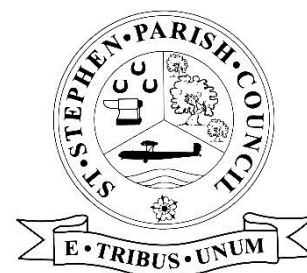


# ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

THE PARISH CENTRE STATION ROAD BRICKET WOOD  
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## Present

Cllr John Bell  
Cllr Nicholas Tyndale  
Cllr David Brannen  
Cllr Bill Pryce

Cllr Dorothy Kerry (Chair)  
Cllr John Parker  
Cllr David Parry

Also present:

Isabel Crozier, Assistant Clerk  
One Member of the Public

Minutes of the **Full Council meeting** held on **THURSDAY 14 February 2019** at **7.30pm**  
Venue: **THE PARISH CENTRE, STATION ROAD, BRICKET WOOD, ST ALBANS, AL2 3PJ**

- 1819/105 To receive and accept apologies for absence**  
Apologies were received and accepted from Cllrs Hurford, Whittaker, Doyle and Berriman. In addition, apologies were received from Cllr Stella Nash (SADC), and Cllr Sue Featherstone (HCC/SADC)
- 1819/106 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
- 1819/107 To confirm the minutes of the meeting held on 24<sup>th</sup> January 2019**  
**RESOLVED:** *Proposed Cllr Pryce, seconded Cllr Parker,*  
that the minutes be approved as a true record  
*votes in favour: unanimous* **Motion Carried**
- 1819/108 Public Participation – to receive petitions, comments and questions**  
*None.*
- 1819/109 Finance, Policy and Resources**  
a) **a) To authorise cheque payments and note card payments made in accordance with the budget, attached**  
Cllrs commented on the use of welding gas cylinders for hot work and wanted to ensure that the health and safety was in place for this sort of work. Assistant Clerk confirmed that a risk assessment and Personal Protective Equipment was in place. However, the cost of the gas cylinder rental might not warrant the amount of welding now required by the Council  
**ACTION:** for the Assistant Clerk to review the need for hot work with the head Groundsman

**RESOLVED:** *Proposed Cllr Bell, seconded Cllr Tyndale*

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 January 2019**

The budget report to end January 2019 was noted. Thanks were passed on to the Centres Manager for her initiatives to maximise income.

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

(i) Replacement of Kubota ride on tractor

This item was deferred to the March meeting and a request made for more information

**ACTION:** Grounds team to provide a report looking at options for replacing the Kubota ride on mower

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

An application for a discount on hall hire was received and circulated from the Rainbows and Brownies

**RESOLVED:** *Proposed Cllr Parker, seconded Cllr Bell,*  
To maintain the discount of 75% provided to the Rainbows and Brownies for the hire of Tennyson Hall weekly during term-time.  
*Votes in favour: unanimous* **Motion Carried**

**e) To agree changes to bank signatories**

The Council received a report on the current bank signatories for the various Council bank accounts. The report made recommendations for each bank.

**RESOLVED:** *Proposed Cllr Kerry, seconded Cllr Tyndale,*  
That:

- (i) one replacement signatory for the HSBC account be Cllr Kerry;
- (ii) the remaining replacement for the HSBC accounts be Cllr Tyndale and two replacements for the NatWest bank accounts be Cllr Pryce and Parry;
- (iii) the Locum Manager be included as the primary contact in the short term in all relevant accounts and then be replaced when the new Clerk commences;
- (iv) an Investment Policy be developed and submitted for approval and a financial review of the Parish Council's banking arrangements be undertaken by an external financial adviser.

*Votes in favour: unanimous* **Motion Carried**

The Council felt that the number of bank accounts was too high

**RESOLVED:** *Proposed Cllr Parry, seconded Cllr Pryce*

That the bank accounts are rationalised

*Votes in favour: unanimous* **Motion Carried**

**f) Freedom of Information (FOI)**

(i) The Council noted that an FOI had been received and dealt with by the Locum Manager

(ii) **RESOLVED:** *Proposed Cllr Tyndale, seconded Cllr Parry*  
to develop an FOI policy to be and review the current Publication Scheme

*Votes in favour: unanimous* **Motion Carried**

**g) To approve the draft CCTV Policy**

The Council considered a report and draft CCTV Policy. It was felt that the Policy

needed a slight amendment to ensure all uses for the CCTV were listed.

**RESOLVED:** *Cllr Kerry,*                      *seconded Cllr Brannen*

That the CCTV Policy be adopted subject to amendment to cover CCTV use in assisting in the overall management of the Council's assets.

**1819/110      *To consider the adoption of two new defibrillators at Bricket Wood***

The Council received a report on the adoption of two new defibrillators.

**ACTION:**

(i) It was agreed that the Assistant Clerk would check with the Council insurers that the new units will be covered.

(ii) Ensure that there is an agreement with individuals and organisations involved in the funding and hosting of the units, Penny Wright, the publican at the Black Boy, St Luke's Church and the Bricket Wood Residents Association, so all involved are aware of responsibilities. The role and format for maintenance checks to be undertaken by volunteers to be clarified and documented.

**RESOLVED:** *Proposed Cllr Kerry,*    *seconded Cllr Brannen*

That the Council agree to take on the maintenance and insurance following the installation of two new defibrillators at St Luke's Church and the Black Boy in Bricket Wood, subject to the above.

**1819/111      *To consider siting textile banks on Parish land***

Concerns were raised about textile banks attracting litter, becoming overfilled, taking up car parking space.

**RESOLVED:** *Proposed Cllr Pryce*    *seconded Cllr Parker*

That the council do not invite the siting of textile banks on Parish land.

*Votes in favour: 6,    against: 1,    abstain: 0*                      **Motion Carried**

**1819/112      *To note the external auditors report***

Noted

**1819/113      *To approve the 2018/19 Business Risk Assessment***

The Council received the draft Business Risk Assessment and felt that it was comprehensive

**RESOLVED:** *Proposed Cllr Brannen*                      *seconded Cllr Pryce*

That the Council approve the Business Risk Assessment

*Votes in favour: unanimous*    **Motion Carried**

**1819/114      To consider whether to co-opt to Cllr vacancy**

**RESOLVED:** *Proposed Cllr Parry*    *seconded Cllr Pryce*

That we do not co-opt to the vacancy as we have an ordinary election in May

*Votes in favour: unanimous*    **Motion Carried**

**1819/115      *To note minutes from the Council's Committees***

**a) Planning**

Noted.

**b) Leisure**

Noted.

**c) HR**

Noted

**d) Buildings**

Noted.

**1819/116      *To receive notes and consider recommendations from the Council's Working***

## **Parties and Forums**

### **a) Neighbourhood Plan Steering Group**

Agreeing final changes to Draft Plan before returning to SADC

### **b) Events Working Party**

Next meeting tomorrow, to discuss Annual Parish Meeting, Armed Forces Day and Parish in Bloom.

### **c) Festival Working Party**

Preparations ongoing

## **1819/117 To receive consultations, invitations, training opportunities and notifications**

Bulletin noted

### **a) Letter from Open Spaces Society**

A request was received from the Open Spaces Society for financial donations towards a legal battle against the deregistering of common land. The Council felt that if these battles were won it would set a precedent for the deregistering of Common land which may impact upon the Common land in the Parish.

**RESOLVED:** *Cllr Pryce, seconded Cllr Bell*

That the Council donate £100 to the Open Spaces Society (reference Local Government Act 1972, Section 137)

*Votes in favour: 5, against 2, abstain 0*

**Motion Carried**

*The meeting closed at 8:49pm*

Chairman

Date