

St Michael Parish Council

To: All Members of the Council

Notice is hereby given that a Meeting of St Michael Parish Council will be held at 6.30 p.m. on Tuesday 14th January 2025 for the purpose of transacting the business set out in the Agenda below and you are hereby summoned to attend.

Venue: The School Room, rear of St Mary's Church, Childwick Green, St Albans, AL3 6JJ

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

Julia Reading – Parish Clerk

05 January 2025

Email parish.clerk@stmichaelpc.org.uk

AGENDA

1. Welcome, and introduction of guests.
2. To receive and consider for approval any apologies for absence
3. To receive any declarations of Members' interests
4. To approve and sign the Minutes of the Meeting of the Parish Council held on 17th September 2024.
Unless specifically tabled elsewhere in this Agenda, any matters arising to be discussed at item 13.
5. Electors'/residents' question time
At St Michael we set aside this specific time to discuss matters raised by Members of the public, who have a role, in law, as observers to, but not as participants at, the Meeting. Guests may speak at the Chairman's invitation and discretion.
Note: The Chairman may bring forward discussion of any later agenda item considered relevant.
6. To consider the appointment of a Planning Committee and its terms of reference
Sample terms of reference circulated prior to the Meeting
7. To consider the introduction of a Scheme of Delegation for certain specific functions
8. To review Policy Documents
 - i. Finance regulations *Update from previous Meeting – to approve suggestions for specific authorisation limits etc., plus clarification of eligibility for authorised signatories;*
 - ii. Standing orders – *based on new national template, as previously circulated. The detail of specific clauses needs to be agreed. [Compare with old version at our website here;](#)*
 - iii. Grants and donations *to review limits and to set the maximum amount available for the year commencing 1 April 2025*
9. Clerk's salary
 - i. To approve the updated pay scales for the year ending 31 March 2025, in line with the 2004 National Association of Local Councils and the Society of Local Council Clerks national agreement for the sector (*published since the previous Meeting*);
 - ii. To approve additional pay for 20 hours worked above contract, June – December 2024
10. Parish Council finances
Cheque schedule and bank reconciliation to follow at meeting. Expenditure/Budget schedule attached
 - i. To approve a schedule of cheque payments, and a recent bank reconciliation;
 - ii. To review expenditure for the period until 31 December 2024 and projected totals for the year ending 31 March 2025
 - iii. To set the budget proposals for the financial year commencing 1 April 2025 and approve that year's Parish Precept request to SADC;

- iv. To approve the re-appointment of Mr Alex Sage as the Council's Internal Auditor for purposes of the Governance and Accountability Return for the year ending 31 March 2025
11. Planning Matters
 - i. To ratify the Parish Council's response submitted in November 2024 to SADC's consultation about the Draft Local Plan submission;
 - ii. To consider planning applications; new cases and decisions by SADC
Schedule below. *Current cases updated weekly at our [website / LOCAL PLANNING ISSUES / PLANNING APPLICATIONS](#).*
12. To receive the minutes of the meeting of St Albans & District Association of Local Councils (SADALC) held on 30th September 2024, and from its meeting to be held at Harpenden Rural Parish Council on Monday 6th January 2025
13. Councillors' discussion time, to include:
 - Matters arising from previous meeting(s);
 - To acknowledge the recent (December 2024) publication of the government's White Paper concerning devolution and local government arrangements in England;
 - To consider responses to the Parish Council's Christmas Message and submissions of the residents' survey;
 - From Cllr Woodward, a suggestion that the Parish Council install up to 5 bird nesting boxes at Childwick Green/other suitable locations; cost £10-£15 each;
 - From Cllr Gaskin,
 - a. Littering along Parish Council boundary, Sparrowswick Ride footpath to Texaco garage
 - b. Litter bin(s) responsibilities on playing fields top of Toulmin Drive;
 - c. Future of Toulmin playing fields, including William Bird pavilion; possibility of Parish Council acquiring some management responsibilities;
 - Any other reports from Members, or updates on local sites of interest/items circulated prior to the meeting
14. To note the resignation of Cllr R Woodward and the process required for the vacancy created
15. To amend the signatory mandate with NatWest Bank
16. Parish Clerk and Responsible Finance Officer.
 - i. To note the retirement of Mrs Julia Reading at 31 January 2024, (or later mutually convenient date), with contractual pay plus an allowance of up to 10 hours training and handover;
 - ii. To offer the ensuing vacancy to Ms Vicki Wright with effect from 27th January 2025 (or later mutually convenient date);
 - iii. To delegate the processes of appointment and induction, and the terms of a contract of employment of the new Clerk, to the Chairman and Vice Chairman, with support from the retiring Clerk;
17. Any other business, at the discretion of the Chairman
18. Dates of the next Parish Council Meetings to be arranged.
At 6.30 p.m., St Mary's School Room. Suggested dates:
Tuesday 11th or Tuesday 18th March 2025.
Tuesday 13th or 20th May 2025

Planning Applications within Parish

SADC Planning decisions since September 2024	
<p><u>5/2024/1863 - Valid From 29/10/2024</u>, Barn North Of Shafford Farm Redbourn Road St Albans Prior Approval - Change of use of building on an agricultural unit to residential (Class C3) with associated building operations</p>	Decision 20/12/2024 COU Prior approval required and refused
<p><u>5/2024/0942 - Valid From 31/07/2024</u> Tennis Courts At Batchwood Sports Centre Batchwood Hall Batchwood Drive St Albans AL3 5XA Construction of a padel tennis facility with canopy and floodlighting (AMENDED PROPOSAL DESCRIPTION AND ADDITIONAL INFORMATION)</p>	Decision 19/12/2024 DC3 Conditional Permission
<p><u>TP/2024/0577 - Valid From 31/10/2024</u>, Roman Theatre Gorhambury St Albans AL3 6AE T001 - Horse Chestnut - Remove branch over footpath which has a large historic wound with signs of decay and remove deadwood. Works to be done to ensure nothing falls over footpath and possibly pedestrians</p>	Decision 19/12/2024 Tree Works in Conservation Area - Deemed Consent
<p><u>TP/2024/0607 - Valid From 14/11/2024</u>, Scrubs Wood Ragged Hall Lane Chiswell Green St Albans Beech ref 523, Dead stem with half of supporting root being dead too. Slight stem lean toward road. Remove stem leave root structure in place.</p>	Decision 10/12/2024 Treework exempt
<p><u>5/2024/1987 - Valid From 18/11/2024</u>, Ladygrove Childwickbury St Albans AL3 6JY Certificate of Lawfulness (Proposed) - Construction of garden room with covered seating area</p>	Decision 06/12/2024 Certificate of Lawfulness Approved
<p><u>TP/2024/0638 - Valid From 29/11/2024</u>, Roman Theatre Gorhambury St Albans AL3 6AE 5 Days' Notice - T109 Sycamore - Pollard by 50% as this tree has a very weak union which is likely to snap out and the tree is in a public area with lots of foot fall.</p>	Decision 29/11/2024 Treework exempt
<p><u>5/2024/1798 - Valid From 22/10/2024</u>, Ladygrove Childwickbury St Albans AL3 6JY Certificate of Lawfulness (proposed) - Proposed garden room</p>	Decision 12/11/2024 Certificate of Lawfulness Refused
<p><u>5/2024/1497 - Valid From 30/08/2024</u>, Barn North Of Shafford Farm Redbourn Road St Albans Prior Approval - Change of use of building on an agricultural unit to residential (Class C3) with associated building operations</p>	Decision 15/10/2024 Withdrawn
<p><u>5/2024/1306 - Valid From 26/07/2024</u>, Barn North Of Shafford Farm Redbourn Road St Albans Prior Approval - Change of use of building on an agricultural unit to residential (Class C3)</p>	Decision 19/09/2024 COU Prior approval required and refused
<p><u>5/2023/1505 - Valid From 14/07/2023</u>, Childwickbury Manor Childwickbury St Albans 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)</p>	Decision 17/09/2024 Certificate of Lawfulness Refused

Continued overleaf...

New applications made to SADC since September 2024' decisions awaited
5/2024/2250 - Valid From 19/12/2024, Land Off Redbournbury Farm Redbournbury Lane Redbourn AL3 6RS Prior Approval – Grainstore
5/2024/2029 - Valid From 04/12/2024, Stable House Shafford Farm Redbourn Road St Albans AL3 6LB Construction of single storey double garage, comprising green oak frame, larch cladding and heritage conservation clay tiles plus associated landscaping utilising granite cobbles (part retrospective)
5/2024/1813 - Valid From 15/11/2024, Townsend C Of E School Sparrowswick Ride St Albans AL3 6DR Retrospective planning permission for MUGA and application for floodlighting
5/2024/1636 - Valid From 15/10/2024, The Fruit Store Gorhambury St Albans Variation of Condition 2 (approved plans) to amend internal layout and external openings, carry out thermal insulation works and install external air source heat pump, variation of condition 6 (landscaping) and removal of condition 4 (window and door deta
5/2024/1635 - Valid From 15/10/2024, The Fruit Store Gorhambury St Albans Variation of Condition 1 (approved plans) to amend internal layout and external openings, carry out thermal insulation works and install external air source heat pump and removal of conditions 3 (window and door details), 4 (boiler and flue details) and 7

Appeal cases	
5/2023/2373 - Valid From 07/12/2023, 1-4 Childwick Green Childwickbury St Albans AL3 6JJ Replacement windows	Appeal Lodged Date 04/11/2024 Appeal Reference App/B1930/W/24/3354885
5/2022/1847 - Valid From 22/07/2022, Land At Appspound 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	Appeal Reference App/B1930/W/24/3344506 Appeal Status Appeal Dismissed 28/11/2024