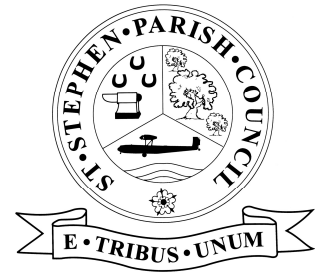


ST STEPHEN PARISH COUNCIL

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 16 January 2025 at 7.30pm

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

Present: Councillors

Wendy Berriman

Dorothy Kerry

David Yates

David Brannen

Nicholas Tyndale

Also present:

Susan Hake, Clerk

District Councillor Nuala Webb

1 Member of public

2425/084 Public Participation – to receive petitions, comments and questions

To welcome public participation in accordance with the Public Speaking Policy

2425/085 To receive reports from representatives of St Albans District Council and Hertfordshire County Council

Cllr Webb gave a verbal report

County Cllr Nash forwarded a report to the Clerk that has been shared with councillors

2425/086 To receive and accept apologies for absence

Apologies received from Cllrs, Whittaker, Skelton, Pryce, Hilton, Curthoys, Ruffhead & Jacobs

Action: The Clerk was requested to include a copy of the meeting attendance to date with the minutes and record on the website, Appendix i

2425/087 To confirm the Full Council minutes of the meeting held on 21 November 2024

Resolved: To confirm the Full Council minutes of the meeting held on 21 November 2024

2425/088 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

2425/089 Chairs report

Cllr Yates gave a verbal report on the SADALC meeting He has noted his concerns about the Bricket Wood Common meetings being cancelled and is suggesting the Parish Council take over the responsibility for overseeing and monitoring the management of the Common.

Action: Henry Holland Hibbert to be invited to the Annual Parish Meeting

2425/090 Update on previous meeting actions not mentioned later in the agenda

None

2425/091 Reports: Finance, Policy and Resources

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

Noted

b) To note quarterly DD and card payments to 31 Dec 2024

Noted

c) To consider and agree any grant and discretionary discount applications

i. Keep Chiswell Green – 100% Discretionary Discount application request for the hire of the Sports Hall and Orton Hall (5 hrs) @ £105 per hour = £525 on 8 February 2025

Resolved: Unanimous agreement for 100% Discretionary Discount grant for the hire on 8 February 25 of the Sports Hall and Orton Hall (5hrs) @ £105phr =total of £525

d) Recommendation to agree Quote A £5540 plus VAT from remaining Trees and Woodlands

budget in conjunction with the confirmed HCC £3k EIG grant to progress Park Street Recreation Ground Tree Works Compartment 3b

Resolved: Unanimous agreement for Quote A £5540 plus VAT from remaining Trees and Woodlands budget in conjunction with the confirmed HCC £3k EIG grant to progress Park Street Recreation Ground Tree Works Compartment 3b

- e) Recommendation to agree Budget and Precept for 2025-26

Thanks were given to the Bookings Manager for the hard work achieving the hire income
Resolved Unanimous agreement for the 2025-26 budget and a Precept of £781.948. This equates to an annual increase on a Band D property of £3.85 at 7p per week. This is an increase of 3.55% on the previous year

- f) Recommendation to agree Business Risk Assessment and Internal Controls

Action: Deferred to the next meeting and Clerk to recirculate for all councillors

2425/092 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 a brief update on the problems at Hanstead Park

- b) Finance Committee

Budget and Precept agreed

- c) Fixed Asset Committee

i. Recommendation to agree option A £11,380.60 to Full Council to replace the vinyl flooring in PC Hallway, Facilities, Watling room and Oakwood Room

Resolved: to agree option A £11,380.60 to replace the vinyl flooring in the PC Hallway, Facilities, Watling room and Oakwood Room

ii. Update on Place Services Phase 1 report Final version

To review and approve report prior to sharing with the Community

Action: Clerk to circulate to all councillors and for responses and comments to be sent to the Clerk before Friday 24 January, following the lateness of receipt of the document to the Clerk and Fixed Assets members. The report will be shared with the Community.

- d) HR Committee

The Staff evaluation has now been completed and reviewed

- e) Community & Leisure Committee-

The next meeting is due to be held in first week of February

- f) Events Working Party- Events confirmation for 2025- Date to be agreed for events working party to meet before the end of January

Action: For the Events working group discuss and agree the dates for all events be made in conjunction with the Community & Leisure committee meeting

- g) To agree date for Chairs of Committees and Clerk to review the Strategic Plan and take to Full Council

Action: Clerk to request dates and times of availability to be emailed

2425/093 Clerks Report - Information updates

- Parish Centre access road and resurfacing- Solicitors letter sent in December but the contact now left Dimensions and will be resent to new contacts-Solicitor informed
- Woodbury Field Asset transfer public notice is being put into the Herts ad over the next two weeks with the aim to complete before the end of March when the officer is retiring. The second Asset transfer of Park Street Pavilion and recreation ground is also progressing although St Albans District Council have requested the Parish Council also take the public conveniences and so further details are being obtained at present before progressing
- Interim auditor will be visiting to complete the interim audit in February
- The latest investigative reports have been completed on the Yellow slide at Greenwood Park and confirm the slide has been correctly installed and is safe to use with no concerns being identified. A decision is to be made on the re-opening of the slide at the next Community & Leisure meeting

Agenda items for next meeting required by 10 February 2025

Future items review and agree public speaking policy, confirm the Business Risk Assessment & Internal Controls, review the Greenwood Park Phase report

The meeting closed at 9pm