

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 2 FEBRUARY 2017 AT 7.30 pm

Present: Cllrs Mick Freeman (Chair), Dorothy Kerry (Vice-Chairman), John Bell, David Brannen, Martin Doyle, Ian Getley, John Parker, Nicholas Tyndale & Eileen Whittaker.
In attendance: None.
Officers in attendance: Mrs C Hardy (Deputy Clerk)

1. APOLOGIES

Apologies were accepted from Cllrs Wendy Berriman, Karen Hurford, and Bill Pryce.

2. TO RECEIVE DECLARATIONS

None received.

3. MINUTES OF THE MEETING HELD ON 19 JANUARY 2017

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

4. NOTIFICATION OF OTHER BUSINESS

The Chairman accepted items of Other Business from Cllr Brannen and Cllr Whittaker.

5. PUBLIC PARTICIPATION

No members of the public were present.

6. DISTRICT COUNCILLOR'S REPORT

The Clerk stated that she had not received reports from District Councillors.

REPORTS: FINANCE, POLICY AND RESOURCES

7.1 To approve the payments schedules

Members referred to the schedule for January 2016.

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

Cllrs Kerry and Pryce to sign the cheques.

7.2 To note the timeline for ice-cream concession tender

Member noted the information.

7.3 To appoint two Members to the Car Park Working Party

RESOLVED: *Proposed: Cllr Freeman* *Seconded: Cllr Tyndale* **Motion Carried**
That Cllrs Hurford and Parker are appointed to the Car Park Working Party
Votes in favour: unanimous

7.4 To amend the Terms of Reference for the Generating Income Working Party

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

That the remit of the Working Party is amended to:
To review income-generation, savings and efficiencies and report back to Council.
Votes in favour: unanimous

7.5 To add a clause to the Terms of Reference for all Working Parties

RESOLVED: *Proposed: Cllr Doyle* *Seconded: Cllr Tyndale* **Motion Carried**
That the Terms of Reference for all Working Parties be amended to:
The Working Party will endeavour to hold its meetings during the times specifically set aside for Council business where ever possible and will also avoid evening meetings where ever possible. The Working Party will aim to complete its business within one hour.
Votes in favour: unanimous

7.6 To review the Fidelity Guarantee insurance

RESOLVED: *Proposed: Cllr Getley* *Seconded: Cllr Freeman* **Motion Carried**
That the Fidelity Guarantee insurance is reviewed again at the April Main Council meeting.
Votes in favour: unanimous

7.7 To review the rolling direct debits

RESOLVED: *Proposed: Cllr Bell* *Seconded: Cllr Parker* **Motion Carried**
That the rolling direct debits identified in Appendix 2 are approved.
Votes in favour: unanimous

7.8 To approve the 2017 events including books for schools

RESOLVED: *Proposed: Cllr Bell* *Seconded: Cllr Getley* **Motion Carried**
That the 2017 events as listed and the books for schools initiative are approved.
Votes in favour: unanimous

Cllr Getley mentioned that as part of the Remembrance Day service he would like to introduce a piped band. Cllr Bell asked whether the Armed Forces Day should be a bi-annual event. The Chairman stated that Armed Forces Day was growing in popularity every year and that it should remain an annual event.

7.9 To note the compound licence agreement with the BPA and allocate the income

RESOLVED: *Proposed: Cllr Brannen* *Seconded: Cllr Tyndale* **Motion Carried**
That the £3300 additional BPA funding is allocated toward replacement of the external doors at Greenwood Park Pavilion.
Votes in favour: unanimous

7.10 To consider the reimbursement costs associated with the 2016 Festival

RESOLVED: *Proposed: Cllr Getley* *Seconded: Cllr Freeman* **Motion Carried**
That £200 is reimbursed to the organiser of the church service. That the Clerk query the two set up charges for the sound equipment; one on the invoice for £200 and the second on the invoice to the Parish Council for £750.
Votes in favour: unanimous

7.11 To receive the annual Fire Risk Assessments

Cllr Bell queried the storage of the gas canister in the barn and was assured by the Clerk that this was in hand.

RESOLVED: *Proposed: Cllr Bell* *Seconded: Cllr Brannen* **Motion Carried**
That the Fire Risk Assessments are received.
Votes in favour: unanimous

7.12 To receive a progress report on the Councils projects/activities

The Clerk reported that the staff were currently busy with, amongst other things, the Neighbourhood Plan, Green Flag award, the pavilion extension, the spring newsletter, investigation of a replacement vehicle and the progression of hirers storage.

7.13 To consider awards of grants and discretionary discounts

The Clerk reported that there were no applications.

REPORTS: GENERAL

8.1 To receive feedback on the Community Book Swap

Cllr Getley reported that he had not received a response from Park Street Baptist Church but that he would make a second approach to them. The Chairman suggested an approach to Holy Trinity Church although some felt the location was a little out of the way. Members were asked to be mindful of other locations within Park Street and Chiswell Green.

8.2 To receive a brief update on the Abbey Line and CRP

Cllr Tyndale reported that Trevor Gurd had attended the Abbey Line/CRP meeting last week. ABFLY are continuing their boycott of CRP. Cllr Tyndale went on to say that:

- A shuttle bus is now running from St Albans Abbey station via St Peters Street to St Albans City station. The bus timetable coincides with that of the train timetable.
- There are later running trains in the evening
- There are now functioning ticket machines and that it was mainly Bricket Wood ticket machine subjected to vandalism.

8.3 To receive a brief update on the Police Priority Setting Forum

Cllr Getley had nothing to report.

8.4 To receive brief progress reports from the:

(a) Pavilion Improvement Working Party

The Chairman reported that all paperwork had been completed. That the footings of the existing pavilion were found to be inadequate and that the area had now been underpinned. Some internal work had also been started. The Chairman stated that he would be visiting the site on 3rd February at 10am to check progress. Cllr Getley said he would also attend.

Cllr Whittaker expressed surprise that the architect did not know that the footings were inadequate.

(b) Neighbourhood Plan Steering Group

The Clerk reported that the steering group had met on 26 January 2017. It had been noted from the returned surveys that there was a lack of working age respondents which would have to be addressed or explained in the consultation statement. It had been decided to re-issue the survey link to schools in an effort to address the problem. The Clerk went on to explain that the official call for small development sites capable of supporting at least three dwellings was about to be advertised with a closing date of 15 March 2017.

(c) Parish in Bloom Working Party

Cllr Getley reported that two locations within each ward had been identified to locate new flower beds and that the Head Groundsman was currently costing out the project. He also went on to say that the Head Groundsman had suggested hanging troughs on the railings at Park Street Recreation Ground and the cost for this was being worked out.

(d) Car Parking Working Party

The Chairman reported that at the last meeting it had been suggested that marking out bays in the rough car park area at Greenwood Park would make better use of the car park. He went on to say that it had been agreed to mark out a small area with bollard to see how they worked. The Chairman also stated that the working party was also investigating a pay barrier system for the entrance to Greenwood Park. Income generated from this could eventually be used to surface the car park. There was some discussion regarding self regulation and stickers for hirers.

The Clerk reported seeing a U3A group returning by coach to Greenwood Park on the evening of 26 January 2017 and that the majority were collecting their cars from within Greenwood Park.

8.5 To note recent and planned media communications

Making reference to the print out, Cllr Tyndale reported a steady stream of coverage.

9. DOCUMENTS RECEIVED

9.1 To receive invitations, training opportunities, notifications and consultations

a) Consultations

No current consultations

b) Invitations, training opportunities and notifications

Cllr Bell will attend the opening event at Choristers Court (formally known as Victor Smith Court) on 10th February at 10am. Cllrs Kerry and Freeman will also attend if they are available.

10. MINUTES OF COMMITTEES

10.1 To receive & approve minutes of the following committees

The following minutes were received and approved:

Human Resources Committee	13 October 2016
Leisure Committee	1 December 2016
Planning Committee	8 December 2016
Trees & Woodlands Committee	14 December 2016
Human Resources Committee	15 December 2016
Planning Committee	12 January 2017

RESOLVED: *Proposed: Cllr Brannen* *Seconded: Cllr Getley* **Motion Carried**
That the minutes as noted are received and approved
Votes in favour: unanimous

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

The following notes were received:

Parish in Bloom Working Party	12 October 2016
Car Park Working Party	13 October 2016
Neighbourhood Plan Steering Group	1 November 2016
Mobile Youth Shelter Working Party	7 November 2016
Pavilion Improvement Working Group	30 November 2016
Pavilion Improvement Working Group	8 December 2016
Neighbourhood Plan Steering Group	13 December 2016
Pavilion Improvement Working Group	15 December 2016
Pavilion Improvement Working Group	19 December 2016
Pavilion Improvement Working Group	5 January 2017

RESOLVED: *Proposed: Cllr Kerry* *Seconded: Cllr Brannen* **Motion Carried**
That the working party notes are received.
Votes in favour: unanimous

10.3 To note the minutes of the Joint Committees & Associations

Members noted the following:

Abbey Line Community Rail Partnership Minutes of 18 October 2016

11. OTHER URGENT AND IMPORTANT BUSINESS

Speed Awareness Signs

Cllr Brannen said that the speed awareness signs located in Tippendell Lane and Mount Pleasant Lane had not been working for the last three days due to lack of sunlight. He questioned whether they were fit for purpose, whether the usage and the solar panel had been matched and stated that it either required a bigger solar panel or reserve battery power.

Negative Comments by the Chairman of the Chiswell Green Branch of the U3A

Cllr Whittaker reported that she had attended a meeting of the U3A today where the Parish Council had been exposed to negative comments by the Chairman who addressed between 350-400 local people.

The comments had surrounded the notices in the car park that stated that due to the pavilion building works, the road may be closed at short notice. The Chairman of the U3A reporting speaking to the Centre Manager regarding the closures who then referred him to the parish office. He recalled speaking to a member of staff in the office who was unable to give him specific information about any

planned closures. Cllr Whittaker stated that it denigrated the parish and that as he continued a 'titter' went around the audience.

The Clerk stated that although she hadn't spoken with the gentleman mentioned, she had been present on the day he telephoned and was able to listen to the conversation. In fact she had advised her colleague who was dealing calmly with a very insistent caller who clearly did not wish to hear or accept what he was being told. The Clerk went on to say that the member of staff continually repeated herself by telling the caller that she was unable to give exact times when the road may be closed and that the signs were precautionary to warn of disruption before the caller said that he would just have to phone back again before their next meeting.

The Chairman explained that it was impossible to say when deliveries would arrive with a vehicle that would block the access road and that the ground was too wet to get them off the road.

Cllr Tyndale advised that in the interest of community relations he would advise contact the Chairman of the U3A directly.

It was suggested that the Chairman address the U3A members at their next meeting. As the Chairman would not be available, the Vice Chairman Cllr Kerry volunteered to address the meeting. Cllr Whittaker will provide contact details of the U3A Chairman.

The Chairman declared the meeting closed at 9.10pm.

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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