

ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

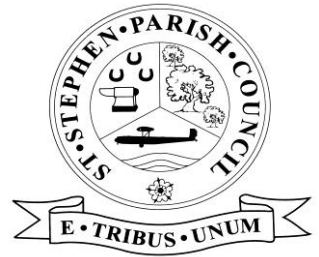
THE PARISH CENTRE STATION ROAD BRICKET WOOD

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Minutes of the Annual Full Council Meeting

held on **Thursday 27 May 2021** at 7:30pm

Venue: Greenwood Park Community Centre, Tippendell Lane,
Chiswell Green, St Albans, AL2 3HW

Present: Councillors

David Brannen

Ajanta Hilton

Mark Skelton

David Parry(Chair)

Dorothy Kerry

Eileen Whittaker

Martin Doyle

Bill Pryce

David Yates

Also Present: Sue Hake – Clerk, Isabel Crozier - Assistant Clerk (taking minutes)
Cllr Stella Nash (SADC and HCC Cllr), Cllr Richard Curthoys (SADC) and four members of the public

2122/001 To elect a Chair for the year 2021/22 and sign Declaration of Acceptance of Office

RESOLVED: Proposed Cllr Pryce, seconded Cllr Kerry,
that Cllr Parry continue to serve as Chair for the coming year.

Votes in favour: unanimous

Motion Carried

2122/002 To elect a Vice-Chairman for the year 2021/22 and sign Declaration of Acceptance of Office

RESOLVED: Proposed Cllr Parry, seconded Cllr Kerry,
that both Cllrs Hilton and Pryce serve as joint Vice-Chairs for the coming year

Vote in favour: unanimous

Motion Carried

2122/003 To receive and accept apologies for absence

Apologies were received from Cllrs Berriman and Tyndale. Apologies also received from SADC Cllrs Abidi, Jacob and Featherstone.

2122/004 To receive declarations of interest and dispensations

- To receive declarations of interest from Councillors on items on the agenda
 - To receive written requests for dispensations for declarable interests
 - To grant any requests for dispensation as appropriate
- None received

2122/005 To confirm the minutes of the Full Council meeting held on 22 April 2021 to be signed

Resolved: Proposed Cllr Kerry, seconded Cllr Whittaker
that the minutes be approved as a true record

Votes in favour: Unanimous

Motion Carried

2122/006 To reconfirm date and venues for meetings 2021/22

Calendar of meeting dates were agreed with amendments to postpone the next Fixed Assets meeting and reschedule the Community and Leisure Meeting planned for May 2022 to avoid the District Council elections.

2122/007 To consider and agree Terms of Reference for the Council's committees

Cllrs received draft Terms of Reference for a new committee structure in advance of the meeting. The Planning Committee to be replaced with the Planning and Environment Committee, whereby Cllrs, Residents Associations, staff or residents could bring planning applications to the attention of the committee and ask that they be discussed. This would replace the need for all planning applications to be considered and discussed at every meeting. The Building Committee to be replaced by Fixed Assets Committee and Leisure replaced with Community and Leisure. Community and Leisure Committee would include reps from Residents Associations/the community who would have voting rights on non-financial decisions. Human Resources and Finance committees to remain but with new Terms of Reference.

RESOLVED: Proposed Cllr Pryce to adopt the draft Terms of Reference.

Counter Proposed: Cllr Brannen, not to adopt the Terms of Reference as they are but with an amendment to retain the current process for considering planning applications, this was not seconded so a vote was taken on the original proposal, seconded: Cllr Skelton

Votes in favour: 8, against: 1, abstentions: 0

Motion Carried

2122/008 To appoint representatives to serve on Committees, working parties and outside bodies

The Chair and Vice-chairs are ex-officio on all committees.

Finance Committee

Cllrs: Martin Doyle
Dorothy Kerry
David Parry
Mark Skelton
Eileen Whittaker
David Yates

Human Resources Committee

Cllrs: Wendy Berriman
Ajanta Hilton
Dorothy Kerry
David Parry
Bill Pryce
Nicholas Tyndale
Eileen Whittaker

Planning and Environment Committee

Cllrs David Brannen
Martin Doyle
Dorothy Kerry
Bill Pryce
Mark Skelton
David Yates

Community and Leisure Committee

Cllrs: Wendy Berriman
Dorothy Kerry
David Parry
Bill Pryce

Eileen Whittaker
Up to four Co-opted from the community

Fixed Assets Committee

Cllrs: Martin Doyle
David Parry
Bill Pryce
Mark Skelton
Nicholas Tyndale
David Yates

Alternative Funding Task and Finish Group

Cllrs: David Parry
Ajanta Hilton

Future Developments Task and Finish Group

Cllrs Wendy Berriman
Martin Doyle
David Parry
Mark Skelton
David Yates

Youth Projects Task and Finish Group

Cllrs Wendy Berriman
Ajanta Hilton
David Parry
Mark Skelton

Woodbury Field Task and Finish Group

Cllrs Wendy Berriman
David Parry
Bill Pryce

Communications Task and Finish Group

Cllrs Ajanta Hilton
David Parry
Mark Skelton
Nicholas Tyndale

Neighbourhood Plan Steering Group

Cllrs Dorothy Kerry
Bill Pryce

Annual Events Working Party

Cllrs Wendy Berriman
Ajanta Hilton
Dorothy Kerry
Bill Pryce
Eileen Whittaker

Bricket Wood Joint Management Committee (SADC)

Cllrs David Brannen

Dorothy Kerry
David Yates
David Parry

ABFLY

Cllrs David Parry
Nicholas Tyndale

Community Rail Partnership
Cllr David Parry

Bricket Wood Station Trust
Cllr Bill Pryce

St Albans and District Association of Local Councils
Cllr David Parry

Herts Association of Parish and Town Councils
Cllr Bill Pryce

Park Street Village Hall
Cllr Bill Pryce

STRIFE
Cllr Bill Pryce

Park Street Primary School
Cllr Bill Pryce

How Wood Primary School
Cllr Bill Pryce

Killigrew Primary School
Cllr Ajanta Hilton

Mount Pleasant Primary School
Cllr David Parry

2122/009 Public Participation – to receive petitions, comments and questions

To welcome public participation in accordance with the Public Speaking Policy
None

2122/010 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 Sue Featherstone provided an update via email. Cllr Featherstone didn't stand for the County Council seat and Cllr Stella Nash is now the County Councillor for the St Stephens Division. Cllr Featherstone remains an SADC Cllr for St Stephen Ward.

Cllr Stella Nash thanked the Parish Council for their amazing efforts this year. Cllr Nash has been elected as the HCC St Stephen Ward Cllr and has taken on the role of

Portfolio Holder for Adult Care, Health and Wellbeing.

Cllr Richard Curthoys introduced himself as the new SADC Cllr for Park Street Ward and provided an update.

2122/011 To review and adopt the Code of conduct

RESOLVED: Proposed Cllr Pryce, seconded Cllr Yates that the Code of Conduct, as circulated, be adopted
Votes in favour: Unanimous

Motion Carried

2122/012 To review and adopt the Standing Orders

RESOLVED: Proposed Cllr Kerry, seconded Cllr Whittaker that the Standing Orders, as circulated, be adopted
Votes in favour: Unanimous

Motion Carried

2122/013 To review and adopt the Financial Regulations

RESOLVED: Proposed Cllr Pryce, seconded Cllr Brannen that the Financial Regulations, as circulated, be adopted
Votes in favour: Unanimous

Motion Carried

2122/014 To consider options to fill Park Street vacancy on the Council

RESOLVED: Proposed Cllr Parry seconded Cllr Pryce that the cllr vacancy in Park Street ward be advertised and expressions of interest in co-option to the Council be invited.
Votes in favour: Unanimous

Motion Carried

2122/015 Reports: Finance, Policy and Resources

a) To confirm lists of May payments (circulated)

RESOLVED: Proposed Cllr Kerry, seconded Cllr Brannen that the May Payments circulated be approved
Votes in favour: Unanimous

Motion Carried

b) To note budget reports

The Clerk shared a budget summary on the screen.

c) Agree list of Direct Debits

RESOLVED: Proposed Cllr Pryce, seconded Cllr Yates that the Direct Debits, as circulated, be adopted
Votes in favour: Unanimous

Motion Carried

d) To consider a grant application in support for the Armed Forces Day event

RESOLVED: Proposed Cllr Pryce, seconded Cllr Yates that a grant of £500 be made to cover expenses for Armed Forces Day 2021
Votes in favour: Unanimous

Motion Carried

2122/016 To note minutes and note and agree recommendations from the Council's Committees

a) Planning Committee

Noted

b) HR Committee

Noted

c) Finance Committee

Noted

d) Woodbury Field Task & Finish Group

Cllr Pryce gave an update on this and explained that uncertainty over the boundary

position highlighted by the Devolvement of Assets process may complicate it.
e) Annual Events Working Group -To discuss and agree changes to the Carol Concert format

RESOLVED: Proposed Cllr Parry, second Cllr Yates

To change from the carol concert to Christmas market format

ACTION: Cllrs Parry, Pryce, and Hilton to ask the schools if the proposed new format would compete with Christmas fairs and if the schools could still be involved.

2122/017 Clerks Report

ACTION: The Clerk to forward an enquiry regarding whether the Cllrs would be interested in a networking forum with other cllrs via Facebook.

Meeting closed at 8.58pm

Signed:

Date: