

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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Minutes of the Full Council Meeting held on Thursday 17 November at 7.30pm at the Parish Centre, St Stephen Suite, Station Road, Bricket Wood, Herts, AL2 3PJ

Present: Councillors

David Brannen

Bill Pryce

Mark Skelton

Nicholas Tyndale

David Yates

Eileen Whittaker

Also present

Sue Hake, Clerk

District Councillor Nuala Webb

2 members of public

2223/096 To receive and accept apologies for absence

Apologies received from Cllrs, Berriman, Doyle, Hilton, Kerry, Parry and Spelman

2223/097 To receive declarations of interest and dispensations

a) To receive declarations of interest from Councillors on items on the agenda

None received

b) To receive written requests for dispensations for declarable interests

None received

c) To grant any requests for dispensation as appropriate

None received

2223/098 To agree the minutes of the Full Council meeting held on 20 October 2022

Resolved: Cllr Brannen proposed agreement of the Minutes dates 20 October 22, seconded Cllr Tyndale

Votes: For, Unanimous

Motion Carried

2223/099 Public Participation – to receive petitions, comments and questions

To welcome public participation in accordance with the Public Speaking Policy

No members of public requested to speak

2223/100 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

Cllr Webb gave a verbal update on items being dealt with in the Parish

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

No items to update

2223/101 To discuss the proposal for offering a vacant allotment to Grow Chiswell Green.

Assistant Clerks Allotment Waiting List Report attached.

Resolved: Cllr Pryce proposed agreement this item be deferred to the December meeting due to the number of members, seconded Cllr Tyndale

Votes: For, Unanimous

Motion Carried

2223/102 Update on previous actions not mentioned later in the agenda

- a. 2223/082g Senior Groundsperson to request image of Woodbury Field Phase one play equipment for a banner to be created to inform the community
Quotes have been obtained and banner to be ordered
- b. **2223/092 Rail Freight Interchange**
Action Cllr Pryce to write a strong letter of support for HCC not to sell the land
- c. **2223/093 To consider and agree actions for the request to install a hearing loop at Greenwood Park Community Centre**
Action: Clerk to request updated costs and obtain confirmation relocation of hearing loop would be possible if required

2223/103 Reports: Finance, Policy and Resources

- a) To note list October (b) and November (a) payments authorised by Finance Committee Members
Noted
- b) To receive and note 6 month summary finance report
Action: Due to number of councillors not at meeting Councillors requested to refer any queries to the Clerk for the next Finance Meeting
- c) To note bank reconciliations
Action: Due to number of councillors not at meeting Councillors requested to refer any queries to the Clerk for the next Finance Meeting
- d) To consider and agree any grant/discount applications
 - i. St Lukes Church Christmas Lights
Resolved: Cllr Brannan proposed agreement for payment of the grant for the fence post and lights for the sum of £135
as detailed on the grant application, seconded Cllr Yates
Votes: For, Unanimous **Motion Carried**
 - ii. Abfly grant-Deferred to next meeting
Deferred – Application not received
 - iii. Cosy Community Hub Grant request
Resolved: Cllr Whittaker proposed agreement for payment of the grant for up to 4 banners @ £52.95 per banner, seconded Cllr Parry
as detailed on the grant application, seconded Cllr Yates
Votes: For, Unanimous **Motion Carried**
- e) To note External Audit Report & Certificate
Noted
- f) To confirm councillors allowance amounts for 2023/24
Resolved: Cllr Pryce proposed agreement for the allowance to remain the same at £360 per annum for the year 2023-23, seconded Cllr Whittaker
Votes: For, Unanimous **Motion Carried**
- g) To consider agreement for trial subscription to Rural Services Network
Resolved: Cllr Tyndale proposed agreement for the free trial subscription for the remainder of the 2022/3 financial year, seconded Cllr Whittaker
Votes: For, Unanimous **Motion Carried**
- h) To consider and agree amendment to Scheme of Delegation-Defer to December
Deferred to the next meeting after the HR meeting has been held.

2223/104 To approve recommendation of the Fixed Asset Committee's group to appoint Vendor C, subject to detailed project scoping and cost finalisation, and to delegate authority to the Fixed Assets Committee to proceed with that work

- Resolved:** Cllr Pryce proposed this item is deferred to the next meeting due to the number of councillors not present, seconded Cllr Yates
Votes: For, Unanimous **Motion Carried**
Action: Defer to next meeting

2223/105 To note minutes and note and agree recommendations from the Council's Committees

- a) Planning & Environment Committee
Cllr Yates confirmed the last meeting had been cancelled, however Cllr Hilton is following up the PIP application with the District Council
- b) Annual Events working group
 - i. To discuss and agree actions for Community Awards
 - ii. To consider suggestions for Coronation Celebration 6 May 2023
NB: Community Awards and Coronation Celebration to be discussed at the next AEWB meeting
Cllr Pryce has submitted a request for a Flypast to take place for the Armed Forces Day and has received positive feedback this could take place subject to conditions on the day.
Action: Cllr Yates requested all meeting notes are included with calendar of meetings.
Action: Clerk confirmed schedule of future meetings to be brought to next Full Council meeting
- c) Community & Leisure Committee
Minutes circulated
- d) Finance Committee
Minutes circulated, next Finance Meeting date to be scheduled

2223/106 Clerk's Report

- a) Parking Enforcement report (circulated)
Actions: Clerk to enquire times of visits to Tippendell Lane and low number of tickets issued. Request more visits to be made at peak school times, also to request if stats available for other Parish Councils.
- b) Budget items from all Committees requested for 2023-24
Reminder to Chairs for budget items
- c) Clerk has received letter of concern about the lack of baby changing facility in the Public conveniences at Greenwood Park Pavilion, that have been put on hold due to possible future changes to the buildings. This has been followed up and staff are looking into the installation of a unit for use by parents adjacent to the access to the ladies as the only location that has been identified for the short term.

Meeting closed at 8.45pm

Signed:

Date: