

# ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

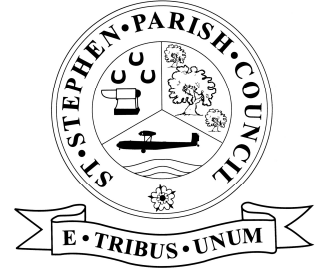
THE PARISH CENTRE STATION ROAD BRICKET WOOD

ST ALBANS HERTS AL2 3PJ

Tel: 01923 681443

Email: [clerk@ststephen-pc.gov.uk](mailto:clerk@ststephen-pc.gov.uk)

Web: [www.ststephen-pc.gov.uk](http://www.ststephen-pc.gov.uk)



## Minutes of Full Council Meeting

held on Thursday 20 July 2023 at 7.30pm

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

### Present: Councillors

Wendy Berriman

Bill Pryce

Mark Skelton

Richard Curthoys

Adrian Ruffhead

David Yates

Aaron Jacob

Officers present: Sue Hake, Clerk, Matt Huddleston, Senior Groundsperson

District Councillor Nuala Webb

4 members of public

### 2324/042 Public Participation – to receive petitions, comments and questions

To welcome public participation in accordance with the Public Speaking Policy

The member of public who requested to speak was not at the meeting

### 2324/043 To receive reports from representatives of St Albans District Council and Hertfordshire County Council

District Cllr Webb confirmed Cadent will be reimbursing householder gas suppliers for the duration of gas loss over the previous week following the water leak into the gas pipeline

### 2324/044 To receive and accept apologies and reason for absence

Apologies received from Cllrs, Brannen, Hilton, Kerry, Tyndale, Whittaker

### 2324/045 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

### 2324/046 To confirm minutes of meeting held on 15 June 2023 and 22 June 2023

Resolved: Agreed

### 2324/047 To invite St Stephen Parish Councillors to update Members on Parish related issues

Cllr Yates confirmed he has agreed to hold the role of Chair for the St Albans District and Local Councils

Cllr Ruffhead confirmed the water leak repair on Tippendell Lane

The member of public confirmed they will report the payment outside of the Care Home needs to be repaired

Cllr Curthoys informed the Council he has submitted a further two articles to the press

The Clerk reminded Cllr Curthoys it is against the Code of Conduct to do this and that he should clearly identify any comments/communications being made that has not gone through the Parish Council Clerk or Chair, is made as an individual and not as a Parish Councillor

### 2324/048 Reports: Finance, Policy and Resources

a) To confirm list, June and July payments authorised by Finance Committee Members  
Confirmed

b) To note Finance Report Summary

Noted

- c) To consider and agree any grant/discount applications
  - i. Abfly grant request of £500  
**Resolved:** Agreed the £500 Grant application to Abfly
  - ii. Bounce (Chiswell Green) £42 discretionary discount request for fund raising event (Open Door)  
**Resolved:** Agreed £42 Bounce (Chiswell Green) Discretionary discount for Open Door fund raising event
- d) **Recommendation** from Fixed Asset Committee to confirm appointment of quote b Solicitors for Heads of Terms asset transfer and lease completions  
**Resolved:** Confirmed agreement of appointment of Solicitor for Quote b (Will Harvey) (Photiades Solicitors)
- e) To confirm the allotment charges for 2023/24  
Cllr Ruffhead declared an interest on items relating to allotments as an allotment holder  
**Resolved:** Confirmed Allotment Charges for 2023-24
- f) To consider clarification and amendment to Allotment Terms of Tenancy and permission required for non- cultivation works on plots, hard landscaping, health and safety requirements and if ponds should be permitted in a public accessible area  
**Resolved:** Agreed in principle based on individual cases and pond requests to be subject to spec and criteria requirement and policy to be approved
- g) To confirm amendment to Grants and Discount policy to request applications are made at least 8 weeks in advance of the any event/activity  
Deferred to incorporate request from Bookings manager to consider amendment to requirement of provision of accounts for small valued fund raising requests
- h) To review and agree the social media policy to be adopted by Full Council  
Agreed for previous communications group of councillors plus Cllr Curthoys to review and bring back to Full Council for adoption
- i) To agree the Asset Disposals -as per circulated list  
**Resolved:** Agreed

**2324/049** To confirm the Park St Recreation Grounds Play area improvements to be completed by Kompan for the combined grant funded works and obtain District Councillors support be made to St Albans District Council for the use of S106 funding  
**Resolved:** Confirmed the Park St Recreation Grounds Play area improvements to be completed by Kompan for the combined grant funded works and obtain District Councillors support be made to St Albans District Council for the use of S106 funding whe permitted

**2324/050** To agree the progress from Section 106 funding of Woodbury Field phase 2 from Section 106 funds

- a. To agree suspension of standing orders for the procurement of the Woodbury Field Play area Phase 2 improvements  
**Resolved:** To agree suspending standing orders for procurement of the Woodbury Field Play Area improvements
- b. To confirm acceptance of tenders or quotes for Woodbury Field phase 2 Section 106 funding delegated power to the Fixed Asset Committee members and reported back to Full Council  
**Resolved:** To confirm acceptance of tenders and or quotes for Woodbury Field using Section 106 funding and give delegated power to Fixed Asset committee members to progress and report back to Full Council

**2324/051** To agree quote for public consultation engagement survey and confirm cllrs to form working party to progress the survey.  
The Clerk confirmed no quote had been received for the additional costs to circulate the survey to households in the Parish  
Following a wide discussion  
**Resolved:** Agreed to delegate to Fixed Asset Committee the decision to agree Costs up to a further £5k to the existing digital survey quote and progress

**2324/052 To note minutes and agree recommendations from the Council's Committees & Working Groups**

To receive brief progress reports and recommendations from the:

- a) Finance-  
Minutes Received
- b) Planning- to discuss application to add a Byway Open to All Traffic from Millhouse Lane to Searches Lane and request for user information to HCC Countryside & Rights of Way  
Also noted the next meeting will be held 3 August to discuss the Local Plan consultation response
- c) Events Working Party

Item for discussion: Participation and involvement of councillors in council events

Cllr Pryce requested more councillors try to support community events

Cllr Skelton suggested the council seek additional professional support to run the events as they are increasing in size and numbers attending

Cllr Berriman expressed thanks to everyone who support the Armed Forces Day in June

It was confirmed a Car boot sale will be held at the Parish Centre on Sunday 10

September 2023 in addition to the Remembrance service on 12 November and the Christmas Market event in November 2023

**2324/053 Clerks Report**

An order has been placed for the cutting of the meadow at Greenwood Park

Dimensions have confirmed they will be setting up the development site from Monday 11 September 2023

The Clerk confirmed an email had been received from a Park Street resident about the drainage and flooding issues that have been reported to HCC Highways and St Albans DC and have still not been rectified. It was confirmed the Parish Council do not manage these functions but the Clerk will share with the Park St Parish Councillors and share with the District Councillors.

District Cllr Webb offered to make contact with the Highways drainage to pursue

The meeting closed at 9.07pm

Signed:

Date: