

ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

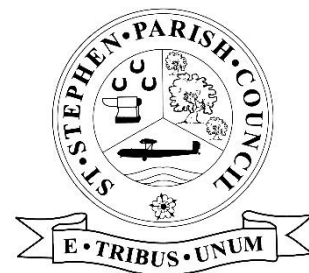
THE PARISH CENTRE STATION ROAD BRICKET WOOD

ST ALBANS HERTS AL2 3PJ

Tel: 01923 681443

Email: clerk@ststephenparishcouncil.gov.uk

Web: www.ststephenparishcouncil.gov.uk



Present

Cllr Wendy Berriman

Cllr David Brannen

Cllr Martin Doyle

Cllr Karen Hurford

Cllr Dorothy Kerry

Cllr David Parry (Chair)

Cllr Bill Pryce

Cllr Nicholas Tyndale

Cllr Eileen Whittaker

Cllr David Yates

Also present:

David Thompson (Greenwood Park Lawn Tennis Club), Cllr Sue Featherstone (HCC & SADC) and Cllr Syed Abidi (SADC), Sue Hake, Clerk and Isabel Crozier, Assistant Clerk (taking minutes)

Minutes of the **Annual Full Council meeting** held on **THURSDAY 18 June 2020** at **7.30pm**
Venue: **Remote meeting via www.zoom.us**

2020/011 To elect a Chair for the year 2020/21 and sign the Declaration of Acceptance of Office

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

Votes in favour: unanimous

Motion Carried

Cllr Parry confirmed his commitment to the post

RESOLVED: Proposed Cllr Parry, seconded Cllr Hurford

that the Declaration of Acceptance of Office be signed and sent to the Clerk as soon as possible following the meeting due to the remote nature of the meeting

Vote in favour: unanimous

Motion Carried

Members thanked Cllr Kerry for her commitment over a difficult three years. Cllr Kerry thanked Members for their incredible support over the period, with particular thanks to her two Vice-Chairs, Cllr Tyndale and Cllr Parry.

2021/012 To elect a Vice-Chair for 2020/21 and sign the Declaration of Acceptance of Office

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

Votes in favour: unanimous

Motion Carried

Cllr Pryce confirmed his commitment to the post

RESOLVED: Proposed Cllr Yates, seconded Cllr Berriman

that the Declaration of Acceptance of Office be signed and sent to the Clerk as soon as possible following the meeting due to the remote nature of the meeting

Vote in favour: unanimous

Motion Carried

2021/013 To receive and accept apologies for absence

None were received

2021/014 To receive declarations of interest and dispensations

a) To receive declarations of interest from Councillors on items on the agenda

Cllr Yates declared an interest in item 2021/017 as his spouse is treasurer for the tennis club. He agreed to sit out during that item.

b) To receive written requests for dispensations for declarable interests

None

c) To grant any requests for dispensation as appropriate

None

2021/015 To confirm the minutes of the meeting held on 21 May 2020

RESOLVED: Proposed Cllr Berriman, seconded Cllr Hurford that the minutes be approved as a true record with the following amendments: to include the Assistant Clerk's presence and the seconder on item 003.

Votes in favour: unanimous

Motion Carried

2021/016 Public Participation – to receive petitions, comments and questions

To welcome public participation in accordance with the Public Speaking Policy.

It was agreed that David Thompson should speak during the following item.

Cllr David Yates temporarily left the meeting

2021/017 To consider request from the tennis club for replacing the public court gate into the existing frame

David Thompson explained that the Greenwood Park Lawn Tennis Club could apply for a grant from the Lawn Tennis Association to replace the existing gate to the public court with one with a combination lock which would allow access to the public upon hiring the court and restrict access to others who had not hired it. The cost for the new installation would be covered by the grant and the Tennis Club would manage all maintenance and gate servicing annually and cover all of these costs.

Outside of the Covid-19 restrictions the public court has been available to book through the tennis club website for the last three years, alongside booking through the newsagent. In the last year there have been no bookings through the newsagent and therefore this channel has now been withdrawn. There is promotion on the tennis club fence explaining how to book and on the Parish website. Cllrs asked if this could be promoted more widely using social media following the opening of the court to the public. The public court currently remains closed as there is no way of policing the social distancing requirements.

RESOLVED: Proposed Cllr Pryce, seconded Cllr Kerry

that the tennis club be permitted to replace the public court gate and that changes be made to the lease to reflect this change.

Votes in favour: unanimous

Motion Carried

ACTION: Assistant Clerk to bring proposed changes to the tennis club lease to the Leisure Committee meeting on 9 July. When the public court is open, to publicise the opportunity to book online on the Parish website and social media.

Cllr David Yates returned to the meeting

2021/018 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 Featherstone thanked Cllr Kerry for her chairmanship. She explained that it was particularly busy period with Highways and Planning Enforcement case work.

Cllr Abidi also highlighted the increase in case work and said SADC were working on Covid related requirements.

Cllr Yates reported that the traveller incursion on the Highways Agency land at Park Street Roundabout was dealt with very quickly with SADC being notified on

Wednesday morning and the travellers being moved on on Friday. Cllr Yates gave an update on progress on the SADC Local Plan.

2021/019 To agree dates and venues for meetings June – September 2020/21 (circulated) and consider the committee structure going forward

RESOLVED: Proposed Cllr Pryce, seconded Cllr Berriman that the calendar of dates for July- September circulated at the meeting was agreed.

Votes in favour: unanimous

Motion Carried

ACTION: Cllr Parry bring a proposal for a new committee structure to the Full Council meeting in July with a view to it being put in place in September.

2021/020 To appoint representatives to serve on Committees, outside bodies and working parties

RESOLVED: Proposed Cllr Pryce, seconded Cllr Whittaker that all existing committee and working group representatives continue until there is a new committee structure in place. Existing members continue representation on outside bodies as previous year.

Votes in favour: unanimous

Motion Carried

2021/021 To readopt the Code of Conduct

RESOLVED: Proposed Cllr Pryce, seconded Cllr Berriman that the Code of Conduct be readopted

Votes in favour: unanimous

Motion Carried

ACTION: the Council to review the Code of Conduct and amend at a later date in 2020, following the results of the NALC consultation.

2021/022 To review and adopt Standing Orders

RESOLVED: Proposed Cllr Parry, seconded Cllr Tyndale that the Standing Orders, as circulated, be adopted

Votes in favour: unanimous

Motion Carried

ACTION: the Council to review the Standing Orders and amend as necessary at a later date in 2020

2021/023 To readopt the Financial Regulations

RESOLVED: Proposed Cllr Berriman, seconded Cllr Kerry that the Financial Regulations be readopted

Votes in favour: unanimous

Motion Carried

ACTION: the Council to review the Financial Regulations and amend as necessary at a later date in 2020

2021/024 Reports: Finance, Policy and Resources

a) To authorise payments and note card payments and direct debits made in accordance with the budget

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

Votes in favour: unanimous

Motion Carried

b) To agree two signatures of cheques

Cllrs Kerry and Berriman to sign cheques

c) To receive the budget report for April and May 2020

The April-May 2020 Budget to Actual summary report was shared on screen. The current loss of income revenue for 2020-21 will be discussed further at the Finance meeting in July when the final account for 2019-20 will be presented.

d) To note work on the Annual Governance and Accountability Return is progressing in line with revised Government and PKF Littlejohn's subsequent deadline of 31 July. The Clerk reported that DCK Accounting were completing the 19-20 closedown of accounts and the Final Accounts and AGAR for 2019-20 will be submitted and agreed

at the Finance meeting in July for approval at the Full Council meeting on 16 July. This is within deadlines which have been extended due to Covid-19.

- e) To consider and confirm the 2020/21 Councillor Allowance Scheme
RESOLVED: Proposed Cllr Pryce, seconded Cllr Whittaker, that the Councillor Allowance Scheme remain the same as 2019/20.
Votes in favour: unanimous **Motion Carried**
- f) To review and approve Publication Scheme and Parish Information Guide (circulated)
RESOLVED: Proposed Cllr Berriman, seconded Cllr Pryce, that the ICO Model Publication Scheme and SSPC Information Guide be adopted
Votes in favour: unanimous **Motion Carried**
- g) To approve Equalities and Diversity Policy (circulated)
RESOLVED: Proposed Cllr Pryce, seconded Cllr Tyndale, that the Equalities and Diversity Policy be adopted
Votes in favour: unanimous **Motion Carried**
- h) To approve Training and Development Policy (circulated)
RESOLVED: Proposed Cllr Pryce, seconded Cllr Hurford, that Training and Development Policy be adopted
Votes in favour: unanimous **Motion Carried**

2021/025 To note minutes from the Council's Committees

- a) Planning
Noted
- b) HR
Noted

2021/026 Reports: General

- a) To receive brief progress reports and recommendations from the:
- i. Neighbourhood Plan Steering Group – Plan to hold a virtual meeting soon
ACTION: Assistant Clerk to update the Draft Neighbourhood Plan on the website to the latest version
 - b) Clerk's report
 - i. To note the Covid-19 risk assessment for the relaxation of the lockdown rules. Cllrs noted the draft risk assessment which was circulated in advance of the meeting. Cllr Yates commented that if working from home is possible it should remain the case.
 - ii. To consider options to fill the two vacancies on the Council. The vacancy in Chiswell Green was notified in February and confirmation received that the council can co-opt to this vacancy. The resignation of Cllr Rebecca Spriggs has created a casual vacancy in Park Street and the notice is currently being advertised. After the 24 June the Council will know if this vacancy can be filled by co-option.
ACTION: The Clerk to invite previous unsuccessful candidates to apply for the casual vacancy. The Clerk to set up virtual meetings, within the next three weeks, in order that a small group of councillors can interview those interested in being co-opted to the Chiswell Green vacancy. The Park Street vacancy can be advertised in the meantime. A recommendation can then be brought to the September Full Council meeting to co-opt a new councillor to Chiswell Green Ward.
 - iii. Cllrs were reminded by the Clerk to be extremely cautious of scam emails requesting assistance with a purchase or anything financial that appear to be from a genuine email account and advised against responding to these type of emails.

2021/027 Documents received
Noted

The meeting closed at 9:19pm

Chair

Date