

# 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 20 APRIL 2017 AT 7.30 pm**

Present: Mick Freeman (Chairman), Dorothy Kerry, John Bell, Martin Doyle,  
Ian Getley, Karen Hurford, John Parker, 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 Wendy Berriman and David Brannen.

## 2. TO RECEIVE DECLARATIONS

None received.

## 3. MINUTES OF THE MEETING HELD ON 16 MARCH 2017

RESOLVED: *Proposed: Cllr Getley* *Seconded: Cllr Doyle* **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

No report received.

## REPORTS: FINANCE, POLICY AND RESOURCES

### 7.1 To approve the payments schedules

Members referred to the lists presented. Councillors Bell and Whittaker agreed to sign the cheques.

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

### 7.2 To receive an update on the Bricket Wood Station project

Mr Laurie Hart addressed the meeting with an update on significant progress on stage 1 to date. The group had formalised itself as a Charitable Incorporated Organisation. The constitution for which allowed for up to 12 Trustees. Alongside the potential Trustees from the group, representing a broad spectrum of local residents and groups, an invitation was extended to two Parish representatives. Members were assured that there would be no financial liability on Trustees if the Trust collapsed. The bank account had been set up and pledged funding of £11k was in the process of being collected. Income raised would be used to progress the project design, planning and publicity. The building had been inspected and was in a sound state with the exception of the roof. The aim was to refurbish the building, along with the canopy. Applications had been made to join the Association of Community Rail Partnerships and the Abbey Line Community Rail Partnership. Investigations were underway into joining the National Heritage Trust. Dialogue had commenced with Network Rail regarding a 50 year agreement for a peppercorn rent. Members congratulated the group on the phenomenal progress it had made in a short period of time. It was agreed that Mr Hart circulate an outline of the Trustee role to Members for consideration outside the meeting.



### **7.9 To consider an application for a Modification Order, Featherbed Lane**

Members considered the application. There was concern that designation of the route as a BOAT may open up a circular route.

RESOLVED:            *Proposed: Cllr Bell*            *Seconded: Cllr Doyle*            **Motion Carried**  
That a request is submitted for a barrier to be installed at point 'C' to restrict access to cyclists and horse riders.  
*Votes in favour: unanimous*

### **7.10 To consider the purchase or lease of a new tractor**

It was agreed that the matter would be considered at the next meeting.

### **7.11 To receive a progress report on the Council's projects/activities**

The Clerk reported that progress had been made on Hand Arm Vibration testing and noise assessments, as agreed by the extra HR Committee meetings; the EWGS grant application had been submitted, and the Neighbourhood Plan grant and technical support application acceptance were being processed. A meeting had also been held to discuss the Academy hire agreement. The pension and payroll year end were soon to be completed.

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

There were no applications received.

## **REPORTS: GENERAL**

### **8.1 To receive an update on the Community Book Swap for Park Street**

Cllr Getley reported that the Church Elders were concerned that some of the books may not be suitable and therefore decided it would be inappropriate for the church to run a book swap.

RESOLVED:            *Proposed: Cllr Freeman*            *Seconded: Cllr Kerry*            **Motion Carried**  
That the books received by the Parish Council to start a book swap scheme be offered to the Bricket Wood URC book swap.  
*Votes in favour: unanimous*

### **8.2 To receive a brief report on the SADALC meeting**

Cllr Bell reported that Members had expressed concern at the loss of the share of the LCTS grant. Almost all of the St Albans' Parish/Town Councils had embarked on a Neighbourhood Plan.

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

#### **a) Pavilion Improvement Working Party**

Cllr Freeman reported that he and Cllr Doyle had met with the architect and the few concerns had been satisfactorily resolved. The Tennis Club had planned an Open Day for 13 May to coincide with the start of the season. The Pavilion, once complete, would be officially launched by the Parish Council and involve all user groups. The exterior of the building was expected to be complete in time for the Open Day. Cllr Freeman reported that the quality of work was reassuring. All Members were in favour of releasing the next tranche of payment.

#### **b) Neighbourhood Plan Steering Group**

Cllr Pryce reported that the Steering Group had received 19 responses to its 'Call for Sites', all of which would be looked at closely. He reminded Members of the public meetings being held on 9th, 10th and 15th May. Free technical support had been secured, under the grant scheme, to carry out an independent site assessment and a housing needs analysis.

#### **c) Parish in Bloom Working Party**

Cllr Getley reported that there would be 6 x railing planters installed at Park Street Recreation Ground and hanging baskets outside the Parish Centre and Greenwood Park.

#### **d) Events Working Party**

Cllr Kerry asked Members for their help in setting up the Annual Parish meeting on 11 May from 6pm. The Clerk would be sending out requests for reports from each of the Committees.

Armed Forces Day was planned for Sunday 25 June.

A Woodland Open Day was being organised by Cllr Bell at Greenwood Park meadow on 8 July and a provisional date of 9 July had been proposed for the official opening of the Pavilion.

Crafts in the Park would be held on the mornings of 24,25 and 26 July.

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



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

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