

ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

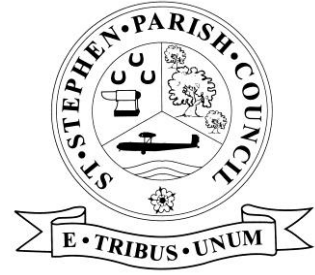
THE PARISH CENTRE STATION ROAD BRICKET WOOD

ST ALBANS HERTS AL2 3PJ

Tel: 01923 681443

Email: clerk@ststephen-pc.gov.uk

Web: www.ststephen-pc.gov.uk



Minutes of Full Council Meeting

Held on Thursday 15 June 2023 at 7.30pm at the Parish Centre, St Stephen Suite, Station Road, Bricket Wood, Herts, AL2 3PJ

Present: Councillors

Wendy Berriman

Adrian Ruffhead

Nicholas Tyndale

David Brannen

Mark Skelton

Eileen Whittaker

Aaron Jacob (arrived prior to item 025)

Sue Hake, Clerk

District Councillor Webb

4 members of the public

Resolved: To agree Cllr Berriman to Chair the meeting in the absence of the Chair and Vice Chairs

2324/022 Public Participation – to receive petitions, comments and questions

To welcome public participation in accordance with the Public Speaking Policy

2324/023 To receive reports from representatives of St Albans District Council St Stephen and Park St Ward Councillors and Hertfordshire County Councillor
District Cllr Webb gave an update on the Fight the Freight to confirm the County Council have agreed Heads of Terms to sell the land and noted it is not clear if agreement for Segro to cover costs for all relevant infrastructure.

Draft Local Plan is due to be reviewed for local sites to be adopted and will be a 12 month public consultation

Harper Lane traffic has decreased following enforcement and environment agency have visited the site

2324/024 To receive and accept apologies for absence

Apologies received from Cllrs, Yates, Pryce, Hilton, Curthoys, and Kerry

Also from County Cllr Nash who will share a summary report at a later point if unable attend.

Cllr Jacob to arrive shortly

2324/025 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

2324/026 To confirm the minutes of the Annual meeting held on 18 May 2023

Resolved: The minutes of the Annual Meeting held on 18 May 2023 were confirmed and signed

2324/027 Update on previous meeting actions not mentioned later in the agenda

No items

2324/028 To invite the St Stephen Councillors to briefly update Members on Parish related issues

No updates made

2324/029 Reports: Finance, Policy and Resources

a) To confirm list, May B payments authorised by Finance Committee Members

Resolved: The list of May payments were confirmed

b) To consider and agree any grant/discount applications Hanstead Wood Volunteers grant for £300

Resolved: To agree the grant request of £300 to Hanstead Wood Volunteers

c) To consider and agree H&S support contract

Resolved: To agree Contractor C be allocated the H&S contract for 2023-24

2324/030 Annual Governance and Accountability Return 2022/23 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

Resolved: To receive and note the Internal Audit Report and agree management actions and recommendations to be reviewed by the Finance Committee

b) To Agree and Approve individually Items 1-9 of Section 1 of the Annual Governance Statement for 2022-23 (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

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances

4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

5. We carried out an assessment of the risks facing this Parish Meeting and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

7. We took appropriate action on all matters raised in reports from internal and external audit.

8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this Parish Meeting and, where appropriate, have included them in the accounting statements

Resolved: To confirm agreement and approval of each of the Accounting Statement 1 through to 8 2022-23 as item 9 not applicable and to record the date of approval, minute reference to be signed by the Chair and Clerk

c) To approve Section 2 – Accounting Statements 2022-23 (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

Resolved: To approve Section 2 Accounting Statements 2022-23, record the date of approval and minutes reference and the Chair to sign the Section 2 document

- d) To note the completed Notice and dates of the period for exercise of Public Rights and Publication of Unaudited Annual Governance & Accountability Return 19 June to 28 July 2023 and note the notes to accompany the Notice (Local authority accounts: a summary of your rights).

Resolved: Noted and the dates confirmed cover the 30 working days from 19 June 23

2324/031 To note minutes and agree recommendations from the Council's Committees & Working Groups

To receive brief progress reports and recommendations from the:

- a) Planning-No items to report
- b) Finance-Draft Minutes to be circulated
- c) Events Working Party

Cllr Berriman commended John Drinkwater and Cllr Pryce for all of the hard work for organising the Armed Forces Day, volunteers are still needed
Remembrance Day and Christmas Market to take place in November this year

2324/032 To agree additional June 23 meeting date

Resolved: To agree holding an additional meeting to be held on Thursday 22 June to enable Place Services to provide a presentation to update the Council on the progress of the Option Study

2324/033 Clerks Report

The Clerk informed councillors the Zip wire seat at Greenwood Park has been vandalised and so will be out of action until a replacement seat has been obtained

Meeting closed at 8.20pm

Signed:

Date: