

ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

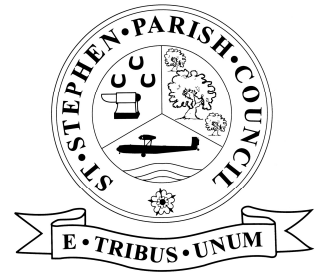
THE PARISH CENTRE STATION ROAD BRICKET WOOD

ST ALBANS HERTS AL2 3PJ

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Minutes of the Full Council Meeting

held on Thursday 17th October 2024 at 7.30pm

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

Present: Councillors

Wendy Berriman

Bill Pryce

Nicholas Tyndale

Richard Curthoys

Adrian Ruffhead

Eileen Whittaker

Ajanta Hilton

Mark Skelton

David Yates

Also present: Susan Hake, Clerk

2 members of public

District Councillor Nuala Webb

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

To welcome public participation in accordance with the Public Speaking Policy

None

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

Apologies received from County Cllr Stella Nash

District Councillor Webb gave a brief update on the end of the legal challenge for Fight the Freight, the current progress on Keep Chiswell Green and the District Council passing the Local Plan proposed to go to Reg 19

2425/063 To receive and accept apologies for absence

Apologies and reason received from Cllrs Kerry and Brannen

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

Resolved: To confirm the Full Council minutes of the meeting held on 19 September to be signed by the Chair. Cllr Ruffhead requested to abstain from voting

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

None received

2425/066 Chairs report

The Chair requested councillor volunteers to assist with putting poppies up

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

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

Cllr Yates has received a response to the 1st letter of complaint and is currently composing a Stage 2 Complaint

Cllr Yates informed the Council a letter before action was estimated to be in the region of £3k-5K and asked if the Council would approve the revised expenditure if required to proceed

Resolved: Unanimous approval of expenditure up to £3k-5k from reserves for legal fees

2425/068 Reports: Finance, Policy and Resources

- a) To note list of September payments authorised by Finance Committee Members and signatories
Noted
- b) To note the list of the quarterly Direct Debit and Card payments Jul-Sept 2024
Noted
- c) To note Summary of half yearly Actuals to Budget 2024-25
Deferred to the next Finance and Full Council meetings
- d) To receive and note the External Audit Report and Certificate 2023-24
Received and noted
- e) To note the completed Notice of Conclusion of audit published as per legal requirements
Noted
- f) To review and confirm grant and discretionary discount policy and forms
To be reviewed at Finance and brought back to Full Council
- g) To agree amount of the annual grant to be paid to the 4 Primary Schools
Resolved: Agreed to pay £100 to the 4 Parish Primary School
- 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
Resolved: Agreed to 75% discretionary discount on hall hire
 - ii. Maverick Humanity grant application request for £1000 – (accounts to follow)
Action: Clerk to request further details
- i) To note internal auditor engagement letter
Noted
- j) To note Insurance renewal quote
Action: Renewal quote invoice to be taken to Finance for noting as not yet received

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
Cllr Yates informed the Council about Footpath 14 and Bridleway 85
- b) Finance Committee
The next Finance meeting is due to be held on Tuesday 22 October
- 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
Resolved: Unanimous approval for the purchase of the Chipper for £18,500 plus VAT
- d) HR Committee
Update on Grounds & Maintenance Support person
Rhys Warren was confirmed to be employed as Grounds & Maintenance support person
- e) Community & Leisure Committee-
 - i. Mayflower Road play area consultation in progress
Responses have been received
- f) Events Working Party
- g) To reconfirm calendar of meeting dates
Action: Clerk to recirculate calendar of meeting dates after reconfirming Fixed Assets
- h) Request to notify holiday dates to both Clerks
Noted
- i) To confirm councillor membership of committees and external representation notably where short
Action: Clerk to recirculate membership for confirmation and identify committees short of members

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 required to feed into Budget proposal for 2025-26
- On site Mayflower Rd play area consultation 1-4pm Wednesday 30 October-124 survey responses
- St Albans DC officer has made contact and is looking to provide the Parish Council with the running costs for the public convenience at Park Street
- To forward details to resident associations that Salt is available to order from Hertfordshire County Council for use on the public highway only
- Winter self-help (gritting your own road) | Hertfordshire County Council
- 1 tonne of salt in a hippo-style grab bag, *or*
- 34 individual 20kg bags.

Email winterselfhelp@hertfordshire.gov.uk with your order specifying:

- your name
- contact number
- delivery address
- how much salt you need

Agenda items for next meeting required by 11 November 2024

Terms of Reference and Strategic Plan review confirmation

Policy reviews and adoption