

ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

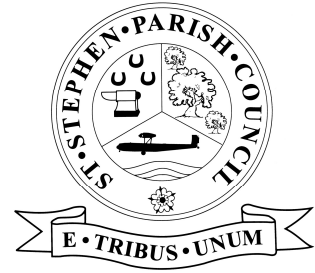
THE PARISH CENTRE STATION ROAD BRICKET WOOD

ST ALBANS HERTS AL2 3PJ

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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 17th October 2024 at 7.30pm**

Venue: **The Parish Centre, Station Road, Bricket Wood, St Albans, AL2 3PJ**

S Hake

Susan Hake, Clerk, 10th October 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

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

AGENDA

2425/061 Public Participation – to receive petitions, comments and questions

To welcome public participation in accordance with the Public Speaking Policy

2425/062 To receive reports from representatives of St Albans District Council and Hertfordshire County Council

2425/063 To receive and accept apologies for absence

2425/064 To confirm the Full Council minutes of the meeting held on 19 September 2024

2425/065 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

2425/066 Chairs report

2425/067 Update on previous meeting actions not mentioned later in the agenda

Update on previous meeting Planning Letters Items 2425-059 a & b

2425/068 Reports: Finance, Policy and Resources

a) To note list of September payments authorised by Finance Committee Members and signatories

b) To note the list of the quarterly Direct Debit and Card payments Jul-Sept 2024

c) To note Summary of half yearly Actuals to Budget 2024-25

d) To receive and note the External Audit Report and Certificate 2023-24

e) To note the completed Notice of Conclusion of audit published as per legal requirements

f) To review and confirm grant and discretionary discount policy and forms

g) To agree amount of the annual grant to be paid to the 4 Primary Schools

h) To consider and agree any grant/discretionary discount applications

i. 1st Chiswell Green Guides discretionary discount up to 75% to hire Orton Hall, Greenwood Park at £31.50 per session

ii. Maverick Humanity grant application request for £1000 – (accounts to follow)

i) To note internal auditor engagement letter

j) To note Insurance renewal quote

2425/069 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
Review consultation documents for St Stephen Footpath 14 and St Stephen Bridleway 85, STA171
- b) Finance Committee
- c) Fixed Asset Committee
Recommendation: Full Council approve the purchase of a chipper from ringfenced reserves and current year budget to facilitate the Grounds Team carry out the work inhouse to reduce the holly in Blackgreen Wood
- d) HR Committee
Update on Grounds & Maintenance Support person
- e) Community & Leisure Committee-
 - i. Mayflower Road play area consultation in progress
- f) Events Working Party
- g) To reconfirm calendar of meeting dates
- h) Request to notify holiday dates to both Clerks
- i) To confirm councillor membership of committees and external representation notably where short

2425/070 Clerks Report - Information updates

- The St Albans City and District Local Plan (Regulation 19) are currently available to view by appointment at the Parish Centre and Greenwood Park Community Centre
- To note proposed temporary closure of access to the Parish Centre for partial resurfacing works by MP build
- Councillor Training/guidance (circulated)
- Interim internal Audit date is November 27th 2024
- Budget items 2025-26
- On site Mayflower Rd play area consultation 1-4pm Wednesday 30 October

Agenda items for next meeting required by 11 November 2024

Terms of Reference and Strategic Plan review confirmation

Policy reviews and adoption