

ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

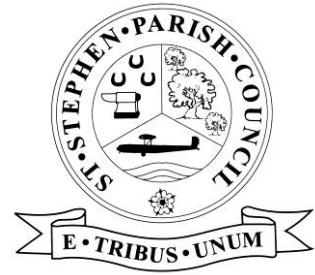
THE PARISH CENTRE STATION ROAD BRICKET WOOD

ST ALBANS HERTS AL2 3PJ

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Full Council Meeting

To take place on **Thursday 16th June 2022 at 7.30pm**

Venue: Parish Centre, St Stephen Suite, Station Road, Bricket Wood, Herts, **AL2 3PJ**

Present: Councillors

Wendy Berriman

David Brannen

Ajanta Hilton

Dorothy Kerry

David Parry

Bill Pryce

Daniel Spelman

Nicholas Tyndale

David Yates

Eileen Whittaker

Also Present:

Sue Hake, Clerk

District Councillors: Nuala Webb and Giles Fry

Members of Public 2

2223/029 To receive and accept apologies for absence

Apologies received from Cllrs Skelton and Doyle

2223/030 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

2223/031 To agree and sign the minutes of the Full Council meetings held on 19 May 2022 and 30 May 2022

Resolved: Cllr Hilton proposed agreement to the minutes of 19th May subject to amendment to 2223-15 c ii change from 2 against to 2 abstained, seconded Cllr Berriman

Votes: For, Unanimous

Motion Carried

Resolved: Cllr Parry proposed agreement to the minutes of 30th May, seconded Cllr Spelman

Votes: For, Unanimous

Motion Carried

2223/032 Public Participation – to receive petitions, comments and questions

To welcome public participation in accordance with the Public Speaking Policy

Both members of the public spoke in reference to item 2223/037 and requested items be considered at the next Fixed Asset Committee meeting

2223/033 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

District Cllrs Fry and Webb gave feedback on increasing communication and awareness of local issues

Cllr Hilton confirmed SADC had amended the time for a Parish Councillor to speak at Planning from 3-5 minutes, informed the council of number of caseloads and engaging with asylum seekers

To invite St Stephen Parish Councillors to briefly update on Parish related items

None received

2223/034 Update on previous actions not mentioned later in the agenda

No items

2223/035 Reports: Finance, Policy and Resources

- a) To confirm list of May and June payments
Confirmed
- b) To receive and note the Fixed Asset register as at 31 March 2022
Noted
- c) To consider discount enquiry for Ukraine fundraising activity
Formal application not yet completed, following agreement to the grants and discount policy they will be permitted to apply for 100% one off discount
- d) To review and agree amendments to Grants and Discount Policy
Resolved: Cllr Kerry proposed agreement for amendments the Grants & Discount Policy, seconded Cllr Whittaker
Votes: For, Unanimous **Motion Carried**
- e) To review and agree Sponsorship and Donations Policy
Resolved: Cllr Pryce proposed agreement of the Sponsorship & Donations policy, seconded Cllr Tyndale
Votes: For, Unanimous **Motion Carried**
- f) To consider grant application from SADC for grazing on Bricket Wood Common
Deferred and revised application to be submitted
- g) To adopt the interim Treasury and Investment Policy
Resolved: Cllr Kerry proposed adopting the Treasury & Investment Policy, seconded Cllr Parry
Votes: For, Unanimous **Motion Carried**
- h) To agree the formation of a Task & Finish group to formulate a Climate and Environmental and Ethical polices to be linked to the Treasury and Investment policy
Resolved: Cllr Parry proposed agreement for the formation of a Task & Finish group to formulate a Climate, Environmental & Ethical policy to be linked to the Treasury & Investment policy, seconded Cllr Kerry
Votes: For, Unanimous **Motion Carried**
Cllr Parry volunteered to be part of the group
- i) Report and feedback on discussion from Midway surgery
Following the surgery contacting the Parish Council Cllr Hilton provided feedback on the discussion for the Surgery extension
- j) To confirm agreement of HR support contract
Resolved: Cllr Kerry proposed agreement of the HR contract be awarded to Council HR & Governance Support, seconded Cllr Hilton
Votes: For, Unanimous **Motion Carried**

2223/036 Annual Governance and Accountability Return 2021/22 Part 3 (AGAR)

- a) To receive and note the Internal Audit Report 2021-22 and agree any management actions and recommendations to be reviewed by the Finance Committee
Not yet received- Defer to next extraordinary meeting
- b) To Agree and Approve individually Items 1-9 of Section 1 of the Annual Governance Statement for 2021-22 (to record the date of approval, minute reference and arrange to be signed by the Chair and Clerk of the meeting where approval was given
Noted and awaiting Internal Audit report 2021-22
- c) To approve Section 2 – Accounting Statements 2021-22 (signed by the RFO prior to being presented to the authority for approval) and to record the date of approval, minute reference and arrange to be signed by the Chair of the meeting where the Accounting Statements were approved
Noted and awaiting Internal Audit report 2021-22
- d) To note the completed Notice and dates of the period for exercise of Public Rights and Publication of Unaudited Annual Governance & Accountability Return 1July to 11 August 2022 and note the notes to accompany the Notice (Local authority accounts: a summary of your rights).
Noted

2223/037 To progress the Fixed Assets Development Strategy

- a) To Consider and agree the Draft brief for the options study-Greenwood Park
Cllr Parry noted it is aimed to have consultation for 3 schemes
Cllr Tyndale confirmed the consultation would include all members of the Parish
The member of the public agreed to leave comments on the Draft brief with Cllr Pryce
a the end of the meeting to be considered and shared at the next Fixed Assets Meeting
Resolved: Cllr Pryce proposed agreement in principal for the Draft brief to support the Options Study at Greenwood Park, seconded Cllr Yates
Votes: For, Unanimous **Motion Carried**
- b) To agree motion for the Fixed Assets Committee to have delegated powers to sign off the Final Brief
Resolved: Cllr Yates proposed agreement for the Fixed Assets Committee to have delegated powers to sign of the Final brief, seconded Cllr Berriman
Votes: For, Unanimous **Motion Carried**
- c) **Votes:** For, Unanimous **Motion Carried**

2223/038 To note minutes and note and agree recommendations from the Council's Committees

- a) Planning & Environment Committee
Cllr Yates confirmed the Neighbourhood Plan will be made at the District Council meeting to be held on 20 July 22 and the NHP steering group will be subsumed into the Planning & Environment committee
Cllr Hilton confirmed the request for Parish Councils to be allocated 5 minutes rather than 3 minutes to talk at the District Council meetings has been amended to 5 minutes
Cllr Hilton confirmed ongoing issues in enforcement at present
- b) HR Committee
To appoint a member to join the HR committee
Resolved: Cllr Berriman proposed nominating Cllr Spelman to join the HR committee, seconded Cllr Pryce
Votes: For Unanimous **Motion Carried**
- c) Finance Committee-minutes circulated
Noted
- d) Annual Events Working Group
Feedback on Platinum Jubilee Event
Cllr Berriman confirmed the Platinum Jubilee was a success but that toilet facilities could be improved
Cllr Parry confirmed the event was fantastic with the fireworks, stage and lighting and would like to see something similar in the future.
Cllr Hilton requested staff provide feedback directly to her.
Cllr Whittaker thanked Cllrs Berriman, Pryce and Hilton for all of their hard work.
Cllr Pryce confirmed military vehicles would be at the Armed Forces Day event and that Munden Estate would allow parking on Pound Green for the event.

2223/039 Clerk's Report

The Clerk raised the subject of the opportunity to submit a grant funding application urgently to Landfill Communities Fund following a meeting with Tarmac who are in support of funds being used for play equipment, initially for Park Street or alternatively defer and submit in September with more robust and detailed plan and information.
Action: Assistant Clerk to seek more information to ascertain if it would be better to defer the application to September 2022.

Meeting finished at 8.38pm

Signed

Date