

ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

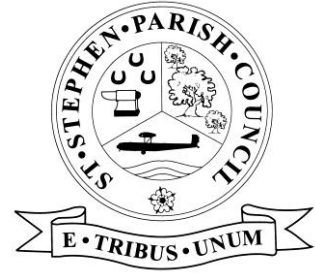
THE PARISH CENTRE STATION ROAD BRICKET WOOD

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Minutes of Full Council Meeting held on **Thursday 16 September 2021 at 7.30pm** St Stephen Suite, Parish Centre, Station Rd, Bricket Wood

Present: Councillors

Wendy Berriman

Bill Pryce

David Yates

Martin Doyle

Mark Skelton

Eileen Whittaker

David Parry

Nicholas Tyndale

Also Present: Sue Hake, Clerk

Two members of the public

Cllr Nash arrived during item 42

2122/037 To receive and accept apologies for absence

Apologies received from Cllrs Dorothy Kerry, David Brannen and Ajanta Hilton and District Councillors, Syed Abidi, Sue Featherstone, Aaron Jacobs, Richard Curthoys

2122/038 To receive declarations of interest and dispensations

a) To receive declarations of interest from Councillors on items on the agenda

Cllr Doyle informed the Council for item 2122/043 that he knew two of the candidates who had expressed interest to be a councillor.

b) To receive written requests for dispensations for declarable interests

None received

c) To grant any requests for dispensation as appropriate

None received

2122/039 To confirm the minutes of the Full Council meeting held on 22 July 2021 to be signed

Resolved: Cllr Pryce proposed approval of the minutes to be signed by the Chair, seconded Cllr Skelton

Votes in favour: Unanimous

Motion Carried

2122/040 Public Participation – to receive petitions, comments and questions

To welcome public participation in accordance with the Public Speaking Policy

One member of the public requested to speak and enquire if the Council would be holding the Armed Forces Day on 26 June 2022

Cllr Parry explained the Parish Council had reduced the number of events being held since Covid but would support funding community run events and use of Parish facilities. It was also confirmed that staffing and budget resources have not yet been considered and agreed for 2022.

2122/041 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
No reports were supplied for this meeting

2122/042 Reports: Finance, Policy and Resources

a) To confirm lists of August and September payments (circulated)

Resolved: Cllr Pryce proposed confirmation of the August and September list of payments, seconded Cllr Skelton

Votes in favour: Unanimous

Motion Carried

b) To note budget report

Noted

The Clerk informed Councillors that the Income levels are on schedule to exceed the reduced budgeted figure subject to no further Covid lockdowns being enforced, however the District Council had further changed the status of billing for the Business Rates to remove reductions for the current year. They have also commenced clawback of the rebate given for all of the Parish Council Business rates for 2020-21 taking double payments by direct debit for both financial years that had not been budgeted for that would need to be covered by reserves.

Resolved: Cllr Parry proposed the Clerk confirm status of other Parish Council Business rates payments & to schedule a Finance meeting possibly via zoom to discuss in more detail to take a recommendation to Full Council, seconded Cllr Tyndale.

Votes in Favour: Unanimous

Motion Carried

c) To agree Councillor allowance rate for 2022-23 to inform the District Council

Resolved: Cllr Pryce proposed the Councillor allowance continues to remain at the same rate as previous years at £360, seconded Cllr Berriman.

Votes in favour: Unanimous

Motion Carried

d) Review fidelity insurance cover

Resolved: Cllr Parry proposed the Fidelity insurance continues to remain the same at £884K for the new insurance quote, seconded Cllr Doyle.

Votes in favour: Unanimous

Motion Carried

e) To extend agreement for Internal Auditor

Resolved: Cllr Berriman proposed to continue to use Kevin Rose, the Internal auditor from IAC Audit & Consultancy Ltd, seconded Cllr Tyndale.

Votes in favour: Unanimous

Motion Carried

f) To agree a quote for the revaluation/rebuild costs of parish buildings for insurance purposes.

Recommend quote £1850 plus VAT from professional fees

Following a further discussion the Assistant Clerk has clarified the work included in the quote from company A and has requested changing the recommendation to company A.

Resolved: Cllr Parry proposed ~Company A complete the revaluation/rebuild costs at the quotes price of £900 (£750 + VAT) Seconded Cllr Skelton

Votes in favour: Unanimous

Motion Carried

g) To agree the purchase of replacement chairs and tables for the GWP CC lounge, up to £1800 from reserves

Resolved: Cllr Parry proposed the agreement to spend up to £1800 from reserves to purchase replacement chairs and tables subject to the caveat that the table size remained large enough to accommodate existing U3A hire, seconded Cllr Whittaker

Votes in favour: Unanimous

Motion Carried

h) To consider and agree any grant/discount applications

i. Hearing dogs for deaf people Annual AGM

Resolved: Cllr Parry proposed the discount is given in accordance with the discount policy and to inform person requesting the discount that future discounts may change with the need to be specific to the local Parish residents. Seconded Cllr Pryce

Votes in favour: Unanimous

Motion Carried

2122/043 To vote to co-opt a candidate for Park Street Ward Councillor vacancy

The HR panel provided feedback to the Council on the candidates for the Councillor vacancy and voting slips completed by all 9 attending councillors.

Votes in favour of Dan Spelman being co-opted held the majority vote of 6

Resolved: Dan Spelman to be co-opted for the Park Street Councillor vacancy subject to completion of signing the acceptance of office, Code of conduct, Register of Interest documents and induction.

Motion Carried

Action: Clerk to thank the remaining three candidates for expressing an interest to become Councillor with St Stephen Parish Council

2122/44 To note minutes (circulated) and agree recommendations from the Council's Committees

a) Planning & Environment Committee

Cllr Yates provided feedback on Planning

b) Finance Committee

Meeting postponed, to be rescheduled

c) Community and Leisure Committee

Progress is being made for the repair of the Chiswell Green Clock

d) Fixed Asset Committee

Recommendation to Register all Parish Council sites for VAT

Resolved: Cllr Doyle proposed to opt to Tax all Parish Council sites if required, seconded Cllr Berriman

Votes in favour: Unanimous

Motion Carried

e) Annual Events Working Group

Updates were provided for Remembrance day road closure requested by Cllr Pryce and Cllr Hilton confirmed approximately 30 stalls interested to be at the Christmas mini market.

2122/045 Clerks Report

a) Correspondence received Meeting invitation circulated)

b) Parish Conference feedback

Cllrs Parry chaired this meeting, also attended by Cllrs Pryce and Hilton provided feedback on agenda items

c) Code of conduct training

There is a session being held on 30 September by the Monitoring Officer but it is not clear if further sessions may be held

Cllr Nash agreed to provide updates to the Clerk for circulation to Councillors

2122/046 Exclusion of the press and public (In camera):

To resolve to consider item 2122/047 after the public, including press, have been excluded for reasons of personal sensitivity

Resolved: Cllr Tyndale proposed items 2122/047 be held in Camera, seconded Cllr Pryce.

Votes in favour: Unanimous

Motion Carried

The two members of public and Cllr Nash left the meeting at this point

2122/047 Consideration of the implementation of the District Council Codes of Conduct and statutory Declaration of Interests in relation to Planning'

Resolved: Cllr Parry proposed obtaining legal advice on the matter, liaise with the clerk and keep the Council informed, seconded Cllr Pryce

Votes in favour, Unanimous

Motion Carried

The meeting closed at 9.35pm

Signed

Date