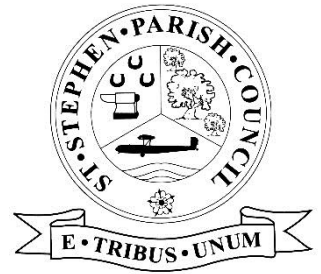


ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

THE PARISH CENTRE STATION ROAD BRICKET WOOD
ST ALBANS HERTS AL2 3PJ
Tel: 01923 681443 Fax: 01923 681338
Email: clerk@ststephenparishcouncil.gov.uk
Web: www.ststephenparishcouncil.gov.uk



Present

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

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

Also present:

Isabel Crozier, Assistant Clerk
One Member of the Public

Minutes of the **Full Council meeting** held on **THURSDAY 15th November 2018** at **7.30pm**
Venue: **THE PARISH CENTRE, STATION ROAD, BRICKET WOOD, ST ALBANS, AL2 3PJ**

1819/080 *To receive and accept apologies for absence*

Apologies were received and accepted from Cllr Hurford. In addition apologies were received from Cllr Stella Nash, Cllr David Winstone (SADC) and Cllr Sue Featherstone (HCC/SADC)

1819/081 *To receive declarations of interest and dispensations*

- a) *To receive declarations of interest from Councillors on items on the agenda*
Cllr Bell declared a connection with Chiswell Green Residents Association and therefore a potential interest in their application for discounts ref Item 085d
- b) *To receive written requests for dispensations for declarable interests*
None
- c) *To grant any requests for dispensation as appropriate*
None

1819/082 *To confirm the minutes of the meeting held on 18th October 2018*

RESOLVED: *Proposed Cllr Pryce, seconded Cllr Getley,*
that the minutes be approved as a true record
votes in favour: unanimous

Motion Carried

1819/083 *Public Participation – to receive petitions, comments and questions*

None.

1819/084 *To receive reports from representatives of St Albans District Council and Hertfordshire County Council*

Cllr Featherstone offered her apologies for the meeting but reported that on 21st November a re-use centre will be opened at Waterdale Recycling Centre. Section 106 funding from the Curo Park development in Frogmore will be used to fund a new pelican crossing on Park Street particularly to aid access to Park Street School. The exact location will be decided by Highways engineers. Further S106 monies will be used to repaint the faded zebra crossing near Park Street Station.

The carriageway repairs in Station Road, Bricket Wood have had to be postponed due to wet weather.

1819/085

Finance, Policy and Resources

- a) **To authorise cheque payments and note card payments made in accordance with the budget, attached**

RESOLVED: Proposed Cllr Parry, seconded Cllr Bell

To authorise the cheque payments as per the schedule supplied
votes in favour: Unanimous

Motion Carried

Card payment schedule was noted

- b) **To receive the budget report to end October 2018**

The budget report to end October 18 was not produced in time so report to end September 2018 was circulated and noted.

- c) **To approve new requests for expenditure**

- i) CCTV for Greenwood Park and Parish Centre £2,400
- ii) Installation of RCDs to remaining circuits at Parish Centre £4,000
- iii) Replacement bollards around the lower car park at Greenwood Park £3,500

RESOLVED: Proposed Cllr Pryce, seconded Cllr Tyndale

That the above new requests for expenditure are authorised
Votes in favour: unanimous

Motion Carried

- d) **To consider awards of grants and discretionary discounts**

Applications were received and a report circulated with details of discounts requested from the following organisations: Chiswell Green Residents Association, Community Rail Partnership, Park Street Neighbourhood Watch, St Stephen Gardening Club, Abfly and Hearing Dogs for Deaf People.

RESOLVED: Proposed Cllr Kerry, seconded Cllr Berriman,

In line with the Council Grants and Discretionary Discounts Policy the Council agreed to provide the following discounts:

Organisation	Meetings	Discount	Value of discount
Chiswell Green Residents Association	12 meetings 1 special event	100%	£459
Community Rail Partnership	3 committee meetings 1 special event	100%	£354
PS Neighbourhood Watch	1 meeting	75%	£24.75
St Stephen Gardening Club	10 meetings 1 AGM	75%	£213.75
Abfly	2 meetings 1 AGM	75%	£85.50
Hearing Dogs for the Deaf	1 AGM Doggy Fun Day	100%	£364.50

Votes in favour: unanimous

Motion Carried

- e) **to receive a report and agree the insurance providers and length of policy**

RESOLVED: Proposed Cllr Pryce, seconded Cllr Whittaker,

To purchase the Council's insurance for the next three years from Inspire (AXA)
Votes in favour: unanimous **Motion Carried**

1819/086 To note minutes from the Council's Committees

a) Planning

Noted.

b) Leisure

Noted.

c) HR

Noted

d) Trees and Woodlands

Noted.

e) Buildings

Noted.

1819/087 To receive notes and consider recommendations from the Council's Working Parties and Forums

a) Neighbourhood Plan Steering Group

to meet in 2 weeks time to agreed final changes to Draft Plan before returning to SADC

b) Events Working Party

Battle's Over and Remembrance Day were a great success. Many positive comments have been received from residents and some have requested more community events generally. The Councillors extended thanks to all involved and especially staff. Evaluation of the events took place at Events Working Party meeting today and a few improvement will be implemented in future. There were a few complaints emailed to the Parish about the fireworks at Battles Over being inappropriate. The Administration Officer had prepared an excellent, prompt response ensuring the situation was well managed and had importantly shared this with Members at all stages. The Carol Concert plans are progressing.

c) Festival Working Party

A timeline has been drawn up. It was suggested that a flyer be produced to promote participation by stall holders and entertainers and that this is shared on local social media.

1819/088 To note project priorities and budget estimates to go forward to the budget forecast.

Report received and noted.

1819/089 To agree, as recommended by the Buildings Committee, the establishment of two working parties, made up from representatives from the Buildings Committee,

a) to consider better utilisation of the space within Parish Council buildings

b) to consider and offer options for the long term viability of the Parish Council buildings.

RESOLVED: Proposed Cllr Doyle, seconded Cllr Berriman

That the Council establish two working parties as above

Votes in favour: unanimous

Motion Carried

1819/090 To receive an update on the activities of HAPTC and NALC

HAPTC have some new training courses planned including Rights of Way. Interesting subjects recently covered include 'Dementia Friendly Parishes', providing support stretchers in public toilets for the disabled and Abbots Langley Parish Council are installing a skate park. NALC working to increase membership and to lobby government on behalf of Town and Parish Councils

- 1819/091** ***To receive an update on the potential for Section 106 funding for play areas***
Cllr Pryce, the Assistant Clerk and Groundsman met with Officers from SADC. They confirmed that monies had been allocated to Woodbury Field from the Hanstead Park Development but that monies had not yet been paid to SADC. The Parish Council will submit a proposal in the new year setting out our plans to improve the play area and create a running track and outdoor gym Woodbury Field. In addition plans will be submitted for enhancing the play area at Park Street Recreation Ground and for improved signage at all Parish Council green spaces.
- 1819/092** ***To receive an update on the asset transfer at Park Street Recreation Ground and the lease to the social club***
Cllr Pryce, Cllr Bell and the Groundman recently met with an officer from SADC about the devolvement of Woodbury Field. The Officer is going to investigate the boundaries with regards responsibility for the trees. The land on which the Social Club sits is a sub-lease within the Parish Council lease with SADC for the Park Street Recreation Ground. The Parish Council have a 50 year lease from 2008, however, we are negotiating the devolvement of the Park Street Recreation Ground to the Parish. The Social Club own and are responsible for the maintenance of the Social Club building. The rent currently received for the land is £600 per year, although a review of this is overdue. Lease terms require any increases to be 'reasonable'.
- 1819/093** ***To receive a report and consider purchasing additional parking enforcement from St Albans District Council***
Cllr Parry circulated a report on the potential for purchasing additional time for SADC Parking Enforcement Officers to spend in the Parish. The Parish Council could potentially direct them to certain areas at given times.
- RESOLVED:** *Proposed: Cllr Parry, seconded Cllr Berriman*
That the Council clarifies details and investigates costs to buy additional support from the District Council Parking Enforcement Team and that this be reported to the next Full Council so costs can be considered for the 2019/2020 budget.
Votes in favour: unanimous **Motion Carried**
- 1819/094** ***To receive a report and consider setting up a volunteer 'Snow Angels' scheme***
The Council received a report on a volunteers scheme whereby residents volunteer to clear snow and ice from a length of pavement or footpath. The Council would provide insurance, bags of grit, a shovel, gloves and a hi-vis waistcoat and administer the scheme. It was felt that as the scheme was voluntary any clearing could be patchy, potentially making the situation worse for pedestrians. The Council decided to instead informally encourage residents to check on elderly or disabled neighbours during extreme weather.
- 1819/095** ***To consider applying for the Greenflag Award for Greenwood Park in 2019***
The cost to the Council to apply for the Greenflag Award for Greenwood Park is £349 plus the time spent making the application. It was felt that the award was good recognition for the Parish and Grounds staff in addition it is helpful to have scrutiny and feedback from experienced Park Managers. Agreed that more input

should be secured from the Grounds Team. Thanks to Cllr Pryce for all the work he puts in.

RESOLVED: *Proposed Cllr Brannen, seconded Cllr Parker*
that the Council reapply for the Greenflag Award for Greenwood Park
Votes in favour: 9, against: 1, abstain: 1 **Motion Carried**

1819/096 ***To agree any additional changes to Function Hire Rates following recommendation at last Full Council meeting that the Centres Manager revisit Watling and Cricket Room rates.***

Revised proposed hire rates were circulated in advance of the meeting.

RESOLVED: *Proposed Cllr Pryce, seconded Cllr Parry*
that the attached hire rates be adopted for 2019
Votes in favour: 10, against 0, abstain: 1 **Motion Carried**

1819/097 ***To receive consultations, invitations, training opportunities and notifications – bulletin attached***
Noted

The meeting closed at 9:22pm

Chairman

Date