

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 15 OCTOBER 2015 AT 7.30 pm

Present: Mick Freeman (Chairman), Dorothy Kerry (Vice Chairman),
John Bell, Wendy Berriman, David Brannen, Martin Doyle, Ian Getley,
Karen Hurford, Bill Pryce, Nicholas Tyndale and Eileen Whittaker.
In attendance: Two Members of public, District Cllr Yates
Officers in attendance: Mrs J Pienaar (Clerk)

1. APOLOGIES

All Members were present.

2. TO CONSIDER FILLING THE VACANCY FOR BRICKET WOOD AND RECEIVE DECLARATIONS

Members referred to the introductory notes from interested candidates. The preliminary interview panel consisting of Cllrs Freeman, Kerry and Berriman reported that it had met with four potential candidates. Each candidate had been assessed against the same essential criteria recommended by the National Association of Local Councils. Particular emphasis had been placed on three of the essential criteria which the Chairman read out. The panel recommended that the Council did not co-opt at present. A Member noted that another interested candidate had come forward.

RESOLVED: *Proposed: Cllr Freeman* *Seconded: Cllr Kerry* **Motion Carried**
That the Council does not co-opt at this stage.
Votes in favour: unanimous

3. MINUTES OF THE MEETING HELD ON 17 SEPTEMBER 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

None.

5. PUBLIC PARTICIPATION

None.

6. DISTRICT COUNCILLOR'S REPORT

District Cllr Yates reported that, in the interests of transparency, all 8 developers had been invited to put forward justification for release of other sites from the Green Belt. Each had been advised that the Green Belt was a valuable asset and that their proposals would have to be both spectacular and exceptional to persuade Members. With regard to the Parish Council's request for s106 monies towards its proposed project, the District Members had met and agreed unanimously that the Parish Council would be the delivery vehicle of choice and that s106 would be sensibly spent by it. However there was still a feeling that Bricket Wood was 'owed' due to the loss of the sports facility at Bricket Wood Leisure Centre.

7. REPORTS: FINANCE, POLICY AND RESOURCES

7.1 To approve the payments schedules

Members referred to the schedules for September/October.

RESOLVED: *Proposed: Cllr Pryce* *Seconded: Cllr Getley* **Motion Carried**
That the payments schedules be approved.
Votes in favour: unanimous
Cllrs Berriman and Bell agreed to sign the cheques.

7.2 To receive a progress report on Greenwood Pavilion improvement project

The Clerk reported that with Council's support and advice from the consultant she had progressed the appeal process with the Senior Grants Manager at Sport England as far as possible. At present there was insufficient evidence to progress the appeal to the next stage. It was likely that the information required would be available at a future date. It was therefore recommended that the Council re-submit the application.

RESOLVED: *Proposed: Cllr Pryce* *Seconded: Cllr Getley* **Motion Carried**
That the decision to commence the appeal process be ratified.
Votes in favour: unanimous

RESOLVED: *Proposed: Cllr Berriman* *Seconded: Cllr Brannen* **Motion Carried**
That the application be re-submitted in the next round.
Votes in favour: unanimous

7.3 To receive a progress report on the Greenwood Park play area improvement plan

The District Councillors had met to consider the Parish Council's request to access s106 funds from developments within the parish to enable the improvement project for Greenwood Park. Although an official letter was anticipated, a verbal update indicated that there was agreement in principle to a partial amount of the sum requested. The Leisure Committee would be considering how to secure the District Councillor's full support.

7.4 To receive a progress report on the BPA legal agreement

Following Council's decision to restrict access and correspondence with the British Pipelines Agency, a cheque for £3k had been received. The Clerk had met with the District Solicitor to progress the legal agreement which had already been agreed in principle.

7.5 To receive an update on the community book swap/mobile library

It was noted that the application had been submitted for books under the scheme. No response had been received to date from County Officers regarding access to the ex-mobile library vehicles.

7.6 To set the 2016 Fair hire rates

Members referred to the notes and considered that there should be no charge for draw-on days and that the charging policy remain the same.

RESOLVED: *Proposed: Cllr Pryce* *Seconded: Cllr Berriman* **Motion Carried**
That the hire fees for one set-up day and operational days be increased by 2.5%.
Votes in favour: 10 *Votes against: 0* *Abstentions: 1*

7.7 To set the 2016 gate licence fees

Members referred to the notes and agreed that increments should be made at 5 yearly intervals.

RESOLVED: *Proposed: Cllr Freeman* *Seconded: Cllr Brannen* **Motion Carried**
That the charges remain unchanged and that the fees be reviewed at 5 yearly intervals back-dated to 2014.
Votes in favour: unanimous

7.8 To approve the renewed Tennis Club Lease Agreement

The Council had previously agreed in principle to extend the lease for a further 25 years to facilitate the Sport England grant application. This prompted a review of the current agreement and the recommendations were presented for approval.

RESOLVED: *Proposed: Cllr Pryce* *Seconded: Cllr Getley* **Motion Carried**
That the renewed lease agreement be approved.
Votes in favour: unanimous

7.9 To consider amendments to the Bar Agreement

Members considered the proposals of the Licensed Refreshment Working Party.

RESOLVED: *Proposed: Cllr Berriman* *Seconded: Cllr Whittaker* **Motion Carried**
That the amendments be approved.
Votes in favour: unanimous

7.10 To ratify the decisions of the HR Committee

Members noted the decisions and recommendations of the HR Committee regarding, a) April 2015 spinal movements, b) Policies for Workwear, Eyewear and Employer Discretions, c) Maintenance Person recruitment and d) outstanding annual leave.

RESOLVED: *Proposed: Cllr Freeman* *Seconded: Cllr Kerry* **Motion Carried**
That the decisions of the HR Committee be ratified.
Votes in favour: unanimous

7.11 To consider awards of grants and discretionary discounts

a) St Thomas Lupus Trust

That in recognition of past service to the Council by ex-Parish Councillor Gill Dale, Members were unanimously in agreement that a sum be donated to charity, equivalent to the cost of hiring the Parish Centre and flowers.

RESOLVED: *Proposed: Cllr Freeman* *Seconded: Cllr Bell* **Motion Carried**
That the Council in accordance with its powers under section 137 & 139 of the Local Government Act 1972, should incur the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure:
That £180 be granted to the St Thomas Lupus Trust.
Votes in favour: unanimous

Cllr Freeman declared an interest in item 7.11 b) due to his involvement with the organisation of the event and withdrew from the meeting room. Cllr Kerry, Vice-Chair took the Chair.

b) Salmon Club for disabled swimmers in aid of the Daylight Club—application for a discounted hire rate for a fundraising event on behalf of a registered charity

RESOLVED: *Proposed: Cllr Pryce* *Seconded: Cllr Brannen* **Motion Carried**
That a 100% discount be approved up to value of £224.
Votes in favour: unanimous

8. REPORTS: GENERAL

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

Cllr Kerry reported that both the representative from the Post Office and Council should be credited for the progress of the Outreach service. The Council, which had continued to apply pressure for a review and the PO representative for her support. Cllr Getley reported that although Langleys had been keen to host an Outreach facility the gully to the rear of their premises posed access difficulties. However, the office at the Park Street Baptist Church was found to be suitable. Further discussions would take place with the Post Office and the Chiswell Green Post Mistress. The Chairman thanked Cllrs Kerry and Getley for their efforts.
Following a brief update, it was agreed that the future of the Chiswell Green Post Office would be included on the next agenda, although, as it was not an isolated case, Members concluded that there would be no mileage in making contact with the MP as previously resolved.

8.2 To receive a report on the parish bench, cnr. Penn Road & Tippendell Lane

The notes confirmed that an unknown vehicle had collided with the parish bench sited on the grass verge at the corner of Penn Road and Tippendell Lane. The claim against the Motor Insurer's Bureau for replacement costs had been unsuccessful as the offending vehicle could not be identified by the Police. Replacement of the bench was not recommended due to prior incidents at that junction.

RESOLVED: *Proposed: Cllr Getley* *Seconded: Cllr Berriman* **Motion Carried**
That the bench is not replaced.
Votes in favour: unanimous

8.3 To receive an update on the Bricket Wood Station project proposal

Cllr Pryce reported that three years ago a consortium of interested parties, which included representatives from the Parish, local historical associations and the Residents' Associations had joined together to investigate use of the station building as a resource/archive/learning centre. Following a site meeting with a representative from Network Rail the proposal had struggled to progress further, until recently. A meeting had been arranged on 5 November with representatives of CRP, Abfly, Network Rail, Parish Council, Bricket Wood Society and Park Street & Frogmore Society to discuss intentions.

8.4 To receive an update on the parish website

Cllr Tyndale reported that 'phase 1' was complete with the relaunch of the parish website in January. He had met with the Clerk and Administration Officer to consider 'phase 2' which would include improvements to existing functions. A meeting would follow with the website designer to discuss back-end functions and available facilities.

8.5 To receive a brief report on the Clerk's Roundtable meeting

The Clerk reported that the St Albans Advisory Group (S.A.G) must be notified of all public events held by any organisation. Of immediate relevance were Christmas light events. There were numerous events planned for June 2016. Litter was an increasing problem district-wide. Environmental Health would deal with owners who did not pick up after their dogs but required the name and address of the person responsible and the time and date of the incident. Park Street ward was the lowest performing in the district for recycling. The District Council was supporting flexible and home working for its staff. There was concern regarding the future of the Parish Conference which had suffered low attendance in recent years. Members were asked whether they wanted to see the Conference continue as an annual event or be held on a request basis. Members agreed the Conference provided a valuable source of information and networking. Members were concerned that it would disappear if not supported and agreed that it should remain an annual event held in September/October.

8.6 To receive a brief report on the Bricket Wood Management Committee meeting

Cllr Bell reported that there had been an interesting presentation on birds of the common. The cattle had returned and additional cattle suppliers were being sourced. Incidents of fly-tipping along School Lane had worsened since the local Waste Depot had changed its hours. The Committee budget was set at District Council level and the cost charged to parish residents through the rates. Members asked why the residents were paying for the management of the common if the owner was now managing it. It was agreed that the Clerk obtain legal advice from the District Council on the matter. Cllr Bell reminded Members that there would be a tour of the common on 25 November at 10.30am.

8.7 To receive a brief report on the Community Police Priority Setting meeting

Cllr Getley attended the meeting. He reported that there had been problems with horses getting onto the A414. Local Police were focusing on areas where drivers speeding and talking on mobile phones whilst driving, were a problem. The next meeting would be held 17 December at 6.30pm.

8.8 To receive brief updates and recommendations from the:

a) Annual Events Working Party

Cllr Berriman reported that the road closure had been arranged with the Community Police Officer. Extra help was needed in the kitchen at the Carol Concert. The Armed Forces Day 2016 event would be held two weeks after the Festival.

b) Parish in Bloom Working Party

Cllr Getley reported that a planting day had been arranged for 29 October at 10am to plant bulbs in the beds at the entrance to Greenwood Park with the assistance of the Grounds team. The Brownies had planted up the entrance beds to the Parish Centre.

c) Licensed Refreshment Working Party

Cllr Pryce reported that amendments to the bar agreement had been considered under item 7.9.

d) Festival Working Party

Cllr Pryce reported that there would be Arts & Crafts in the Parish Centre on Saturday with live music on stage in the marquee. On Sunday the Arts Festival would be combined with the Fete and stalls.

Food and drink, including real ale, would be available on both days. The art displays had already been booked and would be charged a £5 fee plus a percentage of sales at the event. There would be a 'parish cake-off' event and a children's school competition for the Katherina Kubrick trophy.

8.9 To note recent and planned media communications

Cllr Tyndale reported that press coverage had been pretty good and welcomed suggestions for forthcoming items.

9. DOCUMENTS RECEIVED

9.1 To receive invitations, training opportunities, notifications and consultations

a) Consultations

Recent consultations were noted. The Transport Vision 2050 Engagement Report would be shared with the Transport Working Party for the Neighbourhood Plan. Cllr Pryce had responded to the Statement of Gambling Principles on behalf of Council and would circulate his response.

b) Invitations, training opportunities and notifications

Noted. Cllrs Bell and Pryce would be attending the HCC Parish and Town Conference.

10. MINUTES OF COMMITTEES

10.1 To receive & approve minutes of the following committees

HR Committee	11 June 2015
Trees & Woodlands Committee	24 September 2015
HR Committee	1 October 2015

RESOLVED: *Proposed: Cllr Freeman* *Seconded: Cllr Getley* **Motion Carried**
That the minutes are received.
Votes in favour: unanimous

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

Parish environmental Liaison Group	13 August 2015
Neighbourhood Plan Steering Group	1 September 2015
Annual Events Working Party	2 September 2015
Festival Working Party	15 September 2015
Licensed Refreshment Working Party	8 October 2015
Festival Working Party	13 October 2015

RESOLVED: *Proposed: Cllr Brannen* *Seconded: Cllr Tyndale* **Motion Carried**
That the notes are received.
Votes in favour: unanimous

10.3 To note the minutes of the Joint Committees & Associations

The following minutes were noted:

Bricket Wood Common Management Committee 6 October 2015

The Chairman declared the meeting closed at 9.35pm.

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.

