

ST STEPHEN PARISH COUNCIL

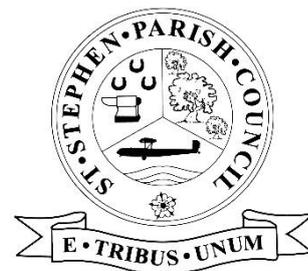
Bricket Wood, Chiswell Green and Park Street

THE PARISH CENTRE STATION ROAD BRICKET WOOD
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Present

Cllr John Bell
Cllr Beccy Spriggs
Cllr David Brannen
Cllr Martin Doyle
Cllr Eileen Whittaker

Cllr Dorothy Kerry (Chair)
Cllr Wendy Berriman
Cllr David Parry
Cllr David Yates
Cllr Nicholas Tyndale

Also present:

Isabel Crozier, Assistant Clerk (taking minutes), Cllr Stella Nash from 19:50
1 member of the public

Minutes of the **Full Council meeting** held on **THURSDAY 17 October 2019** at **7.30pm**
Venue: **THE PARISH CENTRE, STATION ROAD, BRICKET WOOD, ST ALBANS, AL2 3PJ**

1920/058 To receive and accept apologies for absence

Apologies were received and accepted from Cllrs Pryce and Hurford. In addition, apologies were received from Cllr Sue Featherstone (HCC/SADC)

1920/059 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

1920/060 To confirm the minutes of the meeting held on 19 September 2019

RESOLVED: Proposed Cllr Brannen, seconded Cllr Parry
that the minutes be approved as a true record
Votes in favour: unanimous

Motion Carried

1920/061 Public Participation – to receive petitions, comments and questions

None

1920/062 To nominate a representative for the Leisure Committee

RESOLVED: Proposed Cllr Parry, seconded Cllr Kerry
that Cllr Spriggs join the Leisure Committee
Votes in favour: unanimous

Motion Carried

1920/063 To receive reports from representatives of the St Albans District Council and Hertfordshire County Council

The following report was received from Cllr Sue Featherstone: The bus shelters will be installed very soon, following extensive carriageway work on A405 near the footbridge. There was a hold up getting the permits for shelter installation. Five Speed Indicator Devices should also be installed in October/ November.

Two in Park Street Lane, two in Watford Road, Chiswell Green and one in Tippendell Lane. The Tippendell Lane one will affect the speed of the traffic leaving Chiswell Green, towards the Greenwood Park exit.

We are still benefitting from the extra millions of pounds for road repairs; weather permitting there will be another three roads resurfaced in the very near future around St Stephen Parish.

Cllr David Yates reported that the SADC Planning Enforcement Task and Finish group met on 15 October and he is hopeful that more information will be provided about enforcement cases as a comparison showed other local authorities shared more information with cllrs.

There was a delay to moving on the travellers on the land at Park Street Roundabout, near the BP garage due to a dispute between Hertfordshire Highways and Highways England as to who owns it. The travellers have now been moved on, although the ownership still needs to be resolved.

Cllr Parry added that the Government has announced the date for the public examination of SADC's Draft Local Plan, starting on 21st January 2020 and likely to take 3 weeks.

1920/064 Reports: Finance, Policy and Resources

a) To authorise cheque payments and note card payments made in accordance with the budget, (circulated)

RESOLVED: Proposed Cllr Parry, seconded Cllr Yates to authorise the cheque payments as per the schedule supplied

Votes in favour: unanimous

Motion Carried

Cllrs Kerry and Berriman to sign the cheques

Card payment schedule was noted

b) To receive the budget report to end September 2019

Draft budget report was noted. An updated version following correction of wrongly allocated invoices to be circulated. Finance Committee have asked for the reports to be in a simpler format in future.

c) Budget items for 2020/21

Forward any thoughts for future expenditure to the Clerk in advance of her budgeting for 2020 in December. The forthcoming Business Plan will steer this budgeting process.

d) S106 project proposals under heading for Green Infrastructure and Leisure Facilities (BRE development) & S106 wish list priorities

ACTION: The Clerk to circulate priorities identified at Finance Committee in advance of the minutes.

e) Future Business Plan priorities/strategic objectives

A framework for the Parish Business Plan has been discussed at Finance Committee and it was decided that the Chairman and Clerk will work on a draft plan and bring this to the November Full Council Meeting. The plan will cover the Parish's priorities for the next 5 years.

f) To consider awards of grants and discretionary discounts

(i) Retrospective Macmillan coffee morning discount application

RESOLVED: Proposed Cllr Berriman, seconded Cllr Bell

that a 100% discount be provided for this one-off fundraising event

Votes in favour: unanimous

Motion Carried

(ii) In Touch Club – senior citizens lunch club grant application

(iii) St Lukes Church Lunch Club grant application

RESOLVED: Proposed Cllr Whittaker, seconded Cllr Tyndale that the Council offer a grant of £240 to both the In Touch Club and St Lukes Church

Votes in favour: unanimous

Motion Carried

g) Review gate licence fee, previously set at £5 for 5 years in 2014

RESOLVED: Proposed Cllr Kerry, seconded Cllr Bell

to keep the annual Gate Licence fee at £5, to be reviewed in 2024, and to charge an admin fee when issuing new gate licences

Votes in favour: unanimous

Motion Carried

ACTION: Admin Officer to encourage all licence holders to set up standing orders

h) To note external audit & certificate

Noted

i) To note bookings software trial to commence 1st December

Noted

ACTION: Clerk to share with Cllr Yates the details of the software being trialled

1920/065 To note minutes from the Council's Committees

a) Planning

Noted

b) HR -

Minutes were noted and one amendment requested.

ACTION: Clerk to make a change to the draft HR committee minutes from the 3 October 2019 – to remove Cllr Yates from attendance list as he wasn't present.

RESOLVED: Proposed Cllr Kerry, seconded Cllr Bell

that the Council confirm permanent appointment of the Clerk and agree an increment back dated to 1 July 2019.

Votes in favour: unanimous

Motion Carried

The Council expressed their thanks to the Clerk for her contribution already made.

1920/066 Reports: General

a) To receive a report and recommendations from the Events Working Party
Remembrance Day is the coming up on 10 November. All volunteers welcome. The Carol Concert is fast approaching on 1 December. If Cllrs are able to help please let Cllr Berriman or the Administration Officer know. Next meeting of the Events Working Group is 21st November 2019

b) To consider the Events Working Party to become a committee

The Council felt that the current set up was more flexible and allowed for more community involvement than if it was made into a Committee.

ACTION: to review the Terms of Reference for the Events Working Party to ensure they allow for the working party to be able to make appropriate decisions and spend within agreed budgets.

c) Update on the Youth Council

Inaugural meeting planned for 29 October to see if there is interest to establish a Youth Council

d) Feedback from the Community Rail Partnership meeting

Halloween train on 31 October – please volunteer if you can help, contact CRP Officer

e) Feedback from the Launch of Hertfordshire Road Safety Fund Round 4 and to

consider a bid for a project

The Hertfordshire Police and Crime Commissioners Office and HCC are inviting applications to a Road Safety Funding, deadline 8 November 2019. The funding cannot go towards enforcement and the fund is often spent on Speed Indicator Devices. Some ideas were discussed around improving the parking situation at a few key areas and setting up a Lorry Watch scheme to raise the awareness of lorry drivers that certain roads are restricted and they should be taking alternative routes.

ACTION: the Assistant Clerk to enquire with the grant officer what would be appropriate to put forward as an application under the above themes. Alongside this flag up to SADC Parking Enforcement the need for checks outside Simmonds Bakery at Chiswell Green

f) To consider a response to ward boundary Consultation

the boundary commission consultation on St Albans District Council ward boundaries deadline is 4 November. Cllrs decided to comment individually via the website.

g) Update on Parish Newsletter

Autumn edition is printed and is being delivered week commencing 28 October. Thanks were extended to Cllr Tyndale for his work on this.

1920/067 ***To receive consultations, invitations, training opportunities and notifications***
Bulletin noted

The meeting closed at 9.05pm

Chairman

Date