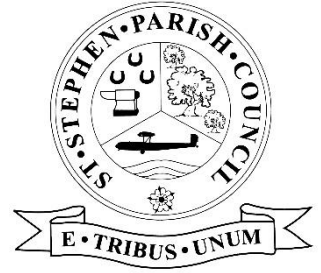


ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

CLERK TO THE COUNCIL: MRS JULIET PIENAAR
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Present

Cllr John Bell
Cllr Wendy Berriman
Cllr David Brannen
Cllr Martin Doyle
Cllr Ian Getley

Cllr Karen Hurford
Cllr Dorothy Kerry (Chair)
Cllr John Parker
Cllr Bill Pryce
Cllr Nicholas Tyndale
Cllr Eileen Whittaker

Also present:
Sue Campbell taking minutes
2 Members of the Public

Minutes of the **Full Council meeting** held on **THURSDAY 19 APRIL 2018** at **7.30pm**
Venue: **THE PARISH CENTRE, STATION ROAD, BRICKET WOOD, ST ALBANS, AL2 3PJ**

1. To receive and accept apologies for absence
None, all Councillors present.
2. To receive declarations of interest and dispensations
 - a) To receive declarations of interest from Councillors on items on the agenda
None
 - b) To receive written requests for dispensations for declarable interests
None
 - c) To grant any requests for dispensation as appropriate
None
3. To confirm the minutes of the meeting held on 15th March 2018
CONFIRMED proposed Cllr Pryce, seconded Cllr Hurford, unanimous.
4. Public Participation – to receive petitions, comments and questions
None
5. To receive reports from representatives of St Albans District Council and Hertfordshire County Council
None.
6. Reports: Finance, Policy and Resources
 - 6.1 To agree the payment schedule
An electronic copy to be circulated and agreed
AGREED Cllrs Berriman and Hurford to sign cheques.
 - 6.2 To receive a progress report for Greenwood Park Pavilion
The Buildings Committee inspected outstanding snagging problems, some remain.

RESOLVED Proposed Cllr Kerry, seconded Cllr Berriman, unanimous, that the final payment to be held back until architect sign-off.

The cricket room is not anticipated to have heavy usage so consideration will be given to hiring it out for local and community events and to residents for private functions.

ACTION Cllr Pryce to establish if there is a need for Planning Permission for change of use.

- 6.3 To confirm expenditure for the supply and fitting of window shutters

CONFIRMED Proposed Cllr Brannen, seconded Cllr Parker, unanimous

- 6.4 To consider the requirements of the General Data Protection Regulations

ACTION Cllr Tyndale to register interest with DPO Centre.

ACTION All Councillors and staff to ensure that all devices carrying or accessing personal information and details on behalf of the council are password protected.

- 6.5 To receive a report on Special Expenses

Deferred to the next meeting

- 6.6 To consider and approve the Council's direct debits

Deferred to the next meeting

- 6.7 To approve the internal controls and risk management

Deferred to the next meeting

- 6.8 To consider awards of grants and discretionary discounts

None received

- 6.9 To consider the requirements of the External Audit

The financial aspects to be completed by DCK Accounting Solutions. Other parts still to be allocated.

- 6.10 To receive an update on repairs to Woodbury Field and Park Street Rec

AGREED A meeting of the Leisure Committee to be convened as soon as possible to cover the state of the Sports Hall Floor and the crack in the pavilion floor (unbiased opinions from experts with no commercial interest to be sought). Funding possibilities to be investigated: Sport England Grant; District Cllr Wright has approached District Cllr Read as appropriate portfolio holder.

- 6.11 To confirm the extension of the contract for Ice-Cream supply

RESOLVED Proposed Cllr Doyle, seconded Cllr Whittaker, unanimous, to extend the contract for Ice-Cream supply

7. Reports: General

- 7.1 To receive brief progress reports and recommendations from the:

- 7.1.1 Neighbourhood Plan Steering Group

First draft complete. A drop-in to update residents will be held 7th June, this is not a consultation. Possible sites available to develop have been identified. St Albans District Council to pass to the Inspector in the Autumn; if agreed the referendum will be held late 2018/early 2019.

- 7.1.2 Parish in Bloom Working Party

Not met

- 7.1.3 Events Working Party

Arrangements agreed for APM 10th May; draft agenda prepared. Crafts in the Park 23/24/25 July in progress. Next meeting to discuss Armed Forces Day.

- 7.1.4 To consider nominations for the 2018 Community Award

AGREED Cllr Getley's nomination. Proposed Cllr Berriman, seconded Cllr Bell, unanimous.

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

None have met

- 7.1.6 Joint Committees and Associations

The St Albans Associated Parishes met this week with the Leader of Hertfordshire County Council delivering a long report.

8. To review the fidelity guarantee insurance

Noted – this is not due until November.

9. Documents received
None

10. To consider that under Section 1 of the Public Bodies (Admissions to Meetings) Act 1960 that the public and press should be excluded from items 11 and 12 of the agenda of this meeting in view of the confidential nature of the business to be transacted

RESOLVED Proposed Cllr Tyndale, seconded Cllr Berriman, unanimous. That members of the press and public be excluded from items 11 and 12.

11. To review and agree actions for staff matters considered by the HR Committee

11.1 Recommended payment under the Acting Up Policy

RESOLVED Proposed Cllr Brannen, seconded Cllr Parker, unanimous, to agree the action recommended by the HR Committee Meeting on 13th April (minute Item 4) that an ex-gratia payment be made to the value of the Acting-Up adjustment.

11.2 Ongoing management of staff status re staff long term sickness

RESOLVED Proposed Cllr Pryce, seconded Cllr Bell, unanimous, to agree the actions outlined by the HR Committee Meeting on 13th April (minute Item 5) and one new consideration to progress ongoing management of staff.

Councillors recognised the efforts and challenges dealt with by Cllr Kerry and expressed their gratitude. Cllr Kerry thanked Cllr Tyndale for his support.

11.3 Claim for personal injury

NOTED the current position as outlined in the HR Meeting on 13th April (minute Item 6).

11.4 Complaint against staff member

NOTED the current position as outlined in the HR Meeting on 13th April (minute Item 7).

12. To consider the sale of a Council owned asset

The Council Owned Assets Working Party verbally outlined 3 options.

RESOLVED Proposed Cllr Doyle, seconded Cllr Bell, for = 10, against =1, to further investigate option 2.

ACTION Cllr Doyle to progress.

The meeting closed at 9:37pm

Chairman

Date