

# ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

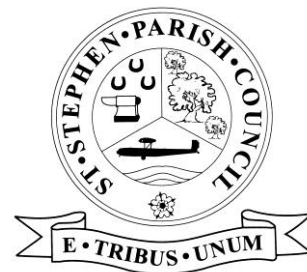
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## Minutes of Full Council Meeting

Held on Thursday 18 November 2021 at 7.30pm

At St Stephen Suite, Parish Centre, Station Rd, Bricket Wood

### Present: Councillors

Wendy Berriman

Bill Pryce

Nicholas Tyndale

David Brannen

Mark Skelton

David Yates

David Parry

Daniel Spelman

Eileen Whittaker

Also present: Sue Hake, Clerk

### 2122/060 To receive and accept apologies for absence

Apologies received from Cllrs: Kerry, Hilton and Doyle

### 2122/061 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 declared**

### 2122/062 To confirm the minutes of the Full Council meeting held on 21 October 2021 to be signed

**Resolved:** Cllr Pryce proposed confirmation of the 21 October minutes to be signed, seconded Cllr Brannen.

**Votes in favour:** Unanimous

**Motion Carried**

### 2122/063 Exclusion of the press and public:

To agree any items to be dealt with after the public, including press have been excluded (A resolution to be passed by Councillors) HR **2122/068d**

**Resolved:** Cllr Parry proposed the HR recommendation item 68d be moved to the end of the meeting for the exclusion of the press and public, seconded Cllr Berriman.

**Votes in favour:** Unanimous

**Motion Carried**

### 2122/064 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

### 2122/065 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 received or councillors in attendance

### 2122/066 Reports: Finance, Policy and Resources

a) To confirm lists of November 21 payments (circulated)

Confirmed

b) To receive September six month actuals-budget report and projection to year end  
Received

**Action:** Clerk to forward detailed breakdown of IT Items, requested by Cllr Yates

c) To review and note the External Audit AGAR certificate 2020-21

Reviewed and confirms no items of concern to note.

d) To review & note the Internal Audit reports 21-22 and management responses

All circulated documents reviewed, explained and noted with explanation of management responses provided by the Clerk/RFO

- e) To note insurance policy renewal from 18 November 21  
The Clerk confirmed the insurance policy taken through BHIB with Aviva for a 12 month period at a cost of £12,084.
- f) To consider and agree any grant/discount applications
- i. Lunch Club Grant  
**Resolved:** Cllr Berriman proposed the Club by granted an amount of £240, seconded Cllr Tyndale  
**Votes in favour:** Unanimous **Motion Carried**
- g) To review the Strategic Plan Spreadsheet  
It was agreed to hold a meeting on Thursday 16<sup>th</sup> December at 7pm to discuss the Strategic Plan in greater detail to feed into budget requirements
- h) Request for all budget items to be forwarded to the Clerk to be discussed at the Finance Committee meeting to be held on the revised date of Tuesday 30 November.

**2122/067 To agree hire rates for 2022/23 financial year**

**Resolved:** Cllr Berriman proposed agreement for all hire rates to increase of 5% from April 2022 following utility charges increases and hire rates not changing since January 2020 with no new leases to be considered that have any outstanding debts, seconded Cllr Pryce.

**Votes in favour:** Unanimous

**Motion Carried**

**2122/068 To note minutes (circulated) and agree recommendations from the Council's Committees**

- a) Planning & Environment Committee  
Noted
- b) Community and Leisure
  - i. Queens Platinum Jubilee Celebration June 2022  
Confirmed- Beacon to be lit
  - ii. Community Awards  
Confirmed - Community Award nominations received
- c) Annual Events Working Group (EWG)
  - i. Remembrance Day  
Feedback being collated
  - ii. Christmas Market  
Councillor availability requested to assist  
Next EWG to be held at Greenwood Park at 6.30pm on Monday 22 November

**2122/069 Clerks Report**

- a) Correspondence received  
St Albans District Council Code of Conduct training attendance requests for 8 December via zoom 7-8.30pm  
Confirmed- no councillors able to attend on this date

The Clerk left the meeting at this point

**2122/068 d) In Camera Item – HR committee update**

**Recommendation** to consider and agree recommendations from HR Committee meeting held on 22 October 21.

**Resolved:** Cllr Skelton proposed agreement for the one off payment recommendations in recognition of services St Stephen Parish Council to be increased, seconded Cllr Spelman

**Votes in favour:** 5, Against 2, Abstained 2

**Motion Carried**

Signed:

Date: