

# ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

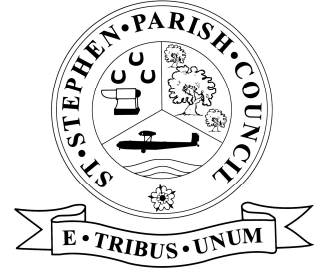
THE PARISH CENTRE STATION ROAD BRICKET WOOD

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## Minutes of the Full Council Meeting

Held on Thursday 18 January 2024 at 7.30pm

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

### Present: Councillors

Wendy Berriman

David Brannen from item 90

Richard Curthoys

Ajanta Hilton

Also present:

Sue Hake, Clerk

District Councillors: Giles Fry and Nuala Webb

3 members of public

County Councillor: Stella Nash from 97 g

Bill Pryce

Adrian Ruffhead

Mark Skelton

Nicholas Tyndale

Eileen Whittaker

David Yates

### 2324/089 Public Participation – to receive petitions, comments and questions

To welcome public participation in accordance with the Public Speaking Policy

None

### 2324/090 To receive reports from representatives of St Albans District Council and Hertfordshire County Council

District Councillors Fry and Webb gave brief updates to the meeting

County Councillor Nash gave an update to the meeting after item 97g

### 2324/091 To receive and accept apologies and reason for absence

Apologies and reason received and accepted from Cllr Kerry

### 2324/092 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

### 2324/093 To confirm minutes of meeting held on 16 November 2023

**Resolved:** The minutes be confirmed and signed by the Chair

**2324/094 Recommendation:** To confirm amendment to the minutes of the August 2022 Full Council extraordinary meeting item 2223/062 to state the agreement for the allocation of the contract to Kompan to install the first phase of S106 funded Woodbury Field Play equipment

**Resolved:** Kompan were confirmed as the allocated contractor to be recorded on item 2223/062 minute by those who attended to be signed by the Chair

### 2324/095 To invite St Stephen Parish Councillors to update Members on Parish related issues

Cllr Curthoys raised concerns about the generator still running in Drop Lane, Bricket Wood

Cllr Hilton offered to follow up the noise reduction progress of the generator by email

Cllr Pryce enquired about progress following council approval to submit an application for the Green Flag award for Greenwood Park by 31 January 24

The Clerk confirmed the staff time constraints to complete required documentation but will follow up if this can be progressed

## 2324/096 Update on previous actions not mentioned later in the agenda

Cllr Yates requested the summer event update be considered under the Community and Leisure Committee Item 98

## 2324/097 Reports: Finance, Policy and Resources

- a) To confirm list of November and December 23 payments authorised by Finance Committee Members  
Confirmed
- b) To confirm the list of Direct Debit and card payments to December 2023  
Confirmed
- c) To confirm councillors allowance amounts for 2024/25  
**Resolved:** To continue to retain the same Councillor allowance scheme amounts
- d) **Recommendation** To approve the 2024-25 budget requiring a Precept of £748,850  
This will equate to an 11% increase based on the Annual band D Council tax from £97.59 to £108.32 with a total annual increase of £10.73 or 20 pence per week  
**Resolved:** To approve the 2024-25 Budget and Precept amount of £748,850
- e) To confirm meeting dates for 2024-25  
**Action:** Date amendment to be made by the Clerk and recirculate for all councillors to confirm at next meeting and Chairs to confirm frequency of Committee meetings
- f) i. To agree to suspend standing orders  
**Resolved:** To agree to suspend standing orders for the S106 funded projects  
ii. To approve delegated authorisation for the Fixed Asset Committee to agree decisions for schemes to utilise the remaining Green Infrastructure Section 106 funding and installation of Lightning conductor if required  
**Resolved:** To approve delegated authorisation for the Fixed Asset Committee to agree decisions for schemes to utilise the remaining Green Infrastructure Section 106 funding and installation of Lightning conductor if required
- g) To discuss and consider the issue of a brief information leaflet to be circulated to the Parish residents providing details for the 2024-25 Budget and Precept data, completed projects and future aims of the council  
Cllr Curthoys queried the need for a leaflet and queried the usefulness of a leaflet being delivered as thinks it would be read and that putting on the website would be adequate  
Cllr Hilton disagreed that a number of residents do not have access to go online did think the information leaflet should be joined with a survey for some of the smaller play areas  
Cllr Yates queried if it would be possible to complete a survey leaflet with an information leaflet by the time a council tax with open questions to feed back to the Council  
Cllr Curthoys proposed not to do a leaflet with 3 votes in favour and 7 against  
Cllr Yates proposed an information leaflet be created  
**Resolved:** To create a Parish Council information leaflet  
  
**Action:** Content of the leaflets to be agreed that will include what the Precept will be and information of responsibilities for all three tier local authorities. Cllrs Berriman, Hilton, Ruffhead, Tyndale and Yates with agreement to communicate the content of the leaflet to the interested member of public from the meeting  
**Action:** Councillors to liaise with staff to ascertain feasibility of a survey to be created and distributed with the leaflet
- h) To urgently consider and suggest future project options for Section 106 funding to be submitted to the District Council and forward to the next Fixed Asset Committee meeting  
**Action:** Clerk to re-circulate guidance for S106 funding  
**Action:** All councillors to forward at least one suggestion to the Fixed Asset committee to be held on 25 January 24

## **2324/098 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
  - i. **Recommendation:** To agree to sign and adopt the Armed Forces Covenant-  
**Resolved:** To agree to adopt the Armed Forces covenant subject to the agreed wording amendments
  - ii. **Recommendation:** To suspend standing orders for the replacement of the Typhoon carousel at Woodbury Field for an accessible Carousel from HAGS to be funded from Reserves for an amount up to £12,730 plus VAT  
**Resolved:** To suspend standing orders to enable the purchase of the Accessible Carousel from HAGS  
**Resolved:** To agree the purchase of the Accessible Carousel from Reserves up to an amount of £12,730 plus VAT
  - iii. Armed Forces Day and Remembrance day have been agreed and Cllr Pryce may know someone who is prepared to sponsor a summer event  
Community and Leisure to agree the date for a smaller event  
Cllr Yates explained dates for availability are limited but would like to celebrate the 130 year of the Parish Council  
It was noted the next Community and Leisure meeting will need to be changed from 1 February
- b) Fixed Assets-Minutes circulated
- c) Finance -Minutes circulated
- d) Planning – Minutes circulated
- e) Events Working Party – No updates

## **2324/099 Clerks Report**

Updates - Greenwood Park Resident Survey

The Greenwood Park resident survey is on the Parish Council website and has been shared through Facebook and emailed to all three Village Resident Associations

**Action:** Clerk to request amendment to Q3 answer format

**Agenda items for the next meeting to be sent to the Clerk by Monday 5 February 2024**

Meeting closed at 20:48