

# 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 1 FEBRUARY 2018 AT 7.30 pm**

Present: Cllrs. Dorothy Kerry (Chairman), John Bell, Wendy Berriman (part), David Brannen, Martin Doyle, John Parker, Bill Pryce, Nicholas Tyndale & Eileen Whittaker.  
In attendance: Mrs C Hardy (Clerk) and 4 members of the public.

The Chair welcomed Alec Campbell, Leader of St Albans Council and Amanda Foley, Chief Executive of St Albans Council to the meeting.

## 1. APOLOGIES

Cllr. Karen Hurford.

## 2. DECLARATION OF INTERESTS

None.

## 3. MINUTES OF THE MEETING HELD ON 30 JANUARY 2018

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

## 4. NOTIFICATION OF OTHER BUSINESS

None.

## 5. PUBLIC PARTICIPATION

None.

## 6. DISTRICT COUNCIL

### 6.1 To welcome the new Council Leader and Chief Executive who will introduce the District Council priorities and receive feedback

Alec Campbell and Amanda Foley introduced themselves and there proceeded a round table introduction. Alec Campbell stated he had been in post since May 2017 whilst Amanda Foley since July 2017. Both live and work in the district. They went on to state that regeneration of the old police building and children's centre would take place and that those services had been brought into the Council building. A short question and answer session then took place following which the Chair thanked both for their attendance and they left the meeting.

### 6.2 District Councillor's Reports

None.

## 7. REPORTS: FINANCE, POLICY AND RESOURCES

### 7.1 To ratify the payments schedule

Members referred to the payment schedule for January 2018.

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



the working parties if these duties were delegated.

Cllr Bell stated that the 2018 fete should be cancelled due to the poor staffing situation. Cllr Tyndale commented that the issue had been discussed by the Fete Working Party and it had been unanimously agreed that the fete would go ahead.

The Clerk commented that in her view the lack of office staff at the beginning of April could mean that the Council was unable to effectively carry out its day to day business.

**7.12 To consider and approve the Council's direct debits**

This item was deferred until the next meeting due to insufficient information.

**7.13 To consider the purchase of Grounds Maintenance equipment as part of the Rolling Replacement Programme**

This item was deferred until the next meeting due to insufficient information.

**7.14 To receive the final lease agreement from BPA and nominate another Member to seal the document**

RESOLVED:        *Proposed: Cllr Tyndale*        *Seconded: Cllr Berriman*        **Motion Carried**  
That the BPA lease agreement is confirmed and Cllr Kerry is nominated to seal the document.  
*Votes in favour: unanimous*

**7.15 To consider a report on a gate licence disagreement**

Due to its confidential nature, Members agreed to discuss this item at the end of the meeting and exclude members of the public.

**7.16 To consider awards of grants and discretionary amounts**

**(a) Discretionary Discounts**

**i. Approved Organisations**

**Park Street Residents Association**

Application made for free grounds hire for summer fayre and boot sale on 10 June 2018 to the value of £109.60. Member agreed that the application should be refused.

**ii. Other Organisations**

**1st Park Street Rainbows and Brownies**

Application made for full discounted hire of hall for meetings. Members agreed to award the same discount rate as 2017/18

**(b) Discretionary Grants**

**1st Bricket Wood (4th North Watford) Scout Group**

Application made for a contribution towards a metal security barrier to the scout hut car park. Members agreed to make a grant of £235.00.

RESOLVED:        *Proposed: Cllr Berriman*        *Seconded: Cllr Bell*        **Motion Carried**

That a discounted rate for grounds hire is not awarded to the Park Street Residents Association.

That under Section 137 of the LGA 1972, as amended by the LG&HA 1989 s36 a discount rate amounting to the equivalent of that applied during the 2017/18 financial year is awarded to 1st Park Street Rainbows and Brownies for hall hire.

That under Section 137 of the LGA 1972, as amended by the LG&HA 1989 s36 a grant of £235 is awarded to 1st Bricket Wood (4th North Watford) Scout Group as a contribution towards a security barrier.

*Votes in favour: unanimous*

## 8. REPORTS: GENERAL

### 8.1 To receive brief progress reports and recommendations from the:

#### (a) Neighbourhood Plan Steering Group

Members referred to the update prepared by Cllr Pryce.

#### (b) Parish in Bloom Working Party

A Member stated that all planning was in hand.

#### (c) Events Working Party

A Member stated that all planning was in hand.

#### (d) Festival Working Party

Members referred to the update prepared by Cllr Pryce.

### 8.2 To note recent and planned media communications

None reported.

## 9. DOCUMENTS RECEIVED

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

#### (a) Consultations

Members noted the following consultations:

Inspiring Libraries

HCC Transport Plan

HCC Mineral Plan

## 10. MINUTES OF COMMITTEES

### 10.1 To receive and approve the minutes of the Council's Committees

*Planning Committee 14 December 2017 & 18 January 2018*

Noted.

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

*Events Working Party 19 October 2017 & 18 January 2018*

*Parish In Bloom Working Party 17 January 2018*

*Festival Working Party 18 January 2018*

Noted.

### 10.3 To note the minutes of Joint Committees and Associations

*Bricket Wood Joint Common Management Committee 10 October 2018*

Noted.

## 11. OTHER URGENT IMPORTANT BUSINESS

None.

## 7.15 TO CONSIDER A REPORT ON A GATE LICENCE DISAGREEMENT

RESOLVED:      *Proposed: Cllr Berriman*      *Seconded: Cllr Doyle*      **Motion Carried**  
In view of the confidential nature of Item 8.2, which could involve a legal matter, the public and accredited representatives of the press shall be excluded whilst the matter is discussed, in accordance with the Public Bodies (Admission to meetings) Act 1960, as amended by the Local Government Act 1982.

Members of the public left the meeting room to allow discussion to take place.

RESOLVED:      *Proposed: Cllr Berriman*      *Seconded: Cllr Doyle*      **Motion Carried**  
That payment of the gate licence fee constitutes acceptance of the agreement. The land owner should be invoiced for payment and the written agreement not pursued further.  
*Votes in favour: unanimous*

RESOLVED:      *Proposed: Cllr Kerry*      *Seconded: Cllr Bell*      **Motion Carried**  
That the meeting is re-opened.  
*Votes in favour: unanimous*

## **12. MEETING CLOSED**

There being no further items the Chair declared the meeting closed at 9.55pm

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

