

# ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

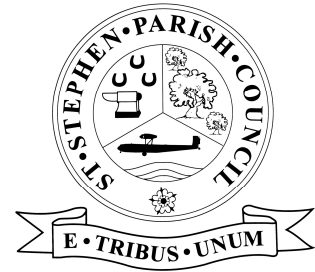
THE PARISH CENTRE STATION ROAD BRICKET WOOD

ST ALBANS HERTS AL2 3PJ

Tel: 01923 681443

Email: [clerk@ststephen-pc.gov.uk](mailto:clerk@ststephen-pc.gov.uk)

Web: [www.ststephen-pc.gov.uk](http://www.ststephen-pc.gov.uk)



To: Councillors

Wendy Berriman

David Brannen

Richard Curthoys

Ajanta Hilton

Aaron Jacob

Dorothy Kerry

Bill Pryce

Adrian Ruffhead

Mark Skelton

Nicholas Tyndale

David Yates

You are summoned to attend the **Full Council Meeting**

To take place on **Thursday 17 April 2025 at 7.30pm**

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

*S Hake*

Susan Hake, Clerk, 10 April 2025

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

**2425/115** Public Participation – to receive petitions, comments and questions

To welcome public participation in accordance with the Public Speaking Policy

**2425/116** To receive reports from representatives of St Albans District Council and Hertfordshire County Council

**2425/117** To receive and accept apologies for absence

**2425/118** To confirm the Full Council minutes of the meeting held on 20 March 2025

**2425/119** 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

**2425/121** Chairs report

**2425/122** Update on previous meeting actions not mentioned later in the agenda

**2425/123** Reports: Finance, Policy and Resources

- a) To note list of March 2025 payments including those authorised by Finance Committee Members and signatories
- b) To note the quarterly DD and card payments
- c) To confirm DD supplier list
- d) Recommendation to agree revised Parish Council meeting calendar
- e) To Agree the purchase of 4 x £30 Vouchers for the Community Awards, 1 x £40, 1 x £50 Nursery vouchers for the Parish in Bloom awards and action a Posthumous Lifetime achievement award to Laurie Hart
- f) To delegate members of Community & Leisure to decide the recipients for the Community Awards from nominations received
- g) To review and adopt the grant policy
- h) To confirm the Parish Council's agreement for the District Council to refurbish a single accessible toilet facility, with a baby changing unit. (proposed works to be prior to the inclusion of the toilet building to be incorporated with the planned Park Street Pavilion and Recreation ground Asset Transfer completion) with the anticipated continuation of the cleaning contract for the toilet facility.

- i) To consider and agree any grant/discount applications
- i. Harperbury Bowls Club grant request £180 for Defib replacement door
- ii. United Reform Church-grant request £200 VE Day 80<sup>th</sup> Year Event
- iii. Keep Chiswell Green, discretionary disc Sports Hall, Orton Hall 5hr 100% £555, fund raise
- iv. Keep Chiswell Green, discretionary disc Orton Hall 3hr 100% £108 - fund raise
- v. Keep Chiswell Green, discretionary disc Orton Hall 2x2hr 100% £144 - fund raise
- vi. Hearing Dogs for deaf people discretionary disc Tennyson Hall for AGM 100% £58 (form to follow when received)
- j To consider and agree the request for financial support for the maintenance of a second year for two Sound/Acoustic Cameras on the A405 in both directions between Starbuck and Tippendell Lane roundabout (further information to be circulated when received)

**2425/124** 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
- b) Finance Committee
- c) Fixed Asset Committee
  - i. Recommendation to award the contract to undertake a fixed wiring inspection and agree to accept quote a
  - ii. Recommendation to accept the best value quote for the installation of the window at Greenwood Park Community Centre
  - iii. Recommendation to agree to accept quote a, for the purchase of the tractor mounted flail
  - iv. Recommendation to set up a working group to consider the expired leases and agree next steps
  - v. Recommendation to consider available options and determine the preferred course of action with respect to resurfacing the Parish Centre car parks and access road.

Feedback on next actions for Greenwood Park:

Clerk to confirm meeting date with Place Services, Fixed Assets Committee members and staff in April.

S106 future project suggestions for consideration:

- Installing additional solar lighting on pathways at Greenwood Park
- Installing solar panels at the Parish Centre
- Rebuilding Park Street Rec Pavilion
- Gardening club hut
- Air conditioning for the Community Centre

d) HR Committee

To minute confirmation of the salary payments

e) Community & Leisure Committee- Events Working Party

**2425/125** To consider requests from Greenwood Park Tennis Club

- a) To consider and agree signage for the Tennis Club on Tippendell Lane
- b) To consider and agree request for artwork to advertise the Tennis Club on Court 5 wall

**2425/126**

Clerks Report - Information updates

Feedback from Segro meeting

Park Street Ward Councillor Vacancy

Feedback on proposed contributions to PC carpark and road re-surfacing

Beechtree Junction Solar Farm Consultation notification at URC 22 April 25 3-8pm and

online 23 April 25 at 6.30pm [bit.ly/beehtree-webinar](http://bit.ly/beehtree-webinar) or online survey

([bit.ly/beehtree\\_survey](http://bit.ly/beehtree_survey)) (document circulated)

**Agenda items for next meeting required by 5 May 2025**

Future Items To adopt Code of conduct

To adopt updated version of Standing Orders

To review and agree public speaking policy