

# ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

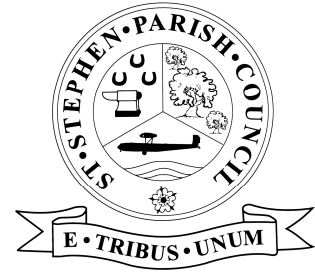
THE PARISH CENTRE STATION ROAD BRICKET WOOD

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Minutes of **Full Council Meeting**  
Held on **Thursday 21 November 2024** at **7.30pm**  
at **The Parish Centre, Station Road, Bricket Wood, St Albans, AL2 3PJ**

**Present:** Councillors

David Brannen                      Bill Pryce                      David Yates

Ajanta Hilton                      Nicholas Tyndale

Aaron Jacob                      Adrian Ruffhead

Also present:

Susan Hake, Clerk

DC Nuala Webb

3 Members of public

**2425/071** Public Participation – to receive petitions, comments and questions

To welcome public participation in accordance with the Public Speaking Policy

One member of public reported an appeal has been submitted on the decision against the judicial review

A member of public enquired about an update 30 Tippendell Lane update Solicitors have advised there would only be a 30% chance of winning it has been decided not to spend public money

The two resident are going to the ombudsman

It has been requested to provide proof of bins not being able to be located on the property

The member of public wishes to submit a stage 2 complaint to the District Council

**2425/072** To receive reports from representatives of St Albans District Council and Hertfordshire County Council

District Cllr Webb reported on the pre-meeting she and District Councillor Smith had attended with Segro,

**2425/073** To receive and accept apologies for absence

Apologies received from Cllrs, Whittaker, Skelton, Kerry, Berriman, and Curthoys

**2425/074** To confirm the Full Council minutes of the meeting held on 17 October 2024

**Resolved:** Confirmed with 1 abstention

**2425/075** 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

Cllr Pryce confirmed he would not participate in the discussion and vote for the grant request from Maverick Humanity

**2425/076** Chairs report

Cllr Yates gave feedback from the Segro meeting he attended the previous week

**2425/077** Update on previous meeting actions not mentioned later in the agenda

No other items

**2425/078** Reports: Finance, Policy and Resources

a) To note list of October 24 payments authorised by Finance Committee Members and signatories

Noted

- b) To note Summary of half yearly Actuals to Budget 2024-25 reported to Finance Committee  
Noted
- c) To consider and agree any grant and discretionary discount applications
- i. St Lukes Church -Community Festive Fun £1000 Grant application  
**Resolved:** Agreed unanimously £250 grant towards Christmas tree event but not electric on proviso receipts are submitted to cover this amount
  - ii. St Lukes Day Care Centre - £200 Christmas Lunch Grant application  
**Resolved:** Agreed unanimously £200 grant to St Lukes Day Care Centre Christmas Lunch
  - iii. Maverick Humanity grant application request for £1000 – additional information  
**Resolved:** Agreed unanimously to grant £1000 to Maverick Humanity
  - iv. HCC OPALS (Older Person Activity and Learning Safety- Community Event) 75% Discretionary Discount application for the hire of the Sports Hall 9-1.30pm (4.5 hrs) @ £75 per hour = £337.50 inc vat on 31 July 2025  
**Resolved:** Agreed unanimously to support the application for 75% Discretionary discount of the hire fee for the Community Event to be held in July 2025 and the waive the returnable deposit fee
- d) To confirm Councillor Allowance amounts for 2025-26 to be notified to St Albans DC  
**Resolved:** Agreed unanimously to maintain the £360 annual amount of elected members allowance for 2025-26

**2425/079** 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  
Cllr Yates gave an update on Planning and Environment meeting planning applications that have been objected to re, with the request to be called in. it was confirmed Cala homes attended the Planning and Environment meeting following a request go through a presentation at the meeting
- b) Finance Committee  
Minutes have been shared and the next meeting is due to be held on the following Tuesday
- c) Fixed Asset Committee
- i. To receive update on PC car park contributions and confirm any actions  
The Clerk confirmed receipt for an offer of payment towards car park resurfacing works as a Goodwill gesture from Dimensions, with MP Building who are using the Parish Council Car park area for parking making a smaller offer of payment reparation towards the damage to the car park. Discussions are currently being held with a solicitor to seek advice on the use of the Parish Council land and shared access road to the new development. There is some concern about how much use there may be expected/required by Dimensions staff and visitors to the new development and insufficient parking on the site for future use  
It was confirmed no action will be taken for the Parish Council to progress the resurfacing works to the Parish Council car park until all third party contributions have been confirmed
  - ii. To consider request for temporary closure access to PC car park for resurfacing of access road  
The Clerk will continue to liaise with the solicitor and feedback to the Council
  - iii. To discuss and agree next action relating to PC car park resurfacing, fencing, gates etc

Cllr Yates reminded Fixed Asset Members to provide feedback comments on amendments that are still required on the stage 1 report before this is published  
It was confirmed to Full Council the document will be shared once the report is a final version and then will be shared with the community  
Cllr Ruffhead enquired if the document is confidential as it has not been marked as confidential by Place Services. It has inaccurate information at present and is not the final version. Cllr Yates explained the document belongs to Place Services and it is up to them to mark the restrictions of the document. It was suggested the person request contact details for Place Services to request if they are happy to share the incomplete document before the final corrections

- d) HR Committee  
It was confirmed the Job descriptions are being sent to our HR consultant to progress an independent staff pay evaluation
- e) Community & Leisure Committee-  
Cllr Pryce confirmed the improvements to the play areas are ongoing and the Park Street pirate ship is very popular. Thanks were expressed for the staff (Amanda, Jo, Matt and Mick) who all worked on the Mayflower Rd play area consultation held at the site and the completion of the online survey.
- f) Events Working Party  
Cllr Pryce confirmed the Armed Forces day was a success earlier in the year. The invitation from the Army Reservists at Barnet for the 26<sup>th</sup> November 24 should anyone be able to attend. The Remembrance service ran as usual and feedback will be discussed at the next working party or Community and Leisure Meeting.  
Cllr Pryce confirmed the event taking place at Greenwood Park would have Father Christmas, various stalls, hot food and mulled wine will be available to buy.  
Cllr Pryce thanked everyone for putting the poppies up and confirmed these will be taken down in January. Next years events will be discussed at the next Community and Leisure Meeting
- g) To review and confirm Terms of Reference for Community and Leisure and Fixed Assets  
The Chair of Community and Leisure has some suggestions for the amendments but requested this is postponed and discussed with both Committee Chairs
- h) To confirm councillor membership of committees and external representation notably where short  
Cllr Yates confirmed volunteers are needed to join the committees due to the low numbers causing problems for the meetings to be run when they are not quorate. The circulated Committee membership shows the vacancies on the committees, Cllr Brannen confirmed to the Clerk, he is unable to be a member of Fixed Assets at present due to work commitments, however should the council be permitted to have remote meetings he may be able to attend more. No other Councillors were able to fill the current committee vacancies at present

**2425/080 Clerks Report - Information updates**

All comments are requested on the Place Services Stage one report

Articles going into Chis Chat will include a resident who has previously requested the council fence Greenwood Park for dogs along with the Councils previous response being incorporated.

Also, local Community Organisations are invited to submit small grant funding requests for activities or events they are running in the Parish

It was agreed items under Part 2 would not be discussed without all Committee Chairs being present

The meeting closed at 20.46

**2425/081** To agree items under Part 2 be discussed after the Press and Press have been excluded as part of the policy debate **2425/082** To review and agree the public speaking policy and item **2425/083** To review and discuss the Strategic Plan

**2425/082** To review and agree public speaking policy

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**Agenda items for next meeting required by 6 January 2025**