

# 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 17 NOVEMBER 2016 AT 7.30 pm

Present: Cllrs Mick Freeman (Chair), Dorothy Kerry (Vice-Chairman), John Bell, David Brannen, Martin Doyle, Ian Getley, John Parker, Bill Pryce and Nicholas Tyndale  
In attendance: Two Members of public  
Officers in attendance: Mrs J Pienaar (Clerk)

### 1. APOLOGIES

Apologies were accepted from Cllrs Wendy Berriman, Karen Hurford, and Eileen Whittaker.

### 2. TO RECEIVE DECLARATIONS

Cllr Freeman declared an interest in item 7.14 (i) (b) due to his wife's involvement with the Brownies and both Cllr Freeman and Parker declared an interest in item 7.14 (ii) owing to their involvement with the Waverley Disabled Riding Group.

### 3. MINUTES OF THE MEETING HELD ON 20 OCTOBER 2016

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 received.

### 5. PUBLIC PARTICIPATION

Mr David Thompson, Vice-Chair of the Greenwood Park Lawn Tennis Club and Jovan Ciric, Architect for the GPLTC, were in attendance to speak about item 7.2.

### 6. DISTRICT COUNCILLOR'S REPORT

The clerk read out Cllr Sue Featherstone's report.

Cllr Featherstone and her colleagues were delighted to have supported the Parish Council's use of the s106 monies for the new equipment in Greenwood Park.

There is a current blitz on getting neglected streets swept, street signs mended/cleaned and faulty lights replaced.

The District Council successfully prosecuted fly tippers in the parish.

## REPORTS: FINANCE, POLICY AND RESOURCES

### 7.1 To approve the payments schedules

Members referred to the schedule for balance October and part November.

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

Cllrs Bell and Freeman agreed to sign the cheques.

### 7.2 To appoint the contractor for the Greenwood Park Pavilion extension and consider the allocation of a contingency budget

Cllr Freeman updated Members on progress to date. Members referred to the tender document from AJG Design and Build which was within budget. A brief meeting had been held with the contractor, and references requested. The Working Party proposed that the Council agree in principle to appointing the contractor pending satisfactory references.

Members were keen that, in addition to the standard checks and Sport England requirements,

photographic evidence be obtained for the contractors past projects, as well as a credit check. Members considered setting aside funds as a contingency and it was noted that 10% was standard. The Clerk reported Sport England had directed that the contract must be in place by March 2017 and the project completed by October 2017.

RESOLVED: *Proposed: Cllr Freeman*      *Seconded: Cllr Bell*      **Motion Carried**  
That the tender from AJG Design and Build be accepted pending satisfactory references.  
*Votes in favour: unanimous*

PROPOSED: *Proposed: Cllr Pryce*      *Seconded: Cllr Getley*  
That a contingency amount of £10k be set aside.

COUNTER  
PROPOSED: *Proposed: Cllr Kerry*      **Motion unsuccessful**  
That a contingency amount of £5k be set aside.

RESOLVED: *Proposed: Cllr Pryce*      *Seconded: Cllr Getley*      **Motion Carried**  
That a contingency amount of £10k be set aside.  
*Votes in favour: 8*      *Votes against: 0*      *Abstentions: 1*

Members agreed that Members of the Working Party will consider whether the due diligence checks are satisfactory. Cllrs Pryce and Doyle to be included in the meeting.

### 7.3 To consider a new category for the Community Award

Members considered whether a new category for 'groups' should be introduced. There was no proposal to progress this any further.

### 7.4 To receive feedback from the Independent Remuneration Panel

At its meeting the IRP agreed that £360pa was a reasonable level of 2017/18 parish basic allowance.

PROPOSED: *Proposed: Cllr Pryce*      *Seconded: Cllr Kerry*  
That in accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003 the 2017/18 basic allowance of £360pa be adopted.

COUNTER  
PROPOSED: *Proposed: Cllr Bell*      **Motion unsuccessful**  
That the allowance remain unchanged at £250pa.

RESOLVED: *Proposed: Cllr Pryce*      *Seconded: Cllr Kerry*  
That in accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003 the 2017/18 basic allowance of £360pa be adopted.  
*Votes in favour: 8*      *Votes against: 1*      *Abstentions: 0*

### 7.5 To approve the annual insurance renewal

Members received the report. It was noted that the Parish had entered into a 3 year agreement with Came & Company to benefit from a 5% discount in 2015.

RESOLVED: *Proposed: Cllr Pryce*      *Seconded: Cllr Getley*      **Motion Carried**  
That the annual insurance renewal be approved.  
*Votes in favour: unanimous*

### 7.6 To consider the request from the Trees & Woodlands Committee for the allocation of funds to remove trees on the boundary of Greenwood Park along Tippendell Lane

Members referred to the report. It was recommended that a total of 14 trees, a mixture of Ash, Birch and Poplar, were removed as they were either self-set, overgrown, overhanging the road/pelican crossing or beyond their expected lifespan. The current management cost for the trees was £800 on alternate years. The proposal was to remove the trees and replace with decorative informal trees within the play area to provide much-needed shade and which could be safely managed in-house. A competitive quotation had been obtained of £8k from which £500 would be waived in return for advertising in the landscaped flowerbed at the entrance to the Park. A quotation of £1.7k had also been obtained for the proposed replacement trees, namely 5 x peeling-bark Silver Birch, 25-30cm girth, to be planted within the play area. Total project cost £9.2k.

The T&W Committee reminded Members that the Poplars at the Gravel pits had been rotting from within and were potentially dangerous. The trees in question were in a bad condition and there was

an on-going remedial cost to the Council. Removal would reduce the current risk and future costs. It was further recommended that the work be carried out in one year. Members were concerned about the public reaction and it was suggested that Mr Branch be asked to provide expert advice, despite the Tree Survey report. Members also requested that the trees be replaced as soon as possible and that the public be kept informed through press releases and notices. The suggestion that the replacement trees be planted to mark the centenary of the First World War was well-received.

RESOLVED: *Proposed: Cllr Tyndale*                      *Seconded: Cllr Freeman*                      **Motion Carried**  
That the £5k earmarked within the T&W Reserves for urgent tree safety work be allocated toward the removal and replacement of the trees and the remaining balance of £4200 be allocated from the Working Balance pending an independent Officer's recommendation that the trees be removed.  
*Votes in favour: unanimous*

The naming of the replacement trees would be delegated to the Annual Events Working Party.

#### **7.7 To receive the annual Health & Safety audit**

Members referred to the document produced by the Health & Safety Consultant for parish buildings.

RESOLVED: *Proposed: Cllr Pryce*                      *Seconded: Cllr Bell*                      **Motion Carried**  
That the report be received.  
*Votes in favour: unanimous*

#### **7.8 To adopt the recommended 2017 hire rates**

The Leisure Committee recommended that the hire rates proposed by the Generating Income Working Party for 2017 be approved.

RESOLVED: *Proposed: Cllr Getley*                      *Seconded: Cllr Bell*                      **Motion Carried**  
That the 2017 hire rates be approved.  
*Votes in favour: unanimous*

#### **7.9 To consider the recommendations for the devolvement of Woodbury Field and Park Street Recreation Ground**

Members referred to the notes. Initial negotiations indicated that the District would be hoping to claw back £8k from Park Street Recreation Ground. Members were in agreement that the consideration should be waived on the understanding that the Parish would invest the equivalent amount into the community facility for the benefit of local residents.

RESOLVED: *Proposed: Cllr Pryce*                      *Seconded: Cllr Kerry*                      **Motion Carried**  
That the negotiations commence with the relevant Portfolio holder as set out.  
*Votes in favour: unanimous*

#### **7.10 To receive a progress report on the Council's projects/activities**

The Clerk gave a verbal report that the following items had been completed: PRS licences, Insurance review, Hire Rates review and winter newsletter.

RESOLVED: *Proposed: Cllr Pryce*                      *Seconded: Cllr Kerry*                      **Motion Carried**  
In view of the confidential nature of the following items, which includes the consideration of legal advice, the public and accredited representatives of the press shall 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.

#### **7.11 To receive a report on the management of Bricket Wood Common**

Cllr Bell and the Clerk had met with Officers at the District Council to discuss concerns for the future management. There were currently two management plans. One was concerned with the trees and timber, which the Land owner had instigated, and that Woodland Management Plan had been approved by Natural England and the Forestry Commission. The other plan had been produced by the District Council and CMS as a Greenspace Action Plan which was mostly concerned with improving the visitor experience to the common. The implementation of the GAP currently cost £27kpa, 80% of which was funded by the local taxpayer. Future liabilities were being explored further.

### 7.12 To note the circulation date of the interim budget report

The Clerk hoped to circulate the report early December.

### 7.13 To receive a report on s106 funds

Members referred to the District reports which showed that whilst a large sum of the s106 funds from Hanstead Park development had been earmarked toward improvement of Woodbury Field leisure facilities at the Parish request, almost £99k from the same development had been earmarked toward the Abbey View Track, located next to Westminster Lodge Leisure Centre car park.

Members expressed their concern that the Parish would suffer the development without the full benefit of the s106 funds when more leisure facilities within the parish were needed. It was agreed that the Clerk continue discussion with the Officer and that Members would discuss the issue with District Councillors. Cllr Pryce offered to draft a letter.

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

Members referred to the report.

#### a) Discretionary discounts

##### i) Approved Organisations

###### Pre-approved organisations

The discounts for the pre-approved organisations were noted.

###### Other organisations

An application from the Hearing Dogs for the Deaf was considered.

RESOLVED:      *Proposed: Cllr Freeman*      *Seconded: Cllr Brannen*      **Motion Carried**  
That a 100% discount up to the value of £75 be approved for the HDD AGM.  
*Votes in favour: unanimous*

Cllr Freeman left the chamber whilst the application from the 1st Park Street Brownies was considered. Cllr Kerry took the Chair.

RESOLVED:      *Proposed: Cllr Pryce*      *Seconded: Cllr Getley*      **Motion Carried**  
That a 75% discount up to the value of £672 be approved for the 1st PSB.  
*Votes in favour: unanimous*

Cllr Parker joined Cllr Freeman outside the chamber whilst the application from Waverley Driving for the Disabled was considered.

Their accounts showed a healthy balance. Members were mindful of the Council's commitment to savings and generating income. It was noted that the charity provided a valued service to disabled children.

PROPOSED:      *Proposed: Cllr Bell*      **Motion unsuccessful**  
That a 100% discount up to the value of £174 be awarded.

COUNTER

PROPOSED      *Proposed: Cllr Tyndale*      *Seconded: Cllr Brannen*      **Motion Carried**  
& RESOLVED:      That a 75% discount up to the value of £130.50 be approved for the WDC.  
*Votes in favour: 5*      *Votes against: 2*      *Abstentions: 0*

Cllrs Freeman and Parker returned to the chamber and Cllr Freeman resumed as Chair.

#### ii) Fundraising events

##### Applications from a registered charity

The application for a Doggy Fun Day event was considered from Hearing Dogs for Deaf People.

RESOLVED:      *Proposed: Cllr Freeman*      *Seconded: Cllr Getley*      **Motion Carried**  
That a 100% discount up to the value of £305 be approved for the event.  
*Votes in favour: unanimous*

#### b) Grants

##### i) Senior Citizen—Christmas meal grants

Members considered the applications from St Luke's Lunch Club and Holy Trinity 'In Touch' Club.

PROPOSED:      *Proposed: Cllr Getley*      *Seconded: Cllr Kerry*



Administration Officer, Gill-Marie, for her work on the event.  
Arrangements for the Carol Concert were in place. Help on the night will be gratefully received.

### **8.11 To note recent and planned media communications**

Cllr Tyndale reported that recent communications included the Supernet and Remembrance Day. Improvements to the website would include a photo gallery and a semi-confidential members area at a cost of £300. A Twitter link had been recently added.

## **9. DOCUMENTS RECEIVED**

### **9.1 To receive invitations, training opportunities, notifications and consultations**

#### **a) Consultations**

**HCC Transport 2050 consultation:** deadline 14 December .

It had been previously agreed that Cllr Tyndale respond on behalf of the Council.

**Burydell Lane BR85:** The recent agreement to the installation of a short post and rail chicane which would not inhibit users of the bridleway but will slow speeding cyclists, was ratified.

**Bricket Wood Common Green Spaces Action Plan consultation:** deadline 15 December.

**Detailed Draft Local Plan consultation:** deadline 21 December.

The Neighbourhood Plan Steering Group would be sharing its comments with a representative of the Planning Committee to assist in the formulation of its response to the DLP.

Members were disappointed that there would not be an exhibition in the Parish. It was agreed that Cllr Pryce draft a letter to Cllr Daly and copy it to the Chief Executive and District Councillors. He agreed to circulate it to all Members prior to sending.

The BT consultation was being considered by the Planning Committee.

#### **b) Invitations, training opportunities and notifications**

Cllr Pryce would be attending the Future of Watford General & St Albans City Hospital meeting.

## **10. MINUTES OF COMMITTEES**

### **10.1 To receive & approve minutes of the following committees**

The following minutes were received and approved:

Planning Committee	13 Oct 2016
Buildings Committee	27 Oct 2016
Planning Committee	10 Nov 2016

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

The following notes were received:

Annual Events Working Party	12 Oct 2016
Annual Events Working Party	1 Nov 2016
Generating Income Working Party	3 Nov 2016
Pavilion Working Party	4 Nov 2016

### **10.3 To note the minutes of the Joint Committees & Associations**

There were none.

## **11. OTHER URGENT AND IMPORTANT BUSINESS**

There was none.

The Chairman declared the meeting closed at 10.05pm.

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.