

# ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

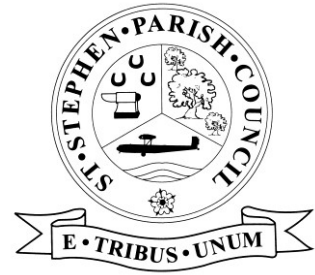
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Present: Councillors

Wendy Berriman

David Brannen

James Fisher

Karen Hurford

Ajanta Hilton

Dorothy Kerry

David Parry

Nicholas Tyndale

David Yates

Also present: Sue Hake, Clerk, Isabel Crozier, Assistant Clerk

Minutes of the **Full Council Meeting**  
held on **Monday 17 September 2020** at **7:30pm via Zoom**

## **2021/055 To receive and accept apologies for absence**

Cllr Pryce, Cllr Whitaker, Cllr Doyle,  
Also, Cllr Sue Featherstone, Cllr Stella Nash

## **2021/056 To receive declarations of interest and dispensations**

- To receive declarations of interest from Councillors on items on the agenda
  - To receive written requests for dispensations for declarable interests
  - To grant any requests for dispensation as appropriate
- None Received

## **2021/057 To confirm the minutes of the Full Council meeting held on 24 August 2020**

**Resolved:** Cllr Hurford proposed confirmation of the minutes subject to correction of name spelling and the inclusion requested by Cllr Yates of the reduction of one of the petrol run mowers at Greenwood Park, seconded Cllr Berriman

Votes in favour 7 abstained 2 new councillors not in attendance

**Motion Carried**

## **2021/058 Public Participation – to receive petitions, comments and questions**

To welcome public participation in accordance with the Public Speaking Policy  
No members of the public attended

## **2021/059** a) New Councillors Acceptance of Office and Code Of Conduct forms to be signed

Cllr Ajanta Hilton signed the form and will drop the original into the office for the Clerk to sign along with the Register of Interest Form.

Cllr James Fisher to liaise with the Clerk to complete signing of Acceptance of office and provision of Register of Interest Form

## **2021/060 Reports: Finance, Policy and Resources**

### a) To consider grant & discount applications

The Clerk confirmed the Nursery have still not submitted a formal request with supporting documentation

### b) To confirm list of September cheque payments and August DD and card payments

**Resolved:** Cllr Parry proposed confirming the list of September payments, August DD and card payments, Seconded Cllr Kerry.

Votes in favour: 7, abstained 2

**Motion Carried**

### c) To note revised Budget forecast for the current year and budget preparation 2021-22

Noted and questions answered

### d) Review Asset Register and fidelity Insurance cover (report and recommendation circulated)

Asset Register reviewed and questions answered

**Resolved:** Cllr Parry proposed the Fidelity insurance remain the same at £884,000, seconded Cllr Berriman

Votes in favour: 7, abstained 2

**Motion Carried**

- e) To review Allotment Tenancy Agreement

**Resolved:** Cllr Tyndale proposed accepting the amendments to the Allotment Tenancy Agreement, seconded Cllr Berriman

Votes in favour 7, abstained 2

**Motion Carried**

- f) To consider Cllr Allowance Scheme for 2021-22 and notify St Albans District Council

**Resolved:** Cllr Parry proposed the Councillor Allowance scheme for 2021-22 remain the same as previous years at £360 per year, seconded Cllr Kerry

Votes in favour: 7, abstained 2

**Motion Carried**

- g) To consider Committee Structure and agree future meeting dates to the end of the year  
Committee Structure proposals and meeting dates were previously circulated.

Cllr Parry sought feedback on the proposed changes to committees and meeting dates. No objections were raised for the proposed committee change and meeting dates

**Resolved:** Cllr Kerry proposed approving the dates of meetings, seconded Cllr Berriman

Votes in favour: 7, abstained 2

**Motion Carried**

#### **2021/061 Website and Domain name**

**Recommendation:** To approve the contractor for the website disability compliance and future hosting

**Resolved:** Cllr Yates proposed approval of contractor D be offered the contract for the website disability compliance and future hosting, Seconded Cllr Tyndale

Votes in favour 7, abstained 2

**Motion Carried**

**Recommendation:** To approve the new shortened @gov.uk domain name

**Resolved:** Cllr Yates proposed the new domain name @StStephen-PC.gov.uk be applied, Seconded Cllr Parry

Votes in favour: 7 abstained 2

**Motion Carried**

#### **2021/062 To note minutes from the Council's Committees**

- a) Planning  
Noted
- b) Finance  
Noted

#### **2021/063 Reports: General**

- a) To receive brief progress reports and recommendations from the:

- i. Neighbourhood Plan Steering Group update

Cllr Kerry provided an update and confirmed the Neighbourhood Plan is close to completion with the consultation due to commence from the week commencing 5 October to end 30 November. Flyers, banners and access to the website to be finalised and paper copies to be made available.

#### **2021/064 Remembrance Day**

Discuss and agree actions to be taken

A road closure had been applied for and is in place for Remembrance Sunday 8<sup>th</sup> November but it was widely thought it would not be appropriate to encourage any form of community gathering.

The council widely agreed the wish to mark the occasion to pay respect and options were considered. Cllr Yates suggested filming or live stream the laying of the wreath and the decision be subject to any advise that may be available from the Royal British Legion.

**Resolved:** Cllr Parry proposed the Parish mark the occasion on the 11 November at 11am with the laying of the wreath on the day and would create a draft article to go onto the website to inform the community, seconded Cllr Yates.

Votes in favour: Unanimous

**Motion Carried**

### **2021/065 Clerks report**

i. Hertfordshire County Unitary Authority proposal

The Clerk previously shared a presentation provided by Herts County Council and advised Councillors to be aware of the proposals being put to Government for reducing the number of Districts within Hertfordshire and the likelihood of services being devolved to the local Parish Councils.

ii. Thankyou to Cllr Karen Hurford

We will be sorry to lose Cllr Hurford at the end of September. A very big thankyou from everyone to Cllr Karen Hurford for all of her work and support during her time on the Council.

iii. **Action**, The Clerk to progress Buddy system to be set up and an informal zoom meeting to be arranged to include the Clerk, Assistant Clerk, the Chair, one councillor and the two new councillors.

### **2021/066 Documents received**

To receive consultations, invitations, training opportunities and notifications  
Noted

Meeting Closed at 9.16pm