

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 16 MARCH 2017 AT 7.30 pm

Present: Mick Freeman (Chairman), Dorothy Kerry, Wendy Berriman,
David Brannen, Martin Doyle, Ian Getley, Karen Hurford, John Parker,
Bill Pryce, Nicholas Tyndale and Eileen Whittaker
In attendance: No Members of public
Officers in attendance: Mrs J Pienaar (Clerk)

1. APOLOGIES

Apologies were accepted from Cllr John Bell.

2. TO RECEIVE DECLARATIONS

None received.

3. MINUTES OF THE MEETING HELD ON 2 FEBRUARY 2017

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

4. NOTIFICATION OF OTHER BUSINESS

None received.

5. PUBLIC PARTICIPATION

No requests received.

6. DISTRICT COUNCILLOR'S REPORT

A Member thanked Cllr Featherstone, in her absence, for facilitating the clearance of numerous dog poo bags on the Donkey Field footpath.

REPORTS: FINANCE, POLICY AND RESOURCES

7.1 To approve the payments schedules

Members referred to the schedule for February. Cheques had been signed by Cllrs Pryce, Hurford and Kerry.

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

7.2 To consider the ice-cream concession tender

Members referred to the report.

RESOLVED: *Proposed: Cllr Pryce* *Seconded: Cllr Berriman* **Motion Carried**
That the tender from Noviello be accepted, together with the increased event rate.
Votes in favour: 10 *Votes against: 1* *Abstentions: 0*

7.3 To review the Council's system of internal controls and risk management

Members referred to the report.

RESOLVED: *Proposed: Cllr Getley* *Seconded: Cllr Hurford* **Motion Carried**
That the controls be approved.
Votes in favour: unanimous

7.4 To consider replacement of the Land Rover

The Land Rover had not lasted as expected, probably due to the plastic components. It was recommended that, as recent repair costs had radically escalated, the Council trade-in the vehicle whilst it still had value. Comparison costs were set out in a report. The cheapest outright purchase, taking into account the trade-in amount, was £6395.50 + vat, from Toyota.

RESOLVED: *Proposed: Cllr Getley* *Seconded: Cllr Hurford* **Motion Carried**
That the Land Rover be traded-in against the purchase of the Toyota.
Votes in favour: unanimous

7.5 To receive a progress report on devolvement of Woodbury Field and Park Street Recreation Ground

Following approaches by Cllr Pryce and the Clerk, the Parish Council's proposal to invest a further £8k into the grounds, in addition to the £48k already spent on improvements, rather than pay a transfer fee to the District Council, was to be considered by the Portfolio Holder.

7.6 To review s106 allocations

Members referred to the notes which briefly outlined the District Council's formulae for calculating s106 contributions. Following a Parish request, a sum of £101464 had been secured under s106 towards improvements on Woodbury Field from the Hanstead Park development in Bricket Wood. It was also noted that the District Council had allocated a sum of £98688 from the same development toward the Abbey View Track, next to Westminster Lodge Leisure Centre. It was also reported that there was an amount of £313750 of s106 funds earmarked toward Green Infrastructure Improvements and Leisure Facilities, arising from the BRE development, which had not yet been allocated to specific projects.

7.7 To receive an update on Special Expenses

The District Council had reported that the actual spend on maintenance and differences in other budgets had depleted the sum aggregated from £38k to circa £9k. The District Council had confirmed that it would consider a request from the Parish as to how the funds should be spent, provided that it was on a District Council asset. It was agreed that the Clerk enquire about investment into Park Street Recreation Ground or signage toward it.

7.8 To consider a request from the neighbourhood Plan Steering Group that the Old Fox PH and The Overdraught PH be nominated as Assets of Community Value

A Member pointed out that several District Council's had set a precedent by issuing an 'Article 4 Direction' on their local pubs to protect them from permitted development rights.

RESOLVED: *Proposed: Cllr Pryce* *Seconded: Cllr Freeman* **Motion Carried**
That the Clerk make enquiries of St Albans District Council regarding protection of local pubs under 'Article 4 Direction'.
That Cllr Freeman will look at applying for an ACV for the Old Fox PH and The Overdraught PH.
Votes in favour: unanimous

7.9 To receive an update on Greenwood Park CCTV

It was noted that the CCTV at Greenwood Park would be retained following support from the Parish Council. The cameras were to be upgraded to smaller HD digital systems in the 17/18 financial year.

7.10 To receive a progress report on the Council's projects/activities

The Clerk reported that progress had been made on the Pavilion project. Preparation for the cricket season was underway and grass-cutting in full swing. Applications for grants had been submitted under the English Woodland Grant Scheme and Neighbourhood Planning.

7.11 To consider awards of grants and discretionary discounts

a) Park Street & Frogmore Society—application for a grant

Members considered the application for £905 toward a computer and projector. Members were agreed that the Society provided a worthwhile service.

PROPOSED: *Proposed: Cllr Tyndale* *Seconded: Cllr Hurford* **Motion Carried**
That a grant of £200 be awarded, together with advice on other sources of funding.

COUNTER PROPOSED: *Proposed: Cllr Pryce* *Seconded: Cllr Berriman* **Motion Unsuccessful**
That a grant of £500 be awarded.
Votes in favour: 5 *Votes against: 6* *Abstentions: 0*

RESOLVED: *Proposed: Cllr Tyndale* *Seconded: Cllr Hurford* **Motion Carried**
That the Council in accordance with its powers under section 137 & 139 of the Local Government Act 1972, should incur the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure:
That a grant of £200 be awarded, together with advice on sources of funding.
Votes in favour: 6 *Votes against: 5* *Abstentions: 0*

b) 1st Park Street Scout Group—application for a grant

Members considered an application for a grant of £2000+ or anything to assist with the renovation of the scout hall and roof.

PROPOSED: *Proposed: Cllr Pryce*
That a grant of £500 be awarded.

COUNTER-PROPOSED & RESOLVED: *Proposed: Cllr Brannen* *Seconded: Cllr Whittaker* **Motion Carried**
That the Council in accordance with its powers under section 137 & 139 of the Local Government Act 1972, should incur the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure:
That a grant of £200 be made to 1st Park Street Scout Group, together with advice on sources of funding.
Votes in favour: 7 *Votes against: 4* *Abstentions: 0*

c) Swallows Badminton—application for a discounted rate

RESOLVED: *Proposed: Cllr Kerry* *Seconded: Cllr Brannen* **Motion Carried**
That the Council in accordance with its powers under section 137 & 139 of the Local Government Act 1972, should incur the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure:
That a 15% discount be approved for a period of 3 months, equivalent to the value of £34 per month.
Votes in favour: 10 *Votes against: 1* *Abstentions: 0*

REPORTS: GENERAL

8.1 To receive feedback on the Community Book Swap

Cllr Getley reported that the proposal was to go before the Church Elders for approval.

8.2 To receive a brief report on the Clerk's roundtable meeting

The Clerk reported that the District Council's budget gap for 17/18 had been funded by generating income through new contracts and adjusting parking charges and pricing. Future focus would be on commercial and residential development as a means of generating income. It was noted that of the £65m collected in Business Rates, only £2m was retained by the District. Discussion of s106 and CIL had been put forward by the Clerk for the next Parish Conference.

8.3 To receive a brief report from the Bricket Wood Common Management Committee

It was reported that there was no ranger at present. Access to the bridleway under the bridge had been raised as it was considered dangerous. The landowner continued to remove trees under his Woodland Management plan. There were problems with dog poo bags being left in trees.

8.4 To receive a brief report on the National Association of Local Councils

Cllr Pryce reported that NALC was achieving results and managing cost-savings by selling/renting office space in London. District Council's were being encouraged to take up CIL. The average precept increment had been 7.5% and the Government continued to consider capping precepts. NALC was lobbying for Business Rates to be shared with Parish Councils. HAPTC had increased its membership and would be sending a delegation on Lobby Day.

8.5 To receive brief progress reports from the:

a) Pavilion Improvement Working Party

Cllr Freeman reported that progress was being made. The decking would be tiles instead of composite material. Internal alterations to the showers were almost complete. Blocks for the storage areas had arrived, as had the steels.

b) Neighbourhood Plan Steering Group

Cllr Pryce reported that the Steering Group had launched a 'Call for Sites'. Public meetings had been arranged for the evenings of 9, 10 and 15 May in each of the parish wards. The application for a grant and Technical Support had been approved.

c) Parish in Bloom Working Party

Cllr Getley reported that there would be hanging baskets and railing planters installed using the funds remaining in the budget. Funding and sponsors were being sought to support the project.

RESOLVED: *Proposed: Cllr Freeman Seconded: Cllr Kerry Motion Carried*
That £1500 expenditure on baskets and planters be approved.
Votes in favour: unanimous

d) Generating Income Working Party

Cllr Kerry reported that cost-savings and initiatives were being considered. It was recognised that the parish facilities presented the greatest income opportunity. Information available to hirers was being reviewed. Initiatives such as 'packages' for wedding and children's party hire were being progressed. Some relatively small savings had been made by entering into 3 year agreements for annual inspections.

e) Events Working Party

Cllr Berriman reported that bands had been booked for the Armed Forces Day, Remembrance Day and Carol Concert events. The Working Party had decided against commemorating the new trees at the entrance to Greenwood Park.

RESOLVED: *Proposed: Cllr Doyle Seconded: Cllr Tyndale Motion Carried*
That £900 expenditure on bands be approved.
Votes in favour: unanimous

8.6 To note recent and planned media communications

Cllr Tyndale circulated the report.

8.6 To consider nominations for the Community Awards

No nomination for the Youth Award had been received. Members agreed that the award would be presented for exceptional contribution to the community. It was therefore agreed that there be no award presented in 2017.

9. DOCUMENTS RECEIVED

9.1 To receive invitations, training opportunities, notifications and consultations

a) Consultations

Right of Way orders at Netherwylde Farm, Radlett: Members noted the view from Cllr Bell that nothing more could be added to the Council's original comments.

b) Invitations, training opportunities and notifications

Noted.

10. MINUTES OF COMMITTEES

10.1 To receive & approve minutes of the following committees

The following minutes were received and approved:

Planning Committee	9 Feb 2017
Buildings Committee	23 Feb 2017

10.2 To receive notes taken at the Council's Working Parties and Forums

The following notes were received:

Neighbourhood Plan Steering Group	26 Jan 2017
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Events Working Party	9 Feb 2017
Parish in Bloom Working Party	21 Feb 2017
Annual Events Working Party	19 July 2016
Generating Income Working Party	23 Feb 2017

10.3 To note the minutes of the Joint Committees & Associations
None received.

11. OTHER URGENT AND IMPORTANT BUSINESS
There was none.

The Chairman declared the meeting closed at 10pm.

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

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

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