

# ST STEPHEN PARISH COUNCIL

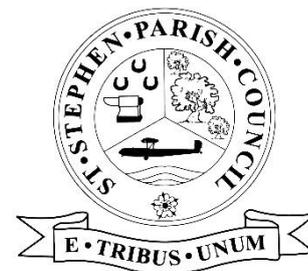
Bricket Wood, Chiswell Green and Park Street

THE PARISH CENTRE STATION ROAD BRICKET WOOD  
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## Present

Cllr John Bell  
Cllr Beccy Spriggs  
Cllr David Brannen  
Cllr Bill Pryce  
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), Sue Hake, Clerk  
1 member of the public

Minutes of the **Full Council meeting** held on **THURSDAY 21 November 2019** at **7.30pm**  
Venue: **THE PARISH CENTRE, STATION ROAD, BRICKET WOOD, ST ALBANS, AL2 3PJ**

### **1920/068 To receive and accept apologies for absence**

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

### **1920/069 To receive declarations of interest and dispensations**

- a) To receive declarations of interest from Councillors on items on the agenda  
Cllr Pryce declared an interest in the Bricket Wood Station Trust application for discount and agreed to reframe from voting on that item.
- b) To receive written requests for dispensations for declarable interests  
None
- c) To grant any requests for dispensation as appropriate  
None

### **1920/070 To confirm the minutes of the meeting held on 17 October 2019**

**RESOLVED:** Proposed Cllr Bell, seconded Cllr Berriman  
that the minutes be approved as a true record

*Votes in favour: unanimous*

***Motion Carried***

### **1920/071 Public Participation – to receive petitions, comments and questions**

Thanks were extended for the Remembrance Day Parade and Service and feedback given that this was probably the best organised event so far.

### **1920/072 To receive reports from representatives of the St Albans District Council and Hertfordshire County Council**

None received

### **1920/073 To consider if the Parish Council should take out ill health insurance as requested by the Pension Fund Actuary (email circulated)**

**ACTION:** Clerk to gather more information and defer the decision to the Finance Committee on 10 December.

### **1920/074 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 Whittaker to authorise the cheque payments as per the schedule supplied

*Votes in favour: unanimous*

**Motion Carried**

Card payment schedule was noted

**b) To agree two signatories of cheques**

Cllrs Pryce and Whittaker agreed to sign the cheques

**c) To receive the budget report to end October 2019**

Budget report was noted.

**d) To consider grant & discount applications**

**i) To note the pre-approved discretionary discounts**

- **Chiswell Green Residents Association** – 12 meetings and 1 special events, 100% discount to the value of £486
- **Community Rail Partnership** – 4 meetings and 1 special event, 100% discount to the value of £379.25
- **Park Street Neighbourhood Watch** – 1 meeting, 75% discount to value of £25.88
- **St Stephen Gardening Club** – 6 meetings and 1 special event, 75% discount to value of £325.69
- **Abfly** – 2 meetings and 1 AGM, 75% discount to value of £90
- **Neighbourhood Watch (Bricket Wood and Chiswell Green)** – 2 meetings, 75% discount to value of £28.50

Above discounts were noted. Pre-approved organisations to be reviewed following the production of the Parish Corporate Plan in the new year.

**ii) To consider the Bricket Wood Station Heritage Trust discretionary discount application and consider making them a pre-approved organisation**

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

that the Bricket Wood Station Heritage Trust be offered a 75% discount to the value of £300, for 10 meetings in 2020.

*Votes in favour: unanimous (Cllr Pryce non-voting, due to DOI)*

**Motion Carried**

It was felt that the group wouldn't require a long-term arrangement as they would soon have their own building.

**iii) To consider the Brownies discount application**

the Council agreed to defer the decision to the Finance Committee on 10 December following the receipt of the Brownies' full year accounts

**iv) To consider the Hearing Dogs for the Deaf discount application**

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

that the Council grant 100% discount for the Hearing Dogs for Deaf AGM

*Votes in favour: 5, votes against 5, (chair's casting vote)*

**Motion Carried**

**RESOLVED:** Proposed Cllr Yates, seconded Cllr Berriman

that the Council grant 100% discount for the Hearing Dogs for the Deaf fund raising event

*Votes in favour: unanimous*

**Motion Carried**

**v) To consider a grant up to a maximum amount of £50 per Resident Association towards the purchase of annual spring bulbs**

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

that the Council purchase spring bulbs and provide these to the residents

associations for planting in their local areas, up to a maximum of £50 per association

*Votes in favour: unanimous*

**Motion Carried**

**e) To consider and agree the long-term Corporate Plan, priorities & strategic objectives (draft circulated)**

Following a discussion about the Council's priorities and objectives Cllr Kerry agreed to amend the draft plan and work on an action plan which will be circulated for further comment. The following set of key priorities were also agreed:

- To ensure the Council operates in an effective and cost efficient way
- To provide relevant affordable facilities and services
- To consult with the community to establish their aspirations for the future
- To identify and be prepared to meet emerging challenges and opportunities
- To lead the community in becoming more sustainable and environmentally friendly

**f) To consider an application for Green Flag Award at Greenwood Park at a cost of £379**

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

that the Council do not reapply for the Green Flag Award in 2020

*Votes in favour: 8, votes against 2*

**Motion Carried**

**g) Committee budget item estimates for 2020/21**

Chairs of committee to feedback final thoughts to the Clerk prior to Finance Committee on 10 December

**h) Approval for expenditure up to £2.8k for Legionella risk assessments**

Quotes from three suppliers have been received

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

that the Council appoint Glisten Water Ltd to undertake a Legionella Risk Assessment of the buildings at a cost of £700 + VAT.

*Votes in favour: unanimous*

**Motion Carried**

**1920/075 To note minutes from the Council's Committees**

**a) Finance**

Noted

**b) Buildings**

Noted

**c) Planning**

Noted

**d) Trees, Woodlands and Allotments**

Noted

**e) To consider the report on the Parish Centre building**

The Parish Assets Working Party identified a need for an expert to assess the condition and viability of the Parish Centre building and Cllr Parry offered to produce a report. The report was circulated in advance of the meeting and briefly outlines the work needed and likely costs to bring the Parish Centre up to modern standards. The report concludes that it is difficult to justify the expense to refurbish the Centre and that the Council should consider redevelopment or replacement. The Council expressed their thanks to Cllr Parry for his work on the review. A specialist consultant will be required to undertake a review of the Barn. An initial quote has been received at £1300.

**RESOLVED:** Proposed Cllr Berriman, seconded Cllr Pryce  
that the Parish Assets Working Party investigate options

*Votes in favour: unanimous*

**Motion Carried**

**1920/076 Reports: General**

- a) **To receive a brief progress report and recommendations from the Events Working Party**  
Remembrance Day went well and we have received very positive feedback. Carol Concert taking place on Sunday 1 December
- b) **Update on Youth Council**  
The public meeting held last month had no attendees although some had said they were interested but couldn't make the date. Cllr Parry is working on alternative ways of engagement.
- c) **Update on bid to the Hertfordshire Road Safety Fund Round 4**  
An application has been submitted requesting expert support on dealing with specific parking issues in the Parish. The Police and Crime Commissioners Office have also registered our interest in being involved in a pilot Lorry Watch Scheme.
- d) **Clerks report**  
i) **Use of SSPC logo inclusion for Harperbury Trail book**  
Council agreed to use of the logo for this purpose  
ii) **Request for a Councillor to become a School Governor at Park St Primary**  
There were no volunteers
- e) **Discuss arrangements for Christmas get together**  
The Christmas social event for Staff and Councillors is on 19 December from 5pm. It was decided to hold it in St Stephens Suite and Cllr Pryce agreed to purchase the drinks, glasses and catering.

**1920/077 To receive consultations, invitations, training opportunities and notifications**  
Bulletin noted

*The meeting closed at 9.56 pm*

Chair

Date