

# ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

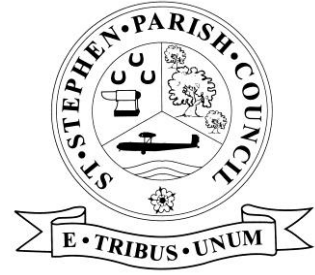
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## Full Council Meeting Held on Thursday 22 July 2021 at 7.30pm at St Stephen Suite, Parish Centre, Station Rd, Bricket Wood

### Present: Councillors

Wendy Berriman

David Brannen

David Parry

Bill Pryce

Eileen Whittaker

Mark Skelton

### Also Present:

Cllr Richard Curthoys

Susan Hake, Clerk and Isabel Crozier, Assistant Clerk

### 2122/029 To receive and accept apologies for absence

Cllrs: Martin Doyle, Ajanta Hilton, Dorothy Kerry, Nicholas Tyndale, David Yates  
District Councillor Syed Abidi, District and County Councillor Stella Nash

### 2122/030 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

### 2122/031 To confirm the minutes of the Annual Full Council meeting held on 24 June 2021 to be signed

**Resolved:** Cllr Pryce proposed confirmation of the minutes to be signed, seconded Cllr Brannen,

Votes in favour: Unanimous

**Motion Carried**

### 2122/032 Public Participation – to receive petitions, comments and questions

To welcome public participation in accordance with the Public Speaking Policy

No members of the public attended

### 2122/033 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 Richard Curthoys gave an update of actions being undertaken following contact from local residents.

The Clerk has circulated the Leaders report provided by District Councillor Abidi.

### 2122/034 Reports: Finance, Policy and Resources

a) To confirm lists of July payments (circulated)

Confirmed

b) To note Apr-Jun Direct Debit and card payments

Noted

- c) To note budget to actuals report

**Action:** Clerk to circulate and notify all cllrs that if they have any queries regarding the report these should be referred to Cllrs Kerry and Parry

- d) To review quotes and confirm £1380 for replacement barn doors

Confirmed

- e) To confirm £3744 quote for improved path access to GWP tennis courts

Confirmed

- f) To agree the purchase of a Utility Vehicle at £16,733 + VAT

**Resolved:** Cllr Skelton proposed the purchase of the Utility Vehicle at £16,733 + VAT, seconded Cllr Pryce

**Votes:** In favour: Unanimous

**Motion Carried**

- g) To review and agree Publication Scheme

The Clerk confirmed the internal auditor had verbally flagged up the list of councillors claiming allowances should be on the website.

**Resolved:** Cllr Pryce proposed adopting the Publication Scheme, seconded Cllr Skelton.

**Votes:** In favour: Unanimous

**Motion Carried**

- h) To discuss and agree bin emptying contract options and budget virement

**Resolved:** Cllr Parry proposed the virement of up to £7,000 from Grounds maintenance salary budget to cover the cost of bin emptying, seconded Cllr Berriman

**Votes:** In favour: Unanimous

**Motion Carried**

**ACTION:** Assistant Clerk to create posters asking people to take their rubbish home and to post on Facebook a request for people to consider this to reduce the rubbish in park bins.

- i) To discuss and confirm finance committee membership

Agreed Terms of reference quote 6 members plus Ex officio, the Chair and Vice Chairs.

**Action:** Defer to the next Finance meeting to confirm

- j) To Agree to ask developer to change the wording of S106 for wood-clad cabin to improvements to facilities on Woodbury field

**Resolved:** Cllr Parry proposed a letter is sent to the developer to request changes to the wording of the S106 agreement from a wood-clad cabin to improvements to facilities on Woodbury Field, seconded Cllr Pryce.

**Votes:** In favour: Unanimous

**Motion Carried**

- k) To consider and agree any grant/discount applications

- i. Hearing dogs for deaf people fund raising event

**Resolved:** Cllr Pryce proposed agreement for the discount requested, seconded Cllr Skelton

**Votes:** In favour: Unanimous

**Motion Carried**

## **2122/35 To note minutes (circulated) and agree recommendations from the Council's Committees**

- a) Planning & Environment Committee

Cllr Parry reminded councillors to notify Isabel of items to be included on the Planning agenda as part of the new process that is being monitored and to be reviewed after six months.

Cllr Pryce provided an update on the Neighbourhood Plan consultation and is awaiting on feedback from Chris Briggs at the District Council prior to an inspector being allocated with the aim to go to referendum in May 2022.

- b) Finance Committee

Noted

- c) Community and Leisure Committee – to consider silent fireworks/beacon lighting event for Queens Platinum Jubilee 2-5<sup>th</sup> June 2022  
C&L meeting was attended by representative from the 3 resident associations who participated.  
**Action:** Fireworks to be discussed at the next C&L meeting. Minutes to be circulated
- d) Annual Events Working Group  
The next meeting will take place at the Parish Centre on Wednesday 28 July at 7pm.  
Cllr Berriman explained the proposed changes to the Carol Concert.  
Remembrance Day and Armed Forces Day to be discussed

### **2122/036 Clerks Report**

- a) Correspondence received  
Letter received about lack of benches in How Wood.  
Email received about lack of support from Police about loud music being played in a car outside of a residents address in Bricket Wood.
- b) External Audit update  
The Clerk confirmed the Parish Council had been picked to have an interim audit and further information would now need to be provided for this.
- c) Staff annual leave notification  
The Clerk gave an update of the 5 staff members leave booked through to September.
- d) Update on co-option of a councillor for Park Street Ward  
Two of the four candidates have been met virtually with the remaining two to have a meeting on Tuesday 27<sup>th</sup> July which will then enable a Co-Option to take be included at the next Full Council meeting in September.

The meeting closed at 9.14pm

Signed

Chair

Date