

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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To: Councillors

Wendy Berriman

David Brannen

Richard Curthoys

Ajanta Hilton

Aaron Jacob

Dorothy Kerry

Bill Pryce

Adrian Ruffhead

Mark Skelton

Nicholas Tyndale

David Yates

Eileen Whittaker

You are summoned to attend the

Full Council Meeting

To take place on **Thursday 21 September 2023 at 7.30pm**

Venue: Parish Centre, St Stephen Suite, Station Road, Bricket Wood, Herts, **AL2 3PJ**

Sue Hake

Sue Hake, Clerk

14 September 2023

The public are welcome to join this meeting. Whilst the Government has relaxed COVID regulations, all authorities are advised to hold meetings whilst acting cautiously. In order to ensure that we can still hold meetings with due care, if you would like to join us, please email our clerk prior to the day of the meeting to advise of your attendance: clerk@ststephen-pc.gov.uk

Please be aware that Members of the public may record, film, photograph or broadcast this meeting from the designated area.

AGENDA

2324/054 Public Participation – to receive petitions, comments and questions

To welcome public participation in accordance with the Public Speaking Policy

2324/055 To receive reports from representatives of St Albans District Council and Hertfordshire County Council

2324/056 To receive and accept apologies and reason for absence

2324/057 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

2324/058 To confirm minutes of meeting held on 20 July 2023

2324/059 To invite St Stephen Parish Councillors to update Members on Parish related issues

2324/060 Update on previous actions not mentioned later in the agenda

Item 2324/048 g Grant and Discount Policy

Item 2324/048 h Media Policy

2324/061 Reports: Finance, Policy and Resources

- a) To confirm list, August, Sept payments authorised by Finance Committee Members
- b) To receive and note the External audit Report and Certificate 2022-23 confirming no findings as well as the completed Notice of Conclusion of audit published as per legal requirements (circulated)
- c) **Recommendation:** To agree the allocation of a budget for 2024-25 for the purchase of up to 15 new Parish Notice boards

- d) **Recommendation** from Community and Leisure Committee to agree to allocate and use S106 monies including the remaining use of the Leisure Facilities fund (required to be used by March 2024) for Woodbury Field Play Area Phases 2, 3, 4, 5 with additional seating, fencing and bike rack for an amount of £202,782 subsequently subject to District Ward Councillors and St Albans District Council approval
- e) **Recommendation** from Community and Leisure to confirm total funding allocation for the Park St Recreation Grounds Play area phase 3 and 4 improvements tender from Kompan of £91,129.36 from the current year Play area budgets and previous year Woodbury Field underspends moved to reserves. NB this will be less should the grant funding applied for of £41,262 be successful
- f) **Recommendation** To agree delegated authority to Fixed Asset Committee and suspend standing orders to progress the decision for the purchase and installation of Solar Panels and install an accessible woodland pathway at St Julians Wood and submit request to use the remaining £149,000 Green Infrastructure Improvements Section 106 monies due to the urgency required for the allocation to be completed by March 2024
- g) **Recommendation:** To adopt the revised Health and Safety Policy (circulated)
- h) **Recommendation** To agree the conditions (circulated) for subsequent policy inclusion, re: previous item 2324/048 f for the installation of structures including ponds on full size plots for adequate risk management and to ensure the Parish Council maintain suitable and sufficient health and safety measures in a public area that also comply with our insurer requirements
- i) **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
- j) To receive and note the recirculated copies of the Code of Conduct and Standing Orders
- k) Update on appointment previous Item 2324/048 d of quote b Solicitors for Heads of Terms asset transfer and lease completions and to consider amendment of appointed solicitor if no response received

2324/062 To consider and agree the installation of a temporary gazebo by the Lazy Llama Café at Greenwood Park requested by customers and previously considered and agreed in principle at Community and Leisure Committee (Report circulated)

2324/063 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
- b) Fixed Assets -i. Request for representative to liaise with Tennis Club
ii. update on Stakeholders event and timeline for community engagement survey
- c) Planning- Update
- d) HR- update on recruitment process for Administrative Officer
- e) Events Working Party
 - i. Update on Carboot sale held on 10 September 23
 - ii. To ascertain volunteers to support the Remembrance Service & Christmas Market event
 - iii. To consider and agree if the Parish Council will hold the Christmas Market event in 2023

2324/065 Clerks Report

Update on Greenwood Park Resident Survey

To note gas works planned to be completed between 19-22 September at the right side of the front of the Parish Centre near the Smug Oak Lane junction

Play areas Vandalism update

Update on commencement of development of land adjacent to the Parish Centre using the shared entrance to the site and discussion with contractor about parking & materials storage