

ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

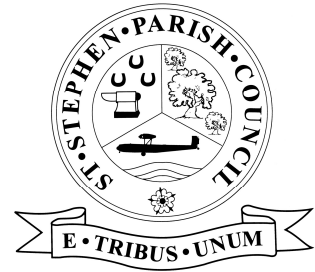
THE PARISH CENTRE STATION ROAD BRICKET WOOD

ST ALBANS HERTS AL2 3PJ

Tel: 01923 681443

Email: clerk@ststephen-pc.gov.uk

Web: www.ststephen-pc.gov.uk



Minutes of the Full Council Meeting

held on Thursday 21 March 2024 at 7.30pm

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

Present: Councillors

Wendy Berriman

Dorothy Kerry

David Yates

David Brannen

Adrian Ruffhead

Eileen Whittaker

Richard Curthoys

Mark Skelton

Aaron Jacob

Nicholas Tyndale

Also present

Sue Hake, Clerk, Matthew Huddleston, Senior Groundsperson (item2324/118a,e,f &119 brought forward)

District Councillor Nuala Webb

County Councillor Stella Nash from 8pm

One member of public

2324/110 Public Participation – to receive petitions, comments and questions

To welcome public participation in accordance with the Public Speaking Policy

None

2324/111 To receive reports from representatives of St Albans District Council and Hertfordshire

County Council

District Councillor Webb gave a verbal report on local matters being dealt with

County Councillor gave a verbal report on local County Council matters

2324/112 To receive and accept apologies and reason for absence

Apologies and reason received and accepted from Cllrs Pryce and Hilton

2324/113 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

Cllr Yates declared a personal nonpecuniary interest on agenda items 2324-117 relating to the Tennis Club

2324/114 To confirm minutes of meeting held on 15 February 2024

Resolved: Minutes of the meeting held on 15 February 2024 were Confirmed subject to a minor amendment being requested to the schedule of future calendar meetings for HR to be held one hour later on 25 April at 5.30pm

2324/115 To invite St Stephen Parish Councillors to update Members on Parish related issues

Cllr Ruffhead raised two queries to be looked into by the Clerk

2324/116 Update on previous actions not mentioned later in the agenda

It was confirmed the work experience student had started his work experience at the beginning

of the week and was covering a wide range of tasks with the team

2324/117 Reports: Finance, Policy and Resources

a) To confirm list of February 24 payments authorised by Finance Committee Members
Confirmed

b) To confirm meeting dates for 2024-25

- Confirmed subject to amending the HR meeting on 25 April back to 5.30pm
- c) To consider and approve grant funding request of £280 to the Parish Pickers of St Stephen
Resolved: To approved the grant funding request of £280 to the Parish Pickers
 - d) To consider and agree areas for replacement of vinyl flooring at the Parish Centre
 Deferred to the next Full Council meeting:
Action: Assistant Clerk to raise for discussion only under the Clerks report at the Fixed Asset meeting on Tuesday
 - e) To agree electric recharge levels for the Café and Tennis Club
Resolved: To continue with the same method of electric recharges for 6 months following the installation of the solar panels and monitor the electricity and solar usage and invoices when received
 - f) To agree the Tennis Club Lease increase
Resolved: To agree the 3 yearly RPI lease rent increase of 15.3% to commence from January 2024

2324/118 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
Recommendation-To confirm S106 project proposals from C&L Committee be added to the Parish Council list
Resolved: To confirm the S106 proposals from the Community & Leisure Meeting to be added to the Parish Council list
Recommendation- To agree the Play Area Plan
 The Senior Groundsperson explained the Play Area Plan
Resolved: To agree the Play Area Plan
- b) Planning – Feedback received
- c) Fixed Assets
 To receive Blue Bell management report
Received
- d) To nominate councillors to create a task and finish group to support the progress of the completion of the Woodland Management Plan
Resolved: Cllrs Brannen, Curthoys, Pryce and Yates from the Planning and Environment Committee were confirmed to form the Task and finish group to support the progress of the completion of the Woodland Management Plan
- e) To agree a meeting date for the Woodland Management Plan Task and Finish group
Resolved: To agree the Woodland Management Plan Task & Finish group meet as part of the next Planning and Environment Committee meeting
- f) To receive the Food Bank proposal and agree next actions
 The Clerk shared the email update from District Cllr Webb about the Food Bank proposal and will continue to obtain further information to bring back to the Council for consideration
Resolved: To agree in principle for the use of Park Street Pavilion to be used as a Food bank once a week subject to further discussions and information being obtained

2324/119 Clerks Report

To confirm dates of works at Woodbury Field, Park Street and Greenwood Park Play areas
 The Senior groundsperson confirmed the provisional dates for installation works are expected to commence at Woodbury Field on 2 April for the Fitness equipment that will be followed by the commencement of the Pump Track followed by the Park Street additional equipment and finally the replacement slide at Greenwood Park in May

Agenda items for the next meeting to be sent to the Clerk by Monday 8 April 2024

The meeting closed at 21:10

Signed:

Date: