

# ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

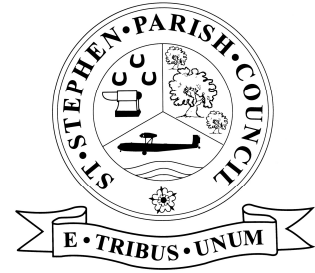
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## Minutes of Full Council Meeting

Held on Thursday 15 February 2024 at 7.30pm

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

### Present: Councillors

Wendy Berriman

David Brannen

Richard Curthoys

Ajanta Hilton

Bill Pryce

Adrian Ruffhead

Mark Skelton

Nicholas Tyndale

David Yates

Eileen Whittaker

### Also present:

Sue Hake, Clerk

District Councillors: Cllrs Nuala Webb and Giles Fry

3 Members of public

### 2324/100 Public Participation – to receive petitions, comments and questions

To welcome public participation in accordance with the Public Speaking Policy

A member of public asked that documents be included on the website.

It was confirmed the payment list was on the website in a format that is GDPR compliant but the documents with sensitive information were not included on the website

### 2324/101 To receive reports from representatives of St Albans District Council and Hertfordshire County Council

District Cllr Fry gave a brief update confirming a communication received on the latest S106 project funding

District Cllr Webb gave a brief general update, confirming receipt of communication on the Rail Freight judicial review and also explained about the email sent to the Clerk after the agenda had been circulated in reference to an initial enquiry about the possibility of using the Park Street Pavilion once a week for a food bank with no items required to be stored on site by the St Albans DC Trussell Trust

**Action:** District Cllr Webb to continue to liaise with the Council through the Clerk

### 2324/102 To receive and accept apologies and reason for absence

Apologies and reasons received from Cllr Kerry and Cllr Jacob and accepted

Apologies also received from County Cllr Nash who is unable to attend the meeting to provide a verbal report on the County Council budget set this week and will forward a report to the Clerk to share with Parish Councillors when received

### 2324/103 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

### 2324/104 To confirm minutes of meeting held on 18 January 2024

**Resolved** and signed by the Chair

### 2324/105 To invite St Stephen Parish Councillors to update Members on Parish related issues

Cllr Yates confirmed we have been informed the hearing due to be held for the Planning application relating to the land behind houses at Ragged Hall Lane has been postponed by the Planning Inspector

Cllr Ruffhead explained he had received an enquiry from a resident about the completion of works to create new carparking at Greenwood Park near the allotment entrance gate

Cllr Yates confirmed the Council have previously agreed to use the area on the allotment side of the road for parking and the recent works were to minimise the problem with the mud

#### **2324/106 Update on previous actions not mentioned later in the agenda**

Cllr Yates informed the meeting that the generator issue in Drop Lane was discussed at the Bricket Wood Management Committee. It has emerged that a house was built over a break created in the electricity supply to a sewage pump, resulting in raw sewage surfacing in the middle of a field. Little progress was made until a report was made to the Environment Agency about the sewage running into the River Ver

#### **2324/107 Reports: Finance, Policy and Resources**

- a) To confirm list of January 24 payments authorised by two Finance Committee Members  
**Resolved**
- b) To confirm bank reconciliations to Dec 23  
**Resolved**
- c) To confirm meeting dates for 2024-25  
Meeting dates were confirmed including the Parish Meeting date to be held on the same day as the Annual Council meeting  
**Action** Clerk to liaise with Chair of HR to schedule HR meetings dates to be incorporated
- d) To review Business Risk Assessment and Internal Controls  
**Resolved** to note these.
- e) To consider and approve grant funding requests for the GWP Cricket Club boundary rope up to £200-£250  
**Resolved** to grant up to £250 for the Cricket boundary rope that will be stored in the Pavilion for shared use
- f) To request a review and update of the Strategic Plan by Committee  
**Resolved** to review the Strategic Plan and Actions at each Committee and identify if Task and Finish groups continue to be required  
**Action:** Clerks to add to all future committee agenda items and for the revised document to be reviewed by Full Council
- g) To consider and agree quote of £2490.20 plus VAT to Park St carpark maintenance/repairs  
**Resolved** to agree the quote of £2490 plus VAT from Ground Trax Ltd  
**Action:** Car parking charges to be discussed and considered at Fixed Asset Committee and brought back to Full Council
- h) To receive update on Information leaflet and agree next actions  
The Clerk confirmed there are insufficient staff resources to complete a survey to be circulated with a leaflet to all households in the Parish by March as well as finishing all of the S106 funded projects by the end of March 24  
The Clerk has shared a brief article for the Parish Council Precept budget requirements for 2024-25 with all three local Resident Associations for inclusion into the magazines  
**Action:** Office to share a completed leaflet on the website, facebook, social media, noticeboards and make a copy available in the centres
- i) To review and agree the Ice-cream Concession tenders for 2024-25  
**Resolved** Unanimous agreement for the Ice cream tender go to Noviellos for 2024-25

#### **2324/108 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 - Events Working Party**
  - i. **Recommendation**-To confirm Summer/Autumn event date and agree next actions  
The Events Working party confirmed the aim to hold the following events in 2024 subject to support from Councillors  
Armed Forces Day will be held at the Parish Centre on Sunday 30 June 2024  
Car boot Sales at the Parish Centre on Sunday 21 April, 19 May and 16 June 2024  
Fantastic summer fete event at Greenwood Park on Sunday 1 September 2024  
Remembrance Day -Park St Memorial Sunday 10 November 2024  
Winter Fair at Greenwood Park Sunday 1 December 2024
  - ii. it was confirmed the rescheduled Community and Leisure meeting will be held at 10.30am on Thursday 29<sup>th</sup> February 24

b) **Fixed Assets-**

i. To confirm S106 projects agreed to date

Woodbury Field completed projects by Kompan and Proludic

Greenwood Park – Solar Panels -Solar Voltaic in progress

Additional electrical works were necessary to complete the installation that could not be covered by S106 and will be covered from the maintenance budget

Planned projects agreed at Fixed assets for Solar lighting at GWP and Park Street footpath Rec through to the School

Wooden Bench at St Julians Wood at Greenwood Park

Relocation of trees at Greenwood Park from Watling chase to John Bells Copse

The Council expressed huge thanks to the staff for all of their hard work to progress the project contracts to ensure the Parish Council have been able to utilise the S106 funding by the March deadline

ii. **Recommendation** To confirm additional projects for current and future

S106 funding subject to DC approval

**Resolved:** Unanimous confirmation for the additional project list for current and future S106 funding subject to DC approval

The clerk confirmed obtaining 300 from County Council FOC as this was outside of the remit for S106 funding

Cllr Yates also expressed thanks to the District Councillors for signing off agreement to the Section 106 funded projects

**Action:** Clerks to add Fixed Asset Committee meeting to discuss the possibility of funding of the re-instatement of the District Council CCTV camera to the upper car park at GWP

c) Planning – Feedback

It is anticipated the number of applications are expected to reduce with permitted development allowances and will enable the Planning and Environment committee to focus on environmental aspects

**2324/109 Clerks Report**

The Clerk confirmed there will be a work experience student with the grounds and maintenance team on the week commencing 18 March 24

**Agenda items for the next meeting to be sent to the Clerk by Monday 11 March 2024**

**Meeting closed at 21.01**