

# ST STEPHEN PARISH COUNCIL

In the District of St. Albans, County of Hertfordshire



**MINUTES OF A MEETING OF THE COUNCIL  
HELD AT THE PARISH CENTRE, STATION ROAD  
BRICKET WOOD, ST ALBANS, HERTS  
ON 30 JUNE 2016 AT 7.30 pm**

Present: Mick Freeman (Chairman), John Bell, Wendy Berriman, David Brannen, Martin Doyle, Ian Getley (part), Bill Pryce, Nicholas Tyndale and Eileen Whittaker  
In attendance: Two Members of public  
Officers in attendance: Mrs J Pienaar (Clerk)

## 1. APOLOGIES

Apologies were accepted from Cllrs Karen Hurford, John Parker and Dorothy Kerry.

## 2. TO RECEIVE DECLARATIONS

There were none.

## 3. MINUTES OF THE MEETING HELD ON 19 MAY 2016

RESOLVED: *Proposed: Cllr Pryce*                      *Seconded: Cllr Brannen*                      **Motion Carried**  
That the minutes be approved as a true record.  
*Votes in favour: unanimous*

## 4. NOTIFICATION OF OTHER BUSINESS

There were none.

## 5. PUBLIC PARTICIPATION

There were none.

## 6. DISTRICT COUNCILLOR'S REPORT

There were none received.

## 7. REPORTS: FINANCE, POLICY AND RESOURCES

### 7.1 To receive a progress report on the Bricket Wood station project and appoint a representative

The Chairman welcomed Mr Laurie Hart, a representative of the Bricket Wood Station project, who explained that the aim was to bring the Bricket Wood station back to life with the support of the community and the parish council. He shared a potted history of the station and some historic photographs. The station had not been used since 1964/5. Previous attempts had been made to revive the station but in 2015 the Dept. of Transport and London Midland began positively engaging with communities to bring poorly used stations back into community use. The Bricket Wood Station project was formed by Dave Horton with representatives from Abfly, the Bricket Wood Society and some knowledgeable individuals. The project vision would see the station restored as a local heritage centre with an Edwardian/Victorian coffee shop, with a small area for children to play. It was confirmed that the station building was not listed and that it could not be registered as a community asset. Progress of the project would be in several phases, the first of which would be to create a formal body to secure funding. Funds had already been secured from London Midland to move forward with phase 1. A Limited Liability Charity Company would be registered, limited by guarantee and governed by Articles of Association. The soon-to-be-formed Bricket Wood Station Preservation\* Trust felt that representation from the Parish Council as Trustees would demonstrate community support.

Members were supportive of the project and indicated that a future contribution toward the project would be considered by the Parish Council. It was also suggested that a 'corner' of the parish website could be offered to save costs for the creation of an online presence.

Cllr Pryce said that he would like to be involved on the periphery. Members considered it important that there be representation from Bricket Wood members.

\* *now Heritage*

RESOLVED: *Proposed: Cllr Freeman      Seconded: Cllr Getley      Motion Carried*  
*That Cllrs Berriman, Tyndale and Kerry (in her absence—if available) be*  
*appointed as representatives on the Bricket Wood Station Preservation Trust.*  
*Votes in favour: unanimous*

The Chairman thanked Mr Hart for his presentation.

#### **7.2 To approve the payments schedules**

Members referred to the schedule for May and part June.

RESOLVED: *Proposed: Cllr Bell      Seconded: Cllr Brannen      Motion Carried*  
*That the payments schedule be approved.*  
*Votes in favour: unanimous*

Cllrs Bell and Pryce agreed to sign the cheques.

#### **7.3 To consider detailed information for the 2016/17 Special Expenses**

As no response had been received, the request had been passed to the Head of Finance.

#### **7.4 To approve 2015/16 Annual Governance and Accounting Statements**

Members referred to the Annual Report. The Independent Auditor had inspected the accounts and completed the Annual Internal Audit report 2015/16 confirming that control objectives were being achieved to the required standards.

RESOLVED: *Proposed: Cllr Bell      Seconded: Cllr Brannen      Motion Carried*  
*That the declaration of the Annual Governance Statement 2015/16 be approved.*  
*Votes in favour: unanimous*

RESOLVED: *Proposed: Cllr Bell      Seconded: Cllr Brannen      Motion Carried*  
*That the Accounting Statements 2015/16 be approved.*  
*Votes in favour: unanimous*

#### **7.5 To review the Community Book Swap initiative**

The Parish Council had successfully applied for and received 100 books with which to start up a new service. Suitable locations for the parish Book Swap were considered. It was agreed that in order to launch the initiative it would require a group of willing volunteers for a couple of mornings each week, some racking and a suitable venue.

RESOLVED: *Proposed: Cllr Freeman      Seconded: Cllr Bell      Motion Carried*  
*That Cllr Getley approach the Park Street Baptist Church regarding a Book Swap*  
*scheme to serve Park Street ward and report back to Council.*  
*Votes in favour: unanimous*

#### **7.6 To consider the sale of stored green oak**

It was noted that the Council currently had more oak in storage than it could reasonably use. As the wood was not stored in ideal conditions it was slowly deteriorating. It was suggested that the surplus wood stock be sold to the company that worked closely with the inmates of Mount Prison with which to manufacture handmade English Oak goods for the commercial market.

RESOLVED: *Proposed: Cllr Berriman      Seconded: Cllr Whittaker      Motion Carried*  
*That the Head Groundsman negotiate a reasonable price for the sale of*  
*surplus Oak.*  
*Votes in favour: unanimous*

#### **7.7 To consider insuring the woodland information boards**

Replacement of the eight information boards funded by the English Woodland Grant Scheme would be £8.5k.

RESOLVED: *Proposed: Cllr Berriman      Seconded: Cllr Bell      Motion Carried*  
*That the information boards be insured at £40.02 pa.*  
*Votes in favour: unanimous*

## **7.8 To approve the nominated charity for Crafts in the Park**

RESOLVED: *Proposed: Cllr Berriman*      *Seconded: Cllr Getley*      **Motion Carried**  
That the collection be for the benefit of the St Albans South Girlguiding.  
*Votes in favour: unanimous*

## **7.9 To note changes to the waste contract**

Members referred to the notes. As anticipated it had been necessary to enter into a new waste removal contract to ensure the uninterrupted continuation of the parish waste removal at short notice. Dog waste would be removed via a regular collection of a lidded skip at the cost of £2.5k to £3k pa.

RESOLVED: *Proposed: Cllr Tyndale*      *Seconded: Cllr Berriman*      **Motion Carried**  
That the contract with Cawley's be retrospectively approved.  
*Votes in favour: unanimous*

## **7.10 To review the Council's priorities**

It was noted that 'projects' such as the year end accounts, summer newsletter, waste contract, asset review, bar area refurbishment, Festival and Armed Forces Day events were complete.

## **7.11 To consider s106 priority projects**

Members referred to the draft document.

RESOLVED: *Proposed: Cllr Pryce*      *Seconded: Cllr Bell*      **Motion Carried**  
That the list of potential s106 projects be approved.  
*Votes in favour: unanimous*

## **7.12 To consider awards of grants and discretionary discounts**

There were no applications.

## **8. REPORTS: GENERAL**

### **8.1 To receive a progress report from the Greenwood Park Pavilion Working Party**

Cllr Freeman reported that the architect was currently preparing the tender documents.

### **8.2 To receive a progress report on the Greenwood Park 'super net' project**

The District Council had approved the release of s106 funds of approximately £88k and the transfer was expected shortly. Cllr Pryce reported that the project would commence on 1 September with the play area closed for at least 4 weeks. A banner had been produced to raise awareness. Members asked for a temporary notice board to provide more information on the project.

### **8.3 To receive an update on the local post office services for How Wood**

Cllr Getley said that there had been no progress with the local shops, although he hadn't given up.

### **8.4 To consider the future of the Cavalier Hall timbers**

A date to inspect the timbers would be arranged by Members.

### **8.5 To note the latest position on the land at the former Radlett airfield**

Cllr Pryce confirmed that he would be attending the County Council's meetings on 4th and 11th of July where the proposal for 2000 new homes would be considered as an alternative use of the land should County be obliged to sell it.

### **8.6 To receive brief progress reports from the:**

#### **a) Annual Events Working Party**

Cllr Berriman reported that volunteers were needed for Crafts in the Park from 10.30am until 12.30pm on 25, 26 and 27 July.

Armed Forces Day event had been successful despite the rain and the charity collection had raised £227.32.

#### **b) Festival Working Party**

Cllr Pryce reported that the event more or less broke even. The Parish Centre was a good location for the festival. District Councillors Lee and Yates were thanked for their assistance in averting roadworks which would have affected access.

Members thanked everyone who volunteered their help, with particular thanks to Cllrs Freeman,

Parker and Pryce.

**c) Neighbourhood Plan Steering Group**

Cllr Pryce said that the group had put a lot of work into the Community Survey which would be included in the September newsletter. Collection points had been agreed at shops and homes. Articles would be included in the Residents' Association's magazines to inform residents. Leaflets to raise awareness had also been distributed and some were still available. There were still pockets of research to complete. Cllrs Bell, Freeman and Pryce had attended training organised by the District Council on Neighbourhood Plans.

**8.7 To note recent and planned media communications**

Members referred to the summary. There would be a joint press release with the District Council for the 'Super net' project.

**9. DOCUMENTS RECEIVED**

**9.1 To receive invitations, training opportunities, notifications and consultations**

**a) Consultations**

It was agreed that the Clerk respond to the 'PRS for music Local Authorities' consultation on a new simplified tariff.

**b) Invitations, training opportunities and notifications**

Noted. Cllrs Pryce and Bell would be attending the HAPTC AGM on 14 July.

**10. MINUTES OF COMMITTEES**

**10.1 To receive & approve minutes of the following committees**

The following minutes were received and approved:

Planning Committee	26 May 2016
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**10.2 To receive notes taken at the Council's Working Parties and Forums**

The following notes were received:

Neighbourhood Plan Steering Group	16 May 2016
Festival Working Party	18 May 2016
Festival Working Party	26 May 2016
Festival Working Party	2 Jun 2016

**10.3 To note the minutes of the Joint Committees & Associations**

There were none.

**11. OTHER URGENT AND IMPORTANT BUSINESS**

The contractors for Victor Smith Court had gone into administration and the Trust had implemented its contingency plan.

PC Pete Austin would be moved to cover another ward.

The Chairman declared the meeting closed at 9.30pm.

If you require this document in an alternative format please contact the Parish Office to discuss your requirements.

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