

# 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 19 OCTOBER 2017 AT 7.30 pm

Present: Cllrs. Dorothy Kerry (Chairman), Nicholas Tyndale (Vice Chairman), John Bell, Wendy Berriman, David Brannen, Martin Doyle, John Parker, Bill Pryce & Cllr Whittaker.  
In attendance: Mrs C Hardy (Clerk) and 1 member of the public.

### 1. APOLOGIES

Cllr Freeman.

### 2. DECLARATION OF INTERESTS

None received.

### 3. MINUTES OF THE MEETING HELD ON 21 SEPTEMBER 2017

RESOLVED: *Proposed: Cllr Berriman*      *Seconded: Cllr Hurford*      **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

None.

### 7. REPORTS: FINANCE, POLICY AND RESOURCES

#### 7.1 To approve the payments schedule

Members referred to the payment schedule for October 2017.

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

Cllr Berriman, Cllr Hurford and Cllr Kerry agreed to sign the cheques.

#### 7.2 To receive and consider a progress report and consider an external landscaping solution for Greenwood Park Pavilion extension

Cllr Doyle provided a pavilion progress report. The Clerk reported that of the three contractors that had been approached to provide a landscaping quote to either side of the new terrace, none had provided a quote. After some discussion, which included providing a temporary safety barrier to the unfenced area of the terrace, Members agreed to wait until Mr Williams return to allow him to progress the landscaping options.

Cllr Doyle explained that the remaining snagging work would be carried out over a period of one or two days at the same time as the bi-fold doors and security shutters were installed.

On the subject of the flooding in the cricket/football showers and changing rooms, this problem remains and can be corrected by the builder but at the Councils cost. Members were dissatisfied that this problem has occurred only since the alteration had been made, but Cllr Doyle explained that this was a problem with the contract. The builder would be asked to install additional drainage at the time of his snagging visit.

There was discussion regarding complying with the Disability Discrimination Act and access to the new terrace for the cricket club. Suggestions of an outside ramp or altering the new window to

French/Bi-fold doors were put forward.

### **7.3 To receive a report on the current issues with the flooring in Orton Hall, Greenwood Park Community Centre and the Pavilion at Park Street Recreation Ground Orton Hall**

The Clerk reported that the structural engineer had only received one quotation for the investigative work at Orton Hall. The Clerk suggested that the one quotation was accepted as there was an urgent need to establish what was wrong with the floor.

RESOLVED: *Proposed: Cllr Berriman*      *Seconded: Cllr Whittaker*      **Motion Carried**  
That the quotation from Risk Management Ltd of £2330 + vat is accepted.  
*Votes in favour unanimous*

### **Park Street Pavilion**

The Clerk reported that the Council's insurers had stated that the problem with the floor would not be covered by insurance. This is because from the structural engineers report the fault appears to be caused by faulty workmanship or wear and tear rather than say a water leak. The Insurers advised taking a careful look at the lease to establish whether such remedial work was the responsibility of the owners and failing that, legal action against the owner.

Cllr Pryce did not believe that a structural survey was undertaken before the Council took on the lease. Cllr Doyle stated that without photographs of the condition of the floor at the time of signing the lease, there wasn't a benchmark to work from.

Cllr Pryce suggested contacting District Councillors to ask if they could assist in negotiations with the owners, St Albans District Council. It was agreed that the Clerk would write to the Park Street District Members.

RESOLVED: *Proposed: Cllr Pryce*      *Seconded: Cllr Bell*      **Motion Carried**  
That the Clerk write to Park Street District Councillors outlining the problems with the pavilion floor and asking for their assistance in negotiations with the owners St Albans District Council for funding or remedial work  
*Votes in favour: unanimous*

### **7.4 To approve outsourcing the payroll and associated appointments**

Members considered the Clerk's report.

RESOLVED: *Proposed: Cllr Kerry*      *Seconded: Cllr Tyndale*      **Motion Carried**  
That the payroll is outsourced and the annual subscription to Camsoft is cancelled. That in accordance with Financial Regulations (item 11.1a ii) the appointment is for specialist services, and is made with DCK Accounting Solutions. That DCK is appointed as the Council's agent to liaise and submit reports to both HMRC and LGPS (Local Government Pension Scheme)  
*Votes in favour: unanimous*

### **7.5 To approve the interim appointment of DCK Accounting Solutions**

Members considered the Clerk's report.

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RESOLVED: *Proposed: Cllr Kerry*      *Seconded: Cllr Bell*      **Motion Carried**  
That in accordance with Financial Regulations (item 11.1a ii), the appointment is for specialist services and is made to DCK Accounting Solutions  
*Votes in favour: unanimous*

### **7.6 To ratify the sale of small grounds maintenance assets**

Members considered the Clerk's report.

RESOLVED: *Proposed: Cllr Kerry*      *Seconded: Cllr Pryce*      **Motion Carried**  
That the sale of 4 items of high vibration equipment and non running equipment is agreed at a value of £360 including VAT.  
*Votes in favour: unanimous*

### 7.7 To accept the donation towards additional chairs at Greenwood Park

Members considered the Clerks report.

RESOLVED: *Proposed: Cllr Berriman* *Seconded: Cllr Brannen* **Motion Carried**  
That a donation of a third of the cost of 22 chairs is accepted from both U3A groups that use Greenwood Park Community Centre. That the Council pays one third of the cost.  
*Votes in favour: unanimous*

### 7.8 To consider the 2018/19 Councillor Allowance Scheme

Members considered the Clerks report.

RESOLVED: *Proposed: Cllr Kerry* *Seconded: Cllr Bell* **Motion Carried**  
That the 2018/2019 Councillor Allowance remain at £360 per annum.  
*Votes in favour: unanimous*

### 7.9 To consider and approve the 2018 Hire Rates Review

Members noted the Clerks reports.

Considerable discussion took place regarding the hire rate review. Cllr Doyle commented that the football hire rates were very expensive when compared to St Albans District Council rates.

Cllr Whittaker commented that a more global view and an income and cost analysis was required at this stage.

Cllr Berriman stated that the Centre Managers view was that the regular hire rates should remain the same as the user seemed to cutting their sessions.

Some Members were of the view that the Councils costs were increasing and that all hire rates should increase, at least in line with inflation.

RESOLVED: *Proposed: Cllr Pryce* *Seconded: Cllr Getley* **Motion Carried**  
That the following hire rates are increased as per the documents provided by the Clerk: *Functions, Grounds Hire, Football and Cricket Pitches, Facilities and Pavilions.*  
That the *Regular User* hire rates remain as they are currently, without increase.  
*Votes in favour: unanimous*

There was some discussion about the storage facility charges with some Members of the view that the charges should remain without increase and others that they should be increased.

RESOLVED: *Proposed: Cllr Kerry* *Seconded: Cllr Brannen* **Motion Carried**  
That the *Storage* hire rates are increased as per the document provided by the Clerk.  
*Votes in favour: 8* *Votes against: 3*

### 7.10 To consider the deferred consideration of appropriate advertising

The Chairman explained that this item would be deferred again pending a report on the Council's current financial position.

### 7.11 To consider and ratify Section 106 funding suggestions

None.

### 7.12 To receive a progress report on the Councils projects/activities

This item was deferred until the Clerk can produce the report.

### 7.13 To consider awards of grants and discretionary discounts

#### (a) Annual Spring Bulbs

RESOLVED: *Proposed: Cllr Kerry* *Seconded: Cllr Bell* **Motion Carried**  
That under Section 137 of the LGA 1972, as amended by the LG&HA 1989 s36 the Council purchase spring bulbs to the value of £150 to be divided amongst the three residents associations  
*Votes in favour: unanimous*

**(b) Remembrance Wreath**

Members considered the Clerks report.

RESOLVED: *Proposed: Cllr Berriman*                      *Seconded: Cllr Doyle*                      **Motion Carried**  
That under Section 137 of the LGA 1972, as amended by the LG&HA 1989 s36 the Council make a donation to cover the cost of four wreaths, Parish Council, Mayor, Passchendaele and Mr Phillipson  
*Votes in favour: unanimous*

**(c) 1st Bricket Wood Scout Group - discounted hire rate for fund raising event**

RESOLVED: *Proposed: Cllr Kerry*    *Seconded: Cllr Getley*                      **Motion Carried**  
That under Section 137 of the LGA 1972, as amended by the LG&HA 1989 s36 the Council award 100% discount to the hire rate of £63 for a fund raising event for scout hut maintenance  
*Votes in favour: unanimous*

**8. REPORTS: GENERAL**

**8.1 To receive an update on the Park Street RA Christmas Lights**

Cllr Tyndale provided the Clerk with contact details to arrange collection of the lights and suggested that a donation to the Park Street Residents Association was considered at the next meeting. Cllr Pryce informed Members that Trustees of the Park Street Village Hall had expressed an interest in 3 or 4 of the lights.

**8.2 To receive a brief report from the Community Rail Partnership meeting**

Cllr Tyndale expressed apologies that he had not attended the meeting and was unable to provide a report.

**8.3 To receive a brief report from the Bricket Wood Commons Committee meeting**

Cllr Bell reported that local resident Liz Hansen had taken over from the late Mike Carter and that the meeting had commenced with a minutes silence for Mike. He went on to say that a new Ranger had been appointed and that the cattle had returned to the Common and would be grazing until the end of October. Some concern had been raised about the amount of brash left on the Common and that the felled trees were not to be replanted. The owner of the Common had explained that this would be left to natural regeneration. The owner had also notified the BWCC that the Muntjac deer would be culled along with rabbits and squirrels.

A Member stated that he considered the culling of the deer to be a disgrace as they were present in very small numbers.

**8.4 To receive brief progress reports and recommendations from:**

**(a) Neighbourhood Plan Steering Group**

Cllr Pryce stated that the next meeting had been scheduled for 9.30am 2 November 2017 and would focus on the AECOM report and the start of the draft plan.

**(b) Parish in Bloom Working Party**

Cllr Getley reported that the presentation evening had been a great success although to aid hearing there was a need for a sound system in the sports hall.

**(c) Events Working Party**

Cllr Berriman stated that the event planning was in hand for the Remembrance Day Service and the Carol Concert. She requested Carol Concert helpers to put themselves forward.

**(d) Festival Working Party**

Cllr Pryce informed Members that the festival would be held at the Parish Centre on 20 May 2018 and the set up would be the day before.

**8.5 To note recent and planned media communications**

Members thanked Cllr Tyndale for his input into the production of the Parish Newsletter.

**9. DOCUMENTS RECEIVED**

**9.1 To receive consultations, invitations, training opportunities and notifications**  
Noted.

**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**

Noted.

**11. OTHER URGENT IMPORTANT BUSINESS**

None.

**12. MEETING CLOSED**

The Chairman declared the meeting closed at 9.25pm

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