 17th May 2023

The minutes of the meeting of the Council held on 17th May 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

5518 Questions to Officers

There was none.

5519 Public Participation – an opportunity for residents to raise issues or ask questions of Members

There was none.

CLERK'S REPORTS

5520 Monthly Accounts

Members reviewed a schedule of creditor payments for the period 18th May 2023 to 14th June 2023. It was unanimously;

Resolved

To approve the payment of this schedule on 16th June 2023.

5521 Internal audit – Year end 2022/2023

Members reviewed the 2022/23 year-end internal audit report and accompanying papers completed by IAC Ltd. The Schedule of Audit Observations containing the Clerk's responses to the matters raised were noted. Also noted was that these papers were reviewed by the Finance Committee at a meeting held on June 5th and that the internal auditor had signed off the AGAR as having no issues requiring the External Auditor's attention.

It was unanimously;

Resolved

To formally note the audit report.

5522 2022/23 Budgetary Control (outturn)

A budgetary control report showing outturn for 2022/23 was reviewed. It was noted that final net expenditure is £273,103 against an approved budget of £303,817. Members noted the outturn position in relation to the next item.

5523 Reserves

The Clerk presented a table of earmarked and general reserves at year-end.

5524 2022/23 Annual Governance and Accountability Return (AGAR)

A set of Supporting Statements compiled by George Street Accountants, together with a copy of the Annual Governance and Accountability Return (AGAR) for the year ended 31st March 2023 were considered along with a table of variations on outturn between 2021/22 and 2022/23. It was noted that these were also reviewed by the Finance Committee on June 5th. It was unanimously;

Resolved

That Full Council acknowledges responsibility for ensuring there is a sound system of internal control, including the preparation of the Supporting Statements, and confirms that to the best of its knowledge and belief, with respect to the Supporting Statements for year ended 31st March 2023, the 2022/23 Annual Governance Statement should be approved and that the Chair and the Parish Clerk (as RFO) should sign Section 1 of the AGAR. It was further unanimously;

Resolved

That Full Council confirms that to the best of its knowledge, the 2022/23 Accounting Statements contained in the Annual Return, plus the explanation of variances represent the financial position of the Council for the year ended 31st March 2023 and that the Parish Council Chair and the Parish Clerk (as RFO) should each sign Section 2 of the AGAR.

5525 The Exercise of Public Rights 2022/23

The Exercise of Public Rights, during which members of the parish are able to inspect the Annual Return and raise any issues of concern with the external auditor was recommended by the Clerk to run from the 16th June 2023 to 27th July 2023 in accordance with regulations

It was unanimously;

Resolved

To approve the proposed dates for the Exercise of Public Rights and note that all regulations in this regard have been complied with.

5526 Matters of Note

- Fifteen hanging baskets have been installed in the parish through the grounds maintenance contract.
- It has been previously indicated that the Clerk, in liaison with involved councillors and staff, intends bringing a proposal to the July meeting to restructure elements of the PEAP and Community Centre Committees. Other priorities will now mean this report comes instead to the September meeting.
- The Open Garden event, as part of the Parish Council's involvement with Sustainable St Albans, took place on June 14th 2023 in the Community Garden at Marshalswick Community Centre. Volunteers were on hand to share their experience with visitors.

COUNCILLOR AND COMMITTEE REPORTS

5527 Grant Applications

There were no grant applications this month.

5528 Sandridge Neighbourhood Plan

Members considered a report by Councillor Ternouth, recommending that a working party be established to review the Sandridge Neighbourhood Plan. Following discussion it was unanimously;

Resolved

To form a working party responsible for reviewing the Neighbourhood Plan and then making recommendations to Full Council of any updates deemed necessary. Also to adopt the draft Terms of Reference circulated with the report. Councillors Hale, Ternouth, Reid, Lambert and Ahmed volunteered to join the working party.

5529 Jersey Farm Open Space Bike Track

Councillor Leonard, Chair of the Sports and Recreation Committee, updated the meeting on the ongoing issues relating to planning permission being given for this project.

5530 Meetings of Committees:

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

- Finance Committee 5th June 2023
- Planning Committee – see below

5531 MATTERS OF NOTE ARISING SINCE THE CIRCULATION OF THE AGENDA

Councillor Chalkley informed members that she intends writing an article for the next edition of the Neighbourhood News. She asked if anyone would object to reference being made to residents funding or sponsoring trees in their own street and there were no objections.

The Clerk informed Members that a quote had been received to install CCTV at the Jersey Farm Open Space and that the matter would be discussed at the next Sports and Recreation Committee meeting.

It was noted that County Councillor Annie Brewster has engaged an engineer to explore potential traffic calming measures on the St Albans Road near the junction of Sandringham Crescent and is keen to work with the Traffic Calming Working Party to agree and implement a solution.

It was noted that Councillor Sieger and the Clerk are working together to bring a recommendation to a future meeting to end the issuing of hard copy agendas.

The Community Centres Manager shared an initiative to replace the dated artwork in the Committee Room with scaled up covers from previous editions of the Neighbourhood News and this was well received.

5532 PLANNING MATTERS

It was noted that the Planning Committee met on 18th May and 12th June 2023.

Planning applications commented on since the last Full Council meeting are;

- 29 Wheat Close, St Albans AL4 9NN – Planning Application: 5/2023/0836
- 4 Milvus Close, St Albans AL4 0LJ - Planning Application: 5/2023/0965
- 2A St Helier Road, Sandridge, AL4 9LG – Planning application: 5/2023/1065
- 21 Slimmons Drive, St Albans, AL4 9AW – Planning application: 5/2023/1011

- 13 Pirton Close, St Albans, AL4 9YJ – Planning application: 5/2023/0942

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.
It was noted that there remains a vacant place on this committee.

5533 SUGGESTIONS AND/OR MATTERS FOR CONSIDERATION AT FUTURE MEETINGS

There was none.

Next meeting date – 12th July 2023 at 7.30pm – Marshalswick Community Centre

There being no further business the meeting closed at 8.40pm

Chair

Date

Cllr Graham Leonard (Chair)