

ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

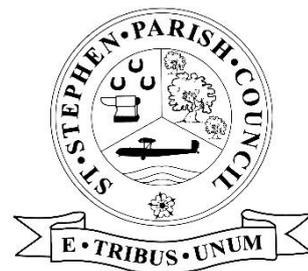
THE PARISH CENTRE STATION ROAD BRICKET WOOD

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Present

Cllr Wendy Berriman
Cllr Ajanta Hilton
Cllr David Parry (Chair)
Cllr Mark Skelton
Cllr Eileen Whittaker

Cllr David Brannen
Cllr Dorothy Kerry
Cllr Bill Pryce
Cllr Nicholas Tyndale
Cllr David Yates

Also present:

Cllr Sue Featherstone (HCC & SADC), Sue Hake, Clerk and Isabel Crozier, Assistant Clerk (taking minutes)

Minutes of the **Full Council meeting** held on **THURSDAY 21 January 2021** at **7.30pm**
Venue: **Remote meeting via www.zoom.us**

2021/097 To receive and accept apologies for absence

Cllr Martin Doyle

2021/098 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

2021/099 To confirm the minutes of the Full Council meeting held on 19 November 2020, to be signed outside of the meeting.

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

Votes in favour: unanimous

Motion Carried

2021/100 Public Participation – to receive petitions, comments and questions

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

None

2021/101 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

ACTION: All Cllrs to consider projects for the 2022/23 Highways Locality Funding (£90,000 – approx. £30K per village) and feedback to Cllr Featherstone ideas in the coming weeks.

SF was saddened by the news of an assault in Mayflower Road and has been asked about increasing lighting in the area. Highways will be working with residents on options.

A new 'Welcome to Bricket Wood' sign is being erected on Mount Pleasant Lane from the M1 slip road. Missing street name plates are being prioritised and are taking 8 weeks to replace at the moment.

Cllr Yates gave an update on local planning enforcement issues.

2021/102 Budget/Precept Approval 2021-22

a) To review and approve the Budget for 2021-22

The Clerk circulated the proposed budget spreadsheets for 2021-22 which had been considered by the Finance Committee and explained that there had been a cut in the Tax Base (numbers of households paying the Council Tax) from 6446 to 6371 for the Parish. This means that without any increase the precept would be reduced. This was due to a prediction by the District Council that fewer households will be paying the full council tax due to increased numbers claiming benefits or defaulting on the bill. Cllr Kerry explained that there was a significant reduction in the Parish Council's predicted income due to Covid-19 and that the budget had been cut to make up for this including a cut in the salaries budget. An increase in the precept of 3.45% (4.66% on Band -D property) was proposed. Cllrs felt that the budget could be reduced further to deliver a smaller increase. It was proposed the Play Areas New Equipment budget be reduced from £16000 and that this planned expenditure be split over two years, £8000 in each.

RESOLVED: Proposed Cllr Parry, seconded Cllr Brannen

that the budget for 2021/22 be approved with the reduction of £8,000 from the Play Areas New Equipment heading.

Votes in favour: unanimous

Motion Carried

b) To approve the Precept for 2021-22

RESOLVED: Proposed Cllr Pryce, seconded Cllr Yates

That the precept be set at £569,373, an increase of 2% on last years precept and an increase of 3.21% for a typical Band D property (£2.78 per annum or 8p per week).

Votes in favour: unanimous

Motion Carried

2021/103 Reports: Finance, Policy and Resources

a) To confirm list of December and January payments

RESOLVED: Proposed Cllr Pryce, seconded Cllr Kerry,
that the payment schedules be confirmed.

Votes in favour: unanimous

Motion Carried

b) To note the October – December 2020 direct debit and card payments

Noted

c) To note the budget report and ongoing revised forecast

Budget report to follow and revised forecast noted as part of budget spreadsheet for item 102.

2021/104 British Pipeline Agency Valve Site Supplemental Lease

a) To note that the term of the Supplemental Lease will expire on 31 December 2063 (to co-terminate with existing lease for pipeline) and to note that there was a typing error on the form of Supplemental Lease approved by the Parish Council on 1 February 2018

Noted

b) To authorise two councillors to initial the manuscript amendment of the expiry date in the Supplemental Lease

RESOLVED: Proposed Cllr Berriman, seconded Cllr Whittaker

that the Chair and Vice-Chair, Cllrs Parry and Pryce, initial to confirm amendments to

the expiry date on the Supplemental Lease
Votes in favour: unanimous

Motion Carried

2021/105 To note minutes from the Council's Committees

- a) Finance
Noted
- b) Planning
Noted
- c) HR committee
Noted

2021/106 Reports: General

- a) To receive brief progress reports and recommendations from the:
 - i. Neighbourhood Plan Steering Group – Consultation update
The steering group are currently making amendments to the Plan, having taken account of results from the consultation, including adding a section on Heritage. About 86 responses were received and a summary of results is available on the website. The steering group hope to bring the Plan to the next Full Council meeting for ratification prior to submitting it to the District Council.

2021/107 To agree the appointment of Councillors Hilton and Skelton to committees

Resolved: Proposed: Cllr Parry, seconded Cllr Tyndale
that Cllr Hilton join the Planning Committee and Cllr Skelton join the Leisure Committee

Votes in favour: unanimous

Motion Carried

2021/108 To agree the appointment of Working Group for Alternative Funding

The Council discussed the creation of new working groups which would be attended by 3-5 Cllrs and they could invite non-cllr representatives from the community to attend. Terms of reference and Chairmanship of the groups to be confirmed at the 18 February meeting. The working groups should be minuted by members of the groups rather than requiring staff time to produce minutes. Minutes should be shared with the Full Council.

RESOLVED: Proposed Cllr Yates, seconded Cllr Berriman
that the following 5 working groups be created to concentrate on:

- Sourcing Alternative Funding
- Relocation of Office
- Woodbury Field
- Youth Forum
- Communications

Votes in favour: unanimous

Motion Carried

ACTION: Cllr Parry to email cllrs asking who wants to be on which working group and to set a first meeting date for each with the working groups agreeing the chairmanship and best timings for future meetings.

2021/109 To agree membership of possible Working Group Relocation of Office

ACTION: see item 108 above

2021/110 To agree membership of possible Working Group Woodbury Field

ACTION: see item 108 above

2021/111 To agree membership of possible Working Group Youth Forum

ACTION: see item 108 above

2021/112 Feedback on Draft Business Plan

Version 5 of the draft Business Plan was circulated to Cllrs prior to the meeting.

Thanks were extended to Cllr Kerry for her work on this. It was agreed that the Business Plan Working Groups should work to make the document more accessible.

ACTION: Cllr Parry to convene a meeting of the Business Plan Working Group with the view to bringing a Business Plan to the next Full Council.

2021/113 Clerks report

- a) Reminder for consultation: www.hertfordshire.gov.uk/budgetsurvey deadline 1 Feb 21.
- b) St Albans DC Local Plan -Draft Vision and timetable-circulated
- c) Update on copse planting
Further trees have been ordered to augment the Woodland Trust Free trees already obtained which were mainly shrub species. It was agreed that due to current Covid-19 restrictions the copse should be planted by Grounds staff and the public and Cllrs could not be offered the opportunity to help. A dedication ceremony would be arranged when restrictions are lifted.
- d) Cllr attendance / future representation at SADALC Meetings 22 March, 5 July 2021
It was agreed that Cllr Parry should represent the Council on SADALC

The Meeting closed at 9.15pm

Chair:

Date: