

ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

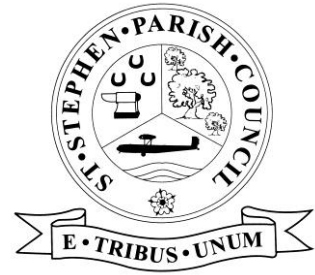
THE PARISH CENTRE STATION ROAD BRICKET WOOD

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Full Council Meeting Minutes

held on Thursday 18 March 2021 at 7:30pm

Remote Meeting via zoom

Present: Councillors

Wendy Berriman

David Brannen

Martin Doyle

Ajanta Hilton

Dorothy Kerry

David Parry

Bill Pryce

Mark Skelton

Nicholas Tyndale

David Yates

Eileen Whittaker

Also Present: Sue Hake, Clerk, Isabel Crozier, Assistant Clerk

3 members of the public

2021/125 To receive and accept apologies for absence

Cllr Sue Featherstone (HCC and SADC Cllr),

2021/126 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

2021/127 To confirm the minutes of the Full Council meeting held on 18 February 2021 to be signed outside of the meeting

Resolved: Cllr Pryce proposed confirmation of the minutes of the Full Council meeting held on 18 February 2021 to be signed outside of the meeting, seconded Cllr Kerry

Votes in favour: Unanimous

Motion Carried

2021/128 Public Participation – to receive petitions, comments and questions

To welcome public participation in accordance with the Public Speaking Policy

The Clerk confirmed no requests to speak had been received

Three members of the public attended the meeting

2021/129 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 Yates gave an update on District Council enforcement inc the Butterfly World site

2021/130 Reports: Finance, Policy and Resources

a) To confirm list of March payments (circulated)

Resolved: Cllr Pryce proposed agreement of the March payments, seconded Cllr Berriman

Votes in favour: Unanimous

Motion Carried

b) To note budget report-The Clerk confirmed there would not be a need to use reserves previously forecast as the buildings condition surveys and valuations had

not yet taken place, with further savings made by project delays where possible to offset against the significant loss of venue room hire and sports grounds hire income.

Thanks were expressed to the Clerk and staff for managing the budget well through the current circumstances

- c) To agree the purchase of a replacement laptop for the Clerk up to £864 inc VAT
Resolved: Cllr Parry proposed the purchase of the replacement laptop up to the quote of £864, seconded by Cllr Pryce.
Votes in favour: Unanimous **Motion Carried**

- d) To agree extending the Internal Audit contract
Resolved: Cllr Pryce proposed extending the contract of the internal auditor, seconded Cllr Kerry.
Votes in favour: Unanimous **Motion Carried**

- 2021/131 To discuss and re-confirm dates of the Annual Council and Parish meetings**
Resolved: Cllr Parry proposed agreement of both meetings to be held on 20 May 2021 via zoom, seconded Cllr Whittaker
Votes in favour: Unanimous **Motion Carried**

- 2021/132 To discuss future community events and how they could be managed post summer 2021**
As there is reduced admin availability to support this type of activity, it was agreed the Parish Council would retain the running of Remembrance Day.
Cllr Pryce suggested the Carol concert should also be run by the Council
It was agreed the Annual Events Working Party will continue to be chaired by Cllr Berriman
Actions:
- Cllr Berriman arrange to hold a meeting to initially commence preparations for Remembrance Day in November.
 - Cllr Pryce to contact potential interested parties of the Armed Forces Day to discuss possibility of having a display in the Parish Centre to be assisted by Cllrs Berriman, Kerry, & Whittaker
 - Cllr Pryce to contact other organisations through the Leisure Committee, to ask what events they would be interested in running in the Parish in the future

- 2021/133 To note the outstanding requirements for the action plan and list of projects for Parish Strategic Plan.**
It was noted St Albans District Council have now received the £33k S106 monies from Hanstead Wood developers that should be available towards the proposed Woodbury Field Play area project.
Actions:
- Cllr Parry to set up a meeting with Cllrs, Bricket Wood residents to discuss the proposals identified from responses to the completed survey in the next two weeks.
 - Cllr Pryce to contact Amanda Foley to continue to follow up the proposed devolvement of assets from the District Council to the Parish Council

- 2021/134 To note minutes and agree recommendations from the Council's Committees**
a) Planning

- Noted
- b) Leisure
Noted
- c) HR Update and Recommendation to agree revisions to the Health and Safety Policy and ongoing reviews to be made
The HR committee confirmed that the General Groundsman would be retiring at the end of the month and that the Head Groundsman had resigned.
Resolved: Cllr Pryce proposed that the Health & Safety Policy, as circulated, be adopted, seconded Cllr Berriman
Votes in favour: Unanimous **Motion Carried**

2021/135 To agree representation on outside bodies

- a) Hertfordshire Association of Parish and Town Councils
Cllr Pryce agreed he would stand again if no one else wished to stand and suggested a substitute also be nominated
No other councillors requested to stand. Cllr Yates volunteered to be substitute to Cllr Pryce
Resolved: Cllr Parry proposed Cllr Pryce be nominated to represent the St Stephen Parish Council and Cllr Yates to be substitute, seconded Cllr Tyndale
Votes in favour: Unanimous **Motion Carried**

2021/136 Clerks Report

Park Street Complaint-Pools of Muddy water surround play equipment at Park Street Rec Play Area

Action: Complaint to be taken for discussion to the next Leisure Meeting in April

2021/137 Exclusion of the press and public (In Camera):

To resolve to consider item 2021/138 after the public, including press, have been excluded for reasons of personal staffing matters.

Resolved: Cllr Parry proposed the exclusion of item 2021/138 to be held in Camera, seconded Cllr Pryce

Votes in favour: Unanimous

Motion Carried

2021/138 HR Staffing update

A full update was provided to all councillors on all staffing issues by the Clerk and HR Committee.

Cllrs Pryce, Parry and Berriman expressed thanks to the Clerk and Assistant Clerk on dealing with the HR issues

The meeting closed at 9.13pm