

# ST STEPHEN PARISH COUNCIL

In the District of St.Albans, County of Hertfordshire



## MINUTES OF AN ANNUAL MEETING OF THE COUNCIL HELD AT THE PARISH CENTRE, STATION ROAD, BRICKET WOOD, ST ALBANS, HERTS ON 15 MAY 2014 AT 7.30 pm

Present: Cllrs Mick Freeman (Chairman), Dorothy Kerry (Vice Chairman), Jay Baillie, John Bell, David Brannen, Wendy Berriman, Ian Getley, Bill Pryce, Nicholas Tyndale and Eileen Whittaker.

In attendance: Mrs J Pienaar (Clerk)  
Two Members of public and one member of staff

### 1. TO ELECT A CHAIR OF THE COUNCIL

A Member proposed that the incumbent Chairman be re-elected for a further year.

PROPOSED: *Proposed: Cllr Pryce*                      *Seconded: Cllr Getley*  
That Cllr Jones be elected Chair.

COUNTER-  
PROPOSED                      *Proposed: Cllr Whittaker*                      *Seconded: Cllr Berriman*                      **Motion Carried**  
& RESOLVED: That Cllr Freeman be elected Chair.  
*Votes in favour: 5*                      *Votes against: 3*                      *Abstentions: 2*

### 2. DECLARATION OF ACCEPTANCE OF OFFICE BY THE CHAIR

Cllr Freeman read out the Chairman's declaration and signed it in the presence of the Clerk.

### 3. TO FILL VACANCIES ON THE COUNCIL

There were no vacancies to be filled.

### 4. TO RECEIVE DECLARATIONS OF OFFICE

There were no declarations to be received.

### 5. TO ELECT A VICE-CHAIR OF THE COUNCIL

RESOLVED: *Proposed: Cllr Berriman*                      *Seconded: Cllr Baillie*                      **Motion Carried**  
That Cllr Kerry be elected Vice-Chair.  
*Votes in favour: 9*                      *Votes against: 0*                      *Abstentions: 1*

### 6. APOLOGIES

Apologies were accepted from Cllrs Karen Hurford and Oonah Jones.

### 7. DECLARATION OF INTERESTS

There were none declared.

### 8. APPOINTMENT OF COMMITTEES AND COMMITTEE MEMBERS

#### a) COMMITTEES

#### b) WORKING PARTIES

Members referred to the listed standing committees and working parties.

RESOLVED: *Proposed: Cllr Freeman*                      *Seconded: Cllr Berriman*                      **Motion Carried**  
That, with the exception of the HR Working Party, the standing committees and working parties and their existing members remain unchanged.  
*Votes in favour: unanimous*

#### c) LIASON GROUPS

RESOLVED: *Proposed: Cllr Tyndale*                      *Seconded: Cllr Getley*                      **Motion Carried**  
That the standing liaison groups and existing members remain unchanged.  
*Votes in favour: unanimous*

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A Member said that the HR Working Party had been formed to see through the recommendations of the staff review and that she would like to see an HR Committee re-instated. Another Member pointed out that it was recommended by HAPTC that Council's had an HR Committee. The Clerk explained that the HR Working Party had come about as a result of Council not wanting to delegate authority to an HR committee. It was also noted that NALC guidance stated that non-Members of a committee could attend and participate at a committee meeting as a member of the public but could not if the meeting was closed to the public. Another Member pointed out that the Council already had an effective HR mechanism in place through the HR Working Party which followed the correct procedures. It was agreed that the HR Committee should consist of the Chair and Vice-Chair and where possible those Members with HR experience. The Clerk suggested that Cllrs Bell and Jones be on the committee to provide continuity as previous members of the Working Party with background knowledge.

RESOLVED:        *Proposed: Cllr Berriman*        *Seconded: Cllr Tyndale*        **Motion Carried**  
That an HR Committee is appointed with five Members: Cllrs Freeman, Kerry, Pryce, Bell and Whittaker  
*Votes in favour: 9*        *Votes against: 0*        *Abstentions: 1*

The Clerk advised that the Terms of Reference for the HR Committee would be presented for approval at the next meeting.

#### **9. APPOINTMENT OF REPRESENTATIVES ON OUTSIDE ORGANISATIONS**

Cllr Tyndale reported that as an Abfly user and supporter he was unable to attend the daytime meetings of the Community Rail Partnership. Cllr Berriman said that she could not attend afternoon meetings of Sure Start. Members agreed that both Councillors should remain representatives and that the matter be revisited in future. The Clerk confirmed that she had invited Mr Gurd to give a brief report at the next meeting on CRP and Abfly.

RESOLVED:        *Proposed: Cllr Freeman*        *Seconded: Cllr Bell*        **Motion Carried**  
That existing representatives remain unchanged.  
*Votes in favour: unanimous*

#### **10. 2014/15 ANNUAL MEETING CALENDAR**

Members referred to the proposed calendar of meetings.

RESOLVED:        *Proposed: Cllr Baillie*        *Seconded: Cllr Getley*        **Motion Carried**  
That the annual calendar of meetings be approved.  
*Votes in favour: unanimous*

#### **11. STANDING ORDERS AND PROCEDURES**

There were no changes at present. The Clerk confirmed that the Standing Orders were to be updated in line with the current guidance.

RESOLVED:        **Motion Carried**  
That the standing orders and procedures remain adopted without amendment.

#### **12. FINANCIAL REGULATIONS**

RESOLVED:        **Motion Carried**  
That the financial regulations remain adopted without amendment.

#### **13. 2014/15 CHARITY COLLECTIONS**

The Chairman was asked to nominate the charities for the Council's forthcoming events.

RESOLVED:        *Proposed: Cllr Freeman*        *Seconded: Cllr Berriman*        **Motion Carried**  
That 'Combat Stress' benefit from the collection at the Armed Forces Day event.  
*Votes in favour: unanimous*

RESOLVED: *Proposed: Cllr Freeman* *Seconded: Cllr Berriman* **Motion Carried**  
That 'Dementia UK' benefit from the collection at the Carol Concert event.  
*Votes in favour: unanimous*

#### **14. MINUTES OF THE MEETING HELD ON 24 APRIL 2014**

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

#### **15. NOTIFICATION OF OTHER BUSINESS**

There was none.

#### **16. PUBLIC PARTICIPATION**

There was none.

#### **17. DISTRICT COUNCILLOR'S REPORT**

None reported.

#### **18. REPORTS: FINANCE, POLICY AND RESOURCES**

The Chairman asked Members to consider item 18.6.

RESOLVED: *Proposed: Cllr Freeman* *Seconded: Cllr Bell* **Motion Carried**  
That in view of the confidential nature of item 18.6, which relates to an insurance matter, 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: 9* *Votes against: 0* *Abstentions: 1*

#### **18.2 To allocate funds to the Rolling Replacement programme**

It was noted that of the £34k income raised through the amendment of the covenant on 35 Tippendell Lane, a sum of £11743 had been allocated to reduce the precept. It was recommended that the remaining sum be allocated toward the Rolling Replacement programme.

RESOLVED: *Proposed: Cllr Pryce* *Seconded: Cllr Tyndale* **Motion Carried**  
That £22257 be allocated to the Rolling Replacement Programme.  
*Votes in favour: unanimous*

#### **18.3 To receive an update on the BPA valve agreement**

The Clerk reported that the District Solicitor was in contact with BPA's legal representative and was currently reviewing the documents.

#### **18.4 To consider cleaning the Parish War Memorial**

Members considered the quotations for sensitively cleaning the memorial. It was agreed that re-incising the letters was unnecessary as this had been done when the memorial was cleaned in 2002/3.

RESOLVED: *Proposed: Cllr Pryce* *Seconded: Cllr Getley* **Motion Carried**  
That £3185 be drawn from the General Reserves/Working Balance and allocated to cleaning the war memorial.  
That the quotation from PAYE be accepted to clean the memorial and tablet.  
That an amount be set aside each year within the Rolling Replacement Programme for cleaning the memorial in the next four years.  
*Votes in favour: unanimous*

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

##### **a) Application for a discretionary discount from the Chiswell Green U3A**

The application for a discount of £20 per month for one year was considered.

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#### **19.4 To receive an update on the bus shelters**

Cllr Getley reported that he and Mr John Collier, representing the Bricket Wood Residents' Association, had attended the County Council to present the petition. HCC approved their share of the funding required for the improvements to the Black Boy PH shelters. The Council thanked Mr Collier for his effort in gathering the petition.

#### **20. DOCUMENTS RECEIVED**

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

Cllr Bell had attended the Beating of the Bounds which had been very interesting. The Clerk reminded Members of the invitation to attend the Abbey Line Community Rail Partnership AGM on 2nd June at 7pm in the Parish Centre.

Members received notice of the consultation on the future County electoral division boundaries.

#### **21. MINUTES OF COMMITTEES**

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

The following minutes were received and approved:

Planning Committee (10)	10 April 2014
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##### **21.2 To receive the notes taken at the Council's working Parties and Forums**

The following notes were received:

Festival Working Party	22 April 2014
Festival Working Party	29 April 2014
Festival Working Party	6 May 2014

##### **21.3 To note minutes of Joint Committees and Associations**

The following minutes were noted:

Community Rail Partnership	4 March 2014
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The Chairman then moved to the confidential part of the meeting and Members of public left the chamber.

#### **18.6 To consider an insurance matter**

Members considered the letter and insurer's advice. The claim for damaged clothing was under the Council's excess of £250.

RESOLVED:      *Proposed: Cllr Berriman*      *Seconded: Cllr Getley*      **Motion Carried**  
That without admission of liability and as a gesture of goodwill, £110 be offered to replace the clothes on receipt of the damaged clothing.  
*Votes in favour: unanimous*

The Chairman declared the meeting closed at 9.20 pm.

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.*