

ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

THE PARISH CENTRE STATION ROAD BRICKET WOOD

ST ALBANS HERTS AL2 3PJ

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Annual Full Council Meeting

held on Thursday 19th May 2022 at 7.30pm

at the Parish Centre, St Stephen Suite, Station Road, Bricket Wood, Herts, AL2 3PJ

Present : Councillors

Wendy Berriman

David Parry

David Yates

Martin Doyle

Bill Pryce

Eileen Whittaker

Ajanta Hilton

Mark Skelton

Dorothy Kerry

Nicholas Tyndale

Also present Sue Hake, Clerk and Diane Hunt, Finance & Admin Assistant
8 members of public

2223/001 To elect a Chairman for the year 2022/23 and sign Declaration of Acceptance of Office
Resolved: Cllr Berriman proposed Cllr Pryce be elected as Chair, seconded Cllr Whittaker in addition to Cllr Hilton proposed Cllr Parry be elected as Chair seconded Cllr Yates.
Voting slips were distributed for an anonymous vote and the two nominated candidates chose to leave the room at this point.
Votes for Cllr Parry 3: **Votes** for Cllr Pryce 5
Cllr Pryce was duly elected to be Chair for the year 2022-23 **Motion Carried**
The Acceptance of office was duly signed by Cllr Pryce and countersigned by the Clerk

Two members of the public left at this point

2223/002 To elect a Vice-Chairman for the year 2022/23 and sign Declaration of Acceptance of Office
Resolved: Cllr Berriman proposed Cllr Hilton, seconded by Cllr Pryce
Votes. In favour Unanimous **Motion Carried**
The Acceptance of office was duly signed by Cllr Hilton and countersigned by the Clerk

2223/003 To receive and accept apologies for absence
Apologies received from Cllrs Daniel Spelman & David Brannen

2223/004 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

2223/005 To confirm the minutes of the Full Council meeting held on 21 April 2022 to be signed
Resolved: Cllr Kerry proposed confirmation the minutes are a true and accurate record of the meeting and can be signed, seconded Cllr Berriman
Votes: For, 9 Abstain 1 as not present **Motion Carried**

2223/006 To reconfirm date and venues for meetings 2022/23
NB to add Future Development Task & Finish Working Group to the schedule

2223/007 To review and agree Committee Terms of Reference

The amendments to the Finance ToR section were noted

Resolved: Cllr Hilton proposed the Committee Terms of Reference be agreed, seconded Cllr Parry

Votes: For Unanimous

Motion Carried

2223/008 To appoint representatives to serve on Committees, working parties and outside bodies (current lists of Committees, Working Parties and outside bodies circulated)

Not all councillors have confirmed additions and changes and Cllr Parry requested further time to decide what to stand on as no longer ex officio

Cllr Pryce proposed to continue with existing representatives and defer to next meeting to reconfirm

2223/009 Public Participation – to receive petitions, comments and questions

To welcome public participation in accordance with the Public Speaking Policy

No public participation took place

2223/010 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

No reports received, however congratulations were given to Cllr Hilton becoming a District Councillor

2223/011 To Adopt the Code of Conduct

Resolved: Cllr Parry proposed adopting the Code of Conduct, seconded Cllr Tyndale

Votes: For Unanimous

Motion Carried

2223/012 To review and adopt the Standing Orders

Deferred to next meeting

2223/013 To review and adopt the Financial Regulations

Resolved: Cllr Parry proposed adopting the Financial Regulation subject a further amendment to 4.5 to increase the amount to £10,000 seconded Cllr Berriman

Votes: For Unanimous

Motion Carried

2223/014 To Adopt the Scheme of Delegation

Resolved: Cllr Pryce proposed adopting the Scheme of Delegations, seconded Cllr Kerry

Votes: For Unanimous

Motion Carried

2223/015 Reports: Finance, Policy and Resources

a) To confirm lists of April/May payments (circulated)

Confirmed

b) To review and adopt the Sponsorship and Donations Policy

Defer to next meeting

c) To consider and agree any grant/discount applications

i) Hanstead Wood volunteers grant application

Resolved: Cllr Kerry proposed agreement of the £300 grant requested to Hanstead Wood volunteers, seconded Cllr Whittaker

Votes: For Unanimous

Motion Carried

ii) Grant application from SADC for grazing

Resolved: Cllr Pryce proposed the request be deferred to next meeting and further information be obtained and whether this is a one off, seconded Cllr Hilton

Votes: For 8 Against 0 Abstained 2

Motion Carried

iii) Bounce discount application - fundraiser for St Albans Foodbank
The Clerk confirmed the application is being resubmitted to confirm the fund raising recipient
Deferred to Next Finance Meeting

2223/016 This Parish Council has received by way of a bequest from the late Edward Dilwyn Chambers a number of items of china, most of which bear the St. Albans City Crest and the words Bricket Wood.

Recommendation: These items are passed to the Bricket Wood Station Heritage Trust, where they can be displayed for the benefit of local people and visitors.

Resolved: Cllr Pryce proposed the bequeathed china be passed to Bricket Wood Station Trust for display, seconded Cllr Berriman

Votes: For Unanimous

Motion Carried

2223/017 To consider this Council requests to St. Albans City and District Council to change its policy related to representation from the Parish Council at St Albans District Council Planning meetings:

This is particularly important now this council has an approved Neighbourhood Plan.

Recommendation a) Increase the time limits for speakers from Parish Councils, at planning meetings, from three to five minutes.

Resolved: Cllr Pryce proposed the Parish Council requests increasing time limit for Parish Councils speaking at District Planning meetings from 3 to 5 minutes, seconded Cllr Skelton

Votes: For Unanimous

Motion Carried

Recommendation b) speakers from Parish Councils to be separate, in terms of the number of speakers, from members of the public.

Resolved: Cllr Pryce proposed speakers from Parish Councils to be separate, in terms of the number of speakers, from members of the public, seconded Cllr Yates

Votes: For Unanimous

Motion Carried

If these motions succeed, Cllr Pryce will then encourage other Parish Councils in the District to follow the same route and support our request.

2223/018 To note minutes and note and agree recommendations from the Council's Committees

a) Planning Committee-

Planning list and comments circulated

b) Fixed Assets Committee-

Future Development working group

c) Annual Events Working Group

Cllr Pryce enquired of the Council would agree in principle for a mobile licensee to be at the Armed Forces Day event as an urgent requirement

Cllr Yates enquired what fee they would pay

All councillors confirmed they agree in principle to the mobile licensee at the Armed Forces day event subject to confirming what fee would be made

d) Communication Task and Finish Group

Cllr Tyndale gave an update on the Communication Task & Finish group meeting with items in progress to be reported at next meeting

2223/019 Clerks Report

The Clerk provided an update on issues and complaints being raised this week relating to Network Rail tree felling work being completed due to Ash die back in Park Street.

Increasing complaints being received due to poor completion of works by the contractor on the new play equipment being installed at Park Street.

Good news on the completion of the roof replacement on the Park Street Pavilion following the recent significant storm damage.

The meeting closed at 8.37pm

Signed

Date