

ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

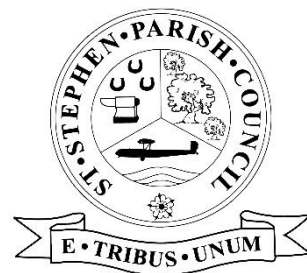
THE PARISH CENTRE STATION ROAD BRICKET WOOD

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 David Parry

Cllr Karen Hurford

Cllr Dorothy Kerry (Chair)

Cllr Bill Pryce

Cllr Nicholas Tyndale

Cllr Wendy Berriman

Also present:

Isabel Crozier, Assistant Clerk (taking minutes) and Sue Hake, Clerk

4 Members of the Public

Minutes of the **Annual Full Council meeting** held on **THURSDAY 16th May 2019** at **7.30pm**
Venue: **THE PARISH CENTRE, STATION ROAD, BRICKET WOOD, ST ALBANS, AL2 3PJ**

Meeting started at 8pm - delayed start due to overrunning of the Annual Parish Meeting

1920/001 To elect a Chairman for the year 2019/20 and sign declaration of Acceptance of Office

RESOLVED: Proposed Cllr Hurford, seconded Cllr Bell,
that Cllr Kerry continue to serve as Chair for the coming year.

Votes in favour: unanimous

Motion Carried

1920/002 To elect a Vice-Chairman for 2019/20 and sign declaration of Acceptance of Office

RESOLVED: Proposed Cllr Kerry, seconded Cllr Pryce,
that Cllr Parry serve as Vice-Chair for the coming year.

Votes in favour: unanimous

Motion Carried

1920/003 To receive all remaining Acceptance of Office

Confirmed receipt of all signed acceptance of office forms

1920/004 To receive and accept apologies for absence

Apologies were received and accepted from Cllrs Doyle and Whittaker
County and District Councillor Sue Featherstone and District Councillors Brian Gibbard
and Stella Nash also sent apologies.

1920/005 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

1920/006 To consider options to fill vacancy on the Council

It was agreed that the Clerk would advertise for potential candidates to approach the Council for co-option

- 1920/007 To confirm the minutes of the meeting held on 11th April 2019
RESOLVED: Proposed Cllr Pryce, seconded Cllr Hurford
that the minutes be approved as a true record
Votes in favour: 8, against 0, abstain 1 **Motion Carried**
- 1920/008 To agree dates and venues for meetings 2019/20
The calendar of dates circulated at the meeting was agreed.
- 1920/009 To appoint representatives to serve on Committees, outside bodies and working parties
RESOLVED: proposed Cllr Pryce, seconded Cllr Berriman
that all existing committee representatives continue for the coming year, that Cllr Parry fill a vacancy on the Buildings Committee, Cllr Yates and Cllr Berriman fill vacancies on the Trees and Woodlands Committee, that Cllr Yates join the Events Working Party, Cllr Parry join the Festival Working Party and that the Car Parking Working Party is disbanded.
Existing members continue representation on outside bodies as previous year and that Cllr Parry replace Trevor Gurd as Council representative on ABFLY and the Community Rail Partnership, Cllr Yates fill the vacancy on the Police Priority Setting Forum, Cllr Pryce become the How Wood Primary School rep and Cllr Yates the Mount Pleasant Primary School rep. Cllr Parry to replace Cllr Brannen on the Bricket Wood Station Trust. There is no longer need for a Council rep on the Harper Lane Liaison Group.
Votes in favour: unanimous **Motion Carried**
- 1920/010 General Power of Competence
The Council is eligible to adopt the General Power of Competence with at least two thirds of its members being declared elected and a CiLCA qualified Clerk. This gives the Council the power to do anything an individual can do subject to statutory prohibition, restrictions and limitations. The Power remains in place until the next relevant Annual Meeting of the Council that takes place in a year of ordinary elections.
REOLVED: Proposed: Cllr Berriman, seconded Cllr Bell
That the Council meet the criteria of two thirds elected members and a CiLCA qualified clerk and therefore are eligible to use the General Power of Competence
Votes in favour: unanimous **Motion Carried**
- 1920/011 To adopt the Code of Conduct
RESOLVED: Proposed Cllr Kerry, seconded Cllr Tyndale
that the Code of Conduct be adopted
Votes in favour: unanimous **Motion Carried**
- 1920/012 To review and adopt Standing Orders
RESOLVED: Proposed Cllr Kerry, seconded Cllr Brannen
that the Standing Orders be adopted
Votes in favour: unanimous **Motion Carried**
- 1920/013 To review and adopt Financial Regulations
RESOLVED: Proposed Cllr Kerry, seconded Cllr Parry
that the Financial Regulations be adopted
Votes in favour: unanimous **Motion Carried**

1920/014 Public Participation – to receive petitions, comments and questions

A member of the public raised the issue of dog walkers using the open spaces without proper control of their dogs. This is particularly common when professional dog walkers walk several dogs at the same time. The Council are going to put up signs to deter professional dog walkers and investigate Powers to enforce dog control orders.

1920/015 To receive reports from representatives of St Albans District Council and Hertfordshire County Council

Cllr Yates provided an update on the results of recent elections. There is no overall control at SADC and the cabinet will be decided at the Full Council meeting next week.

1920/016 Reports: Finance, Policy and Resources

a) To agree the payment schedule and note the card payments

RESOLVED: Proposed Cllr Kerry, seconded Cllr Hurford, that the payment schedule be agreed and payment be made.

Votes in favour: unanimous

Motion Carried

Cheques to be signed by Cllr Hurford and Berriman

ACTION: Rota for cheque signing to be agreed at next meeting

Card payment schedule was noted

b) To receive the budget report to end of March 2019

Noted

c) To consider awards of grants and discretionary discounts – see attached applications from:

i. Morgan Sindall Property Services – for digital skills training sessions

RESOLVED: Proposed Cllr Pryce, seconded Cllr Parry

that the Council do not make the award of a discount as the application falls outside of the criteria of charitable events.

Votes in favour: unanimous

Motion Carried

ii. Parkinsons Group – charity fundraiser event

it was agreed that the consideration of this application be deferred following obtaining a copy of the groups accounts

ACTION: assistant Clerk to request a copy of Parkinsons Group's accounts

d) To adopt the revised Disciplinary and Grievance Policy & Procedures

RESOLVED: Proposed Cllr Pryce, seconded Cllr Bell

that the Disciplinary and Grievance Policy & Procedures Financial Regulations be adopted

Votes in favour: unanimous

Motion Carried

1920/017 To consider the 2019/20 Councillor Allowance Scheme

RESOLVED: Proposed Cllr Kerry, seconded Cllr Pryce

that the 2019/20 Councillor Allowance Scheme remain unchanged from last year and be adopted

Votes in favour: unanimous

Motion Carried

1920/018 To note minutes from the Council's Committees

a) Planning

Noted

b) HR

Noted

1920/019 To consider the provision of water on Parish allotment sites (report circulated)
The Council received a report on the provision of water at the three Council allotment sites. They considered an approach by an allotment holder to install a stand pipe at Park Street Lane site and another approach for an extra trough at Tippendell Lane site. The Assistant Clerk was commended for work on producing the report.
RESOLVED: Proposed Cllr Tyndale, seconded Cllr Parry to install extra two water troughs (at a cost of £340) at Tippendell Lane in order to improve the balance between the sites in terms of the ratios of troughs to allotments. And to refuse the offer of installing a stand pipe at Park Street Lane allotments in order to retain a consistent approach between the sites.
Votes in favour: unanimous **Motion Carried**

1920/020 Reports: General
To receive brief progress reports and recommendations from the:
a) Events Working Party
Armed Forced Day is on 30th June. Contact Cllr Pryce if you have memorabilia to display. Crafts in the Park is on Wednesday 24th to Friday 26th July at Greenwood Park
b) Festival Working Party
The Festival is on 1st/2nd June. Cllrs are delivering posters and fliers to local shops. Thanks were extended to Cllr Pryce and to the rest of the working party for the hard work put in so far. There will be a charge of £2 to park on the Sunday and £2 for a programme to gain access to the fete.

1920/021 Documents received
Councillors bulletin to follow.

The meeting closed at 9:03pm

Chairman

Date