

# 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 JULY 2014 AT 7.30 pm

Present: Michael Freeman, (Chairman), John Bell, Wendy Berriman, David Brannen, Ian Getley, Karen Hurford, Oonah Jones and Bill Pryce.  
In attendance: One Member of the public.  
Officers in attendance: Mrs J Pienaar (Clerk)

### 1. APOLOGIES

Apologies were accepted from Cllrs Jadwiga Baillie, Dorothy Kerry, Nicholas Tyndale and Eileen Whittaker.

### 2. TO RECEIVE DECLARATIONS

There were none.

### 3. MINUTES OF THE MEETING HELD ON 19 JUNE 2014

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

### 4. NOTIFICATION OF OTHER BUSINESS

The Chairman accepted an urgent and recent item on the Railfreight decision.

### 5. PUBLIC PARTICIPATION

There were none.

### 6. DISTRICT COUNCILLOR'S REPORT

There were none.

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

#### 7.1 To approve the payments schedules

Members referred to the schedule for June/July.

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

Cllrs Berriman and Hurford agreed to sign the cheques.

#### 7.2 To consider repair/replacement of the parish bus shelters

County had responded to the Council's request that it recover and replace shelters #15 and #17, stating that both shelters could be added to its 2015/16 list with a possible contribution from the parish. Cllr Bell had inspected shelter #13 and recommended that it be retained and repaired.

RESOLVED: *Proposed: Cllr Freeman*                      *Seconded: Cllr Hurford*                      **Motion Carried**  
That the offer from HCC be accepted to add shelters #15 & #17 to its replacement list for 2015/16.  
*Votes in favour: unanimous*

It was agreed that, in the meantime, the repair of these shelters be held in abeyance.

### 7.3 To consider a proposal regarding BBQ's in the parish parks

Members considered the pros and cons of permitting casual BBQ's in the parks, in particular Greenwood Park, where a fire had been caused by a disposable BBQ being placed in an inappropriate bin. The Council's insurers had suggested notices with safety guidelines. It was suggested that, as proved successful in other open spaces, paved areas could be set aside with a suitable bin for hot coals and a brick built BBQ area.

PROPOSED: *Proposed: Cllr Bell* *Seconded: Cllr Brannen*  
That three to four designated paved BBQ areas be created in Greenwood Park with a metal bin at each site.  
That a notice at the entrance to Greenwood Park be used to inform visitors where casual BBQ's were permitted.

COUNTER

PROPOSED: *Proposed: Cllr Pryce*  
That there be no designated BBQ areas.

COUNTER

PROPOSED &

RESOLVED: *Proposed: Cllr Berriman* *Seconded: Cllr Getley* **Motion Carried**  
That the situation be monitored over summer to ascertain the number of casual BBQ's and thereafter a decision be made for next season.  
*Votes in favour: 6* *Votes against: 2* *Abstentions: 0*

It was agreed that safe BBQ guidelines be put on the park notice boards.

### 7.4 To consider the BPA legal agreement and proposal for an above ground structure

#### a) Valve legal agreement

Members received the update on the BPA valve agreement where the completion of the legal documents was still in process.

#### b) Proposal for an above ground structure

Members considered the report together with the request from BPA to site a kiosk on Council's land near the valve site. The BPA offered to screen the kiosk with shrubs if required although the kiosk would be located as close to the fence line as possible.

RESOLVED: *Proposed: Cllr Jones* *Seconded: Cllr Brannen* **Motion Carried**  
That the Council agrees in principle for a further one-off minimum payment of £3k (subject to advice) on condition that all legal matters are resolved and payments received prior to installation.  
*Votes in favour: unanimous*

### 7.5 To consider the renewal of the Park Street Social club lease agreement

Members referred to the report and were in favour of renewing the lease on a five year basis with the rental increased by inflation.

RESOLVED: *Proposed: Cllr Pryce* *Seconded: Cllr Freeman* **Motion Carried**  
That the Clerk make enquiries of the owners, trustees, publican and take legal advice.  
*Votes in favour: unanimous*

### 7.6 To review the mobile phone contract

Members referred to the report and summary of comparative quotations.

RESOLVED: *Proposed: Cllr Bell* *Seconded: Cllr Berriman* **Motion Carried**  
That the 24 month mobile contract be renewed with 2 Circles.  
*Votes in favour: 7* *Votes against: 0* *Abstentions: 1*

### 7.7 To receive the Internal Auditor's management letter

Members noted the comments of the Internal Auditor and the report. Members considered that the report demonstrated the Council's accounts were well managed and thanked the Clerk.

RESOLVED: *Proposed: Cllr Getley* *Seconded: Cllr Freeman* **Motion Carried**  
That the Internal Auditor's letter and actions are noted.  
*Votes in favour: unanimous*

#### **7.8 To consider applications for grants and discretionary discounts**

There were none.

### **8. REPORTS: GENERAL**

#### **8.1 To receive an update on the Frogmore Lakes footpath**

Members referred to the notes. A meeting had been requested with representatives from Lafarge prior to any tree work taking place but despite repeated requests dating back to March, a meeting had not yet taken place. Meanwhile, local concern continued to rise regarding proposed tree felling.

RESOLVED: *Proposed: Cllr Freeman* *Seconded: Cllr Bell* **Motion Carried**  
That Cllr Getley contact the Lafarge Estates Manager directly and if that approach proved unsuccessful, contact be made through their PR department.  
*Votes in favour: unanimous*

#### **8.2 To receive a report on the Highways Together Pilot Project**

The Clerk reported that the pilot project was progressing. A meeting had been arranged with the Countryside Management Service for their advice on managing the ecology of the bulrush area. Ringway had been very helpful by providing all the underground service checks. Ringway would also be loaning its safety signs and providing a bespoke safety briefing. A request had been submitted for funding of £250 from the County Councillor's Highways Locality Budget.

#### **8.3 To receive a brief update on the website progress**

The Clerk read from Cllr Tyndale's report. In conjunction with the Clerk and Administrative Officer a vision for the website had been developed which was *'to be useful and engaged with the community and to serve the Council's aims and priorities, namely to develop community involvement and to build capacity to deliver quality services.'* A detailed draft structure had been prepared incorporating 'quick links' to each relevant section. Broad site requirements were defined as *'attractive and user-friendly; accessible; forms mechanisms and easy to maintain'*. A brief was put together and an invitation for expressions of interest sent out to seven agencies, which included those recommended by other councils. Two of the responses were particularly impressive and a meeting has been arranged with each of them in August. Provisional quotes were broadly in budget. The Clerk noted that there were likely to be recurrent costs. The intention was to use a widely available publishing system to avoid the risks associated with a bespoke system. It seemed feasible that the new website would be in place by Christmas.

#### **8.4 To receive a brief update and the recommendations of the:**

##### **a) Parish in Bloom Working Party**

Cllr Getley reported that the presentations would be made at the parish Garden Awards evening. The Working Party had supported the installation of a standpipe at the entrance to Greenwood Park to assist with watering the flowerbed. Allotment holders were to be consulted on the proposal to hold a 'bring and buy' sale next year to sell their surplus produce.

##### **b) Annual Events Working Party**

Cllr Berriman reported that the Armed Forces Day event was a success. The display of memorabilia was popular and the brass band was excellent. The event raised £130 towards Combat Stress. She thanked everyone involved. The Working Party wanted to hold the event again in 2015 and make it bigger. It was agreed that the dates for all parish events would be set early in the New Year to facilitate advance publicity. The Love Parks 'Crafts in the Park' event was being held at Greenwood Park from Monday 28 July to Wednesday 30 July from 11am to 1pm weather permitting.

##### **c) Community Assets Working Party**

Cllr Pryce reported that the recent meeting had been inquorate. Some applications to list Assets of Community Value had been successful, one of which had been challenged by the land owner. Other applications were soon to be submitted including Birch Wood.

##### **d) Neighbourhood Planning Working Party**

Cllr Pryce reported two representatives from the Park Street Residents' Association and one from the

Bricket Wood Residents' Association had joined the Working Party. There was no representation from the Chiswell Green Residents' Association. A meeting had been arranged with Towns Alive on the afternoon of 6th August.

## **9. DOCUMENTS RECEIVED**

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

#### **a) Consultations**

Household Waste Recycling: Cllr Bell reported on the Household Waste Recycling consultation. He informed members that the County Council needed to save £147m and the consultation was driven by this. The reduced opening times and shorter week at both Waterdale and St Albans sites were likely to affect local residents. There was concern that the changes would result in increased fly-tipping. The preferred option would be for a later opening at 10am to 6pm rather than 8am to 4pm. Cllr Bell would be responding accordingly.

Draft County Council Charter for Parish/Town Councils: Members agreed that Cllr Pryce respond on behalf of the Council. The Clerk reported that the St Albans District Association of Local Councils, that had been instrumental in working with the District Council to reach agreement on their Charter, requested that the Parish Council's representative on that forum be given the delegated authority to work with the County representative through that forum to develop an informative document.

The Clerk drew attention to a consultation on County funded bus services that had arrived that day and the invitation from County to attend a meeting for parish councils to discuss and comment on the proposals on 15th September.

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

Cllrs Brannen, Freeman and Berriman advised they would join Cllr Kerry at the Riverside Way event.

## **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**

The following notes were received:

Parish in Bloom Working Party	29 May 2014
Parish in Bloom Working Party	26 June 2014
Annual Events Working Party	5 June 2014
Annual Events Working Party	23 June 2014
Festival Working Party	11 June 2014
Parish Environmental Liaison Group	3 April 2014

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

There were none.

## **11. Rail Freight Interchange decision**

Members noted the Secretary of State's recent approval of the Rail Freight Interchange. Members accepted the offer from Cllr Pryce to write to the press and David Cameron.

The Chairman declared the meeting closed at 9.45 pm.

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

Telephone: 01923 681443

Fax: 01923 681338

Email: [clerk@ststephenparishcouncil.gov.uk](mailto:clerk@ststephenparishcouncil.gov.uk)

Post: St Stephen Parish Council, The Parish Centre, Station Road,  
Bricket Wood, St Albans, Herts, AL2 3JP.

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