

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 OCTOBER 2016 AT 7.30 pm**

Present: Dorothy Kerry (Vice-Chairman), John Bell, Wendy Berriman,
David Brannen, Ian Getley, John Parker, Bill Pryce and Nicholas Tyndale
In attendance: Three Members of public
Officers in attendance: Mrs J Pienaar (Clerk)

1. APOLOGIES

Apologies were accepted from Cllrs Mick Freeman, Karen Hurford, Martin Doyle and Eileen Whittaker.

2. TO RECEIVE DECLARATIONS

None received.

3. MINUTES OF THE MEETING HELD ON 15 SEPTEMBER 2016

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

None received.

5. PUBLIC PARTICIPATION

Mr Laurie Cheney and Mr David Thompson, Chair and Vice-Chair of the Greenwood Park Lawn Tennis Club, were in attendance to speak about item 7.3.

6. DISTRICT COUNCILLOR'S REPORT

There were no reports.

REPORTS: FINANCE, POLICY AND RESOURCES

7.1 To approve the payments schedules

Members referred to the schedule for September/October.

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

Cllrs Berriman and Getley agreed to sign the cheques.

7.2 To receive an update on the 2016/17 CCTV Review—Greenwood Park

The CCTV cameras at Greenwood Park were managed by the District Council and owned 50/50 with the Parish Council. Following a recent review in line with government surveillance camera guidelines, the District Council was recommending the removal of the cameras. Members agreed it was a 'chicken and egg' situation. Subsequently SADC had agreed to review the guidance relating to justification in conjunction with a record of anecdotal evidence from the Clerk.

7.3 To appoint a contractor for the Greenwood Pavilion extension

The tender exercise was complete. All tenders received were over the published budget. Members had met with the company which provided the lowest tender and obtained a revised quotation. However, this was still approx. £40k above budget. It was explained that the shortfall had come about due to price increases over the year, overheads and profits from using a large contractor, as well as the additions to the project. Further cuts to reduce the cost would compromise the Sport England grant. Options included looking for low cost builders, carving up the project and/or raising

more funds. The Tennis club was prepared to contribute a further £10k toward the project. An extension from Sport England would be required. It was agreed that the Clerk would speak to Sport England about an extension to start and completion dates. The Working Party in the meantime would identify local builders. Cllr Pryce agreed to speak to the Herts Sports Partnership.

7.4 To appoint Members to present the proposed 2017/18 Councillor Allowance to the Parish Remuneration Panel

Members referred to the agenda notes. The IRP had invited a representative of the Council to attend its meeting on 7 November to present the case for increasing the St Stephen Councillor Allowance to £360pa, in line with that agreed in 2016 for Redbourn and Harpenden. None of the Members present were available to attend and it was agreed that the Clerk approach the absent Members to see whether they were available. Cllr Kerry offered to draft written representation if the Council could not send a representative.

7.5 To receive the External Auditor's report

Members received the External Auditor's report which confirmed that the 2015/16 Annual Return was in accordance with proper practices and that no matters had come to their attention giving cause for concern that relevant legislation and regulatory requirements had not been met.

RESOLVED: *Proposed: Cllr Bell* *Seconded: Cllr Berriman* **Motion Carried**
That the External Auditor's report be formally accepted.
Votes in favour: unanimous

7.6 To receive an update on Special Expenses

The Clerk reported that the matter was being discussed with the Head of Finance at SADC. Members were deeply concerned that residents were paying £27k toward the management of the common when it appeared that this was not being offset by income generated from the sale of timber. A meeting had been arranged with SADC Officers to establish the facts.

7.7 To review the judging criteria for the Community Award

Members considered whether the criteria should be amended. It was agreed that the current criteria did not exclude posthumous nominations.

RESOLVED: *Proposed: Cllr Pryce* *Seconded: Cllr Bell* **Motion Carried**
That the criteria be amended to include '*... or to an indivisible partnership of two*'.
Votes in favour: unanimous

The Clerk was asked to include consideration of a new award on the next agenda.

7.8 To review the Council's priority projects and agree 2017/18 key priorities

Members referred to the Summarised Progress Tracking report. A Member asked that the tree surveys and first aid at work training be given priority. It was acknowledged that some of the key priorities were self-selecting and that it was desirable to keep it to a minimum.

RESOLVED: *Proposed: Cllr Pryce* *Seconded: Cllr Berriman* **Motion Carried**
That the Council's key priorities for 2017/18 are:
St Stephen Neighbourhood Plan
Greenwood Park Pavilion extension
Devolvement of Assets
Accessing S106 funds
Votes in favour: unanimous

7.9 To consider holding a competition to name the 'soon-to-be-dedicated' Frogmore Lakes footpath

Members agreed that 'Kingfisher Way' was a suitable name. However, if Tarmac still wished to hold a naming competition it was agreed that the Council would offer its support.

7.10 To agree a response to the HCC Transport 2050 consultation and consider the implications of ABFLY's withdrawal from the Community Rail Partnership

Cllr Tyndale referred Members to his report. He explained that the Transport Vision, led by Transport Portfolio Holder Cllr Ashley, presented one of the long term solutions to address East-West

d) Parish in Bloom Working Party

Cllr Getley reported that new initiatives had been agreed for 2017.

8.11 To note recent and planned media communications

Cllr Tyndale reported that the communications were an additional activity in the last few years and that it was indicative several of the planned releases had been cancelled due to other priorities.

9. DOCUMENTS RECEIVED

9.1 To receive invitations, training opportunities, notifications and consultations

a) Consultations

2017/18 Local Government Finance Settlement: consultation deadline 28 October.

It was noted that the consultation carried a suggestion that automatic referendums applied to all parish & town councils, essentially capping precepts. There was concern as the proposal would govern the ability of local councils to determine the precept for their community and because the cost of the referendum would be met by the parish/town council.

RESOLVED: *Proposed: Cllr Pryce* *Seconded: Cllr Bell* **Motion Carried**
That the Parish Council objects to the proposals.
Votes in favour: unanimous

Boundary Commission for England: initial proposals for 2018 Parliamentary Boundary Review—deadline 5 December. The proposal would result in the St Albans constituency including two additional wards from Three Rivers; namely Abbots Langley and Leavesden.

HCC Transport 2050 consultation: deadline 14 December .

It was agreed that Cllr Tyndale respond to the consultation on behalf of Council.

b) Invitations, training opportunities and notifications

Noted. Cllr Pryce would be attending the Code of Conduct training. Cllr Kerry would attend the Installation and Induction of the Revd Kylie Hodgins as Vicar of St Luke's Parish Church.

10. MINUTES OF COMMITTEES

10.1 To receive & approve minutes of the following committees

The following minutes were received and approved:

HR Committee	28 July 2016
Trees & Woodlands Committee	22 Sept 2016

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

The following notes were received:

Car Park Working Party	31 Mar 2016
Pavilion Working Party	16 Aug 2016
Annual Events Working Party	13 Sept 2016
Parish in Bloom Working Party	13 Sept 2016
Hirer's Open Forum	6 Oct 2016
Generating Income Working Party	7 Oct 2016
Pavilion Working Party	7 Oct 2016

10.3 To note the minutes of the Joint Committees & Associations

The following minutes were noted:

Bricket Wood Common Management Committee	6 October 2016
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11. OTHER URGENT AND IMPORTANT BUSINESS

There was none.

The Chairman declared the meeting closed at 9.10pm.

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

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