

ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

THE PARISH CENTRE STATION ROAD BRICKET WOOD

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Full Council Meeting held on Thursday 15 October 2020 at 7:30pm Remote Meeting via zoom

Present: Councillors

Wendy Berriman

David Brannen

Martin Doyle

James Fisher

Dorothy Kerry

Bill Pryce

Nicholas Tyndale

Eileen Whittaker

Also Present: Sue Hake, Clerk, Isabel Crozier, Assistant Clerk
District Councillor Syed Abidi
County & District Councillor Sue Featherstone, had difficulty with connection

2021/067 To receive and accept apologies for absence

Apologies received from Cllrs Parry, Yates, & Hilton

2021/068 To receive declarations of interest and dispensations

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

b) To receive written requests for dispensations for declarable interests

c) To grant any requests for dispensation as appropriate

No declarations received

2021/069 To confirm the minutes of the Full Council meeting held on 17 September 2020 to be signed outside of the meeting

Resolved: Cllr Whittaker proposed confirmation for the minutes to be signed outside of the meeting, seconded Cllr Berriman

Votes in Favour: Unanimous

Motion Carried

2021/070 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

2021/071 Reports: Finance, Policy and Resources

a) To consider grant & discount applications (St Luke's Day Care Centre)

Resolved: Cllr Whittaker proposed £200 grant be provided to the St Luke Day Car Centre, and the same amount to be awarded to the InTouch Trinity Church if requested, seconded Cllr Berriman

Votes in favour: Unanimous

Motion Carried

b) To confirm list of October payments and September DD and card payments

Resolved: Cllr Pryce proposed confirmation of the list of payments to be made in addition to the September DD and card payments, seconded Cllr Kerry

Votes in favour: Unanimous

Motion Carried

c) To consider the installation of CCTV at the Parish Centre and Barn

Resolved: Cllr Pryce proposed the agreement of new CCTV installation at the Parish Centre subject to the Clerk obtaining the 3 quotes, seconded Cllr Brannen

Action: Clerk to obtain 3 quotes and enquire if Insurance premium can be negotiated

Votes in favour: Unanimous

Motion Carried

2021/072 To note minutes from the Council's Committees

- a) Planning
Noted

2021/073 Reports: General

- a) To receive brief progress reports and recommendations from the:
 - i. Neighbourhood Plan Steering Group Consultation update
Cllr Pryce provided an update on the progress of the Neighbourhood Plan Consultation

2021/074 Remembrance Day Wreath Laying – update

Cllr Parry will plan to lay a wreath at the memorial on Wednesday 11 November at 11am.
Other organisations will be laying wreaths on the Sunday 8 November

2021/075 Clerks report

- a) Councillor vacancy update
3 enquiries have been received
- b) Car parking complaint Park Street and request to lock lower barrier
Request from the Kate Farmer at the Social Club to lock and unlock the lower barrier at Park Street
Resolved: give one weeks notice before the lower barrier is locked B DK unanimous
- c) Chiswell Green Clock – complaint
Action requested on the Clock
Resolved: Cllr Whittaker proposed the council recontact the Chiswell Green Residents Association to enquire if they wish to adopt the Clock and electricity supply as it is planned the electric will be disconnected, with some form of poppy cover to be made by Kidz Club for the interim, seconded Cllr Berriman
Votes in favour: Unanimous **Motion Carried**
Action: Cllr Pryce to contact the Chiswell Green Resident Association
- d) Website and Domain name-update
The Clerk informed councillors the Appeal had been won to change the Parish Council Domain name to StStephen-PC.gov.uk and the transition will be managed by the IT provider for the set up of new e-mails and transition for closure of the existing domain in November 2022

2021/076 Documents received

To receive consultations, invitations, training opportunities and notifications
Noted

2021/077 Exclusion of the press and public:

To agree any items to be dealt with after the public, including press have been excluded (A resolution to be passed by Councillors) Item 2021/078/9 commercially sensitive and Item 2021/080 HR item

Resolved: Cllr Pryce proposed a resolution be passed by Councillors to discuss items 2021078/2021079 and 2021/080 In camera to exclude the public and press, seconded Cllr Berriman

Votes in favour: Unanimous

Motion Carried

2021/078 Update on Business Plan and Committee Structure

Revised Operational Plan circulated

Councillors confirmed they are happy with the draft up to the priorities and that Cllr Tyndales objective need to be incorporated and the document continues to be a work in progress.
Cllr Parry asked the Chairman to express the Councils grateful thanks to Cllr Kerry for the on the Corporate Plan and the Assistant Clerk and Clerk for the creation and work completed on the Operational Plan and Project Plan.

A further meeting has been arranged for Monday 2 November at 5.30pm

Cllr Doyle joined the meeting at this point

2021/079 To agree to suspend standing orders for a review of the council's property portfolio and the appointment of a consultant to advise on the following properties

- Park Street Pavilion,
- Greenwood Park Community Centre
- Greenwood Park Pavilion

The consultant will be briefed to provide feedback on

- Condition Survey
- Insurance Valuation
- Future options

The reason for requesting the standing orders be suspended was explained but a vote was not made at this time.

A combination of specialist consultants would be required to cover all of the above elements for all of the buildings.

Cllr Pryce suggested a meeting between selected councillors, Cllr Brannen was not certain if he should declare a conflict of interest but thought not required at this time as there were no financial decisions being made but that he declares a conflict or declaration of interest should it be necessary.

It was agreed a meeting be held between Cllrs Doyle, Parry, Fisher and Brannen prior to the Buildings Assets meeting the following week to create a set of bullet points to put a programme of work together and compile a list of contractors with the appropriate level of expertise who could be contacted to obtain quotes for the above three bullet points.

2021/080 To consider the recommendation from the HR Committee

Cllr Kerry gave an update on HR items and confirmed no recommendation would be made for this meeting

The meeting closed at 8.50pm