

ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

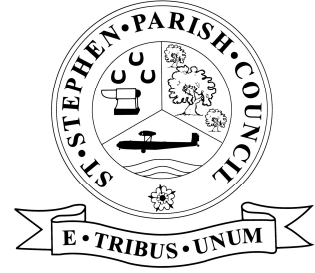
THE PARISH CENTRE STATION ROAD BRICKET WOOD

ST ALBANS HERTS AL2 3PJ

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Minutes of the Annual Parish Council Meeting

Held on Thursday 16th May 2024 at 7.30pm

at The Parish Centre, Station Road, Bricket Wood, St Albans, AL2 3PJ

Present: Councillors

Wendy Berriman

Adrian Ruffhead

Eileen Whittaker

Ajanta Hilton

Mark Skelton

David Yates

Dorothy Kerry

Nicholas Tyndale

Also present

Susan Hake, Clerk

2 members of public

2425/001 To elect a Chairman for the year 2024/25 and sign Declaration of Acceptance of Office

Resolved: Cllr Yates was Elected as Chair and the Declaration of Acceptance of Office signed

2425/002 To elect a Vice-Chairman for the year 2024/25 and sign Declaration of Acceptance of Office

Resolved: Cllr Hilton was Elected as Vice Chair and the Declaration of Acceptance of Office signed

2425/003 To receive any further signed Acceptance of Office and any update to Register of Interest forms

No further forms

2425/004 Public Participation – to receive petitions, comments and questions

To welcome public participation in accordance with the Public Speaking Policy

A member of Keep Chiswell Green spoke in reference to item 18 for the seeking to request grant funding agreement towards a judicial review

A member of the public who is organising the Armed Forces Day being held at the Parish Centre on 30 June 2024 requested assistance to put out 103 posters and enquired when the next Events working party meeting will be held

Cllr Whittaker and Berriman to agree a date for the next Events working party meeting at the end of the meeting

2425/005 To receive reports from representatives of St Albans District Council and Hertfordshire County Council

None

2425/006 To receive and accept apologies for absence

Apologies and reason received from Cllrs Brannen, Curthoys, Jacob and Pryce

2425/007 To confirm the minutes of the meeting held on 18 April 2024

Resolved: To confirm the minutes of the meetings to be signed by the Chair

2425/008 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

2425/009 Chairs report
Nothing further to report

2425/010 General Power of Competence

Recommendation: To confirm St Stephen Parish Council meet the conditions of eligibility to use the General Power of Competence as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, confirms its eligibility (minimum two thirds elected councillors and a CiLCA qualified Clerk to use the General Power of Competence until the next relevant Annual Meeting of the Council that takes place in a year of ordinary elections).

Resolved: To confirm St Stephen Parish Council meet the conditions of eligibility to use the General Power of Competence

Resolved: Agreed

2425/011 To receive Councillor allowance claim/forego forms for 2024-25
Cllrs to complete the Councillor allowance claim/forego for 2024-25

2425/012 Update on previous meeting actions not mentioned later in the agenda
None

2425/013 To appoint representatives to serve on Committees, working parties and outside bodies

Committees

Community & Leisure
Finance Committee
Fixed Assets Committee
HR Committee
Planning & Environment Committee

Task and Finish Groups

Future Developments Task and Finish Group-report to Fixed Assets Committee
Youth Projects Task and Finish Group-report to Community & Leisure Committee
Communications Task and Finish Group-report to Full Council

Working Groups

Annual Events Working Party-Report to Community and Leisure Committee
Tennis Club Liaison Group – report to Fixed Assets Committee

Representatives on Outside Bodies

Bricket Wood Joint Management committee (SADC)
Community Rail Partnership - ABFLY
Bricket Wood Station Heritage Trust
Herts Association of Parish and Town Councils (HAPTC)
St Albans District Association of Local Councils (SADALC)
Park Street Village Hall
Park Street Primary School
How Wood Primary School
Killigrew Primary School
Mount Pleasant Lane Primary School

2425/014 Recommendation to re-adopt the Code of Conduct
Resolved: Adopted

2425/015 Recommendation to adopt Standing Orders
Resolved: Adopted

2425/016 Recommendation to re-adopt the Scheme of Delegation
Resolved: Adopted

2425/017 Reports: Finance, Policy and Resources

a) To note list of April payments authorised by Finance Committee Members
Noted

b) Recommendation from Finance to approve the Investing of Precept, S106 and Reserves funds with CCLA

Resolved: Approved

c) Recommendation to Confirm extending the GWP café license agreement for a further 12 months

Resolved: Confirmation to extend the Café license agreement for a further 12 months

d) Recommendation to confirm the Café License rate for the 12month period 2024-25 to be paid quarterly

Resolved: Agreed the option a) to increase the annual fee by £1000

e) To consider and agree any grant/discount applications

i. Community Rail partnership - Grant request £500

Resolved: to Agree the Community Rail Partnership grant request of £500

ii. Keep Chiswell Green-discretionary discount of venue hire

Resolved: To agree the Keep Chiswell Green 100% discretionary discount hire for £666

2425/018 To consider agreement in Principal for £10k grant request from Keep Chiswell Green and confirm budget allocation

Resolved to agree in Principal the Keep Chiswell Green £10k grant on the basis of the Parish wide implications subject to the completion of the grant application subject to the same clauses and caveats as agreed for Fight the Freight grant application that will then need to be agreed by Full Council

Resolved: to agree to use the excess actual to budget Income from venue hire for 2023-24 that will be allocated to Reserves from 2023-24 as part of the year end at the point of approval of the payment being made

2425/019 To note minutes and agree recommendations from the Council's Committees & Working Groups

To receive brief progress reports and recommendations from the:

a) Planning & Environment-None

b) Finance Committee-covered earlier

c) Fixed Asset Committee-None

d) Community & Leisure Committee-None

e) Events Working Party-Woodbury Field opening on 1 June 24 at 2.30pm

Car boot sale will be held on Sunday morning

Wicket Brood to be contacted by Cllr Yates to ascertain availability

Events meeting to be held to discuss plans for the event on 1 September

2425/020 Clerks Report - Information updates

- The Clerk informed the Council further information has been requested from Dimensions following receipt of notification the District Council plan to name the Parish Council access road to the old QE2 site to Elizabeth Close although the access road will be behind locked gates to the Parish Council owned land
- Discussions are ongoing about the requirement for a locked gate to be retained
- Heads of Terms are continuing to be progressed for the transfer of Park Street Recreation grounds and Pavilion and Woodbury Field
- Strategic Plan and Actions final updates being made at committees to come back to Full Council
- Confirmed meeting dates to be recirculated
- Community and Leisure will discuss separating the Annual Parish meeting and Annual Parish meeting to then come back to Full Council

Agenda items for next meeting required by 10 June 2024

Items for next agenda Recommendation to adopt new NALC model Financial Regulations

Meeting closed at 20.50