

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 18 JUNE 2015 AT 7.30 pm

Present: Dorothy Kerry (Vice Chairman), Wendy Berriman, Martin Doyle,
Ian Getley, Bill Pryce, Nicholas Tyndale and Eileen Whittaker.
In attendance: Four Members of public
Officers in attendance: Mrs J Pienaar (Clerk)

1. APOLOGIES

Apologies were accepted from Cllrs John Bell, Mick Freeman, Karen Hurford, and David Brannen.

2. TO RECEIVE DECLARATIONS

Declarations of Office had been received by the Clerk from both Cllr Hurford and Cllr Freeman. There were no interests declared.

3. MINUTES OF THE MEETING HELD ON 21 MAY 2015

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

4. NOTIFICATION OF OTHER BUSINESS

There was none.

5. PUBLIC PARTICIPATION

There was none.

6. DISTRICT COUNCILLOR'S REPORT

There was none.

7. REPORTS: FINANCE, POLICY AND RESOURCES

7.1 To approve the payments schedules

Members referred to the schedules for April/May/June.

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

Cllrs Hurford and Berriman agreed to sign the cheques.

7.2 To review Special Expense charges

Members referred the comparison charges 2012/13 to 2014/15 circulated at the previous meeting and the response from the District Council Officer explaining the increase of £28813 during that period. Overall it seemed that there might be scope for a reduction in the Special Expenses element in 2015/16. The District Council had not yet determined the actual public convenience sites to be affected by budget reductions. Members were of the opinion that the public conveniences at Park Street Recreation Ground would best serve residents if converted to a café.

RESOLVED: *Proposed: Cllr Kerry* *Seconded: Cllr Getley* **Motion Carried**
That it is the Council's opinion that monies set aside for refurbishment of the public conveniences at Park Street Recreation Ground would better serve the community if used to convert the PC to a café. Should that not be an option the Council would want to see the PC's retained at that site.
Votes in favour: unanimous

7.3 To approve the Annual Return for 2014/15

Members referred to the report. The Internal Auditor had confirmed that the control objectives were being achieved to a satisfactory standard.

RESOLVED: *Proposed: Cllr Kerry* *Seconded: Cllr Berriman* **Motion Carried**
That the 2014/15 annual Accounting Statements and Annual Governance Statement be approved.
Votes in favour: unanimous

7.4 To allocate funds to reserves and 2015/16 projects

Members considered the reports.

RESOLVED: *Proposed: Cllr Kerry* *Seconded: Cllr Getley* **Motion Carried**
That the Rolling Replacement Programme for play equipment be limited to a period of 5 years.
That funds be allocated as noted in the report to the new Rolling Replacement Programmes, existing Rolling Replacement programmes and priority projects.
Votes in favour: unanimous

RESOLVED: *Proposed: Cllr Berriman* *Seconded: Cllr Tyndale* **Motion Carried**
That the sum of £1358 be re-allocated toward the next stage of the Neighbourhood Plan as noted.
Votes in favour: unanimous

7.5 To approve securing of the public tennis court

Members considered the request from the Greenwood Park Lawn Tennis Club to lock the public court. The Club suggested that anyone wishing to hire the public court could obtain a key when booking at the corner shop on payment of a £10 returnable deposit. There was concern that the deposit would be prohibitive to young people wishing to access the facility. It was noted that there was a potential mismatch of priorities and that the matter be referred back to the Leisure Committee to investigate further.

RESOLVED: *Proposed: Cllr Berriman* *Seconded: Cllr Whittaker* **Motion Carried**
That the court is not locked.
Votes in favour: unanimous

7.6 To review the minutes circulation list

Members reviewed the custom and practice of circulating the minutes by post to local groups and organisations.

RESOLVED: *Proposed: Cllr Berriman* *Seconded: Cllr Getley* **Motion Carried**
That in future the minutes be sent out electronically.
That groups and organisations currently receiving hard copies be advised of the changes and directed to the Council's new website.
That a hard copy is still sent to the St Albans Central Library.
Votes in favour: unanimous

7.7 To approve replacement of the refreshment vending machine

Members considered the information provided.

RESOLVED: *Proposed: Cllr Berriman* *Seconded: Cllr Tyndale* **Motion Carried**
That the Kenco machine be trialled for a 3 month period.
Votes in favour: unanimous

7.8 To consider a mobile refreshment facility for Greenwood Park

The Buildings Committee suggested that a mobile facility was considered whilst a more permanent tea room was being progressed. There was a suggestion that the bar facility within the Community Centre be reviewed in favour of a café. It was agreed that the Licensed Refreshment Working Party and Buildings Committee undertake an urgent review of the bar facility and provision of a tea room.

RESOLVED: *Proposed: Cllr Pryce Seconded: Cllr Berriman Motion Carried*
That a mobile refreshment facility is not approved.
Votes in favour: unanimous

7.9 To consider awards of grants and discretionary discounts
a) Frogmore Cricket Club

RESOLVED: *Proposed: Cllr Pryce Seconded: Cllr Baillie Motion Carried*
That a 100% discount be awarded for the fundraising event to help fund cricket sight screens up to the value of £111.
Votes in favour: unanimous

b) Andrew Love

Members felt that they had insufficient information regarding the purpose of the proposed activity.

RESOLVED: *Proposed: Cllr Tyndale Seconded: Cllr Pryce Motion Carried*
That a discount is not awarded.
Votes in favour: 6 Votes against: 0 Abstentions: 1

8. REPORTS: GENERAL

8.1 To receive an update on the retention of a How Wood Post Office facility

Cllrs Getley reported that Langleys in the How Wood parade was very keen to host an outreach service. In response to the letter from Cllr Kerry the Post Office confirmed it would re-examine the situation.

8.2 To receive an update on co-option of a Bricket Wood Councillor

The Clerk reported that there had been some interest. Cllr Bell was thanked for speaking at the Bricket Wood Residents' Association.

8.3 To receive an update on the Greenwood Park Pavilion improvement project

The grant application had been submitted and accepted with an outcome anticipated in September. Planning permission had been submitted by the Tennis club.

The Chairman drew Members attention to item 8.4 and it was agreed that it be considered at the end of the meeting.

RESOLVED: *Proposed: Cllr Kerry Seconded: Cllr Tyndale Motion Carried*
That in view of the confidential nature of item 8.4, which relates to named members of the public, the public and accredited representatives of the press be excluded while they are discussed. (In accordance with the Public Bodies (Admission to meetings) Act 1960, as amended by the Local Government Act 1982.)
Votes in favour: unanimous

8.5 To receive brief updates and recommendations from the:

a) Neighbourhood Plan Working Party

Cllr Pryce reported that following the launch event the Working Party had held three public consultations in each of the parish wards. The Working Party would be meeting with the consultant again to progress the plan. A further bid was to be made for grant funding.

b) Annual Events Working Party

Cllr Berriman asked for help with the Armed Forces Day event. Activities for Crafts in the Park had been organised and volunteers were needed to help on the day.

c) Parish in Bloom Working Party

Cllr Getley reported that Aylett's Nurseries had drawn up a detailed planting plan for the bed at the entrance to Greenwood Park. The plan included a mixture of grasses and ground cover with three areas for seasonal colour within budget. The grasses donated by Cllr Bell had been removed and reserved for re-planting. Cllr Getley said he was very impressed with the work of the Grounds team in clearing the site in readiness. Assistance from the Gardener and volunteers was needed.

9. DOCUMENTS RECEIVED

9.1 To receive invitations, training opportunities, notifications and consultations

a) Consultations

Recent consultations were noted.

Cllr Pryce reported that he had found the Police and Crime Plan consultation repetitive and that the consultation allowed insufficient time in which to submit comments.

b) Invitations, training opportunities and notifications

The Parish Conference attended by Cllrs Kerry, Pryce and the Clerk had provided good networking.

10. MINUTES OF COMMITTEES

10.1 To receive & approve minutes of the following committees

There were none.

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

There were none.

10.3 To note the minutes of the Joint Committees & Associations

There were none.

The Chairman moved on to the confidential part of the meeting as agreed earlier and Members of the public left the meeting.

8.4 To consider storage of the Cavalier Hall timbers

Members considered the report. It was noted that the timbers were American pine with traces of old woodworm, currently stored on framework scaffolding approximately 30 x 15ft.

RESOLVED: *Proposed: Cllr Pryce* *Seconded: Cllr Getley* **Motion Carried**
That the gift of the timbers be accepted.
Votes in favour: unanimous

RESOLVED: *Proposed: Cllr Kerry* *Seconded: Cllr Berriman* **Motion Carried**
That Cllr Pryce be tasking with investigating the issues involved in moving the timbers.
Votes in favour: unanimous

The Chairman declared the meeting closed at 9.47pm.

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.