

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 20 MARCH 2014 AT 7.30 pm

Present: Mick Freeman (Vice Chairman)
Jadwiga Baillie, John Bell, Wendy Berriman, David Brannen, Ian Getley,
Karen Hurford, Dorothy Kerry, Bill Pryce and Eileen Whittaker.
In attendance: Three Members of public.
Officers in attendance: Mrs J Pienaar (Clerk)

1. APOLOGIES

Apologies were accepted from Cllrs Jones and Tyndale.

2. TO RECEIVE DECLARATIONS

There were none.

3. MINUTES OF THE MEETING HELD ON 6 FEBRUARY 2014

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

There was none.

5. PUBLIC PARTICIPATION

There were none.

6. DISTRICT COUNCILLOR'S REPORT

As Cllr Featherstone had been unable to attend the Clerk read out her report which said that the input from Parish Cllrs Bell and Freeman, as well as District Cllr Brian Gibbard, had in Cllr Featherstone's opinion, been instrumental in the dismissal of the application to build fourteen houses on the Green Belt. The Community Payback Schemes were seeking new projects.

The Chairman asked Members to consider item 8.6.

RESOLVED: *Proposed: Cllr Freeman* *Seconded: Cllr Pryce* **Motion Carried**
In view of the confidential nature of item 8.6, which relates to named members of the public, 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.
Votes in favour: unanimous

With the Council's approval the Chairman moved items 8.6 to follow after item 10.3 on the agenda.

7. REPORTS: FINANCE, POLICY AND RESOURCES

7.1 To approve the payments schedules

Members referred to the schedule for February/March.

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

Cllrs Bell and Whittaker agreed to sign the cheques.

7.2 To consider progressing a Neighbourhood Plan

Members considered the proposal of the Planning Committee that the entire parish boundary be identified as an Area of Designation and that a working party be formed with one member from each ward to consider the way forward. There was concern as to the cost of developing a Neighbourhood Plan which averaged around £45k. However, this needed to be weighed against the financial benefit of directing 25% of the Community Infrastructure Levy toward improvements within the Parish, the ability to have real input on style, types and location of building. In addition the exercise presented an opportunity for the Council to engage with the community. It was recommended that professional advice be sought to provide realistic information on the expected cost and benefit to the parish.

RESOLVED: *Proposed: Cllr Freeman Seconded: Cllr Hurford Motion Carried*
That a Neighbourhood Plan Working Party be formed.
The aim of the working party will be: To investigate resources required in terms of funding, manpower and professional assistance; accessible grant funding; the benefits for St Stephen Parish and the anticipated delivery timeframe. To report back at the May meeting.
That Cllrs Bell, Pryce and Brannen be appointed Members of the Working Party with one representative from each Residents' Association.
Votes in favour: Unanimous

Cllr Pryce reported that he had spoken at the Park Street Residents' Association meeting about Neighbourhood Plans and asked for support in approaching the other Associations in a similar vein.

RESOLVED: *Proposed: Cllr Freeman Seconded: Cllr Hurford Motion Carried*
That Cllr Pryce approach the other parish Residents' Associations.
Votes in favour: Unanimous

7.3 To consider a recommendation for the 2014/15 ice-cream concession

Members considered the recommendation from the Licensed Refreshment Working Party and the reasoning behind it.

RESOLVED: *Proposed: Cllr Bell Seconded: Cllr Berriman Motion Carried*
That the Council continues to work with the current licensee for a further year and that authority is delegated to the Clerk to negotiate the best offer for selling ice-cream at both Greenwood Park and Park Street Recreation Ground, including the sale of ice-cream at the Council's events for an additional charge of £100 per van per day.
That invitations be sent out to the registered ice-cream traders to apply for a one year concession to run from April 2015 to March 2016, under the same terms (best offer over £500).
Votes in favour: unanimous

7.4 To consider the BPA legal documents

The Clerk reported that District Council's solicitor now had the documents and owing to other commitments, had been unable to look at the document prior to the meeting. Her comments were expected during the first week of April. The Clerk said that the draft document was available if Members wished to look at it.

7.5 To consider the restoration of the Parish war memorial names

Cllr Pryce reported that he and Cllr Getley had met with the contractors responsible for the restoration of the St Peter's Street memorial in St Albans with a view to cleaning the tablet and blackening the names. The quotation for blackening of the names was costly and Cllr Pryce offered to explore the possibility of a grant. It was noted that the Council had sympathetically cleaned and restored the memorial twelve years ago. At that time the names on the stone tablet were re-cut. Members agreed that that the entire memorial would benefit from a clean.

RESOLVED: *Proposed: Cllr Freeman Seconded: Cllr Kerry Motion Carried*
That a quotation be obtained for cleaning the whole memorial.
Votes in favour: unanimous

7.6 To adopt the 2014/15 scheme of Member's Allowances

The Independent Remuneration Panel was satisfied with the Council's proposal that the allowances remain unchanged.

RESOLVED: *Proposed: Cllr Getley Seconded: Cllr Whittaker Motion Carried*
That in accordance with the Local Authorities (Members Allowances) (England) Regulations 2003 the 2014/15 scheme of Members' Allowances be adopted.
Votes in favour: unanimous

7.7 To review the Council's system of internal controls and risk management

Members referred to the draft documents.

RESOLVED: *Proposed: Cllr Bell Seconded: Cllr Pryce Motion Carried*
That the internal controls be approved.
Votes in favour: unanimous

7.8 To consider the awards of grants and discretionary discounts

Members referred to the application from the Herts Air Ambulance.

RESOLVED: *Proposed: Cllr Bell Seconded: Cllr Baillie 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: £250 toward the provision of a free life-saving helicopter emergency medical service.
Votes in favour: unanimous

8. REPORTS: GENERAL

8.1 To receive an update on the A405 (Blackboy PH) bus shelters

The Clerk reported that at least 45 responses had been received to the survey on the Blackboy shelters. The Bricket Wood Residents' Association had also started a petition for the improvement of the bus stops and shelters which will assist with raising the priority of the work needed with the responsible authorities. The Head Groundsman had completed his annual review of the parish bus shelters and as a result quotations were being obtained for the repair of three shelters, two in Watford Road near Driftwood Avenue and the other in Colney Street. As it was suspected one of those shelters would not be economically viable to repair the Clerk had already made tentative enquiries regarding assistance with funding a new shelter. It appeared that funding may be available in the new financial year. The Clerk was asked to make enquiries regarding the proposed new shelter in Watford Road opposite Stanmount Avenue.

8.2 To consider the review of the Polling Districts and Polling Places

Members considered the existing arrangements. There were no comments or suggestions to amend or change them.

8.3 To consider the proposed footpath dedication around Frogmore gravel pits.

The proposal from Lafarge to dedicate the path which will continue FP87 from its junction with FP89 running between the River Ver and the lake and the joining Hyde Lane was supported (this being the route currently under application by the Parish Council). It was agreed that the Council appoint representatives to meet with Lafarge to discuss their proposals in more detail and that an invitation be extended to representatives from the Park Street & Frogmore Society and the Park Street Residents' Association.

RESOLVED: *Proposed: Cllr Freeman Seconded: Cllr Berriman Motion Carried*
That the proposed footpath dedication is supported.
That Cllrs Getley and Bell be appointed to meet with Lafarge.
Votes in favour: unanimous

8.4 To consider a progress update on the parish website

The Clerk reported that with assistance from Cllr Tyndale the team had prepared a detailed structure and design brief and were now ready to invite quotations and design samples.

8.5 To receive a brief update and the recommendations of the:

a) *Parish in Bloom Working Party*

Cllr Getley reported that the boulders donated by Lafarge had arrived and were already in situ at the entrance to Greenwood Park. The Clerk would be sending an official letter of thanks to Lafarge and it was suggested that an article be included in the next newsletter. A plaque is to be erected in the flowerbed recognising the donation. Cllr Getley made a point of mentioning how helpful the Grounds team had been with their handling of the boulders. The working Party recommended the awards for the Parish in Bloom categories.

RESOLVED: *Proposed: Cllr Getley* *Seconded: Cllr Berriman* *Motion Carried*
That a £25 National Garden Voucher be awarded to the winning entry for the Parish in Bloom main categories and a £10 gift token awarded to the winning entry in the children's competition.
That certificates to awarded for both the winning entry and the runner-up.
Votes in favour: unanimous

b) *Festival Working Party*

Cllr Whittaker reported that the team were working hard and that the draft programme included lots of local involvement. Cllr Pryce was thanked for successfully obtaining a £900 grant from the County Councillor's Locality Budget toward the event. The outlay of £495 for the Gladiator and Bungee Run would be recouped based on previous experience. Security fencing was required to create a safe area as well as entrance points to greet people arriving as well as provide an opportunity to generate income toward the event. Although Cllrs Freeman and Pryce had been energetic in their efforts to source free fencing, the cost would be £455 for such a big area. There were plans to book the Falconry again at £375, as it had been a real crowd-puller. The Working Party recommended that 250 tickets be sold for the Friday evening music event at £5 each to contribute toward the cost of both bands. It was understood that a lot of support would be needed from the Grounds team, not only at the event but in the build up as well. It had been agreed that Dave Williams would be working on the Saturday and Sunday. Cllr Whittaker thanked both Gary Field and Dave Williams for their generous offer to contribute some voluntary time at the event as well. It was noted that the Event Officer would also be working to support the Council over the course of the event. A meeting was being arranged with the Grounds team to draw up the site plan.

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

c) *Annual Events Working Party*

Cllr Berriman reported that the Armed Forces event had been confirmed on Saturday 28th June from 4 to 6pm. Assistance was required with setting up for the Annual Parish meeting on 8th May and the Parish in Bloom/Gardening Awards evening on 11th September. The Remembrance Service on 9th November would be held at the usual time of 2.50pm. In response to concerns raised that organisations would be attending another parade, members of the Working Party explained that it had been explored in depth and planned to involve local people and organisations. Concern was also raised regarding the Remembrance Service not being held at the national time. A member explained that the Park Street Residents' Association had always held the event at that time to allow the local youth organisations and the Salvation Army trumpeter to attend and to secure the help of Ian La Riviere. Attendance had been increasingly positive year on year. Although the service was advertised widely it was suggested that a notice also be placed at the memorial as there had been a small group of residents who had not been aware of the time.

RESOLVED: *Proposed: Cllr Berriman* *Seconded: Cllr Getley* *Motion Carried*
That the events as proposed be agreed.
Votes in favour: 9 *Votes against: 1* *Abstentions: 0*

d) HR Working Party

Cllr Pryce reported on the recommendation of the Working Party that, following the success of the short term contract Gardener post last year, it continued again in the current year on the same terms and conditions previously agreed. Members of the Working Party explained the reasons why the post should not be responsible for weekend working

RESOLVED: *Proposed: Cllr Pryce* *Seconded: Cllr Bell* **Motion Carried**
That the recommendations be accepted.
Votes in favour: 6 *Votes against: 4* *Abstentions: 0*

RESOLVED: *Proposed: Cllr Freeman* *Seconded: Cllr Bell* **Motion Carried**
That the Clerk take professional advice regarding employment/recruitment.
Votes in favour: 6 *Votes against: 0* *Abstentions: 4*

e) Generating Income Working Party

Cllr Kerry reported that the Working Party was currently gathering information across all areas to better understand the nature of the business. Capacity had been identified where it existed at both Centres and phasing was being looked at to establish the time between booking and function. The information would be used to focus marketing. Follow up calls were being made to gain feedback and an assessment of local competition was being compiled. Current advertising and promotional activities were being reviewed. The Working Party recommended a discount promotion to stimulate use of the Tennyson Hall for children's parties. The proposal was to issue one voucher per child attending the Brownies and Rainbows with the expiry dates staggered to assist with control. If successful the aim was to extend it to other groups.

RESOLVED: *Proposed: Cllr Berriman* *Seconded: Cllr Hurford* **Motion Carried**
That the promotional discount of £20 on a three hour booking for U11 children's parties in the Tennyson Hall be approved starting with the Rainbows and Brownies as a pilot exercise.
Votes in favour: unanimous

f) Licensed Refreshment Working Party

Members referred to the recommendation from the Working Party that the bar be run for the first year under a similar bar agreement to that currently in place, with the provision of ice-cream and coffee to be revisited after that. Cllr Pryce reported that the current licence expired on 1st July 2014 and that the LRWP was currently negotiating the early termination at the close of trade on 30th April. If that goes ahead Greene King will re-fit the bar. Kate Farmer would then run the bar on a pilot basis for one year and will honour current bookings and the festival.

9. DOCUMENTS RECEIVED

9.1 To receive invitations, training opportunities and notifications

This was noted. The Community Infrastructure Levy consultation would be going to the Planning Committee.

10. MINUTES OF COMMITTEES

10.1 To receive & approve minutes of the following committees

The following minutes were formally received by Council:

Planning Committee (8) 13 February 2014

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

Annual Events Working Party	23 January 2014
Parish in Bloom Working Party	23 January 2014
Festival Working Party	29 January 2014
Parish in Bloom Working Party	13 February 2014
Annual Events Working Party	13 February 2014
Licensed Refreshment Working Party	13 February 2014
Generating Income Working Party	13 February 2014
HR Working Party	19 February 2014

Festival Working Party
Licensed Refreshment Working Party
Generating Income Working Party

24 February 2014
6 March 2014
6 March 2014

10.3 To note the minutes of the Joint Committees & Associations

Bricket Wood Common Management Committee 11 February 2014

As previously resolved the Council moved into Part II and the public in attendance left the meeting.

8.6 To consider the nominations for the Community and Youth Awards

Members referred to the applications received. There were a number of commendable nominations making it a difficult decision.

RESOLVED:

That the Youth Award be awarded to [REDACTED]
Votes in favour: unanimous

Motion Carried

RESOLVED:

That the Community Award be awarded to [REDACTED]
Votes in favour: unanimous

Motion Carried

The Chairman declared the meeting closed at 9.45pm.

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