

St Michael Parish Council

Notice is hereby given that a Meeting of St Michael Parish Council will be held at 6.30 p.m. on Tuesday 12th September 2023, for the purpose of transacting the business set out in the Agenda below.

Venue: The School Room, rear of St Mary's Church, Childwick Green,

All residents of St Michael Parish are invited to attend.

The Parish Council Members' attendance is hereby summoned.

Julia Reading – Parish Clerk 01 September 2023 Email parish.clerk@stmichaelpc.org.uk

NB Abbreviation SADC refers to St Albans District Council

Agenda

1. To receive and consider any apologies for absence from Members
2. To receive any Declarations of Members' Interests
3. To approve and sign the Minutes of the Meeting held on 16th May 2023. *Unless specifically tabled elsewhere in this Agenda, any matters arising to be discussed at item 13.*
4. To review the Minutes of the Annual Parish Meeting held on 16th May 2023. *NB, If agreed, these Minutes will be presented for formal approval at the next Annual Parish Meeting, i.e. in May 2024*
5. To consider any applications for the two posts of casual vacancy for a Parish Councillor, and if appropriate agree a further recruitment strategy
6. Electors'/residents' forum. *NB, Members of the public have a role, in law, as observers to, but not as participants at, the Meeting. At St Michael we set aside this specific time to receive your questions, and you may speak at the Chairman's invitation and discretion.*
7. Policy Documents – to review the policies listed in appendix A and to consider adopting the amendments suggested.
8. Parish Council Finances
 - i. To authorise payments due at 12th September along with any payments known to be due before the January 2024 meeting of the Parish Council. *(Schedule to follow)*
 - ii. To receive budget update, bank reconciliation etc. as available.
9. To consider the introduction of a Members' Allowance Scheme
10. To agree changes to the Clerk's terms of employment (continued from previous Meeting)
11. To receive a report on the condition of the bus shelters in the Parish Council's care

12. Planning matters

- i. To receive and comment on SADC's draft Local Plan
- ii. To consider planning applications to and decisions by SADC since the previous Meeting, and agree responses if required. *NB, Cases are added and updated periodically at <https://www.stmichaelpc.org.uk/planning-applications/>. Appendix B lists cases up to 1st September 2023; any newer applications or decisions will be included at the Meeting.*
- iii. For information – review planning applications awaiting decisions by SADC. *See appendix C*

13. Councillors' discussion time, to include, if any:

- i. Matters arising from previous meeting(s), including
 - Anti-littering strategies
 - Civility and Respect Pledge
- ii. Reports from Members
- iii. Items of interest circulated to Councillors prior to the meeting
- iv. Report from the Clerk (verbal)

14. Any other business, at the discretion of the Chairman

15. To agree Meeting dates and times from January 2024, subject to Members' preferences. Timing has historically been Tuesdays at 6.30 pm. Suggested dates:

Suggested dates

January 9th or 16th

March 19th

May 14th or 21st

September 10th or 17th

POLICY DOCUMENTS REVIEW

First column includes links to the existing documents in our policy library on our website. If the suggested changes are made, the new editions will be replaced on the website but will not be printed as paper copies unless especially requested.

Approved documents	Notes – Suggested amendments at September 2023
Equal opportunities	<p>Suggest add introduction: St Michael Parish Council employs one person, in the role of Clerk, and given the nature and size of the parish council area, it is considered unlikely that the number of employees will increase in the foreseeable future.</p> <p>This policy, adopted in 2019, is based on a model intended for parish councils with more than one employee, but it nevertheless reflects St Michael's commitment to encouraging a culture of respect, equality and inclusion for its current Clerk; and for any future staff, whether in replacement or additional employment roles.</p>
Equality and diversity	<p>No suggestions</p>
Expenses	<p>To some extent this may alter if a members' allowance scheme were ever to be introduced (separate item above), but in the meantime, there are 3x suggested edits for the section for Councillors' expenses:</p> <p>Replace: IV. Mileage at the current NJC rate of 45p per mile for any approved journey on Council business made within the Parish.....</p> <p>With: Mileage at the NJC rate* for any approved journey on Council business made within the Parish</p> <p>* Subject to occasional NJC review; the existing rate (maintained in 2023) is 45p per mile.</p> <p>Replace: Approval for Councillors' expenses of any kind will be expected to be secured in advance at a full Council meeting, however in an emergency or if details of an event / activity come to light between meetings the costs of attendance should first be discussed with the Chair and may be approved after the event.</p> <p>With: Approval for Councillors' expenses of any kind will be expected to be secured in advance at a full Council meeting. However in an emergency, or if details of an event / activity come to light between meetings, the costs should first be discussed with the Chair and if sanctioned by him/her the expenditure will later be presented for approval at the next full Council Meeting.</p> <p>How to Claim</p> <p>Replace: Councillors making applications for the reimbursement of expenses will need to complete a claim form available from the Clerk.</p> <p>With: Councillors seeking reimbursement of approved or sanctioned expenses will apply in any format acceptable to the Clerk. For convenience a claim form is provided (see over).</p>
General data privacy (including our privacy notice)	<p>Suggest replacement of: We constantly review our Privacy Policies to keep it up to date in protecting your data.</p> <p>With: We regularly review our Privacy Policies to keep them up to date in protecting your data.</p>
Standing Orders	<p>Suggest replacement of: 31. Disorderly Conduct a) All members must observe the Code of Conduct which was adopted by the council on 26th March 2013, a copy of which is annexed to these Standing Orders.</p> <p>With: 31. Disorderly Conduct a) All members must observe the prevailing Code of Conduct. The Parish Council adopted a new Code of Conduct on 16th May 2023, which is held as a separate document.</p> <p>Also change date in clause 55.</p>

Next review date – all September 2027

PLANNING APPLICATIONS AND DECISIONS SINCE LAST MEETING

New – from 16 May 2023

5/2023/1505 – Valid from 14/07/2023 - Childwickbury Manor Childwickbury AL3 6JX Certificate of Lawfulness (proposed) – The careful dismantling of the wall and salvaging of bricks to the offending corner only. Casting of a new structurally appropriate foundation. Re-building of the wall using the same lime mortar (following analysis)

5/2023/1387 – Valid From 10/07/2023 - Shafford Barn Redbourn Road AL3 6LB Single storey rear extension

5/2023/1094 – Valid From 30/05/2023 - 1- 2 Beesonend Cottages Beesonend Lane AL5 2AA Part two storey part single storey rear and side extensions, demolition of existing garage and conversion of existing outbuilding into habitable room (resubmission following refusal of 5/2022/2464)

5/2023/1300 - Valid From 03/07/2023 - 52 And Land Rear Of 28-74 Ragged Hall Lane. Outline application (access sought only) - Construction of up to 53 dwellings with associated green infrastructure, drainage, all ancillary works and new junction off Ragged Hall Lane following demolition of 52 Ragged Hall Lane. NB, for general interest as not within St Michael boundary.

Decisions from 16 May 2023

5/2023/0677 - Valid From 29/03/2023 - Hawkswick House Harpenden Road AL3 6JG

First floor rear extension and single storey glazed side and rear extensions. Conversion of existing garage to ancillary accommodation to include new openings and rooflights to inner slopes. Alterations and extension to existing single storey glazed link
03/08/2023 DC3 Conditional Permission

5/2022/2947 - Valid From 15/12/2022 - Ladygrove Childwickbury AL3 6JY Construction of summer house and grounds equipment store following demolition of existing stables

26/07/2023 DC4 Refusal

LIST OF OLDER PLANNING APPLICATIONS UNDECIDED BY SADC (AT 1ST SEPTEMBER 2023)

5/2022/1517 Valid From 16/06/2022 NB, no longer in St Michael Parish

Land Between 84-108 Ragged Hall Lane Chiswell Green St Albans
Construction of 7 detached dwellings with new access, boundary treatments and associated works

5/2022/1847 Valid From 22/07/2022 Land At Appspond Lane St Albans
Change of use of land to Class B8 (open storage) to create 9 open storage compounds, retention of access control cabin, construction of toilet block, installation of fencing and gates, vehicle parking, refuse storage and associated works

5/2022/2077 Valid From 15/08/2022 Land Adj 1 Pimlico Bedmond Road Pimlico Hemel
Consultation only – Outline application: Construction of 1 detached two-storey, three-bedroom dwelling including formation of new access to Bedmond Road (appearance, landscaping and scale as reserved matters)

5/2022/2209 Valid From 10/10/2022 Land Adj 1 Pimlico Bedmond Road Pimlico Hemel
Outline application (access and layout sought) – Construction of detached two storey, three bedroom dwelling including new access to Bedmond Road

5/2022/2479 Valid From 09/11/2022
Shafford Fields Redbourn Road St Albans
Installation of six time-restricted manege lights (retrospective)