

# ST STEPHEN PARISH COUNCIL

In the District of St.Albans, County of Hertfordshire



## MINUTES OF AN ANNUAL MEETING OF THE COUNCIL HELD AT THE PARISH CENTRE, STATION ROAD, BRICKET WOOD, ST ALBANS, HERTS ON 19 MAY 2016 AT 7.30 pm

Present: Cllrs Michael Freeman (Chairman), John Bell, Wendy Berriman  
Ian Getley, John Parker, Bill Pryce, Nicholas Tyndale and Eileen Whittaker.

In attendance: Mrs J Pienaar (Clerk)  
Two Members of public.

### 1. TO ELECT A CHAIR OF THE COUNCIL

A Member proposed that the incumbent Chairman be re-elected for a further year to enable him to see items, in which he was particularly involved, through to completion.

COUNTER- : *Proposed: Cllr Pryce*      *Seconded: Cllr Berriman*      *Motion unsuccessful*  
PROPOSAL      That Cllr Kerry be elected Chairman.

RESOLVED: *Proposed: Cllr Bell*      *Seconded: Cllr Getley*      **Motion Carried**  
That Cllr Freeman be elected Chairman.

2.

### 3. DECLARATION OF ACCEPTANCE OF OFFICE BY THE CHAIR

The Clerk received the Chairman's signed declaration and acceptance of office.

### 3. TO FILL VACANCIES ON THE COUNCIL

There were none.

### 4. TO RECEIVE DECLARATIONS OF OFFICE

There were none.

### 5. TO ELECT A VICE-CHAIR OF THE COUNCIL

RESOLVED: *Proposed: Cllr Berriman*      *Seconded: Cllr Bell*      **Motion Carried**  
That Cllr Kerry be elected Vice-Chairman.

### 6. APOLOGIES

Apologies were accepted from Cllrs David Brannen, Martin Doyle, Dorothy Kerry and Karen Hurford.

### 7. DECLARATION OF INTERESTS

There were none declared.

### 8. APPOINTMENT OF COMMITTEES AND COMMITTEE MEMBERS

Members referred to the listed standing committees and working parties.

- a) **COMMITTEES**
- b) **WORKING PARTIES**
- c) **LIASON GROUPS**

RESOLVED: *Proposed: Cllr Freeman*      *Seconded: Cllr Getley*      **Motion Carried**  
That the standing Committees, Working Parties and Liaison Groups and membership as appointed with the following amendments:  
Trees & Woodlands Committee—add Cllr John Parker  
Festival Working Party—Cllr John Parker replace Cllr Michael Freeman (to remain ex-officio member)  
*Votes in favour: unanimous*

### 9. APPOINTMENT OF REPRESENTATIVES ON OUTSIDE ORGANISATIONS

RESOLVED: *Proposed: Cllr Freeman*      *Seconded: Cllr Getley*      **Motion Carried**  
That existing representation remain with the following amendments:

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Abfly—add Cllr Tyndale  
Bricket Wood Common Committee—Cllr Parker (substitute member)  
Park Street Village Hall—Cllr Tyndale (substitute member)  
Killigrew School representative—Cllr Hurford  
Mount Pleasant Lane representative—Cllr Berriman  
Police Priority-setting forum—Cllr Getley  
Remove representation on Sure Start Children’s Centre Advisory Board  
*Votes in favour: unanimous*

**10. 2016/17 ANNUAL MEETING CALENDAR**

Members referred to the proposed calendar of meetings.

RESOLVED: *Proposed: Cllr Pryce* *Seconded: Cllr Freeman* **Motion Carried**  
That the annual calendar of meetings be approved.  
*Votes in favour: unanimous*

**11. STANDING ORDERS AND PROCEDURES**

RESOLVED: *Proposed: Cllr Pryce* *Seconded: Cllr Bell* **Motion Carried**  
That the Standing Orders stand adopted.  
*Votes in favour: unanimous*

**12. FINANCIAL REGULATIONS**

RESOLVED: *Proposed: Cllr Freeman* *Seconded: Cllr Getley* **Motion Carried**  
That the Financial Regulations remain adopted without amendment.  
*Votes in favour: unanimous*

**13. 2016/17 CHARITY COLLECTIONS**

The Chairman was asked to nominate the charities for the Council’s forthcoming events.

RESOLVED: *Proposed: Cllr Freeman* *Seconded: Cllr Whittaker* **Motion Carried**  
That the charities be agreed as follows:  
‘Royal Anglian Regiment Benevolent Charity’ - Armed Forces Day  
‘Motor Neurone Disease Association’ - Carol Concert  
*Votes in favour: unanimous*

**14. MINUTES OF THE MEETING HELD ON 28 APRIL 2016**

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

**15. NOTIFICATION OF OTHER BUSINESS**

The Chairman accepted items on the council’s waste contract and notice of the HAPTC Lobbying Day as both urgent and important.

**16. PUBLIC PARTICIPATION**

There was none.

**17. DISTRICT COUNCILLOR’S REPORT**

There weren’t any.

**18. REPORTS: FINANCE, POLICY AND RESOURCES**

**18.1 To approve the payments schedule**

Members referred to the listed payments.

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

Cllr Pryce and Whittaker agreed to sign the cheques.

**18.2 To consider detailed information for the 2016/17 special expenses**

No information had been received from the District Council.

### **18.3 To receive the revised bar agreement**

The Licensed Refreshment Working Party recommended the revised bar agreement which included some minor changes in line with the agreed operating terms previously reported. Cllr Freeman reported that the bar area would be refurbished prior to the new DPS commencing use.

RESOLVED: *Proposed: Cllr Pryce* *Seconded: Cllr Getley* **Motion Carried**  
That bar agreement be agreed with the following amendment:  
7.5.1 remove 'when they are not occupied' and replace with 'at completion of each use of the premises'  
*Votes in favour: unanimous*

### **18.4 To amend the Child Protection Policy**

RESOLVED: *Proposed: Cllr Pryce* *Seconded: Cllr Getley* **Motion Carried**  
That the existing policy be updated as proposed with the following amendment:  
Where reference to the CRB add 'DBS' (Disclosure & Barring Service)  
*Votes in favour: unanimous*

The chairman brought item 19.5 Festival Working Party item (a) forward:

### **19.5 b) Festival Working Party—Event lost/missing child procedure**

RESOLVED: *Proposed: Cllr Berriman* *Seconded: Cllr Parker* **Motion Carried**  
That with the addition of clauses pertaining to the lockdown procedure (refer amended procedure attached to minutes) the procedure be adopted for all events.  
*Votes in favour: unanimous*

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

Members referred to the document and noted the items recently completed, such as the Annual Parish meeting; Annual report; Summer newsletter; EWGS 15/16 grant claim; Gardener 2016; Pension year end; payroll year end; Beacon lighting and Play Area 5 year plan, as well as the progress on items such as the BPA agreement.

The Clerk was thanked for the informative document and the completion of the Play Area 5 year Plan document.

### **18.6 To agree and prioritise s106/CIL projects**

It was confirmed that feedback from Members was absolutely necessary to prioritise the project list and the item was deferred to the next meeting.

### **18.7 To consider applications for grants and discretionary discounts**

There were none received.

## **19. REPORTS: GENERAL**

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

Cllr Freeman reported that following a meeting of the Buildings Committee with representatives of the Tennis Club and agreement had been reached. Assurance had been given that following completion of the internal work the building would be fit for purpose at no cost to the council. The architect was currently preparing the specification in readiness for tender.

Members agreed that Cllrs Freeman and Brannen Project Manage the work.

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

Cllr Pryce reported that, the Play Area 5 Year Plan as requested by ward Members, had been submitted to the District Councillors which supported the document for Greenwood Park submitted May 2015. It was anticipated that a decision would be reached by the District Council on 23 May. To date two District Councillors had given their written confirmation of their support for the project. A poster would go up in the park telling residents about the plans for the park and a banner would follow to celebrate the approval, once received.

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

Cllr Pryce asked Members to consider the future of the timbers currently stored at Burston Nurseries. It was confirmed that treated rough timbers could not be used for children's play equipment and accepted that it would be costly to resurrect the hall. It was pointed out the grounds staff neither had the time or the equipment necessary to cut and use the wood towards a new design. The Council

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also had a large stock and sustainable future supply of wood from Blackgreen Wood. It was concluded that all interested Members and the Head Groundsman would meet to closely inspect the timbers to ascertain what could realistically be used by the parish, if any, and report back to Council.

#### **19.4 To receive a progress report on the Cherry Hill footpath proposal**

Cllr Bell reported that the proposal to provide safe access to the park and play area had been on the council's 'wish list' for many years. The RoW Officer had noted that a link between footpath's 20 and 39 would be desirable, which in turn would link to the park.

RESOLVED: *Proposed: Cllr Bell                      Seconded: Cllr Freeman                      Motion Carried*  
That the proposed link is supported and a formal request be made to include it in the Rights of Way Improvement Plan.  
*Votes in favour: unanimous*

#### **19.5 To receive a brief update and the recommendations of the:**

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

Cllr Berriman reported that the Annual Parish meeting had been held at the Holy Trinity, Frogmore. A head count revealed that after the parents and children had left only twelve members of the public remained.

Plans for the Armed Forces Day were progressing. There would be a brass band and refreshments.

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

Cllr Pryce reported on the progress. Purchases to date were as recorded in the notes with the addition of the purchases for the beer, wine, glasses etc. within budget. All charges were as reported in the meeting notes. The rationale behind the lower charge for the food stalls compared to the ice-cream concession was that there would be only one vendor selling ice creams whilst there were a variety of food vendors. It was noted that a market concession would be applied for.

RESOLVED: *Proposed: Cllr Tyndale                      Seconded: Cllr Freeman                      Motion Carried*  
That the following documents be agreed:  
Festival Cash handling risk assessment  
Festival Saturday & Sunday Event risk assessment  
Emergency Action Plan  
Event Management Plan  
Responsible persons list  
Bar protocol  
*Votes in favour: unanimous*

RESOLVED: *Proposed: Cllr Freeman                      Seconded: Cllr Berriman                      Motion Carried*  
That approval be given for a cash float of £750.  
*Votes in favour: unanimous*

RESOLVED: *Proposed: Cllr Berriman                      Seconded: Cllr Freeman                      Motion Carried*  
That the cash insurance be increased to £10k.  
*Votes in favour: unanimous*

##### **c) Neighbourhood Plan Working Party**

Cllr Pryce reported that a lot of work and research had been done to date. There was still much work to done, particularly with regard to housing. Cllr Kerry had met with the consultant to prepare the survey questions. The survey would go out as part of the autumn newsletter to every household. There would be advertised designated collection points.

#### **19.6 To receive a brief report on the Clerk's roundtable meeting**

The Clerk reported that the District Council's waste contract would be changing on 20 June to Veolia and with that came new recycling bins. The new regime would be phased in supported by road shows and promotion to keep residents informed of what would be a better service.

It was noted that some District authorities were charging for green waste but this was not the case, as yet, in St Albans.

The Detailed Local Plan had been produced by the District Council and presented to its Planning Policy Committee. The Council's Neighbourhood Plan group was asked to 'push back' the boundaries between the DLP and NP. A grant had been obtained to deliver a workshop for all the parishes on housing needs to assist with the Neighbourhood Plan process.

The St Albans Advisory Group had produced an Event Protocol which was a best practice model for

all public events. The protocol could be found on their website and it was recommended that the Parish event hire agreements include a clause requiring SAG notification within the time frames set out in the protocol.

In previous years the government had identified the parish share of the Local Council Tax Scheme grant within the District Council's government grant and the District had fairly divided it amongst the parish councils. However, the current grant did not do this and with the grant reducing to zero within the next few years, it was not clear whether the government still intended the District Council's to pass on a share of the grant. It was very likely the grant would not be received by the parish in 17/18. The Clerk expressed deep concern as in order to recover the loss of £26,637, being its current share of the LCTS grant, would result in a 6.5% increase in the precept.

## **20. DOCUMENTS RECEIVED**

### **20.1 To receive invitations, training opportunities, notifications and consultations**

#### **a) Consultations**

There were none.

#### **b) Invitations/training**

Cllr Freeman had attended the North Watford Scouts St George's Day Parade.

## **20. MINUTES OF COMMITTEES**

### **20.1 To receive & approve minutes of the following committees**

The following minutes were received and approved:

|                             |               |
|-----------------------------|---------------|
| Planning Committee (10)     | 14 April 2016 |
| Buildings Committee (extra) | 3 May 2016    |

### **20.2 To receive the notes taken at the Council's working Parties and Forums**

The following notes were received:

|                                    |             |
|------------------------------------|-------------|
| Parish Environmental Liaison Group | 4 Feb 2016  |
| Festival Working Party             | 1 Apr 2016  |
| Generating Income Working Party    | 1 Apr 2016  |
| Festival Working Party             | 15 Apr 2016 |
| Licensed Refreshment Working Party | 21 Apr 2016 |
| Festival Working Party             | 28 Apr 2016 |
| Festival Working Party             | 6 May 2016  |

### **20.3 To note minutes of Joint Committees and Associations**

There were none.

## **22. Waste contract**

The Clerk reported that the Parish contract which piggy-backed onto the District Council's waste contract to benefit from economies of scale would be affected by the change of contractors. With the return to Veolia it had yet to be confirmed whether the dog waste would be collected as part of the general waste stream. Past experience demonstrated that waste carriers could refuse collection where dog waste was a high percentage of the waste stream. There were stand-by plans to install a Rear Ended Loader in the Watford Road car park.

## **23. House of Commons**

Cllr Pryce reported that HAPTC would be lobbying MP's on 9 June and asked Members to let him know what they want to be raised.

The Chairman declared the meeting closed at 9.35 pm.

*NOTE: These minutes are to be considered as 'draft' until the Council has resolved to approve them.*

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