

ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

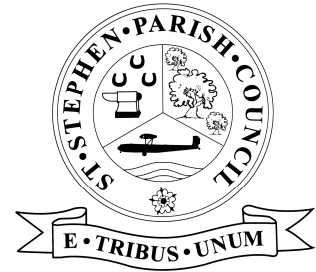
THE PARISH CENTRE STATION ROAD BRICKET WOOD

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Minutes of the Full Council Meeting

Held on Thursday 17 April 2025 at 7.30pm

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

Present: Councillors

Wendy Berriman

Aaron Jacob

Nicholas Tyndale

Richard Curthoys

Adrian Ruffhead

David Yates

Ajanta Hilton

Mark Skelton

Also present

Susan Hake, Clerk

District Councillors Nualla Webb from item 123

0 members of public

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

To welcome public participation in accordance with the Public Speaking Policy

None

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

DC Cllr Webb gave an update after item 2425/124 on progress through Segro for support of community projects in the areas directly impacted by the ongoing works and clarified if solar panels were supplied that it would include wiring and installation etc. DC Cllr Webb also confirmed works being made on the Country Park and any non-material amendments for the Segro planning application continue to be monitored by the local watch group

2425/117 To receive and accept apologies for absence

Apologies received from Cllrs Brannen, Kerry and Pryce

Apologies also received if unable to attend from another meeting from County Cllr Stella Nash and District Cllr Nualla Webb

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

Resolved: to confirm the Full Council minutes of the meeting held on 20 March 25 and signed by the Chair

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

None

2425/121 Chairs report

The Chair gave an update from the meeting to discuss community projects hoped to be funded by Segro

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

Letter to be written to St Albans DC to request the future restructure proposal to incorporate Hertsmere Borough Council with our area

2425/123 Reports: Finance, Policy and Resources

a) To note list of March 2025 payments including those authorised by Finance Committee Members and signatories

Noted

- b) To note the quarterly DD and card payments
- c) Noted
- d) To confirm DD supplier list
Confirmed
- e) Recommendation to agree revised Parish Council meeting calendar
Resolved to agree the Meeting Schedule with one adjustment to be made for the Community and Leisure meeting and the addition of the HR meetings
- f) 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
Resolved: to agree the purchase of 4 x £30 vouchers for recipients of the Community Awards and 1x £40 and 1 x £50 nursery vouchers for the Parish in Bloom awards.
Resolved: to agree to action a Posthumous Lifetime achievement award to Laurie Hart
Action: Clerk to contact a family member to discuss
- g) To delegate members of Community & Leisure to decide the recipients for the Community Awards from nominations received
Resolved: Agreed to delegate the Community award recipient decision to members of the Community and Leisure committee
- h) To review and adopt the grant and discount hire policy
Resolved: to review and adopt the revised Grant and Discount hire policy
- i) 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.
Resolved: Unanimous agreement for the District Council progress with the design in collaboration with the Parish Council for refurbishment of a single accessible, baby changing toilet facility prior to the completion of the Park Street Pavilion and Recreation Ground asset transfer.
- j) To consider and agree any grant/discount applications
 - i. Harperbury Bowls Club grant request £180 for Defib replacement door
Resolved: to agree Harperbury Bowls Club grant request £180 for Defib replacement door
 - ii. United Reform Church-grant request £200 VE Day 80th Year Event
Resolved: to agree United Reform Church-grant request £200 VE Day 80th 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
Resolved: to agree items j iii, iv and v Keep Chiswell Green 100% discretionary hire for Sports Hall and Orton Hall for the amounts of £555, £108 and £144
 - vi. Hearing Dogs for deaf people discretionary disc Tennyson Hall for AGM 100% £58 (form circulated)
Resolved: to agree the Hearing Dogs for deaf People 100% discretionary hire for Tennyson Hall for the amount of £58
 - j To consider and agree the request for financial support of the maintenance costs for the second year of two Sound/Acoustic Cameras on the A405 in both directions between Starbucks and Tippendell Lane roundabout (information circulated)
After extensive discussion as to the uncertainty of the exact costs that may or may not be Covered by a third party and whether the Parish Council should cover what is a police cost.
 - It was proposed the Parish Council commit to cover the shortfall of funding the 2nd year maintenance cost only if required and on the proviso any costs covered by the Parish Council be publicised**Resolved:** to agree the Parish Council commit to cover the shortfall only of funding the 2nd Year maintenance cost for the two Acoustic cameras on the A405 if required and on the proviso any costs covered by the Parish Council be publicised

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
Cllr Yates gave a brief update from the meeting
- b) Finance Committee
No additional items to 2425/123

c) Fixed Asset Committee

- i. Recommendation to award the contract to undertake a fixed wiring inspection and agree to accept quote (a)
Resolved: to award the contract to undertake the fixed wiring inspection to quote (a)
- ii. Recommendation to accept the best value quote for the installation of the window at Greenwood Park Community Centre
It was noted the office are awaiting the third quote
Resolved: It was agreed to accept the best value quote for the installation of the window at Greenwood Park Community Centre once the third quote is received
- iii. Recommendation to agree to accept quote a, for the purchase of the tractor mounted flail
Resolved: 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. The Clerk informed councillors that Cllr Kerry and Pryce volunteered for to be part of the working group to consider the leases and agree next steps
Resolved: It was confirmed for Cllrs Kerry and Pryce to be members of the Lease and Asset transfer working group and for additional councillors to join the group for wider discussion on Asset transfer at a later date
- vi. Recommendation to consider available options and determine the preferred course of action with respect to resurfacing the Parish Centre car parks and access road.
The Clerk informed the Council the Dimensions solicitor has not yet made contact with our solicitor and will circulate information when received, however it was noted that the Subcontractor providing quotes to MP build would not provide one to the Parish Council due to the number of changes made to quotes provided for the site

Feedback on next actions for Greenwood Park:

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

The Clerk advised the May 2 date is most likely with one councillor enquiring if it could be held slightly later and is currently awaiting confirmation of the date and time on Place Services contact return from leave. It was also stated it will be expected a revised timetable of works will be supplied at the meeting

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

All items were agreed and councillors requested to forward any additional suggestions to the Clerk or Assistant Clerk

d) HR Committee

To minute confirmation of the salary payments

Resolved: to agree confirmation of the circulated scale points for salary payments

e) Community & Leisure Committee- Events Working Party

An update was given to councillors on the Parish Meeting due to be held on 8 May at the Parish Centre, with refreshments, Community Awards will be made and the Beacon Lighting take place in recognition of 80th anniversary of VE day. Armed Forces Day arrangements are progressing for 29 June and plans in place to request a ride on train to be available

Action: Clerk to contact the family of Laurie Hart in reference to the Parish Council wishing to make a posthumous lifetime achievement award

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
No additional information provided

Action: Clerk to continue to resend emails requesting additional information to be circulated to all councillors and taken back to Full Council

2425/126

Clerks Report - Information updates

Feedback from Segro meeting- Supplied by Cllr Yates and District Cllr Webb

Park Street Ward Councillor Vacancy confirmed to be displayed on all Park Street Ward noticeboards and the Parish Council website

Feedback on proposed contributions to PC carpark and road re-surfacing-item 124-c vi still awaiting update from the solicitors

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 or online survey (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

Meeting closed at 9.10pm