

# ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

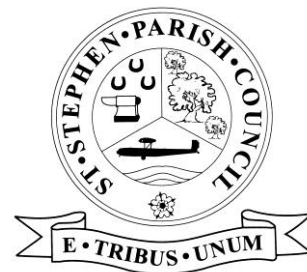
THE PARISH CENTRE STATION ROAD BRICKET WOOD

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## Minutes of Full Council Meeting

held on **Thursday 21 September 2023 at 7.30pm**

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

### Present: Councillors

Richard Curthoys

Dorothy Kerry

Mark Skelton

Ajanta Hilton

Bill Pryce

Eileen Whittaker

Aaron Jacob

Adrian Ruffhead

Also present: Sue Hake, Clerk

District Cllr Webb

County Cllr Nash

3 members of public

Vice Chair Cllr Bill Pryce chaired the meeting

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

To welcome public participation in accordance with the Public Speaking Policy

One member requested to ask questions about the allotments

Cllr Pryce confirmed there will be Public meetings with Place Services as an independent organisation and that any proposed plans can be discussed with them at the time

It was confirmed the Council are aware of requirements should any changes be required to be made to allotments

The date of the public meeting has not been set but will be confirmed once the survey results have been completed

Two members of public queried the delivery of the consultation surveys and requested posters are displayed to inform the community about the public meeting

It was confirmed the survey was completed by an independent organisations stated on the document who is Breakthrough Communications and that D2D (a local company) have delivered the survey to all households in the Parish and the delivery is tracked by the company

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

District Cllr Fry supplied a report that was read at the meeting by the Clerk previously circulated to the Parish Councillors

County Cllr Nash gave apologies for arriving late due to the roadworks and provided a verbal update on Parish matters including the selling of the HCC land, allocating £6000 for Sids footpaths/cycleways and signage to schools in the Parish

District Cllr Webb provided a verbal update on Parish matters including confirmation St Albans Fight the freight are progressing a judicial review on the sale of the HCC land, transport stats and flooding enquiries

Cllr Curthoys requested costs for planning application appeals

District Cllr Hilton gave an update on the waiting time and regulations for parking on yellow lines in the Parish

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

Apologies and reasons accepted from Cllrs Brannen, Tyndale, Yates and Berriman

Also District Councillor Fry

### **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

None received

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

**Resolved:** Minutes of the meeting held 20 July 2023 were confirmed by attendees

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

No updates

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

Item 2324/048 g Grant and Discount Policy - Deferred

Item 2324/048 h Media Policy - Deferred

**2324/061 Reports: Finance, Policy and Resources**

- a) To confirm list, July C and August payments authorised by Finance Committee Members  
Confirmed
- 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)  
Received and noted
- c) **Recommendation:** To agree the allocation of a budget for 2024-25 for the purchase of up to 15 new Parish Notice boards  
**Resolved:** Agreed Unanimous
- 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  
**Resolved:** Agreed Unanimous
- 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 budget 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  
**Resolved:** Agreed
- 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  
**Resolved:** Agreed Unanimous
- g) **Recommendation:** To adopt the revised Health and Safety Policy (circulated)  
Deferred  
**Action:** Assistant Clerk to confirm revisions
- 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  
**Resolved:** Agreed Unanimous
- 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  
**Resolved:** Agreed Unanimous for cheapest quote from London Colney company to complete the works required
- j) To receive and note the recirculated copies of the Code of Conduct and Standing Orders  
Received and noted for any comments to be made to the Clerk
- 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  
**Resolved:** As no response received from the lowest priced Solicitor quote Cllr Pryce proposed the Clerks pursue the next lowest quote, seconded Cllr Kerry, Unanimous  
**Action:** Clerk to engage Solicitor to pursue completion of Heads of Terms for transfer of Assets

**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)  
Cllrs expressed preference for location to be on existing hard standing.  
**Action:** Senior Groundsperson to liaise with Bookings Manager to amend report for suitable location

**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 minutes circulated
- b) Fixed Assets –
  - i. Request for representative to liaise with Tennis Club  
There were no nominations for a representative to liaise with the Tennis Club  
**Action** – Refer to back to Fixed Asset Committee to agree next steps
  - ii. update on Stakeholders event and timeline for community engagement community engagement as soon as this has been confirmed
- c) Planning- Update  
**Action:** Response to Local Plan to be submitted by Cllr Yates
- d) HR- update on recruitment process for Administrative Officer  
Applications have been received  
**Action** - HR Committee members to confirm availability and date for interviews following the meeting
- e) Events Working Party
  - i. Update on Carboot sale held on 10 September 23  
Update received and Parish Council informed of request to continue to hold more
  - ii. To ascertain volunteers to support the Remembrance Service & Christmas Market event  
Cllr Pryce confirmed receipt of 4 volunteer responses and requested all councillors to urgently respond whether they are able to support
  - iii. To consider and agree if the Parish Council will hold the Christmas Market event in 2023  
Cllr Pryce confirmed this will be depend on responses received from all Councillors

**2324/065 Clerks Report**

Update on Greenwood Park Resident Survey

Update on numbers of responses received to date

**Action** – Clerk to follow up tracking for delivery of survey leaflets to households

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

Noted

Play areas Vandalism update

Clerk informed Councillors on issue of smashed alcohol bottles being left on play equipment and confirmed the Bookings Manager has sought support from the local PCSO's

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  
Works have commenced and Senior Groundsperson is liaising with the contractor in reference to using the Parish Council land for parking and storage of materials

Cllr Ruffhead requested timeline for submitting agenda items to be re-instated to end of agenda

Cllr Curthoys expressed thanks to County Cllr Nash for the allocation of money for improvements to the Parish

The meeting closed at 9.05pm

Signed:

Date: