

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 NOVEMBER 2015 AT 7.30 pm

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

1. APOLOGIES

All Members were present.

2. TO RECEIVE DECLARATIONS

Cllr Freeman declared an interest in item 7.16 due to his involvement with the Waverley Driving for the Disabled.

3. MINUTES OF THE MEETING HELD ON 15 OCTOBER 2015

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

4. NOTIFICATION OF OTHER BUSINESS

None.

The Chairman proposed that item 7.15 be considered after item 10.3 on the agenda.

RESOLVED: *Proposed: Cllr Freeman* *Seconded: Cllr Getley* **Motion Carried**
That the press & public be excluded from item 7.15 in view of the confidential nature of the item which relates to the business matters of other organisations.
Votes in favour: unanimous

5. PUBLIC PARTICIPATION

The Chairman accepted a request from Mr Harvey Singler, the appointed representative of the Bricket Wood Residents' Association, regarding item 8.4.

Mr Singler reported on the meeting of the steering group set up to discuss the future of the Bricket Wood railway station. He asked for the Council's views on the ideas put forward at the meeting, adding that future use of the building would need to generate a revenue stream. He suggested a steam railway service interspersed with the existing rail services, with the station renovated to its former glory. Other suggestions included a crèche, an art studio for hire, tearoom or archive rooms for local historical societies.

With the approval of Members, the Chairman brought item 8.4 forward.

8.4 To receive a report on the Bricket Wood Station project meeting

Dave Horton had convened a meeting of interested parties. Cllr Kerry attended and reported that it had been a constructive meeting and that it was possible that the building would be made available. Several suggestions were put forward for the future use of the station building. The Parish Council agreed it would support the option that attracted the strongest support from the community. Cllr Tyndale reported that London Midland and DfT were broadly in favour of community use. The status of the building was linked to the next franchise, for which tenders would be invited summer 2016. Although unlikely, it had not been clarified whether the building could be included as an Asset of Community Value.

6. DISTRICT COUNCILLOR'S REPORT

District Councillor Featherstone gave her apologies but reported via the Clerk that lottery funding had been awarded to the District Council to redevelop the Town Hall as a tourist attraction with a museum and galleries, although it will need to raise match funding to enable the project to go ahead. Local MP's had recently confirmed that County Council and Network Rail had agreed to undertake further development of a 30 minute frequency service for the Abbey Flyer.

7. REPORTS: FINANCE, POLICY AND RESOURCES

7.1 To approve the payments schedules

Members referred to the schedules for October/November. Cllrs Freeman and Whittaker agreed to sign the cheques.

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

Members noted the Earmarked Reserves as at November and the budget report to date, which were presented by the Clerk. The Buildings Committee was aware that the electrical testing carried out during 2015 had exceeded expectations. The increase in the Insurance Premium Tax had resulted in insurance costs being slightly more than budgeted.

Members noted the interest rates on the various bank accounts.

7.2 To receive a progress report on Greenwood Pavilion improvement project

It was noted that Sport England had revised its decision and had offered the full grant pending a feasibility study. It was agreed that a Working Group be formed to consider the details and progress the project.

RESOLVED: *Proposed: Cllr Pryce* *Seconded: Cllr Bell* **Motion Carried**
That the Council enter into a binding agreement with Sport England.
Votes in favour: unanimous

RESOLVED: *Proposed: Cllr Hurford* *Seconded: Cllr Berriman* **Motion Carried**
That the Chair and Vice-Chair sign the agreement.
Votes in favour: unanimous

RESOLVED: *Proposed: Cllr Bell* *Seconded: Cllr Berriman* **Motion Carried**
That a Working Group be formed consisting of Cllrs Freeman, Brannen and Getley together with a member of the Grounds team, to meet with representatives of the Tennis Club to consider the details and progress the project.
Votes in favour: unanimous

7.3 To consider an ice-cream concession for 2016/17

Members considered the report.

RESOLVED: *Proposed: Cllr Bell* *Seconded: Cllr Berriman* **Motion Carried**
That the recommendations be accepted.
Votes in favour: unanimous

7.4 To consider the Councillor Allowance Scheme for 2016/17

Members referred to the notes.

RESOLVED: *Proposed: Cllr Bell* *Seconded: Cllr Kerry* **Motion Carried**
That the subsistence and basic allowances remain at the current rates.
Votes in favour: unanimous

7.5 To consider the annual insurance renewal

Members referred to the report and considered whether to enter into another 3 year agreement to save on costs. The Clerk reported that the current provider, Came & Company, provided an excellent level of service.

RESOLVED: *Proposed: Cllr Freeman* *Seconded: Cllr Getley* **Motion Carried**
That the renewal be accepted and the Council enter into a 3 year agreement.
Votes in favour: unanimous

7.6 To consider a recommendation regarding 2016/17 funds for play equipment

Members considered a request from the Leisure Committee to bring forward 'year 2' of the Rolling Replacement funding, to enable a saving of around £8k on the purchase of new play equipment for its satellite play areas. The aim would be to install the new equipment before the 2016 school summer holidays. It was noted that Cllrs Pryce and Kerry would be preparing a presentation for District Councillors regarding use of the s106 funds to enable the Greenwood Park 'super-net' project to go ahead.

RESOLVED: *Proposed: Cllr Pryce* *Seconded: Cllr Kerry* **Motion Carried**
That £16k be drawn from '*Neighbourhood Plan/funding future priority work*' Earmarked Reserves and re-allocated toward the Rolling Replacement Plan for play equipment.
Votes in favour: unanimous

7.7 To consider a recommendation for funding toward urgent tree removal

Urgent tree removal was carried out overnight to remove a dangerous tree close to the Railway line at Park Street Recreation Ground. The Trees & Woodlands Committee recommended that the cost of the work be met from the Council's Working Balance.

RESOLVED: *Proposed: Cllr Hurford* *Seconded: Cllr Getley* **Motion Carried**
That £2k be drawn from '*Neighbourhood Plan/funding future priority work*' Earmarked Reserves and re-allocated toward the urgent tree removal.
Votes in favour: unanimous

It was noted that the 'Neighbourhood Plan' budget might require topping-up in the 2016/17 budget.

7.8 To appoint a representative to the Community Police Priority Setting forum

RESOLVED: *Proposed: Cllr Brannen* *Seconded: Cllr Tyndale* **Motion Carried**
That Cllr Getley be appointed the Council's representative.
Votes in favour: unanimous

7.9 To note a proposed licence agreement

Access licences were considered upon application and on individual merit. Members referred to the proposed licence agreement for temporary vehicle access across its land.

RESOLVED: *Proposed: Cllr Pryce* *Seconded: Cllr Bell* **Motion Carried**
That the licence agreement be noted.
Votes in favour: unanimous

7.10 To consider a proposal to advertise on taxis

As suggested by Cllr Pryce, Members considered the costs and potential benefit of advertising on taxis.

PROPOSED: *Proposed: Cllr Pryce* **Motion Unsuccessful**
That the Council advertise on taxis.

RESOLVED: *Proposed: Cllr Brannen* *Seconded: Cllr Whittaker* **Motion Carried**
That the possibility of advertising on the Council's own vehicles be explored.
Votes in favour: unanimous

Members agreed that this should be explored by the Income Generating Working Party and that, in future, the Working Party be combined with the Hire Rates Working Party.

RESOLVED: *Proposed: Cllr Berriman* *Seconded: Cllr Hurford* **Motion Carried**
That the IG and Hire Rates Working Parties be combined as one.
Votes in favour: unanimous

7.12 To consider a recommendation pertaining to the devolvement of assets

Members referred to the recommendations of its Localism Working Party.

RESOLVED: *Proposed: Cllr Pryce* *Seconded: Cllr Whittaker* **Motion Carried**
That independent legal advice is obtained regarding the proposed Heads of Terms for the devolvement of Woodbury Field and Park Street Recreation Ground and that devolvement be progressed on the grounds of the advice received.
Votes in favour: unanimous

7.11 To consider a footpath diversion from The Gardens of the Rose

Cllr Bell explained that the diversion would re-route the path around the trial rose beds.

RESOLVED: *Proposed: Cllr Bell* *Seconded: Cllr Doyle* **Motion Carried**
That there are no objections to the proposed footpath diversion.
Votes in favour: unanimous

7.13 To consider a recommendation for Assets of Community Value

Members reviewed the priorities as identified by the Localism Working Party.

RESOLVED: *Proposed: Cllr Pryce* *Seconded: Cllr Brannen* **Motion Carried**
That the items be progressed as marked.
Votes in favour: unanimous

7.14 To note defibrillators for Park Street Recreation Ground and Parish Centre

It was noted that following a successful application the Council had been awarded two defibrillators for installation outside the Parish Centre and Park Street Pavilion in visible and accessible locations. Both the Clerk and Judith were thanked for their part in obtaining the grant.

Item 7.15 follows after item 10.3.

7.16 To consider awards of grants and discretionary discounts

a) Discretionary Discounts

i) Pre-approved organisations

The value of discounts for pre-approved organisations' meetings and events were noted.

ii) Other organisations

RESOLVED: *Proposed: Cllr Kerry* *Seconded: Cllr Pryce* **Motion Carried**
That a 100% discount be approved, up to the value of £60, for the Hearing Dogs for the Deaf AGM.
Votes in favour: unanimous

iii) Fundraising events—from a registered charity

Members agreed that the Doggy Fun Day was a really good community event.

RESOLVED: *Proposed: Cllr Berriman* *Seconded: Cllr Bell* **Motion Carried**
That a 100% discount be approved, up to the value of £198, for the Hearing Dogs for the Deaf Doggy Fun Day.
Votes in favour: unanimous

Members felt that the Macmillan Cancer Support events were well-supported by the community.

RESOLVED: *Proposed: Cllr Berriman* *Seconded: Cllr Bell* **Motion Carried**
That a 100% discount be approved, up to the value of £252, for the Macmillan Coffee morning and 25% for the Macmillan Cream tea up to the value of £56.
Votes in favour: unanimous

Cllr Freeman stepped out of the chamber whilst the next item was considered and the Vice-Chairman, Cllr Kerry, took the Chair.

Members were in agreement that the Waverley Driving for Disabled was a worthy cause, run by volunteers, for the benefit of disabled children.

RESOLVED: *Proposed: Cllr Getley Seconded: Cllr Berriman Motion Carried*
That a 100% discount be approved, up to the value of £224, for the Waverley Driving for the Disabled fundraising event.
Votes in favour: unanimous

iv) Other

Members noted the recent power failure. Thanks were extended to the Centre Manager, Gill Rix, assisted by the Deputy Clerk, Cllr Bell, Tony Rix and Mish Yanni who attended site.

RESOLVED: *Proposed: Cllr Berriman Seconded: Cllr Hurford Motion Carried*
That a full refund be approved and free hire of the venue be offered for an anniversary event.
Votes in favour: unanimous

b) Grants

i) Senior Citizen—Christmas meal grants

RESOLVED: *Proposed: Cllr Berriman Seconded: Cllr Getley 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:
That £400 be granted to the St Luke's Lunch Club and £600 to the Holy Trinity 'In Touch' Club.
Votes in favour: unanimous

ii) Staff—Christmas meal grant

RESOLVED: *Proposed: Cllr Freeman Seconded: Cllr Kerry 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:
That £25 per head be granted toward the staff Christmas meal.
Votes in favour: unanimous

iii) Mayor's Remembrance Service - wreath

The wreath laid by the Mayor at the Parish service was provided by the Parish Council.

RESOLVED: *Proposed: Cllr Pryce Seconded: Cllr Berriman 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:
That £20 be approved for the poppy wreath in aid of the Royal British Legion.
Votes in favour: unanimous

8. REPORTS: GENERAL

8.1 To receive an update on the retention of a How Wood Post Office facility

Cllrs Getley and Kerry reported that conversations with the Post Office were in progress.

8.2 To receive an update on the Chiswell Green Post Office

Cllr Bell reported that the Post Mistress had yet to reach a decision whether to continue under the new regime whereby the Post Office would be obliged to serve the same hours as its host shop. Although a national Post Office policy there was real concern as to the future of the local service.

8.3 To receive an update on the Strategic Rail Freight Interchange

Cllr Bell had attended the meeting at County where HCC reiterated its opposition to the proposed SRFI development. The County, if obliged to sell the land, was required to ensure best value for the tax payers. It unanimously resolved that it would seek alternative uses for the site which could secure equivalent value, to provide more than one option should the need arise.

Item 8.4 was discussed earlier.

8.5 To receive a brief report on the HCC Conference

Cllr Bell attended the conference and reported that it had provided him the opportunity to follow up the future of the mobile library vans which were due to go to auction. Information had been presented on the Public Health work force, Highways Together and notice given of Herts Rural Affairs forthcoming event on 11 March 2016.

8.6 To receive a brief report on the SADALC meeting

Cllr Bell reported that the Parish had hosted the meeting. Discussion revolved around the progress of Neighbourhood Plans, the Standards Committee and the Visitors Advisors Board.

8.7 To receive brief progress reports and recommendations from the:

a) Annual Events Working Party

Cllr Berriman said that feedback from the Remembrance Day event had been very positive and thanked all Councillors, staff and Ian La Riviere for their help. The Carol Concert event planning was currently underway. Extra cabling was needed to move the sound desk to the back of the hall.

b) Festival Working Party

Cllr Pryce reported that plans were progressing well.

8.9 To note recent and planned media communications

The Clerk reported that the Neighbourhood Plan grant and Festival 2016 communications had been released. Future planned media communications would cover the Remembrance Day, Harperbury Hospital comment, donation of defibrillators, woodland information board grant, Carol Concert and plans for Greenwood Park Pavilion.

9. DOCUMENTS RECEIVED

9.1 To receive invitations, training opportunities, notifications and consultations

a) Consultations

Recent consultations were noted.

b) Invitations, training opportunities and notifications

Noted. Cllrs Pryce, Bell and Freeman would attend an informal briefing on the Strategic Local Plan.

10. MINUTES OF COMMITTEES

10.1 To receive & approve minutes of the following committees

Planning Committee	22 October 2015
Leisure Committee (extra)	29 October 2015

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

Parish in Bloom Working Party	2 September 2015
Annual Events Working Party	1 October 2015
Localism Working Party	29 October 2015
Festival Working Party	10 November 2015

RESOLVED: *Proposed: Cllr Freeman* *Seconded: Cllr Getley* **Motion Carried**
That the minutes and notes are received.
Votes in favour: unanimous

10.3 To note the minutes of the Joint Committees & Associations

Members referred to the letter written by the Abbey Line Community Rail Partnership to London Midland. Council noted the appalling recent performance and both welcomed and supported

the HCC and Network Rail's confirmation that they would undertake further development options to improve the service.

As resolved earlier, the press and public left the chamber to allow discussion of item 7.15.

7.15 To consider protocol for Books of Condolence

The Clerk provided a verbal report.

RESOLVED: *Proposed: Cllr Bell Seconded: Cllr Freeman **Motion Carried***
That the Council will make its Centres available to host Books of Condolence following a death of national significance.
Votes in favour: unanimous

The Chairman declared the meeting closed at 9.50pm.

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.