

# ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

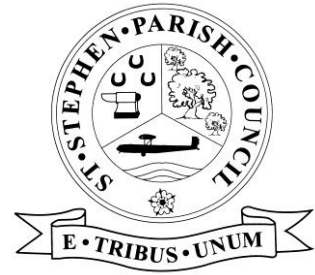
THE PARISH CENTRE STATION ROAD BRICKET WOOD

ST ALBANS HERTS AL2 3PJ

Tel: 01923 681443

Email: [clerk@ststephenparishcouncil.gov.uk](mailto:clerk@ststephenparishcouncil.gov.uk)

Web: [www.ststephenparishcouncil.gov.uk](http://www.ststephenparishcouncil.gov.uk)



To: Councillors

Wendy Berriman

David Brannen

Martin Doyle

Ajanta Hilton

Dorothy Kerry

David Parry

Bill Pryce

Mark Skelton

Nicholas Tyndale

David Yates

Eileen Whittaker

You are summons to attend the **Full Council Meeting Minutes**  
held on **Thursday 15 April 2021** at **7:30pm**

**Remote Meeting via**

<https://zoom.us/j/93068126392?pwd=OXdXZ0JkWUw2L2pYRVF2RGdtZGFsZz09>

**Meeting ID: 930 6812 6392**

**Passcode: 030109**

Please note due to the Covid-19 Coronavirus crisis St Stephen Parish Council will not be holding any face to face meetings until further notice. Instead meetings will be held remotely (s.78 Coronavirus Act 2020) via Zoom (<https://zoom.us/>) at the meeting ID above.

Members of the public and press are invited to attend and are requested to contact the Clerk prior to joining the meeting (contact details above).

*S Hake*

Sue Hake

Clerk

9 April 2021

**Please be aware that members of the public may record, film, photograph or broadcast this meeting**

**2021/139 To receive and accept apologies for absence**

**2021/140 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

**2021/141 To confirm the minutes of the Full Council meeting held on 18 March 2021 to be signed outside of the meeting**

**2021/142 Public Participation – to receive petitions, comments and questions**

To welcome public participation in accordance with the Public Speaking Policy

**2021/143 Reports: Finance, Policy and Resources**

- a) To confirm list of April payments (circulated)
- b) To note budget reports and nominate finance committee member to sign reports
- c) Agree list of Direct Debits
- d) To agree amendment to Bank Account mandate to include current members of the Finance Committee
- e) To consider a discount application from the St Stephens Gardening Club
- f) To review the Council's media protocol

**2021/144 To note the ability to hold remote Council meetings expires on 7 May and to approve a Scheme of Delegation**

**2021/145 To consider and agree Terms of Reference for the Council's committees**

**2021/146 To discuss future meeting format and agree calendar of meetings May 2021-April 2022**

**2021/147 To note the outstanding requirements for the action plan and list of projects for the Parish Strategic Plan in relation to the S106 funding currently held by SADC**

**2021/148 To consider grass cutting tenders and/or agree alternative arrangements**

**2021/149 To note minutes and notes and agree recommendations from the Council's Committees**

- a) Planning Committee – to agree nominated Cllrs to meet with the new scaffold company who are operating out of the Travis Perkins site to discuss lorry movements
- b) HR Committee
- c) Fixed Assets Working Group
- d) Finance Committee – to agree sale of equipment and vehicles and purchase of new equipment and vehicle.
- e) Woodbury Field Task & Finish Group

**2021/150 Clerks Report**

Request from SADC for future Street name proposals for the purpose to celebrate the residents/history of the Parish.