

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 Full Council Meeting
held on Thursday 21 July 2022 at 7.30pm
at the Parish Centre, St Stephen Suite, Station Road, Bricket Wood, Herts, AL2 3PJ**

Present: Councillors

David Brannen

Mark Skelton

David Parry

Daniel Spelman

Bill Pryce

Eileen Whittaker

Also present: Sue Hake, Clerk

District Councillors, Giles Fry, Nualla Webb and Vlad Jirasek

Members of public 2

2223/045 To receive and accept apologies for absence

Apologies received from Cllrs Berriman, Doyle, Hilton, Kerry, Tyndale and Yates

2223/046 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

2223/047 To agree the minutes of the Full Council meetings held on 16 June 2022 and 30 June 2022 to be agreed and signed

Resolved: Cllr Parry proposed approval of the minutes of 16 June 22, seconded Cllr Brannen

Votes: For: Unanimous

Motion Carried

Resolved: Cllr Whittaker proposed approval of the minutes of 30 June 22, seconded Cllr Brannen

Votes: For Unanimous

Motion Carried

2223/048 Public Participation – to receive petitions, comments and questions

To welcome public participation in accordance with the Public Speaking Policy
None

2223/049 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 Councillors Fry, Webb and Jirasek gave feedback on actions being made

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

Cllr Parry expressed some concern about an action relating to the Abifly line.

2223/050 Update on previous actions not mentioned later in the agenda

No items not on the agenda

2223/051 Reports: Finance, Policy and Resources

- a) To confirm list of June and July payments
Confirmed
- b) To receive finance reports
The Clerk suggested queries or feedback be forwarded in the next week with a number of councillors absent from this meeting
- c) To consider changing discount policy wording to: by or on behalf of Registered Charities or Registered CIC's (non-profit making company)
Resolved: Cllr Parry proposed agreement for the change of wording to the discount policy, seconded Cllr Spelman
Votes: For Unanimous **Motion Carried**
- d) To consider Discount application-Frogmore Cricket Club for Bowel Cancer UK fundraiser
Resolved: Cllr Pryce proposed agreement of the Discount application form Frogmore Cricket Club, seconded Cllr Parry
Votes: For Unanimous **Motion Carried**
- e) To consider Discount application from Park St Residents Association for Macmillan fundraiser
Resolved: Cllr Whittaker proposed agreement of the discount application from Park St Residents Association for Macmillan fund raiser
Votes: For Unanimous **Motion Carried**
- f) To agree to vire from underspent budget or spend from reserves £8828.50 net (£10594.20 inc vat) and appoint Renovate Contracts to sand, re-line and varnish the Sports Hall Floor (recommendation from Fixed Assets Committee)
Resolved: Cllr Brannen proposed expenditure up to £10594.20 inc VAT from reserves for the urgent Sports Hall Floor works, seconded Cllr Parry
Votes: For Unanimous **Motion Carried**
- g) To agree to vire from underspent budget or spend from reserves £4,200 net (£5040 inc vat) to replace the frame and re-install the Park Street Sign.
Resolved: Cllr Parry proposed the expenditure up to £5040 including VAT from reserves to replace the frame and reinstallation of the Park Street sign, seconded Cllr Whittaker
Votes: For Unanimous **Motion Carried**

2223/052 To receive an update on the Heads of Terms for the asset transfers of Woodbury Field and Park Street Pavilion and Recreation Ground

It was confirmed this item would be discussed in detail at the Fixed Assets Committee meeting

2223/053 Proposal that this Council approves, subject to the details of the scheme being approved by Community & Leisure, an expenditure up to £75,000 for the repair and installation of new play equipment at Woodbury Field play area.

Cllr Parry gave a verbal report to explain about the Section 106 monies that are currently available from St Albans District Council that are in the region of approximately £32K plus an amount of £46k that has been allocated to a log cabin in Blackgreen Wood in error which is hoped will be transferred to the Woodbury Field Play area imminently.

Resolved: Cllr Parry proposed the Parish Council agree to the total expenditure of £75k including the Section 106 funding for the repair and installation of new play equipment at Woodbury Field Play area, seconded Cllr Pryce.

Votes: For, Unanimous

Motion Carried

2223/054 Proposal that the Council respond to second phase of the District Council consultation on Parish Council governance with a strong request to separate Chiswell Green and Bricket Wood into separate Parish Council Wards, with separate councillors. Currently it is proposed to combine as a single ward

Resolved: Cllr Parry proposed the Council forward a request to separate the Wards

between Bricket Wood and Chiswell Green, seconded Cllr Skelton

Votes: For Unanimous

Motion Carried

2223/055 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
Action: Agreed to defer to September meeting
Action: Cllr Parry to write to make representation to St Albans District Council via SADALC to request they take note of Neighbourhood Plans for environmental policies.
- b) HR Committee
To receive update for recruitment process
The Clerk confirmed ads have now been placed for the recruitment of a replacement Assistant Clerk
- c) Communities & Leisure Committee
Feedback on Community Garden proposal
Cllr Hilton provided feedback and Cllrs confirmed agreement in principle
Previous List for the Highways Locality budget to be re-shared to council members and Parish resident representatives
- d) Annual Events working group
To consider and agree events confirmed that will be run by the Council in the budget year 2022/23
Cllr Pryce notified the council the Events working party will be meeting to discuss the aim to hold the Remembrance day on 13 November 22, Christmas Market at Greenwood Park on Sunday 4 December 22 and Armed Forces Day on 23 June 23 with Future music events to be discussed further.
- e) Fixed Assets Committee
To consider whether to let vacant plots on Tippendell Lane allotments
It was stated these will be let with the caveat of a potential relocation in the future.
Action: To consider offering new plot lets for free for 12 months to the September meeting.
To receive an update on the commissioning of a consultant to undertake an options study for Greenwood Park
It was confirmed the brief would be shared with consultants and uploaded to the website.

2223/056 Clerk's Report

Community Governance review-notification of letter being issued to residents circulated

Letter of complaint in reference to memorial bench shared with councillors, Cllr Pryce offered to respond

Joint strategic plan participation invitation - briefing 6 September 22

Meeting closed 8.45pm

Signed:

Date: