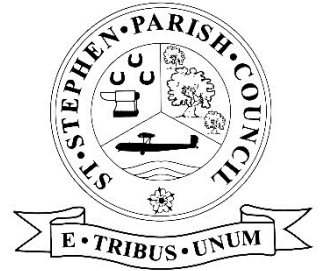


ST STEPHEN PARISH COUNCIL

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 Ian Getley
Cllr Dorothy Kerry (Chair)

Cllr John Parker
Cllr Bill Pryce
Cllr Nicholas Tyndale
Cllr Eileen Whittaker

Also present:

Sue Campbell taking minutes
3 candidates for Co-option to the Council
4 Members of the Public

Minutes of the **Full Council meeting** held on **THURSDAY 14th JUNE 2018** at **7.30pm**
Venue: **THE PARISH CENTRE, STATION ROAD, BRICKET WOOD, ST ALBANS, AL2 3PJ**

1819/017 To receive and accept apologies for absence

Apologies were received and accepted from Cllrs Doyle and Hurford.

1819/018 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

1819/019 To confirm the minutes of the meeting held on 17th May 2018

CONFIRMED: proposed Cllr Getley, seconded Cllr Brannen, unanimous.

1819/020 Public Participation – to receive petitions, comments and questions

The council received representation from a member of the public regarding the proposed new screen in the Sports Hall at Greenwood Park asking the Council to consider sound and projector options; he was requested to put his suggestions in writing to be considered at the next Leisure Committee Meeting.

1819/021 To receive reports from representatives of St Albans District Council and Hertfordshire County Council

None.

1819/022 To consider applications to fill the casual vacancy for another member to serve on the Council

Following verbal statements from the three candidates a ballot took place resulting in the election of David Parry to serve as a St Stephen Parish Councillor until the next ordinary elections in May 2019.

1819/023 Reports: Finance, Policy and Resources

- a) To agree the payment schedule
RESOLVED: proposed Cllr Pryce, seconded Cllr Bell, unanimous, that the payment schedule is agreed and payment should be made.
- b) To approve new requests for expenditure
None received.
- c) To receive an update on the Council's progress to-date regarding the General Data Protection Regulations and to consider next steps
RESOLVED: proposed Cllr Kerry, seconded Cllr Tyndale, unanimous, that the use of the @ststephenparishcouncil.gov.uk domain name is extended to include all Councillors and that they cease to use personal email addresses for Council business at an ongoing cost of £3/member/month (initial setup charges to be confirmed).
RESOLVED: proposed Cllr Kerry, seconded Cllr Getley, unanimous, that CP Associates are employed for £750 to carry out the Impact Assessment.
Required policy documents have been produced and will be uploaded to the website. A Privacy Policy/Statement is already on the website.
Councillors and staff were reminded to password protect all devices used for Council business.
- d) To receive a report on Special Expenses
Deferred.
- e) To consider and approve the Council's direct debits
Deferred.
- f) To consider awards of grants and discretionary discounts
No requests received.
- g) To receive an update on the progress of the External Audit
The same Internal Auditor as last year will be used for continuity and clarity during the current situation after which the External Audit will be progressed further.

1819/024 To receive updates from the Council's Committees

- a) Planning
Responses are being considered and delivered to the District Council on a monthly basis.
- b) Buildings
No report in the Chairman's absence.
- c) Leisure
Section106 money is available to be claimed for Woodbury Field Play Area and Park from developments at Hansted Park and Abbey View and from the BRE development for Green Infrastructure and Leisure Facilities. **ACTION:** Cllr Pryce to investigate further to ensure timescales for claims are met.
Woodbury Field will be devolved to the Council from St Albans District Council for £1 (plus fees for solicitor to draw up papers) and Park Street Rec has been offered for £8,000, but negotiations are ongoing to offset £48,000 already spent on the ground and pavilion. **ACTION:** Cllr Pryce to progress.
RESOLVED: proposed Cllr Kerry, seconded Cllr Parker, unanimous, that Cllrs Pryce and Whittaker "to determine the true ownership of the Park Street Village Sports Club, the extent of the lease between the Parish Council and the Club, and to negotiate a fair and reasonable rental and to enable a variation to the existing lease to be drawn up in order to bring matters up to date".
It has been confirmed that the Cricket Room can be used for other income-generating purposes.
Papers detailing the recommendation to replace the playground rubber matting (wetpour) at Park Street Rec and Woodbury Fields were circulated with the agenda and no concerns were raised.
- d) Trees and Woodlands
Volunteers continue to work on St Julian's and Blackberry Woods opening up the areas, planting saplings, clearing and thinning the copses. Support is given to volunteers at How Wood and Hansted Woods. The chalk embankment to encourage

butterflies will be progressed if the Conservation Society are successful in their grant bid.

1819/025 To receive notes and consider recommendations from the Council's Working Parties and Forums

- a) Neighbourhood Plan Steering Group
The drop-in session on 7th June was attended by 61 residents, mostly in favour. The draft is progressing to the District Council, Planning Inspector and referendum.
- b) Parish in Bloom Working Party
Judging will be in July. Planters have been installed on the railings of the rec and hanging baskets in the Parish Centre grounds. Burston's donated plants.
- c) Events Working Party
Armed Forces Day will be 24th June, progressing as planned. Battle's Over will be promoted – 11/11/19 from 5 to 7pm with bar-be-que. The WP is trying to identify someone from the Parish with particular links to WWI to light the beacon.
- d) Festival Working Party
The 2019 Festival is planned for 19th May.
- e) Generating Income Working Party
Not Met.

1819/026 Documents received
None

1819/027 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 Berriman, unanimous, that members of the press and public be excluded from items 1819/028 and 1819/029.

8.30pm having signed the Declaration of Acceptance of Office, Cllr Parry joined the meeting.

1819/028 To review and agree actions for staff matters considered by the HR Committee

- a) Matters relating to staff and the office
It has become apparent that in the absence of the Clerk, actions were not being passed forward from Committees to the relevant members of staff, so all Committee Chairmen have been tasked to produce a list of actions arising from their meetings for the Locum Manager to allocate.
The Centres Manager having completed the probationary period will be confirmed as permanent in post in writing.
The Locum Manager role is working well, including the phased return of the Admin Assistant.
The Clerk's emails are being dispersed as appropriate by the Locum Support.
- b) Claim for personal injury
No update.
- c) Complaint against staff member
No update.

1819/029 To consider the sale of a Council owned asset

ACTION Cllr Doyle to continue to progress.

The meeting closed at 8:40pm

Chairman

Date