

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 18 MAY 2017 AT 7.30 pm

Present: Cllrs Dorothy Kerry (Chair), Nicholas Tyndale (Vice-Chair), John Bell, David Brannen, Wendy Berriman, Michael Freeman, Ian Getley, John Parker, Bill Pryce, and Eileen Whittaker.

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

1. TO ELECT A CHAIR OF THE COUNCIL

RESOLVED: *Proposed: Cllr Pryce* *Seconded: Cllr Berriman* **Motion Carried**
That Cllr Kerry be elected Chairman.

Members thanked Cllr Freeman for his contribution as Chair of the Council over the past three years.

2. DECLARATION OF ACCEPTANCE OF OFFICE BY THE CHAIR

Cllr Kerry confirmed her commitment to the post. 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

Cllr Tyndale stated that he was aware that it was customary for the Vice-Chairman role to be preparation for the role of Chair. However, in the interests of transparency, he wanted to make it clear that he had no intention of standing for Chair while in full-time employment, which was likely to be the case for at least the next decade.

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

6. APOLOGIES

Apologies were accepted from Cllrs Martin Doyle 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

RESOLVED: *Proposed: Cllr Kerry* *Seconded: Cllr Brannen* **Motion Carried**
That the standing Committees and Members remain as listed.
Votes in favour: unanimous

b) Working Parties

RESOLVED: *Proposed: Cllr Tyndale* *Seconded: Cllr Getley* **Motion Carried**
That the proposed amendments to the Terms of Reference for the Events, Festival and Parish in Bloom be approved.
Votes in favour: unanimous

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RESOLVED: *Proposed: Cllr Getley* *Seconded: Cllr Berriman* **Motion Carried**
That the existing Working Parties continue to stand, with the exception of the Community Book Swap and the Licensed Refreshment Facility Working Parties.
That Cllr Freeman's request to step down from the Events, Car Park and Generating Income Working Parties be accepted.
That Cllr Whittaker join the Events Working Party.
That Cllr Berriman join the Car Park Working Party.
Votes in favour: unanimous

c) Liaison groups

RESOLVED: *Proposed: Cllr Getley* *Seconded: Cllr Tyndale* **Motion Carried**
That the Parish Council/County Councillor Highway Meeting liaison group continues with the appropriate amendment to the Chair.
Votes in favour: unanimous

9. APPOINTMENT OF REPRESENTATIVES ON OUTSIDE ORGANISATIONS

RESOLVED: *Proposed: Cllr Berriman* *Seconded: Cllr Whittaker* **Motion Carried**
That existing representation remain with the following amendments:
Police Priority Setting Forum — Cllr Parker (substitute member)
Mount Pleasant Lane representative—Cllr Parker
Votes in favour: unanimous

It was noted that Cllrs Pryce and Brannen had put themselves forward as Trustees of the Bricket Wood Station Heritage Trust.

10. 2017/18 ANNUAL MEETING CALENDAR

Members referred to the proposed calendar of meetings.

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

11. STANDING ORDERS AND PROCEDURES

RESOLVED: *Proposed: Cllr Kerry* *Seconded: Cllr Brannen* **Motion Carried**
That the Standing Orders stand adopted without amendment.
Votes in favour: unanimous

12. FINANCIAL REGULATIONS

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

13. 2017/18 CHARITY COLLECTIONS

The Chairman requested that this item be deferred to allow more time for consideration, on the understanding that the Clerk would be notified of the nominated charity for Armed Forces Day as soon as possible.

14. MINUTES OF THE MEETING HELD ON 20 APRIL 2017

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

15. NOTIFICATION OF OTHER BUSINESS

There was none.

16. PUBLIC PARTICIPATION

The Chairman accepted a vote of thanks from Mrs Hardy, on behalf of the staff, for the retiring Chairman's support over the past 3 years.

17. DISTRICT COUNCILLOR'S REPORT

There were none received.

18. REPORTS: FINANCE, POLICY AND RESOURCES

18.1 To approve the payments schedule

Members referred to the listed payments.

RESOLVED: *Proposed: Cllr Kerry* *Seconded: Cllr Bell* **Motion Carried**

That the payments be approved.

Votes in favour: unanimous

Cllrs Berriman and Getley agreed to sign the cheques.

18.2 To receive a progress report from the Greenwood Park Pavilion Working Party and consider its recommendation for new doors

Cllr Freeman reported that the project would be finished within the next two weeks. He reported on the problems encountered with the showers, the new flooring and the need for gabions. The Working Party recommended that funds be earmarked to facilitate the replacement of the remaining eight doors and frames on the Pavilion, with robust steel frames and doors which had been recently quoted at £9500, including locks.

RESOLVED: *Proposed: Cllr Freeman* *Seconded: Cllr Kerry* **Motion Carried**

That £9,5k be withdrawn from the Working Balance to replace the Pavilion doors as recommended.

Votes in favour: unanimous

Members considered the proposal to purchase new tables and chairs for the cricket side of the Pavilion as the existing tables had been re-sited to Park Street Pavilion.

RESOLVED: *Proposed: Cllr Whittaker* *Seconded: Cllr Berriman* **Motion Carried**

That 5 x tables and 20 x chairs be purchased for the cricket club room.

Votes in favour: unanimous

The Clerk reported that the Sport England lottery funding had been used and that there remained a final payment from the Tennis Club to settle the remaining balance. It was not yet known whether the contingency fund would be needed to meet the project costs.

18.3 To consider the purchase or lease of a new tractor

Members referred to the report which outlined the case for replacement of the old Kubota tractor.

RESOLVED: *Proposed: Cllr Getley* *Seconded: Cllr Freeman* **Motion Carried**

That the old Kubota be part-exchanged against the outright purchase of a Kubota M6060 as noted in the report.

Votes in favour: unanimous

18.4 To approve the expenditure for vibration testing

In accordance with a resolution of the HR Committee and in line with Financial Regulations 3.4, the Clerk reported that she had placed an urgent order for a vibration test of all equipment. Members agreed that the budget be topped up once the Health & Safety consultancy cost was confirmed.

RESOLVED: *Proposed: Cllr Freeman* *Seconded: Cllr Berriman* **Motion Carried**

That the expenditure for vibration testing be approved.

Votes in favour: unanimous

With the support from Members, the Chair moved item 18.5 to the end of the meeting.

18.6 To ratify the decisions of the HR Committee

This item was deferred.

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

The Clerk reported that the Neighbourhood Planning grant of £4900 had been received; the final claim to Sport England would soon be submitted for the remainder of the lottery grant; the renewal of the Health & Safety contract was currently under review; the Summer newsletter was complete; vibration testing had been booked for the week commencing 5 June and the London Revolution

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booking had generated £516 income and that the organisers were keen to return in 2018. With regard to large events it was agreed that a condition be included in the terms of use for prior notice posters to be erected by the hirer a few weeks before and that Members continue to be informed.

18.8 To consider awards of grants and discretionary discounts

None received.

19. REPORTS: GENERAL

19.1 To receive a final draft copy of the BPA lease agreement

Following protracted negotiations the final draft of the BPA Supplemental Valve Site Lease had been agreed. On completion of the lease a further payment of £1650 had also been agreed. Cllr Pryce praised the Clerk for the amount of work that gone into reaching an agreement.

RESOLVED: *Proposed: Cllr Pryce* *Seconded: Cllr Getley* **Motion Carried**
That the final draft of the lease be formally received and approved.
Votes in favour: unanimous

19.2 To approve the Annual Report 16/17 for publication

Members referred to the text for publication in the Summer newsletter.

RESOLVED: *Proposed: Cllr Kerry* *Seconded: Cllr Bell* **Motion Carried**
That the Annual Report 16/17 be approved.
Votes in favour: unanimous

19.3 To receive a brief report on the Community Rail Partnership meeting

Cllr Tyndale reported that the Bricket Wood Station Heritage Trust had asked to join the CRP.

19.4 To receive a brief update and the recommendations of the:

a) Neighbourhood Plan Steering Group

Cllr Pryce reported that all three public meetings on the Call for Sites had been well attended. The feedback on the sites put forward by developers would be analysed. It was agreed that, before the sites and feedback forms go on the Parish website, it consider what appropriate background information should be included to avoid any confusion or misunderstanding. The Clerk reported that the Community Survey was still open on the website and it had currently been re-emphasised. The Clerk was asked to circulate all names and maps of sites put forward to all Members. Cllr Pryce reported that the support of the Consultant at the public meetings had been excellent.

b) Events Working Party

Cllr Berriman reported that the organisation of all planned events were progressing smoothly. The Clerk was asked to arrange the assistance of the Maintenance Man with setting up/down of the Crafts in the Park event on the mornings of 24, 25 and 26 July. Armed Forces Day would be on Sunday 25 June. Plans were underway for the launch of Greenwood Park Pavilion circa 9 July, preceded by the Woodland Open Day in St Julian's Wood on 8 July.

c) Festival Working Party

Cllr Berriman reported that the Fete would be held at the Parish Centre on 19 May 2018. Volunteers were needed to help on the day. Cllr Pryce reported that the Arts Festival would be held over the weekend of 18/19 May 2019 at Greenwood Park.

d) Generating Income Working Party

Cllr Kerry reported that the Working Party was currently focussing on the 'hirer experience'. Ideas such as 'wedding packages' and 'children's party packages' were also being progressed. It was noted that the hire to the Football Academy had ceased. Cllr Kerry explained that the operation had expanded significantly necessitating a review of the hire agreement. Despite a concerted attempt to retain the revenue, the Academy had decided to move on.

19.5 To note recent and planned media communications

The Clerk reported that there had been no recent press releases but there were plans to release an article on the Annual Parish meeting and Books for Schools presentation. The Council's Twitter account now had 78 followers and all Neighbourhood Plan public meetings had been promoted through it, as had the Annual Parish meeting. Positive feedback had been received on the Books for Schools presentation.

20. DOCUMENTS RECEIVED

20.1 To receive invitations, training opportunities, notifications and consultations

a) Consultations

The Clerk reported that whilst the Consultation on preserving the free use of parks related mainly to Park Run events, views were also being sought by Government on the use of public parks by professional dog walkers and other individuals/organisations using public parks for their business. Often such use incurred a maintenance cost which was borne by local residents. The Clerk cited an example of the cost of removing dog waste from St Stephen's parish parks which amounted to approximately £4.5k. Cllrs Berriman and Bell agreed to read through the document and report back.

b) Invitations/training

The Members Bulletin was noted.

20. MINUTES OF COMMITTEES

20.1 To receive & approve minutes of the following committees

The following minutes were received and approved:

Trees & Woodlands Committee (2)	23 Mar 2017
Planning Committee (11)	13 Apr 2017

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

The following notes were received:

Car Park Working Party	6 Apr 2017
Events Working Party	20 Apr 2017
Generating Income Working Party	4 May 2017

20.3 To note minutes of Joint Committees and Associations

There were none.

18.5 To consider damage to the Blackgreen Wood timber footbridge

RESOLVED: *Proposed: Cllr Berriman* *Seconded: Cllr Tyndale* **Motion Carried**
In view of the confidential nature of item 18.5, which relates to a potential legal matter, the public and accredited representatives of the press shall be excluded while it is discussed, in accordance with the Public Bodies (Admission to meetings) Act 1960, as amended by the Local Government Act 1982.
Votes in favour: unanimous

Members referred to the confidential report.

RESOLVED: *Proposed: Cllr Freeman* *Seconded: Cllr Bell* **Motion Carried**
That the matter be pursued through the 'small claims court'.
Votes in favour: 9 *Votes against: 0* *Abstentions: 1*

The Chairman declared the meeting closed at 9.20 pm.

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

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