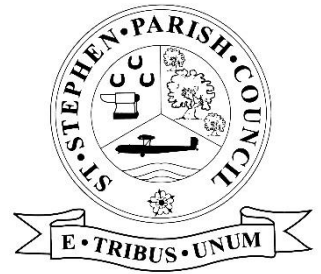


# ST STEPHEN PARISH COUNCIL

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  
Martin Doyle  
Cllr Ian Getley  
Cllr Karen Hurford

Cllr Dorothy Kerry (Chair)  
Cllr John Parker  
Cllr David Parry  
Cllr Bill Pryce  
Cllr Nicholas Tyndale

## Also present:

Sue Campbell taking minutes  
Isabel Crozier, Assistant Clerk  
2 Members of the Public

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

1819/030 To receive and accept apologies for absence

Apologies were received and accepted from Cllr Whittaker.

1819/031 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

1819/032 To confirm the minutes of the meeting held on 14<sup>th</sup> June 2018

**CONFIRMED:** proposed Cllr Pryce, seconded Cllr Berriman, unanimous.

1819/033 Public Participation – to receive petitions, comments and questions

None.

1819/034 Audit requirements for the year ending 2017/2018

- a. To approve the Internal Auditor Report for the year ending 31<sup>st</sup> March 2018
- b. To approve the Annual Governance and Accountability Review summary Annual Internal Auditor Report.
- c. To approve Financial Statements for the year ending 31<sup>st</sup> March 2018
- d. To approve Section 1 Annual Governance Statement 2017/2018
- e. To approve Section 2 Accounting Statements 2017/18
- f. To agree the dates for the public rights period

*This item deferred to an Extraordinary Meeting of the Council, 15<sup>th</sup> August, due to the Internal Auditor Report and the Annual Governance and Accountability Review Summary not being available in time for this meeting following the completion of the Internal Audit on 17<sup>th</sup> July.*

1819/035 To receive reports from representatives of St Albans District Council and Hertfordshire County Council  
None.

1819/036 Finance, Policy and Resources

- a) To approve the payment schedule  
**APPROVED:** Proposed Cllr Kerry, seconded Cllr Tyndale, unanimous.
- b) To approve new requests for expenditure  
None
- c) To receive an update on the Council's progress to-date regarding the General Data Protection Regulations and to consider any further steps required  
Necessary policies and the Privacy Statement have now been uploaded to the website. The shared drive is now operative. Consent/advice letters have been sent to contractors, suppliers, hirers, allotment holders, and those to employees, Cllrs and forms for new applications and employees are underway. **AGREED:** That compliancy with be GDPR be reviewed annually.
- d) To consider awards of grants and discretionary discounts  
None.

1819/037 To note minutes from the Council's Committees

- a) Buildings  
Noted.
- b) HR  
Noted.
- c) Leisure  
Noted.
- d) Planning  
Noted.
- e) Trees and Woodlands  
Noted.

1819/038 To approve the use of the old footpath from the Parish Centre to Hanstead Wood  
Photographs indicating various options for pathways to the Wood during the housing development were circulated and considered.

**RESOLVED:** Proposed Cllr Kerry, seconded Cllr Bell, unanimous, that the Friends of Hanstead Wood and members of the public be given access over SSPC land.

**ACTION:** Cllr Pryce to investigate the best option with representatives of the FoHW and report back to the next meeting.

*The Members of the Public left the meeting.*

1819/039 To receive notes and consider recommendations from the Council's Working Parties and Forums

- a) Neighbourhood Plan Steering Group  
The draft Plan will be submitted to St. Albans District Council imminently.
- b) Events Working Party  
Crafts in the Park Monday to Wednesday next week.  
Battle's Over and Remembrance Day plans progressing well; archive footage to be shown on the new projector screen; glow sticks will be supplied for youngsters.  
Carol Concert – children will be on stage at the end signing "We Wish You A Merry Christmas".  
Festival 2019 will be going ahead.

1819/040 To consider whether this Council supports the proposal for the District Council to Spot List the redundant Bunker adjacent to Bricketwood Station  
This is a temporary listing for buildings under threat. The bunker is the only remaining

of its type in the Country from the Cold War.

**RESOLVED:** Proposed Cllr Parry, seconded Cllr Pryce, unanimous, that SSPC write a letter in support of the application for listing to prevent the bunker being demolished to St. Albans District Council, copied to Historic England.

1819/041 To note that Natural England are investigating the reclassification of the Chalk Pit to Site of Specific Scientific Interest  
Noted.

1819/042 To approve HR Committee Terms of Reference  
**APPROVED:** Proposed Cllr Kerry, seconded Cllr Brannen, unanimous.

1819/043 Documents received  
*To receive consultations, invitations, training opportunities and notifications*  
None.

1819/044 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 1819/045 and 1819/046 of the agenda of this meeting in view of the confidential nature of the business to be transacted  
There being no members of the public and press present, this was not necessary.

1819/045 To receive updates, review and agree actions for staff matters considered by the HR Committee

- a) Matters relating to staff and the office  
The new Assistant Clerk started on Monday.  
Jo Williams finished her temporary contracted time and is available for further specific projects. The Council recorded its appreciation of her work.  
The Admin Assistant continues on phased return.  
The Centres Manager has completed probation and been confirmed as permanent.  
The Locum Manager is working with the ground staff to agree and implement a work programme.  
The Internal Auditor feedback is overall positive.
- b) Claim for personal injury  
No update.
- c) Complaint against staff member  
No update.

1819/046 To receive an update on the sale of a Council owned asset  
The preparatory paperwork is now complete. **ACTION:** Cllr Doyle, as Chairman of the Buildings Committee to continue to progress.

The meeting closed at 8:36pm

Chairman

Date