

# ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

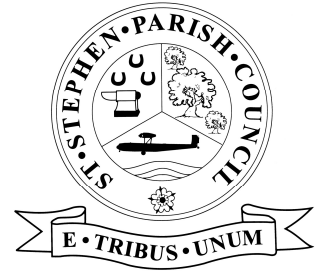
THE PARISH CENTRE STATION ROAD BRICKET WOOD

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## Minutes of Full Council Meeting

held on **Thursday 16 March 2023 at 7.30pm**

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

### Present: Councillors

Wendy Berriman

Martin Doyle

Dorothy Kerry

Ajanta Hilton

Mark Skelton

Bill Pryce

Nicholas Tyndale

David Yates

Eileen Whittaker

### Also present:

Sue Hake, Clerk

County Councillor, Stella Nash

District Councillor, Nuala Webb

3 members of the public

Place Services: Lewis Reynolds and Barbara Kaucky

**2223/162** The Chair brought forward agenda item 2223/162 and invited Lewis Reynold and Barbara Kaucky from Place services to make their presentation to the Council for their proposed timeline and actions for the completion of the Options Study

### **2223/157 To receive and accept apologies for absence**

Apologies received and accepted from Cllrs Hilton, Spelman and Parry

### **2223/158 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

### **2223/159 To agree the minutes of the Full Council meeting held on 16 February 2023 and the Full Council Extraordinary meeting held on 21 February 2023**

**Resolved:** Cllr Skelton proposed agreement of the 16 February 23 Minutes, seconded Cllr Berriman

**Agreed**

**Motion Carried**

**Resolved:** Cllr Yates proposed agreement of the 21 February extraordinary minutes, seconded Cllr Tyndale

**Agreed**

**Motion Carried**

### **2223/160 Public Participation – to receive petitions, comments and questions**

To welcome public participation in accordance with the Public Speaking Policy

A member of the public made comment about the verbal feedback to councillors at the previous meeting following the attendance of the Bricket Wood Common meeting.

It was confirmed the Parish Council meeting minutes are an accurate record for agreement of actions and decisions and are not verbatim

### **2223/161 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.

County Councillor Nash confirmed previously voting against the rail freight terminal.

A brief verbal update was made that negotiations are ongoing and a decision is expected to be made

Cllr Nash confirmed Locality budget funding will be made for the Coronation Celebration Day and the Armed Forces Day.

Enforcement concerns were raised and will be discussed further in depth outside of the meeting. Also, funding for potholes is available and everyone is asked to complete the fault reports 13mm are completed in 2 days and if not people are asked to contact her.

District Councillor Webb gave a verbal update on behalf of the St Albans Fight the freight progress explained there are two reasons the County Council can lawfully not sell the site. Enforcement concerns were raised and agreed to discuss further outside of the meeting.

Cllr Webb circulated a map showing two other terminals within a 30 miles radius and none in the south and gave an update from St Albans Fight the freight. Concerns have been raised that potential costs of infrastructure have also not been included for negotiations of the sale price. It is believed that reasons have been provided to HCC as to why they can lawfully not progress with the sale of the land.

It was confirmed St Albans DC are continuing with tree replanting on the verges in the Parish.

Councillor Kerry thanked Cllr Hilton for her assistance to work with the District Council to listen to the local concerns by residents for the proposed installation of double yellow lines and looks as though they are reviewing the decision.

**2223/162 To invite Place Services to provide a presentation** (made at the start of the meeting)

**2223/163 Update on previous actions not mentioned later in the agenda**  
**None**

**2223/164 Reports: Finance, Policy and Resources**

a) To note list of February (b) and March (a) payments authorised by Finance Committee members  
**Noted**

b) To consider and agree any grant/discount applications.

**Resolved:** Cllr Pryce proposed approval of the grant of £9660 to St Albans Fight the Freight group, seconded Cllr Berriman

**Agreed**

**Motion Carried**

c) To note the internal audit report and manager responses  
**Noted**

d) To consider possible dates/times for CCLA zoom meeting presentation

**Deferred** to be consider by the new council at the Finance meeting 6 June 23 to make a recommendation

e) To consider possible dates/times for Breakthrough Communications presentation

**Resolved:** Cllr Berriman proposed Breakthrough Communications are invited to make a presentation to the next meeting, seconded Cllr Skelton

**Agreed:** with 1 against

**Motion Carried**

**2223/165 Clerk's report on request for forwarding copies of Cllr incoming emails to Cllr personal email addresses.**

To review a report from the Clerk with supporting information reference to advice received about public emails going to councillor personal email addresses

Cllr Pryce confirmed the Clerk has spent a lot of time researching independent opinions who have all advised against making a change to the council email system to send an email copy to a councillors personal email when it is believe the current system works well for other councillors and the staff.

Councillor Yates raised concerns about the information in the report and that no reference had been made to the three way conversation held with Hertscom and requested providing a response to the report to the next meeting and a decision is not made at this meeting.

**Resolved:** Cllr Kerry proposed this item be deferred to review all information, seconded Cllr Pryce

**Agreed**

**Motion Carried**

**2223/166 St Stephen Parish Council review of information security policies and procedures.**

At the request of Councillor Yates. To agree to appoint a small team to review the Parish Council's information security policies and procedures and advise Council of any actions required. Part of this review would be to determine Cllr Yates request that this Parish Council agree for all councillors to be able to request the forwarding of incoming emails to councillor personal email addresses is appropriate.

**Resolved:** Cllr Yates proposed this item be deferred to the Autumn to encompass the new bill going through parliament to replace the GDPR guidance, seconded Cllr Kerry

**Agreed**

**Motion Carried**

**2223/167 To review and confirm any additional meeting dates 2023-24**

Additional meeting dates would be made for Fixed Assets with the exclusion of 4 May 13 June , 24 August, 24 October, 12 December, 20 February and 23 April

Also, The Full Council December meeting was agreed to be rescheduled to 14 December

List of meeting dates also to be resent and also be circulated by Committee

Cllr Skelton enquired if he could be sent calendar invites

**2223/168 To discuss and agree wording of email to be sent to allotment holders and the community for an update on the Greenwood Park option study as requested by Cllr Pryce at the Community & Leisure meeting.**

It was confirmed for the letter to come from the Assistant Clerk

**2223/169 To note minutes and note and agree recommendations from the Council's Committees**

a) Annual Events working group-

Cllr Berriman confirmed Coronation Festival is progressing well, Councillors were asked to forward list of local businesses who may like to sponsor the event to the Assistant Clerk

Cllr Pryce gave an update on progress for the Armed Forces Day being held on 25 June 23

Cllr Berriman asked if a letter has been sent to enquire about the use of the new nursery car park area

It is hoped to progress with a car boot sale in September

b) Community & Leisure- No further update

c) Finance Committee-Cllr Kerry confirmed awareness of some banks failing and this is being monitored with the Clerk and Chair

d) Fixed Assets Committee

Cllr Skelton confirmed the next meeting will be held on the following Tuesday and asked if the Assistant Clerk to recirculate the Strategy for review

**2223/170 Election Nomination Packs (circulated)**

The Chair offered to take completed forms into the District Council and confirmed they will be checked which is useful as amendments are sometimes needed

**2223/171 Clerk's Report**

The Clerk confirmed forwarding an email copy sent to Daisy Cooper to request enforcement look into additional development being made at Hanstead Wood.

It was agreed for the Planning committee to follow this up

**2223/172 To review and agree Parish Centre hours to be between 10am-3pm Mon-Fri**

**Resolved:** Cllr Kerry proposed the PC office hours are expanded to cover 10am to 3pm Monday to Friday, seconded by Cllr Berriman

**Agreed**

**Motion Carried**

**2223/173 Future Agenda Items-Reports to be provided to the Clerk by Monday 10 April 2023**

The Meeting closed at 9.27pm

Signed:

Date: