

# ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

THE PARISH CENTRE STATION ROAD BRICKET WOOD

ST ALBANS HERTS AL2 3PJ

Tel: 01923 681443

Email: [clerk@ststephenparishcouncil.gov.uk](mailto:clerk@ststephenparishcouncil.gov.uk)

Web: [www.ststephen-pc.gov.uk](http://www.ststephen-pc.gov.uk)



## Minutes of the Full Council Meeting

held on Thursday 21 October 2021 at 7.30pm

Venue: St Stephen Suite, Parish Centre, Station Rd, Bricket Wood

### Present: Councillors

David Brannen

David Parry

Daniel Spelman

Ajanta Hilton

Bill Pryce

Nicholas Tyndale

Dorothy Kerry

Mark Skelton

Eileen Whittaker

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

#### 2122/048 To receive and accept apologies for absence

Apologies received from Cllrs, Wendy Berriman, Martin Doyle, David Yates, and District Cllrs, Sue Featherstone, Aaron Jacob

#### 2122/049 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 declared

#### 2122/050 To confirm the minutes of the Full Council meeting held on 16 September 2021 to be signed

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

#### 2122/051 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 or submitted any documents prior to the meeting

#### 2122/052 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 provided or Councillors present

#### 2122/053 Reports: Finance, Policy and Resources

- To confirm lists of September and October payments (circulated)

**Resolved:** Cllr Kerry proposed confirmation of the payment lists, seconded Cllr Whittaker

**Votes in favour:** Unanimous

**Motion Carried**

- To note card and direct debit payments Jul-Sep 2021

Noted

- To receive September six month actuals-budget report

To be forwarded with projected income as soon as possible

- To agree an amount of £500 to include the purchase of 21 wreaths and donation for 2021 Remembrance Day

**Resolved:** Cllr Kerry proposed agreement of the expenditure up to £500 seconded Cllr Brannen for the purchase of the wreaths

**Votes in favour:** Unanimous

**Motion Carried**

**Resolved:** Cllr Parry also proposed the Parish Council would purchase the wreaths on behalf of the Local organisations for this year only, seconded Cllr Pryce.

**Votes in favour:** Unanimous **Motion Carried**

e) To review the Grants and Discounts Policy and agree budget for 2022/23

**Resolved:** Cllr Whittaker proposed agreement to the policy and changes on page 2 of the document, seconded Cllr Pryce.

**Votes in favour:** Unanimous **Motion Carried**

**Resolved:** Cllr Kerry proposed agreement for grant budget to be linked with setting the 2022/23 budget setting process, seconded Cllr Whittaker.

**Votes in favour:** Unanimous **Motion Carried**

f) To consider and agree any grant/discount applications

**Resolved:** Cllr Pryce proposed agreement to pay St Lukes £240 grant, seconded Cllr Kerry,

**Votes in favour:** Unanimous **Motion Carried**

g) To review and Agree the Business Risk Assessments 2021-22

Cllr Brannen requested the inclusion of the legionella report and monitoring be included as part of the Business Risk Assessment

**Resolved:** Cllr Hilton proposed agreement of the Business Risk Assessments 2021/22 with the addition of the legionella item, seconded Cllr Brannen

**Votes in favour:** Unanimous **Motion Carried**

h) To consider & agree insurance renewal quote to commence from 18 November 21

The Clerk explained the difficulty with obtaining insurance quotes as brokers were not able to provide three different quotes.

WPS declined to provide any quotes at this time, BHIB were still trying to confirm the quote from the single company they were using and Gallagher (previously known as Came & Co) had obtained one quote only that was significantly higher than the 20-21 policy for a one and or three year option.

Cllr Brannen confirmed insurance prices were extremely high at the present time.

**Resolved:** Cllr Brannen proposed the Clerk be given delegated power to accept the one year quote received or a second quote if lower, seconded Cllr Pryce.

**Votes in favour:** Unanimous **Motion Carried**

#### **2122/054 To receive a report from Cllr Pryce on Community Involvement**

**Resolved:** Cllr Tyndale proposed that the Annual Events Working Party consider events for the full Council to take the lead on and take a recommendation to Full Council on an event by event basis and this should take into account the desire and involvement of the community and identify what resources will be required (including additional staffing) well in advance of the event, seconded Cllr Skelton

**Votes in favour:** Unanimous **Motion Carried**

#### **2122/055 To receive a report from Cllr Pryce on renaming the Parish Council to Community Council**

**Resolved:** Cllr Skelton proposed the Parish Council name remains unchanged and do not investigate changing the name further, seconded Cllr Hilton.  
Not carried.

**Resolved:** Cllr Kerry confirmed support in principal and counter proposed to defer considering the options for changing the name for a minimum period of 12 months, seconded Cllr Parry.

Votes in favour: 5, against 1 and 3 abstained

**Motion Carried**

**Action:** Clerk to annotate on the Strategic Plan

#### **NB: Cllr Parry asked if Councillors were happy to extend the meeting after 10pm**

**Votes in favour:** Unanimous

**Motion Carried**

#### **2122/056 To agree hire rates for 2022**

Agreed to defer to November meeting (2122/053f)

**2122/057 To note minutes (circulated) and agree recommendations from the Council's Committees**

- a) Planning & Environment Committee  
Noted
- b) Annual Events Working Group
  - i. Remembrance Day  
Cllr Pryce updated councillors on the plans for Remembrance Sunday
  - ii. Christmas Market.  
Cllr Hilton updated councillors on the Christmas Market
  - iii. Queens Platinum Jubilee Celebration June 2022  
To be discussed further at Events working party as per Item 54
  - iv. Armed Forces Day June 2022  
To be discussed further at Events working party as per Item 54
- c) Fixed Asset Committee-postponed, to be rescheduled

**2122/058 Clerks Report**

- a) Correspondence received -The clerk confirmed circulating the invitation requesting volunteers to represent SSPC at the Hertfordshire Climate Change & sustainability on 3 November- No members were available to attend
- b) The clerk informed the council, Cllr Jacob has requested to meet Parish Councillors to discuss S106 monies.
- c) The clerk informed councillors Lyn Henny from the District Council would be visiting and inspecting the Pavilion at Park Street on the next morning.
- d) The clerk informed the council about a call from Phil Bruce Green (District Council Officer) enquiring about the possible use of Greenwood Park as a location for a large Skate Park.
- e) The clerk reminded councillors of need to progress with Council priorities to aid planning and to decide on budget requirements for 2022-23.

**2122/059 To discuss feasibility of informal committee Zoom meeting decisions to be ratified by Full Council- Cllr Parry**

Cllr Parry explained the reason for this item but no discussion was held at this time

Meeting closed at 10.22pm

Signed

Date