

# ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

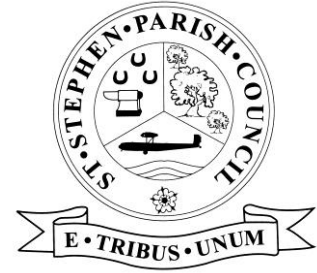
THE PARISH CENTRE STATION ROAD BRICKET WOOD

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## Present: Councillors

Wendy Berriman

Dorothy Kerry (chair)

David Parry

Karen Hurford

Nicholas Tyndale

David Yates

**Also Present:** Sue Hake, Clerk

Three members of public

## Minutes of St Stephen Parish Council Meeting held on Thursday 20 February 2020 at 7.30pm at The Parish Centre, Station Road, Bricket Wood, St Albans, AL2 3PJ

**1920/088** Tribute to John Bell for his long-standing service and commitment to the St Stephen Parish community and council  
Cllr Kerry requested recording gratitude to the memory of John Bell for the 35 years of service to the Parish Council and community

**1920/089** To receive and accept apologies for absence  
Cllr Beccy Spriggs, Cllr Martin Doyle, Cllr Bill Pryce, Cllr Eileen Whitaker  
County Councillor and District Councillors Sue Featherstone, Syed Abidi & Stella Nash

**1920/090** To receive declarations of interest and dispensations  
a) To receive declarations of Interest from Councillors on items on the agenda  
None declared  
b) To receive written requests for dispensations for declarable interests  
None declared  
c) To grant any requests for dispensation as appropriate  
None declared

**1920/091** To confirm the minutes of the meeting held on 16 January 2020  
**Resolved:** Cllr Parry proposed confirmation of the minutes of the meeting held on 16 January 2020 Seconded Cllr Berriman  
Votes in favour: Unanimous **Motion Carried**

**1920/092** Public Participation – to receive petitions, comments and questions  
To welcome public participation in accordance with the Public Speaking Policy.

A petition was handed to Cllr Kerry in support of the proposal for the pump track at Woodbury Field.

An enquiry was raised to ascertain when the Council will be forming the previously discussed Sustainability working party and if this could be a regular item that appears on the Agenda

Cllr Parry explained that the Council will be reviewing and revising the structure of Council committee and working party meetings to improve the management of the number of meetings that are held by the Council.

**1920/093** To receive reports from representatives of St Albans District Council and Hertfordshire County Council  
To invite the St Stephen and Park Street District and County Councillors to briefly update Members on Parish related issues  
Cllr Yates raised concerns of advertisement for two houses and three bungalows by Moor Mill but confirmed no planning permission has been requested or granted.

**1920/094** Reports: Finance, Policy and Resources

- a) To agree February cheque payments and note January card payments, direct debits made in accordance with the report (circulated)  
**Resolved:** Payments proposed to be agreed by Cllr Hurford, Seconded Cllr Tyndale  
Votes in favour: unanimous **Motion Carried**  
To agree two signatures of cheques  
**Resolved** Cllrs Hurford and Berriman to sign cheques  
Votes in favour: Unanimous **Motion Carried**
- b) To receive the budget report January 2020  
**Action:** Report to be circulated by e-mail
- c) To consider grant & discount applications  
i) Sustainable St Albans, Playing Out Event Agreed £37.50  
**Resolved:** Cllr Parry proposed agreement for the Playing Out Event discount for £37.50, Seconded Cllr Tyndale  
Votes in favour: Unanimous **Motion Carried**
- d) To agree the expenditure from the reserves for Company A one-year priority tree works up to the amount of £12500 to be replenished in the 20-21 financial year
- e) **Resolved:** Cllr Tyndale proposed Company A £12500 expenditure be agreed from Reserves and replenished from the 2020-21 budget, seconded Cllr Hurford  
**Votes in favour:** Unanimous **Motion Carried**  
**Actions** Assistant Clerk inform Park Street Residents association about works needing to be done on the tree next to the memorial and to forward details of all tree works to Cllr Parry to be put onto facebook  
The Assistant Clerk was thanked for the report and progress of Tree works
- f) To approve the annual ice cream concession for the year 2020-21  
**Resolved:** Proposed by Cllr Kerry seconded Cllr Yates unanimous
- g) To adopt the new H&S policy  
Cllr Yates queried the wording of Pg 21 for Lone working that should also include lone working is the responsibility of the individual employee & that all callouts and work out of hours should be notified to the Clerk  
**Resolved:** Cllr Parry proposed adopting the H&S policy subject to agreement of amended wording by herself and Cllr Yates for the Lone Working section on page 21 and inclusion that all callouts & out of hours working to be notified to the Clerk, Seconded Cllr Yates  
Votes in Favour, Unanimous **Motion Carried**
- h) To consider quotes and agree the internal auditor for 2019-20 accounts  
**Resolved:** Cllr Kerry proposed quote c is instructed to complete the internal audit for 2019-20 Seconded Cllr Berriman  
Votes in favour: Unanimous **Motion Carried**
- i) To agree the Business Risk Assessment  
The Clerk confirmed to Cllr Yates the correct wording for the CCTV cameras  
**Resolved:** Cllr Parry proposed agreement for the Business Risk Assessment, Seconded Cllr Hurford  
Votes in favour: Unanimous **Motion Carried**

- j) To consider and agree long term Corporate Plan priorities & strategic objectives - confirm meeting date to discuss and agree Business Plan Council priorities  
Cllr Kerry explained there was an urgent need to complete the corporate plan and agree the priorities. The current Committee structure was unlikely to be relevant to delivering the plan and therefore will be revised to more efficiently meet the agreed priorities. The objective is to have the Plan and new structure finalised by May Full Council and that from May, meetings are set to avoid school half term holidays  
Cllr Tyndale suggested an independent facilitator is used at the meeting to assist with progressing the plan.  
The Clerk confirmed the Ware Town Clerk would facilitate at no charge.  
**Resolved:** Cllr Tyndale proposed the Ware Town Clerk be asked to act as an independent facilitator and a meeting date be identified, seconded Cllr Kerry  
Votes in favour: unanimous **Motion Carried**
- k) To agree Events Working Party Terms of Reference  
**Resolved:** Cllr Berriman proposed agreement of the Events working party Terms of reference, seconded Cllr Hurford  
Votes in favour: Unanimous **Motion Carried**

#### 1920/095

- To consider the Café proposals
- a) To agree the allocation of the three-year Cafe contract  
Cllr Yates left the room whilst items 1920/95 a) & b) were discussed  
**Resolved:** Cllr Berriman proposed allocation of the three year contract to Lazy Llama cafe in accordance with the proposed amendment of rent for the 3 year period, seconded Cllr Hurford,  
Votes in favour: Unanimous **Motion Carried**
- b) To agree to be the named applicant for the Café planning application  
**Resolved:** Cllr Kerry proposed St Stephen Parish Council agree to be the named applicant for the Café planning application, Seconded Cllr Parry  
Votes in favour: Unanimous **Motion Carried**

#### 1920/096

- To note minutes from the Council's committees (circulated)
- a) Finance -Noted  
b) HR -Noted  
c) Buildings -Noted  
d) Planning -Noted

#### 1920/097

- Reports General  
To receive brief progress reports and recommendations from
- a) Events Working Party  
Cllr Berriman requested councillors circulate save the date flyers
- b) Fixed Asset Working Party  
Councillors were informed there will be a review all assets and building improvements identified  
Cllr Yates reported he had been requested to sign off BRE S106 monies for a gravel path in the middle of the wood at How Wood that he did not believe to be appropriate for the area
- c) Clerks report
- i) Councillor vacancy update-Notice displayed and issued to District Council  
**Action:** Notices to be placed in Chiswell Green shops & contact Chiswell Green Residents Association
- ii) To consider committee and working party structure for 2020-21-see 094j)

- iii) To nominate two further councillors to re-instate the Car Parking Working Party to join Cllr Berriman, the Centres Manager and a member of the grounds team  
Set of proposals, time limit and costs to be identified & postcode of users  
**Resolved** Cllr Kerry proposed Cllr Yates is nominated to join the Car Park Working Party and second nominee deferred, seconded Cllr Berriman  
Votes in favour: Unanimous **Motion Carried**

**1920/098** Documents received-To receive consultations, invitations, training opportunities and notifications - Members Bulleting received

Meeting closed at 9.08pm

Signed

Dated