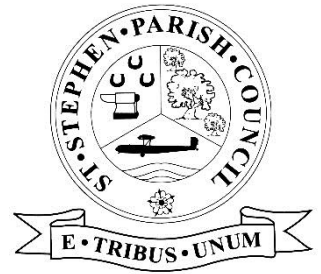


# ST STEPHEN PARISH COUNCIL

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 David Parry  
Cllr Bill Pryce  
Cllr Nicholas Tyndale  
Cllr Eileen Whittaker

Cllr Karen Hurford

Also present:  
Sue Campbell taking minutes  
Isabel Crozier, Assistant Clerk  
0 Members of the Public

Minutes of the **Full Council meeting** held on **THURSDAY 20<sup>th</sup> September 2018** at **7.30pm**  
Venue: **THE PARISH CENTRE, STATION ROAD, BRICKET WOOD, ST ALBANS, AL2 3PJ**

1819/051 To receive and accept apologies for absence  
Apologies were received and accepted from Cllr Doyle.

1819/052 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

1819/053 To confirm the minutes of the meeting held on 19<sup>th</sup> July 2018 and the Extraordinary meeting held on 15<sup>th</sup> August 2018  
19<sup>th</sup> July **CONFIRMED**: proposed Cllr Getley, seconded Cllr Parker, unanimous.  
15<sup>th</sup> August **CONFIRMED**: proposed Cllr Parry, seconded Cllr Berriman, unanimous.

1819/054 Public Participation – to receive petitions, comments and questions  
None.

1819/055 To receive reports from representatives of St Albans District Council and Hertfordshire County Council  
None.

1819/056 Finance, Policy and Resources

- To note the payment schedule  
Noted.
- To approve new requests for expenditure  
None

- c) To consider awards of grants and discretionary discounts  
None.
- d) To approve DCK Accounting Solutions letter to the Internal Auditor  
**RESOLVED** propose Cllr Brannen, seconded Cllr Hurford, unanimous, that the letter be approved.
- e) To receive an update on accounting services.  
DCK Accounting Solutions has been further engaged to assist with the budgeting process, with formal input from all Committees. The provision of accounting and payroll provision will be reviewed once the budget has approved in February/March 2019. **ACTION:** The Locum Staffing Manager to investigate options.

1819/057 To note minutes from the Council's Committees

- a) Planning  
Noted.
- b) Leisure  
The September meeting was not quorate and so will be rescheduled.

1819/058 To receive notes and consider recommendations from the Council's Working Parties and Forums

- a) Neighbourhood Plan Steering Group  
Comments on the draft plan by St Albans District Council will be reviewed by the Steering Group once received and any necessary adjustments made.
- b) Events Working Party  
Notices for Parish In Bloom Awards Evening 27<sup>th</sup> September to be displayed from tomorrow.  
Battle's Over and Remembrance Day plans progressing well; soldier silhouettes have arrived and will be put up shortly.  
The Carol Concert plans are underway.
- c) Festival Working Party  
The next meeting will be held tomorrow.

1819/059 Documents received

*To receive consultations, invitations, training opportunities and notifications*  
None.

**ACTION:** The Assistant Clerk to forward emails as they come in and to produce a list for review at each Full Council Meeting.

1819/060 To review the allotment tenancy conditions and rental charges for 2018/19

There is currently no waiting list. Interest has been expressed for available plots in Park Street Lane and Tippendell Lane, with another at Watford Road with vacancies being publicised through the newsletter.

Prices are in-line with St Albans District Council.

**RESOLVED** proposed Cllr Parry, seconded Cllr Berriman, for 10, against 1, that charges be increased by inflation and rounded up to:

Parish residents:

Large plot £21

Small plot, New tenant admin charge, Minimum billing £13

Non-residents:

Large plot £35

Small plot £19

New tenant admin charge, Minimum billing £13

**ACTION:** The Locum Staffing Manager to confirm/add Allotment maintenance on/to Grounds Team programme.

1819/061 To review the fairground hire fee charges for 2018/19

**RESOLVED** proposed Cllr Berriman, seconded Cllr Parker, for 9, against 2, that the

charges be increased to:  
Set-up fee £100  
Daily operational fee £187

1819/062 To note the 5 yearly gate licence review  
To be reviewed in 2019.

1819/063 To note the 2018 Green Flag Award for Greenwood Park  
Noted. Congratulations were recorded to Cllr Pryce and the Grounds Team.

1819/064 To consider the presentation of the Community Award in September  
**RESOLVED** proposed Cllr Getley, seconded Cllr Bell, unanimous, that the Stevens Family receive the Community Award in recognition of the pleasure that their annual "Father Christmas on the Roof" in Park Street Lane has given over many years, but that a more suitable time for the presentation will be at the Carol Concert.  
**ACTION:** The office to write and formally invite them to this event.

1819/065 To consider St Stephen Parish Council's response to St Albans District Council's Draft Local Plan Consultation  
Cllr Pryce, having been delegated at the September Planning Committee, is preparing a draft response on behalf of the Council. Consideration was given to holding an extraordinary meeting to discuss and confirm the content, but it was agreed that Councillors would input their views informally by 10<sup>th</sup> October in order that a proposed formal response can be put forward for approval at the Planning Committee Meeting on 11<sup>th</sup> and submitted by the deadline 17<sup>th</sup>.

1819/066 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 1819/067 and 1819/068 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.

1819/067 To receive an update on staffing matters  
Having completed the handed over to the new Assistant Clerk, this was Sue Campbell's final meeting as Locum. Councillors recorded their thanks for her support and assistance.

1819/068 To receive an update on the sale of a Council owned asset  
Deferred in the absence of Cllr Doyle.

The meeting closed at 9:21pm

Chairman

Date