

# ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

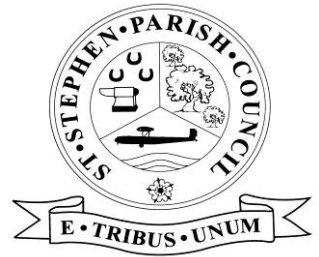
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## Minutes of Full Council Remote Meeting

held on Thursday 22 April 2021 at 7:30pm via zoom

**Present:** Councillors

David Brannen

David Parry

Nicholas Tyndale

Martin Doyle

Bill Pryce

David Yates

Dorothy Kerry

Mark Skelton

Eileen Whittaker

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

Three members of the public attended

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

Apologies were received from Cllrs Berriman and Hilton

### 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

None received

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

**Resolved:** Cllr Pryce proposed agreement of the minutes held 18 March 2021 and for the signing to be made outside of the meeting, seconded Cllr Kerry

**Votes in favour:** Unanimous

**Motion Carried**

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

To welcome public participation in accordance with the Public Speaking Policy

The Chair of Park Street Residents Association was invited to speak about the suggestions for a defibrillator at How Wood shops, possibly on the wall of the hair salon and a request to have a book swap library cabinet

Cllr Parry asked if the Residents Association could work with the shopkeepers to arrange installation and monitoring as the Parish Council may be able to take on maintaining replacement of the pads and battery, the same as they currently do for both of the defibrillators in Bricket Wood.

Cllr Parry enquired if the Chair of the Residents Association could apply for funding for a book storage unit and proposed this suggestion be taken to the next Leisure meeting and a suitable location identified.

The Chair of the Residents Association said she would take both items to the RA committee meeting and left the meeting at this point

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

a) To confirm list of April payments and January to March DD payments (circulated)

**Resolved:** Cllr Pryce proposed agreement of the list of payments, seconded Cllr Kerry

Votes in favour: Unanimous

**Motion Carried**

- b) To note budget reports and nominate finance committee member to sign reports  
Deferred to the next meeting
- c) Agree list of Direct Debits  
Deferred to the next meeting
- d) To agree amendment to Bank Account mandate to include current members of the Finance Committee  
**Resolved:** Cllr Parry proposed all bank account mandates include current members of the Finance Committee and to ensure this incorporates HSBC, seconded Cllr Pryce  
Votes in favour: Unanimous **Motion Carried**
- e) To consider a discount application from the St Stephens Gardening Club  
Cllr Brannen questioned the discount request as it is not a charity and Cllr Yates questioned if a deep clean would be required in the venue after the event.  
**Resolved:** Cllr Yates proposed granting discount application from St Stephen's Gardening Club for approval, seconded Cllr Pryce  
Votes in favour 6, against 1, abstained 2 **Motion Carried**
- f) To review the Council's media protocol  
Cllr Parry proposed the Communications Task and Finish Group, consisting of Cllrs Hilton, Skelton, Tyndale and Yates, do this,  
Cllr Yates also suggested circulating the 2012 District Council document  
**Action:** Communications Task and Finish Group to review the Parish Council's media protocol, draft a Communications Strategy and make recommendations to Full Council.
- g) To agree to spend £50 on books for each for the four parish primary schools from the grants budget  
**Resolved:** Cllr Brannen proposed an increase to £60  
Counterproposal by Cllr Yates to grant the sum for library materials  
Further counterproposal Cllr Parry proposed the sum of £75 be granted to each of the Four Primary Schools towards reading materials, seconded Cllr Brannen.  
Votes in favour: Unanimous **Motion Carried**

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

Cllr Pryce explained that parish councils have been strongly urged to respond to the government's 12 weeks call for evidence about how remote meetings have been used, following the government's decision not to extend remote meeting powers from 7 May 2021.

NALC, working with other stakeholders, have submitted written evidence to the court as part of the legal proceedings supporting a legal declaration on the ability of councils to hold remote meetings

Cllr Yates explained the District Council are aiming to hold hybrid meetings for planning.

Cllr Brannen raised concerns and explained he believes employees will be required to wear face masks

**Resolved:** Cllr Parry proposed the Council support continued use of zoom meetings where legal and use of the Sports Hall for the Parish and Annual Council meetings, seconded Cllr Pryce

Votes in favour: Unanimous

**Motion Carried**

**Action:** Clerk to confirm with Bookings Manager use of Sports Hall to permit social distancing for the next meeting

A draft Scheme of delegation was circulated in advance of the meeting.

**Resolved:** Cllr Yates proposed adopting the Scheme of Delegation subject to the amendment on page 3 to add in a sub heading of Staff Management and the word 'of' to second bullet point, suggested by Cllr Tyndale, seconded Cllr Kerry

Votes in favour: Unanimous

**Motion Carried**

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

Cllr Parry circulated Terms of Reference for Councillors to share feedback

**Actions:** All Councillors to share comments before the next Full Council meeting

Cllr Parry to work on documents with Assistant Clerk

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

**Resolved:** Cllr Parry proposed publishing the calendar of meetings, seconded Cllr Brannen

Votes in favour: Unanimous

**Motion Carried**

**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**

The Assistant Clerk confirmed S106 projects had not been fully costed.

Cllr Parry suggested the Terms of Reference for Community & Leisure, Planning & Environment and Finance Committees should incorporate a responsibility to work on projects for S106 monies to be spent according to proximity and criteria for eligibility.

**2021/148 To consider grass cutting tenders A-E:**

A - £19,677.00

B - £22,806.22

C - £35,164.00

D - £24,285.00

E - £27,166.43

A further option F had also been proposed from a contractor relating to the grass cutting tender for consideration

Grass cutting tenders C and E were removed from consideration as higher in cost.

Cllr Parry suggested the HR committee hold a meeting to consider Option F

**Resolved:** Cllr Pryce proposed the HR committee consider option F to be followed by the Finance Committee to make the final decision, seconded Cllr Whittaker

**Votes in favour:** Unanimous

**Motion Carried**

**Resolved:** Cllr Yates proposed the Finance Committee be given delegated authority to approve the final decision to offer the contract to A,B,D or F, seconded Cllr Parry

**Votes in favour:** Unanimous

**Motion Carried**

**2021/149 To consider Greenwood Park bin servicing tenders or discuss alternative arrangements**

Only Company B and E tendered for bin servicing and these were thought to be too high. However, these were based on a contract that specified weekend lifts. Now lockdown is easing the pressure on the park is easing. Concerns were raised about waste produced by the café and ice cream vendor.

**Resolved:** Cllr Parry proposed the specification is changed so all bins are emptied weekly on Mondays and a second time on Thursday/Friday for the most used bins.

Further quotes to be obtained based on revised spec and that delegated authority be

given to the Assistant Clerk and Clerk to decide who will be offered the contract,  
seconded Cllr Doyle

Votes in favour: Unanimous

**Motion Carried**

**2021/150 To note minutes and note 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

**Action:** Cllrs Yates, Pryce and Parry to arrange to meet via zoom

- b) HR Committee-No recommendations  
c) Fixed Assets Working Group-No recommendations

Cllr Parry noted the time of the meeting had exceeded two hours and asked members if they would like to continue and/or have a comfort break.  
Members agreed to continue without a comfort break

- d) Finance Committee – to agree sale of equipment and vehicles/assets and the purchase of new equipment and vehicle.

**Resolved:** Cllr Parry proposed retaining both mowers and the seeder, the sale of items to company D of the case tractor, forklift truck, hedgecutter, roller and diesel tank container for the sum of £17,800 plus VAT and approval for the purchase of the rotaknife, trailer and tractor tines, seconded Cllr Tyndale  
Votes in favour: Unanimous **Motion Carried**

- e) Woodbury Field Task & Finish Group-the group met in April and are meeting in May to progress the project. An application for £75,000 has been submitted to Veolia and we should know whether this has been successful in June.

- f) Annual Events Working Group – to consider the creation of list of local organisations

**Action:** Creation of list of Local organisations delegated to the Community and Leisure Committee

**2021/151 Clerks Report**

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

**Action:** Deferred to Community & Leisure Committee

- b) Request received from Park Street Residents Association for new defibrillator at How Wood shops. (see 2021/142)

- c) Request from Park Street Residents Association for the siting of a book swap at a Parish Council building or land holding. (see 2021/142)

Meeting closed at 9.57pm

Signed:

Date: