

ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

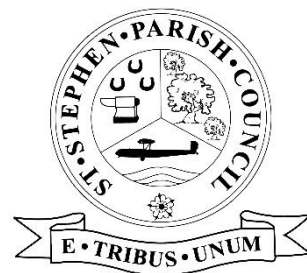
THE PARISH CENTRE STATION ROAD BRICKET WOOD

ST ALBANS HERTS AL2 3PJ

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Councillors Present

Wendy Berriman

David Brannen

Martin Doyle

Karen Hurford

Dorothy Kerry

David Parry (Chair)

Bill Pryce

Nicholas Tyndale

Eileen Whittaker

David Yates

Also present:

Cllr Sue Featherstone (HCC & SADC) and Cllr Syed Abidi (SADC), Sue Hake, Clerk and Isabel Crozier, Assistant Clerk (taking minutes), Dani Medlin, Centres Manager

1 member of the public

Minutes of the **Full Council meeting** held on **THURSDAY 16 July 2020** at **7.30pm**

Venue: **Remote meeting via www.zoom.us**

2021/032 To receive and accept apologies for absence

None were received

2021/033 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

2021/034 To confirm the minutes of the meeting held on 9 July 2020

RESOLVED: Proposed Cllr Pryce, seconded Cllr Berriman that the minutes be approved as a true record with the following amendments

Votes in favour: unanimous

Motion Carried

2021/035 Public Participation – to receive petitions, comments and questions

None

2021/036 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 gave an update on progress on the draft Local Plan

Cllr Abidi circulated an update from the leader of St Albans District Council

Cllr Yates spoke briefly on the sites being considered for a new hospital

2021/037 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 Yates, that the payment schedules be agreed and cheque payments be made. Cllrs Pryce and Whittaker to sign cheques

Votes in favour: unanimous

Motion Carried

b) To consider awards of grants and discretionary discounts –

i. PSRA - Macmillan fund raising Coffee Morning

RESOLVED: Proposed Cllr Pryce, seconded Cllr Yates

that the PSRA be allowed to erect their gazebo free of charge in order to provide shelter for a fundraising cake sale stall at Park Street Rec on 27th September if unable to use the Village Hall.

Votes in favour: unanimous

Motion Carried

ii. Provisional request from Midway Surgery to use the Community centre for Flu Vaccinations

RESOLVED: Proposed Cllr Pryce, seconded Cllr Berriman

that the Midway Surgery be permitted free use of the sports hall for flu vaccinations for one Saturday session on 31st October and charged only the cost of 'fogging' to deep clean the areas used following the session.

Votes in favour: 9, votes against 1, abstentions: 0

Motion Carried

c) To note the Asset register

Item deferred to 28 July, to be noted prior to the Annual Governance and Accountability Return

d) To Note agreement to progress the opening of a bank account with Unity Trust to progress electronic banking and signatories to be the Clerks and Finance committee members

Noted

2021/038 Annual Governance and Accountability Return 2019/20 Part 3 (AGAR)

a) To note the Internal Audit Report 2019-20 and agree any management actions and recommendations to be reviewed by the Finance Committee

b) To Agree and Approve individually Items 1-9 of Section 1 of the Annual Governance Statement for 2019-20 (to record the date of approval, minute reference and arrange to be signed by the Chair and Clerk of the meeting where approval was given

c) To approve Section 2 – Accounting Statements 2019-20 (signed by the RFO prior to being presented to the authority for approval) and to record the date of approval, minute reference and arrange to be signed by the Chair of the meeting where the Accounting Statements were approved

d) To note the completed Notice and dates of the period for exercise of Public Rights and Publication of Unaudited Annual Governance & Accountability Return 27 July to 4 September 2020 and note the notes to accompany the Notice (Local authority accounts: a summary of your rights).

2021/038 a)-d) deferred. To be considered at an extra meeting of Full Council on 28 July 2020 due to delay for the provision of financial information from external parties.

2021/039 To agree Cllrs Parry, Pryce and Kerry meet potential candidates for the Chiswell Green Councillor vacancy

RESOLVED: Proposed Cllr Tyndale, seconded Cllr Berriman

that Cllrs Parry, Pryce and Kerry meet with potential candidates for both the Chiswell

Green and Park Street Councillor vacancies.
Votes in favour: unanimous

Motion Carried

2021/040 To note minutes from the Council's Committees (circulated)

a) Planning

Noted

b) Leisure

Noted

c) HR

i. To receive an update from HR relating the progress of the proposed staff Restructure item moved to discuss in private session at end of the meeting

RESOLVED: Cllr Parry requested the HR item 2021/040 c be held at the end of the meeting in camera, to discuss HR matters after item 2021/42, seconded Cllr Pryce

Votes in favour: unanimous

Motion Carried

d) Finance

Noted

2021/041 Reports: General

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

i. Events Working Party-To discuss and agree any actions relating to award nominations

The working group had not met but the Clerk had received a nomination for a Community Award. The Council confirmed that the Community Awards were not being made this year but will note the nomination and carry forward.

ACTION: Cllr Pryce to convey this message back to the nominees

b) To discuss and agree plans relating to reopening of the Parish and Community centres
Following consultation with hirers and careful consideration of the government guidance on opening community centres and indoor sports activities, the Centres Manager put forward a proposal to have a 'soft opening' of the Community Centre. This would involve opening on a Wednesday, Thursday and Friday for regular hirers in August. This would cover the costs of cleaning and security. During periods without hirers the Centres Manager could offer the opportunity for the public to book for indoor badminton or table tennis. Look to opening the rest of the week and opening the Parish Centre from September.

RESOLVED: Proposed Cllr Parry, seconded Cllr Pryce

that the Community Centre is opened for established regular user groups Wednesday – Friday during August as a pilot and reviewed again before going on to expanding to other users to offer sports court bookings during empty booking slots.

Votes in favour: unanimous

Motion Carried

Thanks were expressed to the Centres Manager for her work on this

c) To review the opening of play areas

A discussion took place about the ability of the Parish Council to meet the government guidelines on opening play areas and on the current situation whereby numerous people are climbing over the locked gates and fences to use the play areas.

RESOLVED: Proposed Cllr Pryce, seconded Cllr Brannen

that Parish Play Areas are opened by the end of working day Friday 17 July and remain under review

Votes in favour: 7, against: 2, abstentions: 1

Motion Carried

RESOLVED: Proposed Cllr Whittaker, seconded Cllr Berriman,

that the previously circulated 4 bullet point posters are displayed with clear instructions about sanitising hands and social distancing with the addition of toilet opening times to the Greenwood Park posters

Votes in favour: 7, against 2, abstentions: 1

- d) To consider Committee structure going forward
Cllr Parry explained the need to create the Committee Structure by September in conjunction with the creation of the Business Plan.
Resolved: Cllr Parry proposed creating a working group of approximately 4 councillors to include Cllrs Kerry, Parry, Yates, Pryce and Berriman agreed to form a Working Party to progress the Parish Business Plan which will influence the committee structure.
ACTION: Cllrs Kerry, Parry, Yates, Pryce and Berriman to meet to progress the production of the Parish Business Plan over the summer.

2021/042 Documents received – to receive consultations, invitations, training opportunities and notifications (circulated)
Bulletin was noted. Cllr Pryce gave an update on the progress the Bricket Wood Station Heritage Trust were making. Cllr Pryce gave an update on the refurbishment of the Village Hall and invited Cllrs to visit to see the transformation.

In Camera session – members of the public, District and County Councillors and staff, other than the Clerk, were excluded for the following confidential item to discuss HR matters.

- 2021/040** c) HR
i. To receive an update from HR relating the progress of the proposed staff Restructure item moved to discuss In Camera session at end of the meeting
Minuted by the Clerk
All non members of the Parish Council and staff left the meeting prior to this item.
Cllr Kerry gave an update relating to the proposed restructure of the Grounds Maintenance Team and provided an explanation for the reason that no members of the team continue to be at risk of redundancy and have withdrawn proposals of a Grounds Maintenance Team restructure and redundancy at the present time.

The meeting closed at 9:40pm

Chair

Date