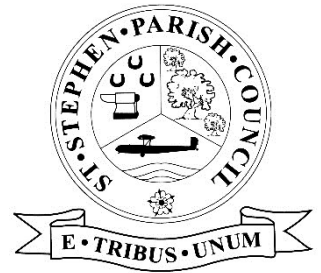


ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

CLERK TO THE COUNCIL: MRS JULIET PIENAAR
THE PARISH CENTRE STATION ROAD BRICKET WOOD
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Present

Cllr John Bell
Cllr Ian Getley
Cllr Karen Hurford
Cllr Dorothy Kerry (Chair)

Cllr Bill Pryce
Cllr Nicholas Tyndale
Cllr Eileen Whittaker

Also present:

Sue Campbell taking minutes
8 Members of the Public

Minutes of the **Annual Full Council meeting** held on **THURSDAY 17th May 2018** at **7.30pm**
Venue: **THE PARISH CENTRE, STATION ROAD, BRICKET WOOD, ST ALBANS, AL2 3PJ**

1819/001 To elect a Chairman for the year 2018/19 and sign declaration of Acceptance of Office
RESOLVED: Proposed Cllr Pryce, seconded Cllr Hurford, unanimous, that Cllr Kerry continue to serve as Chair for the coming year.

1819/002 To elect a Vice-Chairman for the year 2018/19 and sign declaration of Acceptance of Office
RESOLVED: Proposed Cllr Kerry, seconded Cllr Hurford, unanimous, that Cllr Tyndale continue to serve as Vice-Chair for the coming year.

1819/003 To receive and accept apologies for absence
Apologies were received and accepted from Cllrs Doyle, Parker and Berriman.
County Councillor Sue Featherstone also sent apologies.

1819/004 To receive declarations of interest and dispensations

- To receive declarations of interest from Councillors on items on the agenda
None
- To receive written requests for dispensations for declarable interests
None
- To grant any requests for dispensation as appropriate
None

1819/005 To confirm the minutes of the meeting held on 19th April 2018
CONFIRMED: proposed Cllr Getley, seconded Cllr Pryce, unanimous.

1819/006 To fix dates and venues for meetings 2018/19
RESOLVED: proposed Cllr Kerry, seconded Cllr Getley, unanimous, that the Annual Parish Meeting be held at 6.30pm on the same day as Annual Full Council.

- 1819/007 To appoint representatives to serve on Committees, outside bodies and working parties
RESOLVED: proposed Cllr Pryce, seconded Cllr Whittaker, unanimous, that all committee representatives continue for the coming year and that Cllr Hurford stand down as Primary School representative for Killigrew primary and Nursery School and be replaced by Cllr Bell.
- 1819/008 To review Council Documentations
a) Standing Orders and Procedures
b) Financial Regulations
RESOLVED: proposed Cllr Bell, seconded Cllr Whittaker, unanimous, that these Council Documentations remain unchanged for the coming year.
- 1819/009 Public Participation – to receive petitions, comments and questions
The council received representation from a member of the public regarding parking and through traffic in Bucknalls Drive and associated roads following the closure by the Building Research Establishment of their rear entrance gates necessitate staff to drive round to the front.
ACTION: Cllr Kerry to write in support of residents to BRE, reminding of the planning condition excluding this area from staff parking, copying-in the St Albans District Council Planning department
- 1819/010 To receive reports from representatives of St Albans District Council and Hertfordshire County Council
None.
- 1819/011 Reports: Finance, Policy and Resources
a) To agree the payment schedule
RESOLVED: proposed Cllr Getley, seconded Cllr Hurford, unanimous, that the payment schedule is agreed and payment should be made.
b) To approve new requests for expenditure
RESOLVED: proposed Cllr Tyndale, seconded Cllr Whittaker, unanimous, to install baby changing facilities in the disabled toilet at Greenwood Park.
c) To receive a progress report for Greenwood Park Pavilion
All work is now completed to a satisfactory standard and has been signed-off by the architect.
d) To consider a request from the Butterfly Conservation Society
AGREED: to support in principle the creation of an earth embankment topped with chalk to provide an environment to encourage butterflies to the park meadow near Greenwood Park provided application for outside funding is granted and there is no financial impact on the council.
e) To consider the requirements of the General Data Protection Regulations
Councils are awaiting the outcome of a late amendment tabled by the Government to exempt all Parish Councils from the requirement for a Data Protection Officer. Once clarified, the DPO Centre will review their services with respect to the necessary Impact Assessment. In the meantime the council will continue to take make provision for the needs of the new Act.
ACTION: Sue Campbell to clarify insurance cover for the new regulations.
f) To receive a report on Special Expenses
Deferred.
g) To consider and approve the Council's direct debits
Deferred.
h) To approve the internal audits and risk management
Deferred.
i) To consider awards of grants and discretionary discounts

RESOLVED: proposed Cllr Pryce, seconded Cllr Whittaker, unanimous, that both the discretionary discounts, £66 for hire of Tennyson Hall for their AGM and £267.68 for hire of Greenwood Park for a fundraising event, requested by Hearing Dogs for Deaf People be awarded in full.

j) To consider the requirements of the External Audit

ACTION: Cllr Kerry arrange a date for the Internal Audit.

ACTION: Sue Campbell to discuss the current situation with the External Auditor, request an extension to the deadline and investigate options and impacts.

k) To receive an update on repairs to Woodbury Field and Park Street Rec

AGREED: To consider expenditure priorities once the costs for the Sports Hall floor are ascertained, given any Sports England funding available, currently being investigated by Cllr Pryce.

ACTION: The Ground Staff to be asked to provide timescales to the Leisure Committee Meeting on 7th June to enable a recommendation of the way forward to be made to the next Full Council.

l) To consider renewal of the Health and Safety Consultancy Service

RESOLVED: proposed Cllr Kerry, seconded Cllr Tyndale, unanimous, to renew the service contract.

1819/012 Reports: General

a) To receive brief progress reports and recommendations from the:

- Neighbourhood Plan Steering Group
There will be a drop-in to inform residents on progress at 7-9pm on 7th June at Greenwood Park.
AGREED: to move the Buildings Committee to the Cricket Room so members can attend the beginning of the meeting.
- Parish in Bloom Working Party
This is about to be advertised. The event will take the same format as last year.
- Events Working Party
Preparations are underway for Armed Forces Day, marquees will be delivered on the Friday morning.
Arts in the Parks organisation is on schedule.
Remembrance Day plans are underway with the "Battle's Over" beacon to be lit at Greenwood park in the evening.
- To receive notes taken at the Council's Working Parties and Forums
None have met.
- Joint Committees and Associations
None have met.

1819/013 Documents received

None

1819/014 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 Kerry, seconded Cllr Tyndale, unanimous, that members of the press and public be excluded from items 1819/015 and 1819/016.

1819/015 To review and agree actions for staff matters considered by the HR Committee

a) Appointment of an Assistant Clerk

The offer has been accepted and the starting date set as mid-July.

b) Ongoing management of staff

Clive Payne will act as Locum Staff Manager for 2 days a week starting Monday 21st May based at the Parish Centre.

A Locum Clerk was identified but is unavailable at present.

c) Claim for personal injury

No update.

d) Complaint against staff member

No update.

e) Re-allocation of bank security tokens

The bank has approved the re-allocation of the “tokens” enabling Sue Campbell to use the Clerk’s, Dani Medlin to take responsibility for the Centre Manager’s and Gill Patschinsky to use the 3rd.

The meeting recorded its gratitude to Sue Campbell for facilitating this transition.

1819/016 To consider the sale of a Council owned asset

ACTION Cllr Doyle to continue to progress.

The meeting closed at 9:20pm

Chairman

Date