

# ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

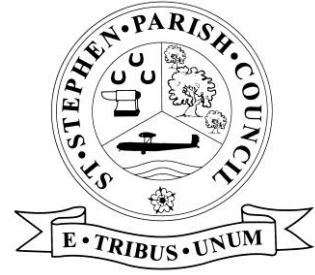
THE PARISH CENTRE STATION ROAD BRICKET WOOD

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To: Councillors

Wendy Berriman  
David Brannen  
Richard Curthoys  
Ajanta Hilton

Aaron Jacob  
Dorothy Kerry  
Bill Pryce  
Adrian Ruffhead

Mark Skelton  
Nicholas Tyndale  
Eileen Whittaker  
David Yates

You are summoned to attend the **Full Council Meeting**  
To take place on **Thursday 19<sup>th</sup> September 2024 at 7.30pm**  
Venue: **The Parish Centre, Station Road, Bricket Wood, St Albans, AL2 3PJ**

*S Hake*

Susan Hake, Clerk, 12<sup>th</sup> September 2024

The public are welcome to join this meeting, please email our clerk prior to the day of the meeting to advise of your attendance: [clerk@ststephen-pc.gov.uk](mailto:clerk@ststephen-pc.gov.uk)

**Please be aware that Members of the public may record, film, photograph or broadcast this meeting from the designated area.**

## AGENDA

- 2425/051** Public Participation – to receive petitions, comments and questions  
To welcome public participation in accordance with the Public Speaking Policy
- 2425/052** To receive reports from representatives of St Albans District Council and Hertfordshire County Council
- 2425/053** To receive and accept apologies for absence
- 2425/054** i To confirm the Full Council minutes of the meeting held on 18 July  
ii. To confirm the Full Council minutes of the extraordinary meeting held on 30 July 2024
- 2425/055** 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
- 2425/056** Chairs report
- 2425/057** Update on previous meeting actions not mentioned later in the agenda
- 2425/058** Reports: Finance, Policy and Resources  
a) To note list of July/August payments authorised by Finance Committee Members and signatories  
b) To consider and agree any grant/discretionary discount applications  
i. Hanstead Wood grant request for £300  
ii. 1<sup>st</sup> Chiswell Green Guides discretionary discount to hire Orton Hall, Greenwood Park  
iii. Keep Chiswell Green discretionary discount to hire the Sports Hall, Greenwood Park  
c) To confirm Utility contract fixed rates  
d) To consider quotes for Green Flag Management Plan, Green Flag Action Plan and submission of Green Flag Award

**2425/059** 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

**Recommendation** from Planning and Environment Committee for St Stephen Parish Council to issue a letter of complaint to SADC Planning about the scant attention given to the St Stephen Neighbourhood Plan in determining planning application 5/2023/2191.

b) **Recommendation** from Planning and Environment Committee that if planning application 5/2023/2191 is approved, St Stephen Parish Council sends a Letter Before Action to St Albans District Council.

c) Finance Committee

d) Fixed Asset Committee

Review feedback on Parish Centre Car park contributions and agree next actions

To review car parking at Woodbury Field and agree next steps

To review parking issues at Greenwood Park prior to consideration of parking charge discussion at next Fixed Asset Meeting

e) HR Committee

f) Community & Leisure Committee-

i. **Recommendation** to Full Council to update Mayflower Road play area using 2025-26 budget

ii. **Recommendation** to Full Council to agree the following project proposals for Section 106 funding to include Cherry Hill fence and hedging, Water bottle stations at Greenwood Park and Park Street recreation ground

iii. **Recommendation** to Full Council to replace the existing play area signage with new A3 landscape signs

iv. **Recommendation** to Full Council to agree the revised amendments to the Conditions of Allotment Tenancy

v. **Recommendation** to agree allotment charges for 2024-25

vi. To consider review of the fencing of GWP and agree next steps

g) Events Working Party

Feedback on Summer event, exhibition and comments

**2425/060** Clerks Report - Information updates

**Agenda items for next meeting required by 7 October**

Terms of Reference and Strategic Plan confirmation

To review and confirm grant and discretionary discount policy and forms