

St Stephen PC Bank payments June 24

18Jun2024	B/P to: Trade UK	6331640007673478	-554.96
18Jun2024	B/P to: The Metal Store	750527A	-142.88
18Jun2024	B/P to: Star Platforms Ltd	PART PAYM. L301436	-200
18Jun2024	B/P to: St Stephen PC L A	TRANS FROM UNITY	-5079.04
18Jun2024	B/P to: St Albans District	ST STEPHEN PC	-417.6
18Jun2024	B/P to: Scott & Sons Ltd	STEPHEN	-342
18Jun2024	B/P to: Ricoh UK Ltd	100000007470	-86.17
18Jun2024	B/P to: NSALG	S20457	-66
18Jun2024	B/P to: Bourne	DEPOSIT REFUND	-100
18Jun2024	B/P to: Khan	DEPOSIT REFUND	-250
18Jun2024	B/P to: KwikServices Ltd	INV. 13098	-400
18Jun2024	B/P to: KOMPAN Ltd	254132	-109355
18Jun2024	B/P to: John Drinkwater	GAZEBOS	-304.74
18Jun2024	B/P to: Joanna O'Brien	BALLOONS FOR 1 JUN	-6.9
18Jun2024	B/P to: Pettie	DEPOSIT REFUND	-250
18Jun2024	B/P to: Hire One (St Alban	INV. 31467	-26.4
18Jun2024	B/P to: HCC Debtors	HFS CS059420	-213.09
18Jun2024	B/P to: Groundtrax	INV. 10100	-1158
18Jun2024	B/P to: Glasdon UK	SI887276	-1440.43
18Jun2024	B/P to: F & R Cawley Ltd	ACC. 704492	-730.56
18Jun2024	B/P to: DC Payroll Service	INV. 1666	-48.56
18Jun2024	B/P to: Castle Water Ltd	TEI0000011390	-243.27
18Jun2024	B/P to: C M Young	INV. 607	-200
18Jun2024	B/P to: Burston Garden Cen	101077	-125.5
18Jun2024	B/P to: B R Boatwright	ST STEPHEN PC 1557	-1200
18June2024	BP C Net Sal	NET SAL JUN 24	-16177.9
28Jun2024	B/P to: W PRYCE Â	CLLR ALLOWANCE	-72
28Jun2024	B/P to: W E Berriman	0692/243908663	-90
28Jun2024	B/P to: TEAM Safety Servic	INV. 007962	-1440
28Jun2024	B/P to: Chowdhury	DEPOSIT REFUND	-250
28Jun2024	B/P to: Rentokil InitialUK	K77/70015953/1520	-64.24
28Jun2024	B/P to: N W TYNDALEÂ	CLLR ALLOWANCE	-54
28Jun2024	B/P to: Mrs Ajanta Hilton	CLLR ALLOWANCE	-89.6
28Jun2024	B/P to: Metropolitan Heat	INV-2628	-204
28Jun2024	B/P to: IAC Audit & Consul	INV-1837	-474
28Jun2024	B/P to: George Browns Ltd	INV. 452722	-5426.4
28Jun2024	B/P to: E WHITTAKER	CLLR ALLOWANCE	-54
28Jun2024	B/P to: DAVID YATES	CLLR ALLOWANCE	-72
28Jun2024	B/P to: D KERRY	CLLR ALLOWANCE	-72
28Jun2024	B/P to: AC & JM Ruffhead	CLLR ALLOWANCE	-72

St Stephen PC DD, Bank charges and Card payments list Apr-Jun24

02Apr2024	Direct Debit (SADC COUNCIL TAX)		7051089	-956.75
02Apr2024	Direct Debit (H3G)	985630447301200031		-45.00
08Apr2024	Direct Debit (BRITISH GAS)	BGL0425915-0409010		-4.47
10Apr2024	Direct Debit (GOCARDLESS)	HERTSCOM-26T6A79MC		-36.00
11Apr2024	Direct Debit (GOCARDLESS)	HERTSCOM-26T6A79MC		-32.69
15Apr2024	Direct Debit (FUEL CARD SERVICES)	SHO331470		-106.51
15Apr2024	Direct Debit (SADC COUNCIL TAX)		7021936	-405.90
15Apr2024	Direct Debit (SADC COUNCIL TAX)		9135020	-153.95
16Apr2024	Direct Debit (SAGE SOFTWARE LTD)	ZJVE5KQ		-289.20
16Apr2024	Direct Debit (LLOYDS BANK PLC)	5563140145418408		-879.02
17Apr2024	Direct Debit (CORONA ENERGY RETA)	D000091216C2404151		-1302.65
19Apr2024	Direct Debit (GOCARDLESS)	HERTSCOM-26T6A79MC		-1196.54
22Apr2024	Direct Debit (FUEL CARD SERVICES)	SHO331470		-26.80
22Apr2024	Direct Debit (TOTALENERGIES G&P)		1174013	-1290.13
23Apr2024	Direct Debit (SECOM PLC)		619077	-52.11
29Apr2024	Direct Debit (FUEL CARD SERVICES)	SHO331470		-152.89
01May2024	Direct Debit (SADC COUNCIL TAX)		7051089	-961.00
07May2024	Direct Debit (FUEL CARD SERVICES)	SHO331470		-192.26
07May2024	Direct Debit (H3G)	985630447301200032		-47.04
09May2024	Direct Debit (BRITISH GAS)	BGL0425915-0409010		-35.85
13May2024	Direct Debit (FUEL CARD SERVICES)	SHO331470		-113.37
15May2024	Direct Debit (GOCARDLESS)	HERTSCOM-26T6A79MC		-1196.54
15May2024	Direct Debit (SADC COUNCIL TAX)		7021936	-404.00
15May2024	Direct Debit (SADC COUNCIL TAX)		9135020	-152.00
16May2024	Direct Debit (CORONA ENERGY RETA)	D000091216C2405141		-927.70
16May2024	Direct Debit (SAGE SOFTWARE LTD)	ZJVE5KQ		-289.20
16May2024	Direct Debit (LLOYDS BANK PLC)	5563140145418408		-440.84
20May2024	Direct Debit (FUEL CARD SERVICES)	SHO331470		-85.12
21May2024	Direct Debit (GOCARDLESS)	HERTSCOM-26T6A79MC		-30.98
22May2024	Direct Debit (TOTALENERGIES G&P)		1174013	-641.94
23May2024	Direct Debit (SECOM PLC)		619077	-52.09
28May2024	Direct Debit (FUEL CARD SERVICES)	SHO331470		-190.06
03Jun2024	Direct Debit (SADC COUNCIL TAX)		7051089	-961.00
03Jun2024	Direct Debit (H3G)	985630447301200033		-47.04
03Jun2024	Direct Debit (FUEL CARD SERVICES)	SHO331470		-247.56
05Jun2024	Direct Debit (GOCARDLESS)	HERTSCOM-26T6A79MC		-1072.80
06Jun2024	Direct Debit (GOCARDLESS)	HERTSCOM-26T6A79MC		-38.27
17Jun2024	Direct Debit (SAGE SOFTWARE LTD)	ZJVE5KQ		-289.20
17Jun2024	Direct Debit (SADC COUNCIL TAX)		7021936	-404.00
17Jun2024	Direct Debit (SADC COUNCIL TAX)		9135020	-152.00
17Jun2024	Direct Debit (LLOYDS BANK PLC)	5563140145418408		-773.22
17Jun2024	Direct Debit (GOCARDLESS)	HERTSCOM-26T6A79MC		-1196.54
17Jun2024	Direct Debit (FUEL CARD SERVICES)	SHO331470		-206.74
17Jun2024	Direct Debit (CORONA ENERGY RETA)	D000091216C2406131		-498.93
19Jun2024	Direct Debit (TOTALENERGIES G&P)		1174013	-329.62
24Jun2024	Direct Debit (SECOM PLC)		619077	-52.09
24Jun2024	Direct Debit (FUEL CARD SERVICES)	SHO331470		-88.56
28Jun2024	Manual Credit - Handling Charge			-0.90
30Jun2024	Service Charge			-75.45

Date	Account	Ref.	Details	Debit	Credit
01/04/2024			B/Fwd Balance	0.00	873.02
02/04/2024		CC Monthly Fee AF	Lloyds Corporate Card Monthly fee AF	0.00	3.00
02/04/2024		CC Monthly Fee SH	Lloyds Corporate Card Monthly fee SH	0.00	3.00
02/04/2024		CC UKOfficeDirectINV8000771998	A4 notebook - pack of 3 - GWP, 5 l antibacterial soap	0.00	17.68
02/04/2024		CC UKOfficeDirectINV8000772034	Copier cartrige for GWP	0.00	42.54
16/04/2024		CC JT Atkinson Inv#1003106557	Brazing Torch	0.00	67.20
29/04/2024		CC ZORO UK Inv. 161476259	Combination padlock for PS Pavilion bins	0.00	43.18
26/04/2024	AMAZON	Amazon	Purchase Payment	0.00	8.30
25/04/2024	AMAZON	Amazon	Purchase Payment	0.00	12.99
16/04/2024	AMAZON	Amazon	Purchase Payment	0.00	14.65
25/04/2024	AMAZON	Amazon	Purchase Payment	0.00	19.99
25/04/2024	AMAZON	Amazon	Purchase Payment	0.00	3.95
24/04/2024	AMAZON	Amazon	Purchase Payment	0.00	6.60
16/04/2024	AMAZON	Amazon	Purchase Payment	0.00	4.45
15/04/2024	AMAZON	Amazon	Purchase Payment	0.00	43.31
09/04/2024		CC Burston Garden Centre	CC Burston Garden Centre Gift Vouchers Parish in Bloo	0.00	120.00
09/04/2024		CC M&S Gift Voucher	CC M&S Gift Voucher Community Award	0.00	30.00
16/04/2024		TRANS UT/Lloyds Corporate Card	TRANS UT/Lloyds Corporate Card	879.02	0.00
02/05/2024		CC Monthly Fee SH	Lloyds Corporate Card Monthly Fee SH	0.00	3.00
02/05/2024		CC Monthly Fee AF	Lloyds Corporate Card Monthly Fee AF	0.00	3.00
13/05/2024	AMAZON	Amazon	Purchase Payment	0.00	12.95
15/05/2024	AMAZON	Amazon	Purchase Payment	0.00	29.99
17/05/2024	AMAZON	Amazon	Purchase Payment	0.00	5.48
17/05/2024	AMAZON	Amazon	Purchase Payment	0.00	7.26
23/05/2024	AMAZON	Amazon	Purchase Payment	0.00	5.25
16/05/2024		TRANS UT/Lloyds Corporate Card	TRANS UT/Lloyds Corporate Card	440.84	0.00
27/05/2024	AMAZON	Amazon	Purchase Payment	0.00	8.49
27/05/2024	AMAZON	Amazon	Purchase Payment	0.00	9.98
27/05/2024	AMAZON	Amazon	Purchase Payment	0.00	35.90
20/05/2024		CC Post Office	Post. of the certificate & voucher to Roy Clegg comm. a	0.00	3.80
16/05/2024		CC Waitrose Ref. 5011949	Refreshments for Annual Parish Meeting	0.00	17.90
30/05/2024	TAPWAREH	Tap Warehouse/Beyond retail	Purchase Payment	0.00	25.98
10/05/2024	EUROLOO	euroloos-hire	Purchase Payment	0.00	318.00
08/05/2024	FIRSTA4L	FirstAid4Less	Purchase Payment	0.00	79.80
16/05/2024	HALFORDS	Halfords	Purchase Payment	0.00	6.99
16/05/2024	DVSTOOLS	DVS Power Tools	Purchase Payment	0.00	199.45
03/06/2024		CC Monthly Fee SH	Lloyds Corporate Card Monthly Fee SH	0.00	3.00
03/06/2024		CC Monthly Fee AF	CC Monthly Fee AF	0.00	3.00
17/06/2024		TRANS UT/Lloyds Corporate Card	TRANS UT/Lloyds Corporate Card	773.22	0.00
06/06/2024	DVLA	DVLA Hilux Road tax	Purchase Payment	0.00	337.50
11/06/2024	ZAFETY	Zafety signs	Purchase Payment	0.00	29.04
17/06/2024	DVSTOOLS	DVS Power Tools refund	Purchase Receipt	199.45	0.00
17/06/2024	ZAFETY	Zafety refund 1sign not supplied	Purchase Receipt	5.10	0.00
26/06/2024	VERDE	Verde	Purchase Payment	0.00	132.30
04/06/2024	AMAZON	Amazon Sylva cleaner SportHall	Purchase Payment	0.00	44.50
16/06/2024	AMAZON	AmazonPaper cups for PC hirers	Purchase Payment	0.00	30.78
20/06/2024	AMAZON	Amazon laptop case	Purchase Payment	0.00	29.88
24/06/2024	AMAZON	Amazon Self Laminating IDpouch	Purchase Payment	0.00	13.98
20/06/2024	AMAZON	Amazon Redacting pen x 5	Purchase Payment	0.00	24.24
24/06/2024	MEDIWORL	Mediworld Defib Pads	Purchase Payment	0.00	114.55

ST STEPHEN PARISH COUNCIL Summary Budget to Actuals 2024-25-as at 30 June 2024

Name	Budget 2024/25	Actuals to 30-6-24	Budget-Actual var
INCOME			
Precept	£748,850.47	375425	£373,425.47
RENT and rchr TOTAL	£16,556.80	£8,212.03	£8,344.77
GREENWOOD SPORTS - FOOTBALL	£9,706.00	0	£9,706.00
GREENWOOD SPORTS - CRICKET	£3,575.00	5169	-£1,594.00
GREENWOOD SPORTS - TENNIS CLUB rechrgs	£1,500.00	706.8	£793.20
PARK STREET SPORTS - FOOTBALL	£4,237.00	0	£4,237.00
PARK STREET SPORTS - CRICKET	£3,100.00	3162.67	-£62.67
PARISH CENTRE - FIELD	£750.00	452	£298.00
GREENWOOD PARK - FIELD	£2,756.00	1470.51	£1,285.49
PARK STREET REC - FIELD	£200.00	163.66	£36.34
PARISH CENTRE INCOME - HALL LETTINGS	£60,380.00	32192.25	£28,187.75
COMMUNITY CENTRE INCOME & Pavilion - LETTINGS	£108,000.00	53843.78	£54,156.22
INTEREST RECEIVED	£11,750.00	429.5	£11,320.50
GRANTS RECEIVED	£500.00	41598	-£41,098.00
EVENTS INCOME	£1,500.00	150	£1,350.00
CC Damage Deposits (in and out) relevant to booking	£0.00	2250	-£2,250.00
TOTAL INCOME (ex Precept)	£224,510.80	£149,800.20	£74,710.60

£40798 Tarmac grant and £800 Locality

Name	Budget 2024/25	Actuals to 30-6-24	Budget-Actual var
EXPENDITURE			
Total Salaries and contractors	£373,765.06	£86,095.87	£287,669.19
General Admin Total	£122,780.88	£17,071.66	£105,709.22
Consultations -add to Admin	£5,000.00	£0.00	£5,000.00
Grants/Donations/S137	£5,000.00	£500.00	£4,500.00
Vehicle Expenses	£12,148.40	£1,512.39	£10,636.01
			£0.00
Grounds machinery, repairs/maint/small tools	£35,540.00	£4,616.48	£30,923.52
			£0.00
WOODLANDS -Grounds Management	£20,500.00	£326.08	£20,173.92
Play Areas TOTAL	£71,988.00	£34,205.95	£37,782.05
SECURITY	£1,500.00	£520.92	£979.08
Parish Centre	£73,918.47	£7,162.87	£66,755.60
Barn	£6,140.74	£1,297.93	£4,848.04
Name	Budget 2024/25	Actuals to 30-6-24	Budget-Actual var
GP Community Centre	£77,780.13	£13,857.15	£63,922.98
GP Pavilion	£4,927.20	£512.25	£4,414.95
Greenwood Park	£16,762.39	£1,195.24	£15,567.15
PSR Pavilion	£7,910.87	£1,947.73	£5,963.14
Park Street Rec	£12,078.55	£2,319.60	£9,758.95
All Allotments (incl water)	£2,120.58	£502.74	£1,617.84
Memorial, Furniture + noticeboards	£20,000.00	£13,623.81	£6,376.19
DEVELOPMENT-GWP	£75,000.00	£0.00	£75,000.00
DEVELOPMENT TASK AND FINISH GWP / PC	£30,000.00	£0.00	£30,000.00
Parish Centre New Access to Smug Oak Lane			
OTHER PROJECTS - Funded from Reserves, S106 funded or grant funded Condition survey reinstatement valuations and longevity evaluation etc		£327,423.30	
TRANSFER FROM RESERVES			
Projects reserves & transfer from reserves			
TOTAL EXPENDITURE	£973,361.27	£514,171.05	£498,949.56
TOTAL INCOME excl Precept	£224,510.80	£149,800.20	£74,710.60
TOTAL EXPENDITURE	£973,361.27		
TRANSFER FROM / TO RESERVES contingency			
PRECEPT	£748,850.47		


£197869.14 Woodbury Field S106 +
£38424.80 Solar Panels S106
£91,129.36 Park Street Play area to be
funded by £35K grant and remainder
from reserves

ST STEPHEN PARISH COUNCIL

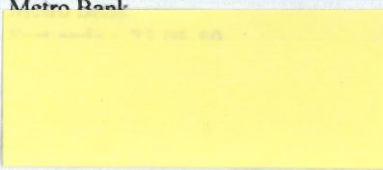

APPLICATION FORM FOR FINANCIAL ASSISTANCE

THIS REQUEST IS FOR:

A contribution towards legal costs of a judicial review into the decision to build 721 new houses to the north and south of Chiswell Green Lane.

1.	Name of organisation.	Keep Chiswell Green
2.	Name and address of responsible officer who should be contacted regarding this application.	Name Shirani St Ledger McCarthy 
3.	Address where activities are based.	Chiswell Green
4.	What area (community) is served?	Chiswell Green and St Stephen Parish
5.	Are there any other similar facilities or services provided in the area/district?	No
6.	How many people use/ benefit from your activities reside within St Stephen Parish?	Over 3,000
7.	How does your organisation/activity benefit the residents of St Stephen Parish?	To protect valuable Green Belt land from inappropriate speculative development
8.	Present charges/ subscription/fees. Please attach schedule if available.	We do not charge any fees
9.	Are there any proposals to change or introduce charges, subscriptions or fees? If so please advise effective dates.	No, all funding is via voluntary donation and fundraising activities

ST STEPHEN PARISH COUNCIL

10.	Details of the project/ facilities or service to be provided and how it will benefit the community	If successful, quashing the SoS's decision will reduce the pressure on Green Belt sites across the District, protect residents from increased air pollution, and from increased pressure on local services
11.	a) Proposed starting date of project or acquisition date equipment. b) Estimated completion date.	22 nd March November 2024
12.	Please give details of the cost of the project. Payment Receipt copies to be provided	£60,000
13.	Please give details of other grants awarded or applied for.	None
14.	Amount of grant requested from St Stephen Parish Council.	£10,000
15.	Any other relevant information.	We have raised £30,000 through our fundraising activities since March and are continuing our own efforts towards the £60,000 target
16.	Details of bank account for BACS transfer if successful (please enclose proof of bank details, letter on headed paper, copy of paying in slip or bank statement)	Metro Bank 
17.	Please sign to confirm that all the information in this application is correct and that you are authorised to act for the organisation in making this application for a grant	

St Stephen Parish Council

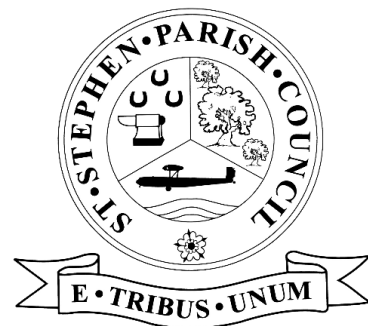
Bricket Wood, Chiswell Green and Park Street

The Parish Centre, Station Road, Bricket Wood

St Albans Hertfordshire AL2 3PJ

Tel: 01923 681443

Email: Clerk@ststephen-pc.gov.uk



CONDITIONS FOR THE SITING OF SHEDS, STORES, GREENHOUSES, POLYTUNNELS AND PONDS ON AN ALLOTMENT PLOT

1. One apex style shiplap shed constructed of tongue and groove and no larger than 5' x 6' may be erected on a **full size plot** (see picture 1)
2. **Or** one garden store in shiplap design constructed of tongue and groove and no larger than 6w x 3d x 5h may be erected on a **full size plot** (see picture 2)
3. **Or** one garden chest in shiplap design constructed of tongue and groove and no larger than 4'6"w x 3d x 3h may be erected on a **full size plot** (see picture 3)
4. One garden store (as described above) **or** one garden chest (as described above) may be erected on a **half size plot**. Sheds will not be permitted. Ponds will not be permitted.
5. In addition to a shed or store, one poly tunnel or greenhouse no larger than 8' x 10' may be erected on either a full or half size plot. Only glass substitutes such as polycarbonate, Perspex or other alternatives may be used in any new permitted structures from 2020/21.
6. One pond no larger than 3ftx3ftx1ft may installed on a **full size plot**. The pond must be netted and the plot holder must take out Public Liability Insurance as required by The Parish Council's insurers. A copy of the insurance document must be sent to the Parish Office. The area remaining for cultivation must be 75% of the plot as required by the Conditions of Allotment Tenancy.
7. Sheds, garden stores, chests or poly tunnels may only be laid on a plastic base or a temporary base of dry laid concrete slabs. Permanent foundations are not allowed.
8. The positioning of a shed, store, chest, poly tunnel or pond must be agreed in the first instance with the Senior Grounds Person whose decision shall be final.
9. Sheds, stores, chests, poly tunnels and ponds shall be kept in good order and in a safe condition.
10. Sheds, stores and chests shall be treated with a wood preservative every 2 years.
11. On termination of tenancy the tenant shall remove any shed, store, chest, poly tunnel or pond from the site and leave the site in a clean condition.
12. The Council will not be held responsible for loss or damage to any shed, store, chest, poly tunnel, pond or the contents within.
13. The tenant may be asked to remove the shed, store, chest, polytunnel or pond for noncompliance with any of the above conditions.

14. The Council reserves the right to remove and dispose of any shed, store, chest, poly tunnel or pond and the contents at cost to the tenant.
15. The siting of a shed, store, chest, poly tunnel or pond on an allotment plot is deemed an agreement by the tenant to the above conditions.

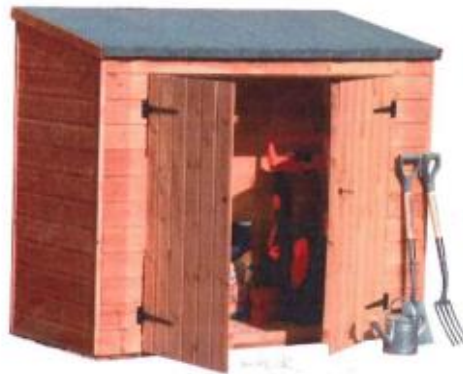
APEX SHED

(picture 1)



GARDEN STORE

(picture 2)



GARDEN CHEST

(picture 3)



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

Conditions of Allotment Tenancy 2023/24

1. The normal period of agreement is 12 months commencing on 1st October in any year.
2. The rent payable is as determined by the Council from time to time and is payable yearly becoming due on 1st October.
3. In approved circumstances the rent may be reduced or proportionately charged.
4. The tenancy is subject to the Allotment Acts 1908 - 1950. The Tenant shall use the plot as an allotment garden only as defined by the Allotments Act 1922, that is to say wholly or mainly for the production of vegetable, fruit and flower crops for consumption or enjoyment by the Tenant and his family.
5. The tenant shall keep the allotment clean, tidy, free of hazards (e.g. broken glass) and in a good state of cultivation and fertility. Tenants are required to cultivate at least 75% of the allotment plot during the main growing season (March - September).
New tenants will be allowed a reasonable length of time (as determined by the Council) to achieve the minimum level of cultivation, particularly where they have taken over a plot in poor condition.
6. The tenant shall not cause any nuisance or annoyance to other occupiers, adjacent residents or obstruct any path set out by the Council.
7. The tenant shall not underlet, assign or part with the possession of any plot.
8. The tenant shall not remove soil or prune Parish Council trees.
9. The tenant shall not interfere with Council fences or gates.
10. The Tenant shall not plant any trees other than dwarf fruiting trees and or fruiting bushes without the prior consent of the Council
11. The tenant shall not erect barbed wire or razor wire for any purpose.
12. The Tenant shall keep every hedge that forms part of the boundary of his allotment plot properly cut and trimmed, all pathways between plots trimmed and well maintained up to the nearest half width by each adjoining tenant, keep all ditches properly cleansed and maintained and keep in repair any other fences and any other gates or sheds on his allotment plot.
13. No bonfires will be permitted. Barbeques are permitted with the permission of the Council. Gas canisters must be stored off site and hot coals should be disposed of safely. Fire pits are not permitted.
14. It is the responsibility of the tenant to remove non-compostable material and rubbish from the site. Any compost bins or heaps should be sited within the allotment plot. Rubbish

bins will not be provided.

15. The maximum amount of the allotment plot allowed to be hard landscaped e.g. patio, internal paths etc is 20%.

16. The tenant shall not erect or install any structure, building, shed, greenhouse, polytunnel or the like without the consent of the Council. Only glass substitutes such as polycarbonate, Perspex or other alternatives may be used in any new permitted structures from 2020/21.

17. On termination of the tenancy, the tenant shall remove any hard landscaping, building, shed and/or rubbish from the site.

18. The tenant shall not utilise carpets or underlay on the allotment plot

19. Only domestic grade products available from garden or horticultural suppliers shall be used for the control of pests, diseases or vegetation. Tenants are prohibited from storing pesticides or other potentially toxic chemicals on allotment plots or in allotment sheds.

20. When using any sprays or fertilisers the Tenant must:

- take all reasonable care to ensure that adjoining hedges, trees and crops are not adversely affected and must make good or replant as necessary should any damage occur
- so far as possible select and use chemicals that will cause the least harm to humans and wildlife, other than vermin or pests
- comply at all times with current regulations on the use of such sprays and fertiliser

21. The tenant will endeavour to maintain the plot number provided by the Council in good order and ensure it is visible at all times

22. Tenants are prohibited from using the allotment for trade or business purposes.

23. The keeping of animals on site shall be prohibited except with the prior consent of the Council.

24. The tenant shall not bring or cause to be brought onto the allotment site a dog unless it is held at all times on a leash and remains on the tenant's allotment plot only. Any faeces to be removed and disposed of off-site by the Tenant.

25. Children under the age of 12 years shall be accompanied by an adult. Whilst on site children should behave in a manner so as not to cause nuisance or distress to any tenant.

26. Use of the water troughs for any purpose other than the watering of the allotment plot or as recognised by the Council is forbidden.

27. A tenant shall not have more than two large allotment plots (equivalent 10 poles) *or up to four small allotment plots, charged at the equivalent large plot rate*. Large plots are around 5 poles (125m²) and small plots around 2.5 poles (64m²).

28. Tenants may not have bulk delivery of manure, top soil or the like without the prior agreement of the Parish Council.

29. Tenants will use the car parks where provided as opposed to parking next to their plot.

30. Any Member or Officer of the Council shall be entitled at any time to enter and inspect the allotments and any structure thereon.

31. The ground staff shall carry out routine inspections during January, April, July and any other time as deemed appropriate by the Council.

32. Rotovation may be carried out by the Grounds staff as and when time and weather conditions allow and as deemed appropriate by the Council. Rotovation will not be carried out unless the plot is completely clear of rubbish.

33. The Clerk reserves the right to issue non-cultivation notices as deemed necessary by the Council and to take action to terminate the tenancy if appropriate.

34. The issue of a non-cultivation notice within the previous twelve months will preclude the tenant, where that tenant has entitlement, from renting an additional plot, or from moving plots (unless that tenant wishes to move from a large plot to a small plot.)

35. The tenant shall notify the Council of intention to vacate by giving one month's notice. Termination will be effective if the rent remains unpaid for 40 days by giving one month's notice, or if the tenant fails to observe the Conditions of Tenancy as laid down by the Council.

36. With effect from 1 October 2014, tenant eligibility is extended to those who live no more than one mile from the parish boundary, measured as the crow flies.

37. Termination will be effective if the tenant is resident more than one mile out of the parish, by giving one month's notice, unless previously agreed with the Council.

38. The tenancy of an allotment plot shall, unless otherwise agreed in writing, terminate two months after the death of the tenant.

39. In the event that on termination of tenancy the site is not left clear of rubbish, The Council will reserve the right to charge the tenant a minimum of £50 which may increase depending upon the amount of rubbish to be removed from the site.

40. The Council may be required to cancel or temporarily suspend some tenancy agreements, where the land is required or appropriated under statutory provision, or for purposes for providing new services such as roads or sewers, building, mining or any other industrial purpose. In such unusual circumstances the Council shall give tenants 3 months' notice in writing pursuant to **Section 1 of the Allotments Act 1922.**

The Council will not accept liability for any loss, damage or injury to tenants or their belongings occurring on the allotment site.

Please sign, date and return a copy of the document to the Parish Council.

I understand and accept the Conditions of Allotment Tenancy.

Signed.....

Print Name.....

Dated.....

Site and plot number: Allotment Site.....Plot/s:

Tenant Name:

Tenant Address:

.....

.....

.....

Contact telephone:

Contact Email:

Return via email a scan, photo or pdf of the completed page 4 of the Allotment Tenancy Agreement to:

amanda@ststephen-pc.gov.uk

Alternatively return a paper copy to:

St Stephen Parish Council
Parish Office
Station Road
Bricket Wood
Hertfordshire
AL2 3PJ

St Stephen Parish Council will hold and handle this information in accordance with the General Data Protection Regulations 2018. To view the full Privacy Policy visit the public documents pages at www.ststephenparishcouncil.gov.uk or contact us on 01923 681443 or email clerk@ststephen-pc.gov.uk