

ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

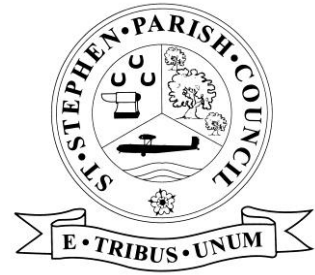
THE PARISH CENTRE STATION ROAD BRICKET WOOD

ST ALBANS HERTS AL2 3PJ

Tel: 01923 681443

Email: clerk@ststephenparishcouncil.gov.uk

Web: www.ststephenparishcouncil.gov.uk



Full Council Meeting Minutes

held on Thursday 18 February 2021 at 7:30pm

Present: Councillors

Wendy Berriman

David Brannen

Ajanta Hilton

Dorothy Kerry

David Parry

Bill Pryce

Mark Skelton

Nicholas Tyndale

Eileen Whittaker

David Yates

Sue Hake, Clerk, Isabel Crozier, Assistant Clerk

4 members of the public

2021/114 To receive and accept apologies for absence

Cllr Martin Doyle, District Cllr Syed Abidi

2021/115 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

None received

2021/116 To confirm the minutes of the Full Council meeting held on 21 January 2021 to be signed outside of the meeting

Resolved: Cllr Pryce proposed confirmation of the minutes and signing outside of the meeting, seconded Cllr Brannen

Votes in favour: Unanimous

Motion Carried

2021/117 Public Participation – to receive petitions, comments and questions

To welcome public participation in accordance with the Public Speaking Policy

None

2021/118 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

District councillor Abidi forwarded a report from the District Council that had been circulated

Resolved: Cllr Pryce discussed the Luton airport consultation and proposed a response be forwarded based on the HAPTC letter, seconded Cllr Brannen

Votes in favour: Unanimous

Motion Carried

Cllr Yates gave an update on the car storage application at the Butterfly World site had been declined and the District Council are looking into planning enforcement. Cllr Yates will report noise disturbance to Environmental Health and continue to monitor

and report back to the Parish Council and respond to everyone who have made enquiries.

2021/119 Reports: Finance, Policy and Resources

a) To confirm list of February payments (circulated)

The February payments lists were Confirmed

b) To note Budget report (circulated)

The Clerk answered questions relating to the budget report and confirmed receipt of the Government grant and rates reduction along with managing savings on other expenditure items was helping to manage the budget following significant loss of income throughout the year due to Covid

The budget report was noted

c) To agree the virement, if required, of an amount up to £10,000 from reserves to cover works at the Parish Centre and Barn.

Cllr Yates queried the CCTV policy and the Assistant Clerk confirmed the policy would be updated to include the Parish Centre as well as Greenwood Park

Resolved: Cllr Kerry proposed agreement of the virement subject to Cllr Parry agreeing to the revised drainage works, seconded Cllr Pryce

Votes in Favour: Unanimous

Motion Carried

d) To agree the Financial Management Risk Assessment (circulated)

Cllr Kerry queried the refusal of insurance compensation for loss of income

Action: Clerk to recontact the insurer to challenge the income loss payment refusal, following the recent case won for small businesses to claim

Resolved: Cllr Kerry proposed agreement of the Financial Risk Assessment, seconded by Cllr Pryce

Votes in favour: Unanimous

Motion Carried

e) To agree the Statement of Internal Controls (circulated)

Cllr Yates queried the control of release of electronic payments and requested they are included into the document

The Clerk confirmed the payments are authorised by two councillors who are signatories from the Finance Committee.

Cllr Kerry also requested adding the reporting of the bank transfers to the Chair of Finance & or the Chair of the Council made by the Clerk with delegated authority

Resolved: Cllr Pryce agreed the statement of Internal Controls subject to the two additions, seconded Cllr Yates

Votes in favour: Unanimous

Motion Carried

f) To agree the Ice Cream Concession for 2021/22 (circulated)

Resolved: Cllr Pryce proposed agreement for the Ice Cream Concession to be allocated to Noviello's Ice Creams, seconded Cllr Brannen

Votes in favour: Unanimous

Motion Carried

g) To agree the updated Health and Safety Policy (circulated)

Action: Cllr Kerry proposed the HR committee review the officer responsibilities listed within the policy and take back to Full Council for agreement

2021/120 To agree the St Stephen Parish Submission Version Neighbourhood Plan, to be submitted to SADC (circulated)

Cllr Pryce gave sincere thanks to everyone who has supported and worked on the production of the Neighbourhood Plan

Resolved: Cllr Pryce proposed the agreement of the St Stephen Parish Neighbourhood Plan Regulation 16 version be submitted to St Albans District Council, subject to the removal of a repeated sentence at paragraph 2.39 seconded Cllr Kerry

Votes in favour: Unanimous

Motion Carried

Three members of the public left at this point

2021/121 To agree the Corporate Plan 2021-26 (draft circulated)

Revisions to the Corporate Plan were agreed including name change to Strategic Plan, amending headings and wording around objectives with the addition of 'To Develop and implement a fixed assets strategy'. Action Plans and projects awaiting funding still to be agreed.

Cllr Tyndale suggested adopting the plan for a year and then consulting with the Parish for feedback and to share on Council's new website

Resolved: Cllr Parry proposed approval of the revised Strategic Plan, outside of the Action Plan and Projects Awaiting Funding, and to consult with the community in a year, seconded Cllr Kerry

Votes in favour: Unanimous

Motion Carried

2021/122 To note minutes and agree recommendations from the Council's Committees

a) Planning

Noted

b) Buildings

Noted

2021/123 Exclusion of the press and public (In Camera):

To resolve to consider item 2021/124 after the public, including press, have been excluded for reasons of commercial sensitivity.

Resolved: Cllr Parry proposed the exclusion of the press and public to enable item 2021/124 to be discussed in camera, seconded Cllr Hilton

Votes in favour: Unanimous

Motion Carried

2021/124 To discuss and agree a response to District Local Plan call for sites

Options for new locations for a Parish Centre in Bricket Wood were discussed including rebuild the centre on site, relocate to alternative site and new build in conjunction with office relocation at GWP. If current site is proposed for future development it was confirmed it can be withdrawn at any point

Resolved: Cllr Parry proposed the Parish Centre site is put to the District Council as an option by the 8th March deadline that would be subject to ensuring alternative community facilities continue to be available in Bricket Wood, seconded Cllr Pryce

Votes in favour: Unanimous

Motion Carried

Signed:

Date: