

ST STEPHEN PARISH COUNCIL

In the District of St.Albans, County of Hertfordshire



**MINUTES OF AN ANNUAL MEETING OF THE COUNCIL
HELD AT THE PARISH CENTRE,
STATION ROAD, BRICKET WOOD, ST ALBANS, HERTS
ON 21 MAY 2015 AT 7.30 pm**

Present: Cllrs Dorothy Kerry (Vice Chairman), John Bell, David Brannen, Martin Doyle, Ian Getley, Bill Pryce, Nicholas Tyndale and Eileen Whittaker.

In attendance: Mrs J Pienaar (Clerk)
Two Members of public.

In the absence of the Chairman, the Vice-chairman chaired the meeting.

1. TO ELECT A CHAIR OF THE COUNCIL

A Member proposed that the incumbent Chairman be re-elected for a further year.

RESOLVED: *Proposed: Cllr Kerry* *Seconded: Cllr Tyndale* **Motion Carried**
That Cllr Freeman be elected Chairman.
Votes in favour: unanimous

2. DECLARATION OF ACCEPTANCE OF OFFICE BY THE CHAIR

RESOLVED: *Proposed: Cllr Kerry* *Seconded: Cllr Tyndale* **Motion Carried**
That it be agreed the Chairman's declaration is accepted at/before the next Council meeting.
Votes in favour: unanimous

3. TO FILL VACANCIES ON THE COUNCIL

The vacancy for the Bricket Wood East Ward was noted and it was agreed that the Council would seek to co-opt to fill the vacant seat. Cllr Bell agreed to speak at the Bricket Wood Residents' Association's open meeting to generate interest.

4. TO RECEIVE DECLARATIONS OF OFFICE

Excepting Cllr Hurford, declarations were received from all Members and signed in the presence of the Clerk at or before the meeting. The Chairman welcomed Cllr Martin Doyle.

RESOLVED: *Proposed: Cllr Bell* *Seconded: Cllr Getley* **Motion Carried**
That it be agreed that Cllr Hurford's declaration is accepted at/before the next Council meeting.
Votes in favour: unanimous

5. TO ELECT A VICE-CHAIR OF THE COUNCIL

RESOLVED: *Proposed: Cllr Bell* *Seconded: Cllr Brannen* **Motion Carried**
That Cllr Kerry be elected Vice-Chairman.
Votes in favour: unanimous

6. APOLOGIES

Apologies were accepted from Cllrs Wendy Berriman, Mick Freeman and Karen Hurford.

7. DECLARATION OF INTERESTS

There were none declared.

(Continued on page 2)

8. APPOINTMENT OF COMMITTEES AND COMMITTEE MEMBERS

Members referred to the listed standing committees and working parties.

a) COMMITTEES

RESOLVED: *Proposed: Cllr Getley* *Seconded: Cllr Pryce* **Motion Carried**
That the standing Committees and appointed Members remain with vacancies filled as follows:
Planning Committee—Cllr Martin Doyle
HR Committee—Cllr Karen Hurford
Leisure Committee—Cllr Dorothy Kerry
Standards Committee—Cllr Nicholas Tyndale
Votes in favour: unanimous

b) WORKING PARTIES

Cllr Bell asked that his seat be vacated on the Parish in Bloom Working Party.

RESOLVED: *Proposed: Cllr Tyndale* *Seconded: Cllr Bell* **Motion Carried**
That the standing Working Parties and appointed Members remain and membership amended as follows:
Income Generating Working Party—reduce membership to 6
Parish in Bloom Working Party—reduce membership to 6
Votes in favour: unanimous

RESOLVED: *Proposed: Cllr Pryce* *Seconded: Cllr Whittaker* **Motion Carried**
That the 2016 Festival Working Party Terms of Reference be agreed with 7 members and members appointed as follows:
Cllrs Freeman, Kerry, Whittaker, Pryce, Tyndale, Berriman and Hurford.
Votes in favour: unanimous

c) LIASON GROUPS

RESOLVED: *Proposed: Cllr Bell* *Seconded: Cllr Getley* **Motion Carried**
That the standing liaison groups and existing members remain unchanged.
Votes in favour: unanimous

9. APPOINTMENT OF REPRESENTATIVES ON OUTSIDE ORGANISATIONS

Members decided to defer appointments to fill the two vacancies pending co-option of a Bricket Wood Councillor.

RESOLVED: *Proposed: Cllr Pryce* *Seconded: Cllr Whittaker* **Motion Carried**
That existing representation remain unchanged.
Votes in favour: unanimous

10. 2015/16 ANNUAL MEETING CALENDAR

Members referred to the proposed calendar of meetings.

RESOLVED: *Proposed: Cllr Bell* *Seconded: Cllr Pryce* **Motion Carried**
That the annual calendar of meetings be approved.
Votes in favour: unanimous

The Clerk agreed to place an item on the HR Committee regarding the staff weekly meetings.

11. STANDING ORDERS AND PROCEDURES

Members referred to the proposed amendment.

RESOLVED: *Proposed: Cllr Bell* *Seconded: Cllr Pryce* **Motion Carried**
That with the inclusion of the new clauses a, b, and c, relating to 'Relations with the press/media', the Standing Orders remain adopted.
Votes in favour: unanimous

12. FINANCIAL REGULATIONS

RESOLVED: *Proposed: Cllr Pryce* *Seconded: Cllr Bell* **Motion Carried**
That the financial regulations remain adopted without amendment.
Votes in favour: unanimous

13. 2015/16 CHARITY COLLECTIONS

The Chairman was asked to nominate the charities for the Council's forthcoming events.

RESOLVED: *Proposed: Cllr Getley* *Seconded: Cllr Pryce* **Motion Carried**
That the charities be agreed as follows:
'Gurka Welfare Trust' - Armed Forces Day
'Great Ormond Street Hospital Charity' - Crafts in the Park
'Stroke Association' - Carol Concert
Votes in favour: unanimous

14. MINUTES OF THE MEETING HELD ON 16 APRIL 2015

RESOLVED: *Proposed: Cllr Pryce* *Seconded: Cllr Brannen* **Motion Carried**
That the minutes be approved as a true record.
Votes in favour: 7 *Votes against: 0* *Abstentions: 1*

15. NOTIFICATION OF OTHER BUSINESS

There was none.

16. PUBLIC PARTICIPATION

There was none.

17. DISTRICT COUNCILLOR'S REPORT

The Clerk read out Cllr Featherstone's report which said that she was currently working on getting the TPO status of many trees confirmed, not just in the Parish but across the District. Cllr Featherstone's reported that she was passionate about preserving mature trees because of the many advantages they provided, not least for the improved quality of life to residents and wildlife.

18. REPORTS: FINANCE, POLICY AND RESOURCES

18.1 To approve the payments schedule

Members referred to the listed payments.

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

Cllr Pryce and Getley agreed to sign the cheques.

18.2 To review the special expenses charges

The Clerk reported that the District Councillor Officer had apologised for the delay but as yet there was nothing to report.

18.3 To receive an update on the S106 agreements within the parish and to note progress of the Greenwood Park play area improvement plan

The Clerk reported that she had received a list of the S106 leisure allocations for the District. The list noted that the sum of £88,743, arising from developments within Bricket Wood and Chiswell Green, was awaiting the request from the Parish Council for allocation toward the Greenwood Park play area improvement plan.

Copies of the proposal for the improvement plan were circulated. The District would consult with Ward Members responsible for the areas where the developments took place prior to the allocation of the S106 funds.

(Continued on page 4)

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

The Clerk reported that information had been supplied to support the application. A financial forecast was still to be completed. To date, letters of support had been received from several groups and organisations including the St Albans West Indies Cricket Club, the St Albans Sport and Health Development Manager and the Herts Cricket Development Manager. It was considered that the application had a high chance of success.

18.5 To consider approval of the Health & Safety contract

Members referred to the notes and the Clerk reported that the price had been held at the 2014 rate of £2950.

RESOLVED: *Proposed: Cllr Kerry* *Seconded: Cllr Pryce* **Motion Carried**
That the H&S contract be renewed.
Votes in favour: unanimous

18.6 To review the media protocol

Cllr Tyndale reported that, as agreed, and in conjunction with the Clerk, he had reviewed the existing protocol to incorporate the role of the Communications Portfolio.

RESOLVED: *Proposed: Cllr Kerry* *Seconded: Cllr Bell* **Motion Carried**
That the words '*in all its forms*' be added at the end of the last bullet point of item 1.2 and, with that addition, the Communications Policy be adopted.
Votes in favour: unanimous

18.7 To consider applications for grants and discretionary discounts

There were none received.

19. REPORTS: GENERAL

19.1 To receive an update on the How Wood post office facility

Cllrs Getley and Kerry reported that Langleys Estate Agents had offered a secure room for the purposes of an Outreach Post Office facility. The Chiswell Green Postmistress was willing to assist at How Wood to enable this. The proposal had been discussed with the Post Office representative who had explained that the Post Office preferred solution would be a full post office in Park Street and not an outreach service at How Wood. Members felt the How Wood facility would be more advantageous as there was parking available and it would be easier for elderly residents to access.

RESOLVED: *Proposed: Cllr Kerry* *Seconded: Cllr Pryce* **Motion Carried**
That Cllr Kerry write to the Post Office on behalf of the Council regarding the retention of a post office facility at How Wood.
Votes in favour: unanimous

19.2 To note the decision on Community Assets of Value—Scrubbs & Park Woods

Cllr Bell reported that a decision had not yet been reached. CP Holdings had challenged any relation between the current application and a recent decision on a similar application, which had found in favour of listing as a CAV. A Member suggested that consideration be given to listing the Park Street Social Club.

19.3 To receive a progress report on the devolvement of assets

The Clerk reported that the District Officer had provided an estimated timeline. There would be an internal Officer asset challenge by 29 May. Following that there would be consultation of Ward Councillors and Chairmen of the Scrutiny Committees with responses received by 19 June. It was hoped that draft Heads of Terms could be prepared and presented to Council by 26 June. The Clerk said that a meeting of the Localism Working Party would be called to consider matters.

19.4 To receive a report on bus shelter repairs

The shelter repairs, that had been on order for many months, were scheduled to start early June. Improvement works on the Blackboy PH shelters and lay-bys had been scheduled for repair between 1st August and 1st November by the County Council working in partnership with the Highways Agency. Members were asked to consider a quotation for the repair of the remaining four shelters on

20. DOCUMENTS RECEIVED

20.1 To receive invitations, training opportunities, notifications and consultations

a) Consultations

It was agreed that Cllr Pryce respond to the 'Police and Crime Plan—Everybody's Business 2015-2020' on behalf of the Council.

b) Invitations/training

Cllr Doyle attended the Basic Councillor training course and Cllr Freeman had attended the North Watford Scouts St George's Day Parade.

20. MINUTES OF COMMITTEES

20.1 To receive & approve minutes of the following committees

The following minutes were received and approved:

HR Committee (2)	26 February 2015
HR Committee (3)	2 April 2015
Planning Committee (11)	5 May 2015

20.2 To receive the notes taken at the Council's working Parties and Forums

The following notes were received:

Parish Environmental Liaison Group	5 February 2015
Neighbourhood Plan Steering Group	2 April 2015
Neighbourhood Plan Steering Group	21 April 2015

20.3 To note minutes of Joint Committees and Associations

The following minutes were noted:

Abbey Line Community Rail Partnership	15 April 2015
---------------------------------------	---------------

The Chairman declared the meeting closed at 9.24 pm.

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

The Parish Office may be contacted by telephone, email, fax or post.

Telephone: 01923 681443

Fax: 01923 681338

Email: clerk@ststephenparishcouncil.gov.uk

Post: St Stephen Parish Council, The Parish Centre, Station

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