

ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

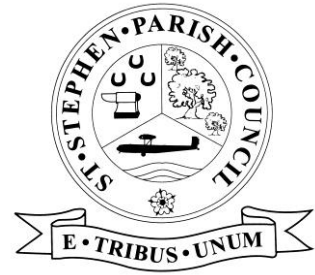
THE PARISH CENTRE STATION ROAD BRICKET WOOD

ST ALBANS HERTS AL2 3PJ

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Minutes of Full Council Meeting

held on Thursday 19 October 2023 at 7.30pm

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

Present: Councillors

Wendy Berriman

Dorothy Kerry

Nicholas Tyndale

David Brannen

Bill Pryce

David Yates

Richard Curthoys

Adrian Ruffhead

Eileen Whittaker

Also Present: Sue Hake, Clerk

District Councillor, Webb

Members of public

7

2324/066 Public Participation – to receive petitions, comments and questions

To welcome public participation in accordance with the Public Speaking Policy

One member of public requested to speak to ask questions

2324/067 To receive reports from representatives of St Albans District Council and Hertfordshire County Council

Cllr Webb gave a verbal report and update on Parish matters including Fight the Freight

2324/068 To receive and accept apologies and reason for absence

Apologies and reasons received and accepted from Cllrs Hilton, Skelton and Jacob

Also Apologies received from County Cllr Nash

2324/069 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

2324/070 To confirm minutes of meeting held on 21 September 2023

Resolved: Minutes of the meeting held on 21 September 2023 were confirmed by those who attended

2324/071 To invite St Stephen Parish Councillors to update Members on Parish related issues

Cllr Pryce updates on HAPTC and Bricket Wood Train station

Cllr Pryce informed Councillors Hertfordshire Association of Parish and Town Councils

(HAPTC) will be required to increase their fees by 5% and will be circulating a survey later this year or early 2024 to enquire what member Councils want and would like to see HAPTC do.

Member Councils consist of 105 out of a possible 124 Councils. It was confirmed there will be a change of the permanent staff by 2026

Cllr Pryce informed Councillors, Bricket Wood Train Station Heritage Trust will hold the official opening on Sunday 22 October 23 following the refurbishment of the building for the retention and renewal of Edwardian features where possible. There is also an opportunity to become a member

Cllr Yates reported on attending the St Albans District Council Association of Local Councils (SADALC) meeting with much of the discussion being held on similar responses from the Parish Council to the Public consultation about the Regulation 18 Consultation on the District

Council Local Plan and that Councillors had been incorrectly informed the document can be fundamentally changed at Regulation 19 stage which is for minor tidy up

Cllr Yates also reported on the plan to build 15000 houses in the area in line with a target that was set 8 years ago and explained local pressure groups around St Albans where the bulk of proposed development around the outside of St Albans is plan to forward a letter to the Planning Inspectorate of which Cllr Yates also aims to discuss the option of forwarding a letter to Mr Gove about the plan at the next Planning and Environment

2324/072 Update on previous actions not mentioned later in the agenda

Items 2324/048g grant and discount policy and 2324/048h Media policy deferred

2324/073 Reports: Finance, Policy and Resources

- a) To confirm list of September 23 payments authorised by Finance Committee Members
Deferred
- b) To note the quarterly direct debit and card payments for July – Sept 2023(circulated)
Noted
- c) To note the half year finance summary report
Deferred to the next meeting
- d) To receive completed Insurance declaration forms from all councillors requested by Insurer
Action: Clerk to obtain clarification about the requirements of the form
- e) To confirm the insurance quote for 2023-24
The policy renewal received today without additions is £11,911.51 plus £1429.39 IPT and £25 admin fee making a total of £13,365.89
Details of the new play equipment have been forwarded and so, expected to increase the final premium cost
Action: Clerk to refer to Finance Committee confirmation of the final quote when received
- f) **Recommendation** To confirm the specification for the procurement of the solar panels for Greenwood Park to go to tender
This is expected to be received tomorrow
Action: Cllr Curthoys to review the specification with Fixed Asset councillors prior to the issue of the tender
- g) **Recommendation:** To adopt the Health and Safety Policy (previous and new circulated)
Resolved: Agreed unanimously to adopt the Health & Safety policy
- h) **Recommendation:** To agree an amount up to £8550 plus VAT for the urgent repairs to part of the Parish Centre roof and agree to delegate authorisation for the contractor engagement to the Clerks office
Resolved: Agreed unanimously for a maximum amount of £8550 plus VAT for the urgent repairs to the Parish Centre roof and agreement to delegate authorisation for the contractor engagement to the Clerk office
- i) To agree a time and date for discussion of the Business Plan between Parish Councillors and staff
Action: Clerk to follow up and confirm date of meeting before the end of November for budgeting purposes to discuss updating the Business Plan

2324/074 Update on Greenwood Park Resident Survey and confirmation of Place Services drop-in date if known

The summary of the Survey results are expected to be received imminently
It was noted a period of three was provided for the return of the survey but a number of households mistook the flyer for junk mail but a p
The date of the stakeholder meeting and community engagement has also not been set and will follow after the circulation of the survey results

2324/075 Committee membership, attendance at meetings and apologies to be provided a week in advance of meetings

Cllr Pryce confirmed HAPTC are supporting reinstating virtual meetings and will raise this at the next National Association of Local Councils (NALC) meeting

2324/076 To note minutes and agree recommendations from the Council's Committees & Working Groups

To receive brief progress reports and recommendations from the:

- a) Community and Leisure- Armed Forces Day for 2024 will be set at the next meeting
- b) Fixed Assets -Items covered in other items on the agenda
- c) Planning- Update-Neighbourhood plan are being considered
- d) HR- Confirmation of engagement of Part Time Grounds Person and Administrative Officer
- e) Events Working Party
 - i. Remembrance Parade and Service
 - ii. Christmas Market 2023 cancelled
 - iii. Car boot sales are planned to commence in the Spring

2324/077 Clerks Report

Updates

Park Street and Woodbury Field Play Areas

The current phase is progressing well at Park Street and will reopen on completion of the post installation check

The results of the grant application will not be considered before next month and the result known by December to progress the next phase at Park Street.

The installation of the Woodbury Field Ninja Warrior course and ball games phases will commence from Monday 23 October 23

McDonalds have expressed their thanks for all of the support to enable them to record at Greenwood Park on Tuesday this week

Our insurer has also commended the team and forwarded congratulations for the standard of Maintenance of our buildings, grounds and facilities in our Parish

Shane Knight at Sherrards has replied and confirmed they will hold the quote made

Previously to progress works on behalf of the Parish Council

Park Street Public conveniences

Grant request has been received from Fight the Freight group for £1k towards a traffic survey to be completed in the Spring and will be considered at the next Finance meeting

Nominations have started to be received for Community Awards

Hanstead Park owners association are liaising with Cllr Yates

Agenda items for the next meeting to be sent to the Clerk by Thursday 26 October 2023

Meeting closed at 9pm

Signed:

Date: