

# ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

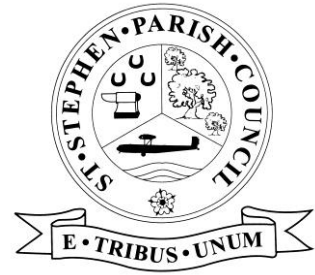
THE PARISH CENTRE STATION ROAD BRICKET WOOD

ST ALBANS HERTS AL2 3PJ

Tel: 01923 681443

Email: [clerk@ststephen-pc.gov.uk](mailto:clerk@ststephen-pc.gov.uk)

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



## Minutes of the Full Council Meeting

Held on **Thursday 21 April 2022** at 7.30pm at the Parish Centre, St Stephen Suite, Bricket Wood AL2 3PJ

**Present:** Councillors

Wendy Berriman

David Brannen

Dorothy Kerry

David Parry

Bill Pryce

Daniel Spelman

David Yates

Eileen Whittaker

Also Present : Sue Hake, Clerk  
5 Members of the public attended.

### **2122/103 To receive and accept apologies for absence**

Apologies received from Cllrs Tyndale, Hilton, Doyle and Skelton

### **2122/104 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

Cllr Yates declared a Non pecuniary interest and will leave the room at item 109 i when the Tennis Club rent will be discussed.

### **2122/105 To note and approve the minutes of the Full Council meeting held on 17 March 2022 to be agreed and signed**

**Resolved:** Cllr Pryce proposed the approval of the Full Council meeting minutes held on 17 March 22 for signing, seconded Cllr Berriman

**Votes:** In favour: 7, Abstained 1 due to not attending

### **2122/106 Public Participation – to receive petitions, comments and questions**

To welcome public participation in accordance with the Public Speaking Policy

There was No public participation

### **2122/107 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 received

### **2122/108 Update on previous actions not mentioned later in the agenda**

No updates on actions

### **2122/109 Reports: Finance, Policy and Resources**

a) To confirm the payments for Platinum Jubilee Celebrations for the Fireworks, Stage, Lighting, sound and generator hire

Three invoices have been received from the Firework Company for £3120 incl VAT and two from Just Smile Events for the Stage hire at £4068 and Lighting and generator hire at £1375 also incl VAT.

Deposit payments are required now with remaining balances due in advance of the Platinum Jubilee Celebration

**Resolved:** Cllr Parry proposed confirmation of all three invoices, seconded Cllr Kerry

**Votes:** In Favour: Unanimous

**Action:** Clerk to seek Insurance cover case of bad weather, specifically for the Fireworks and possible cancelation of the event

- b) To note lists of March B 2022 payments and April A payments (authorised by two members of the Finance Committee)

**Noted**

- c) To confirm list of Suppliers for payment by direct debit

**Confirmed**

- d) To note Budget Reports

**Noted**

- e) To consider and agree Grants for Books for Schools 2022

**Resolved:** Cllr Pryce proposed for each of the Primary schools to be issued a £75 grant towards books for a further year to be paid directly to each schools bank, seconded Cllr Brannen

**Votes:** In Favour, Unanimous

**Motion Carried**

- f) To agree to continue with the current Internal auditor IAC

**Resolved:** Cllr Pryce proposed continuing with the current auditor IAC, seconded Cllr Whittaker

**Votes:** In Favour, Unanimous

**Motion Carried**

- h) To consider Discount application-Bounce fund raise

**Resolved:** Cllr Yates proposed agreement in principle subject to the details of the charity, seconded Cllr Pryce

**Votes:** In Favour, Unanimous

**Motion Carried**

**Action:** Clerk to forward copy of the terms of discount for charity fund raising.

- i) To consider Grant application-Bricket Wood Residents Association

**Resolved:** Cllr Yates proposed grant up to £1000 for Bricket Wood Residents Association, seconded Cllr Kerry

**Votes:** In Favour, Unanimous

**Motion Carried**

- j) To agree increase to Tennis Club rental lease RPI from Jan 18 to be backdated to January 2021

Cllr Yates left the room prior to this item

**Resolved:** Cllr Pryce proposed the RPI rental lease be implemented from January 2022 and a group be established at Fixed Assets Committee to work with the Tennis Club to look at the lease, facilities & use of electricity, seconded Cllr Kerry

**Votes:** In Favour, Unanimous

**Motion Carried**

- 2122/110** To discuss and agree possible options relating to the purchase of a mower

**Resolved:** Cllr Kerry proposed as there is no budget in the current financial year that the Trimax mower should not be purchased, seconded Cllr Pryce

**Votes:** In favour, Unanimous

**Motion Declined**

- 2122/111** **To note minutes (circulated) from the Council's Committees**

- a) Planning & Environment Committee

**Noted**

- b) Fixed Asset Committee

**Noted**

- c) Community & Leisure Committee  
**Noted**
- d) Annual Events Working Party update  
Next Meeting Tuesday  
**Action:** Clerk to seek photos of Harry
- e) Finance Committee  
**Noted**

#### **2122/112 Clerks Report-**

A enquiry has been received for free use of the Community Centre for a fund raising event for Ukraine.

**Action:** Clerk to forward terms of discount and fund raising and refer application when received to Finance Committee meeting for consideration

An offer has been made from Morgan Sindall from the Social Inclusion Scheme to supply items for use by the community.

Councillors confirmed any items to be considered should refer to the Strategic Plan to link to highest priorities but agreed following recent decisions the offer could not be considered until the donation policy has been reviewed.

#### **2122/113 Exclusion of the press and public (In Camera): Item 2122/114**

**Resolved:** Cllr Parry proposed the exclusion of the Press and Public (In Camera) Item 2122/114 for HR personnel items, seconded Cllr Spelman

**Votes:** in favour, Unanimous

**Motion Carried**

#### **2122/114 HR updates**

##### **a) To confirm the Finance and Administrative Assistant job offer**

Job Offer confirmed to be made to Diane Hunt

##### **b) To agree increment payments due to Assistant Clerk and Senior Groundsperson from 1 April 22 and Groundsperson from 1 May 22**

**Resolved:** Cllr Kerry proposed the increment is made and backdated to the 1 April for the Assistant Clerk as this has been agreed at HR, seconded Cllr Parry

**Votes:** In favour, Unanimous

**Motion Carried**

**Resolved:** Cllr Kerry proposed the increments relating to the Senior Groundsperson and Groundsperson are to be considered by HR after the completion of probation appraisal reviews, seconded Cllr Parry

**Votes:** In favour, Unanimous

**Motion Declined**

Meeting Closed at 8.47pm

Signed:

Date: