

# ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

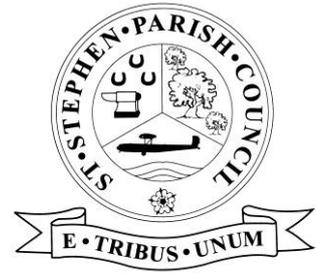
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## Minutes of Full Council Meeting

Held on Tuesday 27 September at 7.30pm

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

### Present: Councillors

Wendy Berriman

Dorothy Kerry

David Yates

David Brannen

Bill Pryce

Eileen Whittaker

Ajanta Hilton

Mark Skelton

Also Present Sue Hake, Clerk

District Councillor Webb

2 Members of public

### 2223/066 In Memoriam – Chair

The Chair requested a period of silence in memory of Queen Elizabeth II

### 2223/067 To receive and accept apologies for absence

Apologies received from Cllrs Tyndale, Spelman, Parry and Doyle

Apologies also received from District Councillor Fry

### 2223/068 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

### 2223/069 To agree the minutes of the Full Council meetings held on 21 July 2022 and extraordinary meeting 9 August 2022 to be agreed and signed

**Resolved:** Cllr Skelton proposed agreement of the 21 July 22 minutes, seconded Cllr Brannen

**Votes:** For 6, abstained 2 due to not being present

**Motion Carried**

**Resolved:** Cllr Brannen proposed agreement of the 9 August 22 minutes, seconded Cllr Hilton

**Votes:** For 6, abstained 2 due to not being present

**Motion Carried**

### 2223/070 Public Participation – to receive petitions, comments and questions

To welcome public participation in accordance with the Public Speaking Policy

No members of the public requested to speak

One member of the public forwarded questions in the week prior to the meeting but did not attend.

**Action:** Cllr Pryce to forward response to the questions received

A second member of public emailed two questions on the day of the meeting relating to the Fixed Assets

### 2223/071 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

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

District Councillor Webb gave a verbal update on actions being progressed in the community including 2 Planning applications call ins and enforcement issues, District Cllr Hilton provided an update on the large Chiswell Green Planning applications with Highways requiring more time to review which is likely to be after December. Increased issues of fly tipping and working with and trying to support the Asylum seekers based at the Noke Hotel.

**2223/072 Update on previous actions not mentioned later in the agenda**

None

**2223/073 Reports: Finance, Policy and Resources**

- a) To confirm list of July, August and September A payments approved by Finance Committee  
Confirmed and verified all payments approved by Finance Committee councillors
- b) To agree payroll provider provision commencing October 22  
The current provider ELAS have been taken over and will no longer provide this service that will be terminated from October.  
**Resolved:** Cllr Kerry proposed agreement for DC payroll services to provide payroll provision subject to not being a one man band provision, seconded Cllr Berriman  
**Votes:** For Unanimous **Motion Carried**
- c) To consider Grant application from Park Street Residents Association for Halloween  
**Resolved:** Cllr Skelton proposed agreement for a grant of £390 to be offered for the Halloween event, seconded Cllr Yates  
**Votes:** For Unanimous **Motion Carried**
- d) To agree IAC Internal Auditor fees and continuation  
**Resolved:** Cllr Berriman proposed agreement of the increased fees and for the continuation of IAC as internal auditor, seconded Cllr Kerry  
**Votes:** For Unanimous **Motion Carried**
- e) To consider subscribing to Communities 1<sup>st</sup> at a cost of £100 per annum  
**Resolved:** Cllr Pryce proposed agreement for subscription for an initial 12 month period, seconded Cllr Brannen
- f) **Votes:** For 7 Abstained 1 **Motion Carried**

**2223/074 Recommendation: To agree Heads of Terms for the asset transfer of Woodbury Field subject to agreement of transfer of wayleave**

**Resolved:** Cllr Pryce proposed agreement of the Heads of Terms Asset transfer of Woodbury Field, subject to the agreement of wayleave transfer, seconded Cllr Skelton  
**Votes:** For Unanimous **Motion Carried**

**Recommendation: To agree Heads of Terms for the asset transfer of Park Street Pavilion and Recreation Ground**

**Resolved:** Cllr Pryce proposed agreement of the Heads of Terms Asset transfer of Parks Street Pavilion and Recreation Ground, seconded Cllr Skelton  
**Votes:** For Unanimous **Motion Carried**

**2223/075 To discuss supporting a draft project developed by London Colney Parish Council's Rights of Way working group.**

The plan (circulated) looks at a vision to improve cycling and walking routes through the villages which include SSPC areas

**Resolved:** Cllr Skelton proposed agreement to support the London Colney draft project for Rights of Way leading into St Stephen Parish, seconded Cllr Berriman  
**Votes:** For Unanimous **Motion Carried**

**2223/076 To agree a process to facilitate the 'call in' of planning applications given the changes from 1 August 2022 from SADC planning policy, where a parish council can be one of the three parties to call in.** This procedure would be relevant if timing falls outside a scheduled planning or full council committee meeting.

**Resolved:** Cllr Brannen proposed agreement for the Clerk to have delegated authority to relay requests for planning application call ins to the appropriate District Councillors, seconded Cllr Kerry.

**Votes:** For Unanimous

**Motion Carried**

**2223/077 To agree a process for communication of Parish updates via Facebook & website on a bi-weekly basis**

**Resolved:** Cllr Kerry proposed accepting the offer from Cllr Hilton to lead a bi-weekly communication to members of the Parish via Facebook and the website with Cllr Hilton to have admin access to the Parish Councils facebook page, seconded Cllr Whittaker.

**Votes** For, Unanimous

**Motion Carried**

**Action:** Clerk to check if there is currently a facebook account established

**2223/078 To agree the purchase of a Marquee for the Parish Council**

**After and element of discussion about different options for size, ease of erection, quality and adaptability**

**Resolved:** Cllr Hilton proposed a cost benefit analysis be completed by the Events working Party to consider and compare hire of marquee against purchase to include: Use over the next 5 years, Number of uses for events, Size required, Ease of use to erect and dismantle- staff time / hire and costs, Quality requirements, Costs of hire or purchase, seconded Cllr Skelton

**Votes** For, Unanimous

**Motion Carried**

**2223/079 To consider options for assisting our Community over the winter months ie:- warm space/hot lunches**

Various options were considered including different venues, possible hot food with need for volunteers

**Action:** Councillors to forward all ideas to Clerk for future consideration

**2223/080 To consider running a car boot sale at the Parish Centre this Autumn**

**Action:** Events Working Group to complete further research with view to hold car boot sale from Spring 2023

**2223/081 To consider running a music/art festival in 2023**

Deferred for future discussion at Events Working Group with possibility to combine with the Coronation in 2023

**2223/082 To note minutes and note and agree recommendations from the Council's Committees**

a) Planning & Environment Committee

To consider and adopt changes to Planning & Environment Committee Terms of Reference

**Resolved:** Cllr Yates proposed adoption of changes to the Planning and Environment Committee's ToR subject to the further addition of inclusion of the committee to be able to co-opt individuals, seconded Cllr Pryce

**Votes** For Unanimous

**Motion Carried**

b) HR Committee

To confirm the recruitment of Amanda Feron to the post of Assistant Clerk Confirmed, Cllr Pryce welcomed the newly appointed Assistant Clerk to the Parish Council

c) Communities & Leisure Committee-postponed to 20<sup>th</sup> September 22

**Action:** Cllr Pryce to liaise with the Clerk to reschedule the meeting date

d) Annual Events working group

**Recommendation:** To consider and agree confirmation of events that will be run by the Council in the budget year 2022/23 & 23-24

**Resolved:** Cllr Berriman proposed agreement for the Remembrance Day event on November 13 22 and November 2023 Armed Forces Day in June 23, car boot sales to be confirmed and the Christmas Market to run in 2023 and not 2022, seconded

Cllr Pryce

**Votes** For Unanimous

**Motion Carried**

Cllrs Berriman and Pryce requested councillors and staff confirm availability to assist and support on Remembrance Day

e) Assets Committee

To consider whether to offer free rent for newly occupied allotment plots at Tippendell Lane

**Deferred** to next Fixed Assets Meeting

Cllr Skelton requested an up to date report from the Finance & Admin Assistant and Senior Grounds person on non cultivation, terminations and current waiting list be provided to the meeting

It was noted there are increasing issues with non cultivation across all three allotment sites and that Tippendell allotment plot holders are assured of continued use throughout the 2023 growing season.

f) To receive an update on the receipt of Tenders to commission a consultant to undertake an options study for Greenwood Park and agreed actions.

Meetings were confirmed to have been rescheduled following the period of mourning. In response to the two questions from the member of public

The Clerk confirmed the Options study was included on the Contract Finder website and is also on the Parish Council website

Cllr Skelton confirmed the consultants will be required to provide high level indicative costings for each option only at this stage

g) To receive an update and proposal for the use of additional S106 funding for Woodbury Field

**Deferred** to next Fixed Assets Meeting

**Action:** Senior Grounds person request image of Phase one from the play equipment provider and or Finance and Admin Assistant research possibility of amending the original image supplied to show phase 1 of the proposed new play equipment for a banner to be created to inform the community.

### 2223/083 Clerk's Report

Reminder for Budget items to be considered by all Committees for 2023-24

Meeting dates for Finance, HR and Community and Leisure to be set

The Clerk confirmed the funding application had been submitted for the Park Street play equipment

The Clerk asked members of the Finance Committee to approve payments as long as it was not allowance payments for themselves and noted one payment had lapsed for expenses reimbursement to the Chair as he was not able to approve expenditure for himself.

**Action:** Cllr Pryce confirmed he will forward a response to questions raised by member of public not in attendance.

Meeting closed at 9.55pm