

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 15 MARCH 2018 AT 7.30 pm

Present: Cllrs. Nicholas Tyndale (Vice Chairman), John Bell, Wendy Berriman, David Brannen, Martin Doyle, Karen Hurford, John Parker, Bill Pryce, & Eileen Whittaker.
In attendance: Mrs C Hardy (Clerk) and 1 member of the public.

1. APOLOGIES

Cllr. Dorothy Kerry.

2. DECLARATION OF INTERESTS

None.

3. MINUTES OF THE MEETING HELD ON 1 FEBRUARY 2018

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

Cllr Pryce wished to comment on a NALC issue. Accepted by the Chairman.

5. PUBLIC PARTICIPATION

None.

6. DISTRICT COUNCIL

6.1 District Councillor's Reports

None.

7. BRICKET WOOD NEIGHBOURHOOD WATCH

7.1 To invite the newly appointed co-ordinator to update Members

The invitee did not attend the meeting.

8. REPORTS: FINANCE, POLICY AND RESOURCES

8.1 To ratify the payments schedule

Members referred to the payment schedule for March 2018.

RESOLVED: *Proposed: Cllr Hurford* *Seconded: Cllr Berriman* **Motion Carried**
That the payments schedule be approved. That Cllrs. Hurford and Berriman are nominated to sign the cheques.
Votes in favour: unanimous

8.2 To receive a progress report for Greenwood Park pavilion

Members referred to the agenda notes provided by the Deputy Clerk. Cllr Pryce confirmed his disappointment at just how much staff time this project had taken up. Considerable discussion took place. The Clerk confirmed that the final application for the remaining grant funding was to be submitted imminently.

COUNTER : *Proposed: Cllr Bell* *Seconded: Cllr Brannen* **Motion Unsuccessful**
PROPOSAL That the invoice for the security shutters is paid to the contractor on installation.
That invoice ref:0.25 for £1110 is paid immediately.
Votes in favour: 3 *Votes against: 7*

RESOLVED: *Proposed: Cllr Tyndale* *Seconded: Cllr Pryce* **Motion Carried**
That other than payment of invoice ref: 0.25 for £1110, no further payments are made to the contractor until the project is completed. That Cllr Pryce draft a letter to the contractor outlining the Councils decision.
Votes in favour: 7 *Votes against: 3*

8.3 To approve the Dignity at Work - Bullying and Harassment Policy

RESOLVED: *Proposed: Cllr Tyndale* *Seconded: Cllr Pryce* **Motion Carried**
That the Dignity at Work - Bullying and Harassment Policy is adopted by the Council.
Votes in favour: unanimous

8.4 To receive a verbal report on the costs associated with the implementation of the General Data Protection Regulations

Cllr Pryce stated that the regulations were due to go before Parliament on 21 March. This item was deferred as the costs associated with implementation were not available.

8.5 To approve a contribution towards the Community Rail Partnership

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

8.6 To receive a report on Special Expenses

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

8.7 To consider and approve the Council's direct debits

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

8.8 To ratify the purchase of Grounds Maintenance equipment as part of the Rolling Replacement Programme

RESOLVED: *Proposed: Cllr Berriman* *Seconded: Cllr Brannen* **Motion Carried**
That expenditure of £10285 is agreed for the purchase of 3 grass mowers.
Votes in favour: unanimous

8.9 To approve the internal controls and risk management

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

8.10 To consider awards of grants and discretionary amounts

(a) Discretionary Discounts

None received.

(b) Discretionary Grants

None received

8.11 To consider a request from Bricket Wood Neighbourhood Watch

Members agreed that there was insufficient information available to determine whether the request should be granted and that the item should be deferred to allow the photocopying requirements and costs to be established.

8.12 To consider a budget allocation for essential tree work on Tippendell Lane boundary with Greenwood Park

Members referred to the agenda notes. The Clerk explained that an independent tree survey had categorised trees as A - C with A and B rated trees requiring attention. Three trees in these categories were recommended to be felled. The Clerk confirmed that the budget to carry out work to the entire line of trees had been reallocated at the January budget meeting. Members agreed that the identified trees required urgent work and that a further reallocation of budget was required.

RESOLVED: *Proposed: Cllr Whittaker* *Seconded: Cllr Hurford* **Motion Carried**
That £5000 is reallocated from the Orton Hall floor budget to allow trees along the Tippendell Lane boundary with Greenwood Park classified as A or B to be felled.
Votes in favour: unanimous

9. REPORTS: GENERAL

9.1 To receive brief progress reports and recommendations from the:

(a) Neighbourhood Plan Steering Group

Cllr Pryce updated Members. He stated that a drop in meeting had been organised for 7th June 2018 at Greenwood Park where residents could learn how the plan was progressing.

(b) Parish in Bloom Working Party

Cllr Getley updated Members. Cllr Hurford commented that the verge flower bed on the corner of How Wood and Tippendell Lane had been replaced by a utility cabinet and that the flowers had been removed.

(c) Events Working Party

Cllr Berriman confirmed the cancellation of the 2018 fete and went on to say that the fete would be combined with the arts festival during 2019. Cllr Berriman commented that arrangements for the Annual Parish Meeting were in hand as were arrangements for Armed Forces Day and Crafts in the Park.

(d) Festival Working Party

Noted the cancellation of the fete at 9.1 (c).

9.2 To note the HR Committee's plan for staff recruitment and absence cover

Members referred to the agenda notes.

9.3 To note recent and planned media communications

The Chairman reported that there had been none.

9.4 To note a Freedom of Information request

Members referred to the agenda notes.

RESOLVED: *Proposed: Cllr Tyndale* *Seconded: Cllr Parker* **Motion Carried**
That due to the current long term staffing situation, the request is overly burdensome on the remaining members of staff and that the request should be declined for those reasons
Votes in favour: unanimous

9.5 To consider a report on Donkey Field Bricket Wood

The Chairman moved this item to the end of the meeting.

9.6 To consider a report on the sale of a Council owned asset

The Chairman moved this item to the end of the meeting.

9.7 To note and consider plans to redevelop the Dimension site in Bricket Wood

Members referred to the agenda notes and plans of the site.

RESOLVED: *Proposed: Cllr Tyndale* *Seconded: Cllr Doyle* **Motion Carried**
That the Council provide a letter of support for the project subject to agreed access arrangements to ensure the security of the Parish Centre site. That Cllr Pryce draft a suitable letter for the Clerk to issue.
Votes in favour: unanimous

9.8 To receive a report from the Bricket Wood Common Management Committee

Cllr Bell reported that a new Commons Ranger was in post. He went on to say that the landowner had carried out work from his management plan and that the hope was that it had not damaged too

many of the Bluebells. Cllr Bell informed Members that he had been contacted by a professional dog walker who wished to raise a formal complaint against the landowner. She had allegedly been confronted by the landowner who was concerned at the large number of dogs she was walking.

Cllr Brannen commented that he had made enquiries and established that insurance could not be obtained for a person walking more than six dogs at one time. Cllr Bell continued and said that St Albans District Council was working on an amendment to the by-laws to limit the number of dogs that could be walked at any one time. Cllr Berriman was very concerned by the number of professional dog walkers using Greenwood Park to walk large numbers of dogs. Members agreed to refer this issue to the Leisure Committee for further discussion.

9.9 To consider nominations for the 2018 Community Award

No nominations received.

10. DOCUMENTS RECEIVED

10.1 To receive consultations, invitations, training opportunities and notifications

Noted.

11. MINUTES OF COMMITTEES

11.1 To receive and approve the minutes of the Council's Committees

Buildings Committee 8 February 2018, Planning Committee 22 February 2018 & Trees & Woodlands incorporating PELG 8 March 2018

Noted.

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

Festival Working Party 8 March 2018

Noted.

11.3 To note the minutes of Joint Committees and Associations

Noted.

12. OTHER URGENT IMPORTANT BUSINESS

Cllr Pryce stated that NALC had invited him to attend Portcullis House on 20 March 2018 and that he had particularly asked to meet with Ann Main MP. He asked Members to send questions to him that he could put to the MP regarding local issues.

Cllr Bell commented that the Planning Appeals system should be overhauled and that developers should not be allowed to appeal time after time for essentially the same application.

9.5 To consider a report on Donkey Field Bricket Wood

&

9.6 To consider a report on the sale of a Council owned asset

RESOLVED: *Proposed: Cllr Tyndale* *Seconded: Cllr Doyle* **Motion Carried**
In view of the confidential nature of Items 9.5 & 9.6, 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.

The member of the public left the meeting.

9.5 To consider a report on Donkey Field Bricket Wood

RESOLVED: *Proposed: Cllr Pryce* *Seconded: Cllr Brannen* **Motion Carried**
That Cllr Pryce draft a letter to the owners of Burston Nurseries PLC to agree to the proposals in principle.
Votes in favour: 9 *Abstention: 1*

9.6 To consider a report on the sale of a Council owned asset

RESOLVED: *Proposed: Cllr Tyndale* *Seconded: Cllr Hurford* **Motion Carried**
That a Working Party, made up of Cllr Doyle, Cllr Whittaker, Cllr Berriman and

Cllr Brannen is formed to discuss the viability of selling a Council owned asset. To report to Main Council.
Votes in favour: unanimous

13. MEETING CLOSED

There being no further items the Chair declared the meeting closed at 9.28pm

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