

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 JULY 2017 AT 7.30 pm**

Present: Cllrs. Dorothy Kerry (Chairman), Nicholas Tyndale (Vice Chairman), John Bell, Wendy Berriman, David Brannen, Martin Doyle, Mick Freeman, Ian Getley, Karen Hurford, John Parker, Bill Pryce & Cllr Whittaker.
In attendance: Mrs C Hardy (Clerk)

1. APOLOGIES

None.

2. DECLARATION OF INTERESTS

None received.

3. MINUTES OF THE MEETING HELD ON 15 JUNE 2017

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

4. NOTIFICATION OF OTHER BUSINESS

None.

5. PUBLIC PARTICIPATION

No members of the public were present.

6. DISTRICT COUNCILLOR'S REPORT

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

7. REPORTS: FINANCE, POLICY AND RESOURCES

7.1 To approve the payments schedule

Members referred to the payment schedule for July 2017

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

Cllr Berriman and Cllr Hurford agreed to sign the cheques.

7.2 To receive and consider a progress report for Greenwood Park Pavilion extension

A Member reported on the pavilion work and expressed concern that the project was not yet complete, that many items were still outstanding including the serious issue of flooding into the cricket club changing room and toilet fans that had either been disconnected or not fitted.

Considerable concern was expressed over the size of the cricket club social space which was considered too small and inadequate for the needs of the users. The Clerk commented that a complaint had been received from Greenwood Park Cricket Club regarding the size of the social space and the promised improvements that had not been delivered.

Cllr Freeman agreed to compile a list of uncompleted work and the Clerk would arrange an urgent meeting between Cllr Freeman, GPTC, the Architect and builder.

It was clarified that the tennis club did not have exclusive use of the new balcony/patio area and the cricket clubs would be informed that this area was open to public use.

The Chairman agreed to discuss the issues of concern with the Chairman of Greenwood Park Cricket Club.

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7.3 To receive a verbal report on the current issues with the flooring in Orton Hall, Greenwood Park Community Centre and the clubhouse in Park Street Pavilion and note actions taken

A Member had inspected the floor in Orton Hall and tape had been put down to identify areas on the floor where there were long indentations. The handyman then made a repair but the floor covering had not re-laid smoothly, leaving areas where it was rucked. The decision had been made not to use the room for dancing but that it would remain open to certain less energetic activities and the hirers made aware of the problems.

A Member and the Clerk had instructed a structural engineer to investigate why the problem has re-occurred.

Members agreed that a discount should be offered on the hire rates for Orton Hall whilst the problem was ongoing.

RESOLVED: *Proposed: Cllr Berriman Seconded: Cllr Tyndale **Motion Carried***
That a 50% reduction of the hire fees for Orton Hall be offered for the weekend of 1st and 2nd July 2017 and for the following week.
That a 20% reduction of the hire fees be offered from then on until the problem is resolved.
Votes in favour: unanimous

The floor in the club house at Park Street Pavilion has developed a wavy line from the kitchen doorway to the middle of the club house floor where it terminates in a large bubble. Investigations have shown the concrete floor has developed a crack. The structural engineer will be asked to investigate the problem.

7.4 To approve the 2016/2017 Annual Governance and Accounting statements

RESOLVED: *Proposed: Cllr Brannen Seconded: Cllr Freeman **Motion Carried***
That the Annual Governance Statement 2016/2017 be approved.
Votes in favour: unanimous

RESOLVED: *Proposed: Cllr Berriman Seconded: Cllr Whittaker **Motion Carried***
That the Accounting Statements 2016/2017 be approved.
Votes in favour: unanimous

Members of the Council expressed thanks to the Clerk, Juliet Pienaar for completing the accounts whilst on sick leave.

7.5 To appoint a member to the Buildings Committee

RESOLVED: *Proposed: Cllr Hurford Seconded: Cllr Berriman **Motion Carried***
That Cllr Doyle is appointed to the Buildings Committee.
Votes in favour: unanimous

7.6 To consider awards of grants and discretionary discounts

There were none.

8. REPORTS: GENERAL

8.1 To ratify the response to the Consultation on preserving the free use of public parks

RESOLVED: *Proposed: Cllr Berriman Seconded: Cllr Parker **Motion Carried***
That the comments produced and forwarded by Cllr Bell are agreed.
Votes in favour: unanimous

Thanks were extended to Cllr Bell for his input into this consultation exercise.

8.2 To review the Annual Parish meeting format

Members agreed to discuss this item at the Annual Events Working Party meeting and forward a recommendation to the Clerk for discussion at Main Council.

8.3 To note the request for Locality Project proposals

The County Member has asked Members to consider how this funding may be best allocated. Projects that promote social, economic, environmental issues will be considered. Cllr Brannen suggested using some funds to conduct a traffic survey to identify the number of HGV's driving through Park Street village. The Chairman stated that suggestions for allocation of the funds would be discussed at the September Main Council meeting.

8.4 To receive brief progress reports and recommendations from the:

A. Neighbourhood Plan Steering Group

Cllr Pryce reported that the Neighbourhood Plan was progressing well.

B. Parish in Bloom Working Party

Cllr Getley reported that the best kept front gardens had been judged and the allotment judging was scheduled for 21 July.

C. Events Working Party

Cllr Berriman reported that Crafts in the Park would be running 24 July through to 26 July. Members noted that the advertising banners were very late to be put up. The Clerk explained that they were put up on the same day they were received.

Members noted that the opening of Greenwood Park Pavilion was on hold as the project was not yet complete.

Members noted that the Remembrance Day Service was in the planning stage.

Cllr Bell reported that the St Julian's Wood and Meadow open day had not been well attended. This was in spite of posters advertising the event. Cllr Bell stated that he would will email those that had demonstrated their skills to thank them for attending.

A Member asked whether letters had been sent thanking those that attended the Armed Forces Day event. The Clerk agreed to make enquiries.

Cllr Berriman emphasised the importance of speedy follow up and that agreed timetables should be adhered to.

D. Festival Working Party

Cllr Pryce reported that the next Festival Working Party meeting would be on 21 September 6.15pm - 7.15pm.

8.5 To note recent and planned media communications

None noted. It was agreed to revisit this item at the September Main Council meeting.

9. DOCUMENTS RECEIVED

9.1 To receive consultations, invitations, training opportunities and notifications

None.

10. MINUTES OF COMMITTEES

10.1 To receive and approve the minutes of the Council's Committees

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

10.3 To note the minutes of Joint Committees and Associations

Members voted for Items 10.1, 10.2 and 10.3 en-bloc.

RESOLVED: *Proposed: Cllr Getley* *Seconded: Cllr Doyle* **Motion Carried**
That the Minutes and notes as received are accepted.

11. OTHER URGENT IMPORTANT BUSINESS

None.

12. MEETING CLOSED

The Chairman declared the meeting closed at 8.52pm

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