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
Web: 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 **Annual Council Meeting**To take place on **Thursday 15**th **May 2025** at **7.30pm**

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

S Hake

Susan Hake, Clerk 9th May 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

Please be aware that Members of the public may record, film, photograph or broadcast this meeting from the designated area.

AGENDA

2526/001 To elect a Chairman for the year 2025/26 and sign Declaration of Acceptance of Office

2526/002 To elect a Vice-Chairman for the year 2025/26 and sign Declaration of Acceptance of Office

2526/003 Public Participation – to receive petitions, comments and questions

To welcome public participation in accordance with the Public Speaking Policy

2526/004 To receive reports from representatives of St Albans District Council and Hertfordshire County Council

2526/005 To receive and accept apologies for absence

2526/006 To confirm the minutes of the meeting held on 17 April 2025

2526/007 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

2526/008 Chairs report – Councillor Vacancy

2526/009 General Power of Competence

Recommendation: To confirm St Stephen Parish Council meet the conditions of eligibility to use the General Power of Competence as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, confirms its eligibility (minimum two thirds elected councillors and a CiLCA qualified Clerk to use the General Power of Competence until the next relevant Annual Meeting of the Council that takes place in a year of ordinary elections).

2526/010 To receive Councillor allowance claim/forego forms for 2025-26

- 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



Committees

Community & Leisure

Finance Committee

Fixed Assets Committee

HR Committee

Planning & Environment Committee

Working Groups

Annual Events Working Party-Report to Community and Leisure Committee

Asset Transfer Working Group

Lease review working party

Future Developments Task and Finish Group-report to Fixed Assets Committee

Donkey Field Steering group

Representatives on Outside Bodies

Tennis Club Liaison – report to Fixed Assets Committee

Bricket Wood Joint Management committee (SADC)

Community Rail Partnership - ABFLY

Bricket Wood Station Heritage Trust

Herts Association of Parish and Town Councils (HAPTC)

St Albans District Association of Local Councils (SADALC)

Park Street Village Hall

Park Street Primary School

How Wood Primary School

Killigrew Primary School

Mount Pleasant Lane Primary School

2526/013 Recommendation to re-adopt the Code of Conduct

2526/014 Recommendation to adopt Standing Orders 2025

2526/015 Recommendation to re-adopt the Scheme of Delegation

2526/016 Reports: Finance, Policy and Resources

- a) To note list of April payments including those authorised by Finance Committee Members
- b)To consider and agree any grant/discount applications
 - i. Community Rail partnership Abfly Grant request £500
- c) To note the quote confirmed for the office window at Greenwood Park Community Centre

2526/017 To consider the HCC guidance for rewilding at Greenwood Park and agree the option of installing a temporary fence for a period of 3-5 years whilst the rewilding is established

2526/018 To agree the Grounds Manager to research ideas and obtain quotes for gates and fencing at the Parish Centre

2526/019 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
- d) Community & Leisure Committee
- e) Events Working Party
- f) HR committee

Recommendation to make Grounds and Maintenance Support Person permanent

2526/020 Clerks Report - Information updates

Reminder to complete a new register of interest form for changes to last form completed

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
Web: 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 **Annual Council Meeting**To take place on **Thursday 15**th **May 2025** at **7.30pm**

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

S Hake

Susan Hake, Clerk 9th May 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

Please be aware that Members of the public may record, film, photograph or broadcast this meeting from the designated area.

AGENDA

2526/001 To elect a Chairman for the year 2025/26 and sign Declaration of Acceptance of Office

2526/002 To elect a Vice-Chairman for the year 2025/26 and sign Declaration of Acceptance of Office

2526/003 Public Participation – to receive petitions, comments and questions

To welcome public participation in accordance with the Public Speaking Policy

2526/004 To receive reports from representatives of St Albans District Council and Hertfordshire County Council

2526/005 To receive and accept apologies for absence

2526/006 To confirm the minutes of the meeting held on 17 April 2025

2526/007 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

2526/008 Chairs report – Councillor Vacancy

2526/009 General Power of Competence

Recommendation: To confirm St Stephen Parish Council meet the conditions of eligibility to use the General Power of Competence as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, confirms its eligibility (minimum two thirds elected councillors and a CiLCA qualified Clerk to use the General Power of Competence until the next relevant Annual Meeting of the Council that takes place in a year of ordinary elections).

2526/010 To receive Councillor allowance claim/forego forms for 2025-26

- 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



Committees

Community & Leisure

Finance Committee

Fixed Assets Committee

HR Committee

Planning & Environment Committee

Working Groups

Annual Events Working Party-Report to Community and Leisure Committee

Asset Transfer Working Group

Lease review working party

Future Developments Task and Finish Group-report to Fixed Assets Committee

Donkey Field Steering group

Representatives on Outside Bodies

Tennis Club Liaison – report to Fixed Assets Committee

Bricket Wood Joint Management committee (SADC)

Community Rail Partnership - ABFLY

Bricket Wood Station Heritage Trust

Herts Association of Parish and Town Councils (HAPTC)

St Albans District Association of Local Councils (SADALC)

Park Street Village Hall

Park Street Primary School

How Wood Primary School

Killigrew Primary School

Mount Pleasant Lane Primary School

2526/013 Recommendation to re-adopt the Code of Conduct

2526/014 Recommendation to adopt Standing Orders 2025

2526/015 Recommendation to re-adopt the Scheme of Delegation

2526/016 Reports: Finance, Policy and Resources

- a) To note list of April payments including those authorised by Finance Committee Members
- b)To consider and agree any grant/discount applications
 - i. Community Rail partnership Abfly Grant request £500
- c) To note the quote confirmed for the office window at Greenwood Park Community Centre

2526/017 To consider the HCC guidance for rewilding at Greenwood Park and agree the option of installing a temporary fence for a period of 3-5 years whilst the rewilding is established

2526/018 To agree the Grounds Manager to research ideas and obtain quotes for gates and fencing at the Parish Centre

2526/019 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
- d) Community & Leisure Committee
- e) Events Working Party
- f) HR committee

Recommendation to make Grounds and Maintenance Support Person permanent

2526/020 Clerks Report - Information updates

Reminder to complete a new register of interest form for changes to last form completed

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
Web: 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 **Annual Council Meeting**To take place on **Thursday 15**th **May 2025** at **7.30pm**

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

S Hake

Susan Hake, Clerk 9th May 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

Please be aware that Members of the public may record, film, photograph or broadcast this meeting from the designated area.

AGENDA

2526/001 To elect a Chairman for the year 2025/26 and sign Declaration of Acceptance of Office

2526/002 To elect a Vice-Chairman for the year 2025/26 and sign Declaration of Acceptance of Office

2526/003 Public Participation – to receive petitions, comments and questions

To welcome public participation in accordance with the Public Speaking Policy

2526/004 To receive reports from representatives of St Albans District Council and Hertfordshire County Council

2526/005 To receive and accept apologies for absence

2526/006 To confirm the minutes of the meeting held on 17 April 2025

2526/007 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

2526/008 Chairs report – Councillor Vacancy

2526/009 General Power of Competence

Recommendation: To confirm St Stephen Parish Council meet the conditions of eligibility to use the General Power of Competence as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, confirms its eligibility (minimum two thirds elected councillors and a CiLCA qualified Clerk to use the General Power of Competence until the next relevant Annual Meeting of the Council that takes place in a year of ordinary elections).

2526/010 To receive Councillor allowance claim/forego forms for 2025-26

- 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



Committees

Community & Leisure

Finance Committee

Fixed Assets Committee

HR Committee

Planning & Environment Committee

Working Groups

Annual Events Working Party-Report to Community and Leisure Committee

Asset Transfer Working Group

Lease review working party

Future Developments Task and Finish Group-report to Fixed Assets Committee

Donkey Field Steering group

Representatives on Outside Bodies

Tennis Club Liaison – report to Fixed Assets Committee

Bricket Wood Joint Management committee (SADC)

Community Rail Partnership - ABFLY

Bricket Wood Station Heritage Trust

Herts Association of Parish and Town Councils (HAPTC)

St Albans District Association of Local Councils (SADALC)

Park Street Village Hall

Park Street Primary School

How Wood Primary School

Killigrew Primary School

Mount Pleasant Lane Primary School

2526/013 Recommendation to re-adopt the Code of Conduct

2526/014 Recommendation to adopt Standing Orders 2025

2526/015 Recommendation to re-adopt the Scheme of Delegation

2526/016 Reports: Finance, Policy and Resources

- a) To note list of April payments including those authorised by Finance Committee Members
- b)To consider and agree any grant/discount applications
 - i. Community Rail partnership Abfly Grant request £500
- c) To note the quote confirmed for the office window at Greenwood Park Community Centre

2526/017 To consider the HCC guidance for rewilding at Greenwood Park and agree the option of installing a temporary fence for a period of 3-5 years whilst the rewilding is established

2526/018 To agree the Grounds Manager to research ideas and obtain quotes for gates and fencing at the Parish Centre

2526/019 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
- d) Community & Leisure Committee
- e) Events Working Party
- f) HR committee

Recommendation to make Grounds and Maintenance Support Person permanent

2526/020 Clerks Report - Information updates

Reminder to complete a new register of interest form for changes to last form completed

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
Web: 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 **Annual Council Meeting**To take place on **Thursday 15**th **May 2025** at **7.30pm**

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

S Hake

Susan Hake, Clerk 9th May 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

Please be aware that Members of the public may record, film, photograph or broadcast this meeting from the designated area.

AGENDA

2526/001 To elect a Chairman for the year 2025/26 and sign Declaration of Acceptance of Office

2526/002 To elect a Vice-Chairman for the year 2025/26 and sign Declaration of Acceptance of Office

2526/003 Public Participation – to receive petitions, comments and questions

To welcome public participation in accordance with the Public Speaking Policy

2526/004 To receive reports from representatives of St Albans District Council and Hertfordshire County Council

2526/005 To receive and accept apologies for absence

2526/006 To confirm the minutes of the meeting held on 17 April 2025

2526/007 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

2526/008 Chairs report – Councillor Vacancy

2526/009 General Power of Competence

Recommendation: To confirm St Stephen Parish Council meet the conditions of eligibility to use the General Power of Competence as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, confirms its eligibility (minimum two thirds elected councillors and a CiLCA qualified Clerk to use the General Power of Competence until the next relevant Annual Meeting of the Council that takes place in a year of ordinary elections).

2526/010 To receive Councillor allowance claim/forego forms for 2025-26

- 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



Committees

Community & Leisure

Finance Committee

Fixed Assets Committee

HR Committee

Planning & Environment Committee

Working Groups

Annual Events Working Party-Report to Community and Leisure Committee

Asset Transfer Working Group

Lease review working party

Future Developments Task and Finish Group-report to Fixed Assets Committee

Donkey Field Steering group

Representatives on Outside Bodies

Tennis Club Liaison – report to Fixed Assets Committee

Bricket Wood Joint Management committee (SADC)

Community Rail Partnership - ABFLY

Bricket Wood Station Heritage Trust

Herts Association of Parish and Town Councils (HAPTC)

St Albans District Association of Local Councils (SADALC)

Park Street Village Hall

Park Street Primary School

How Wood Primary School

Killigrew Primary School

Mount Pleasant Lane Primary School

2526/013 Recommendation to re-adopt the Code of Conduct

2526/014 Recommendation to adopt Standing Orders 2025

2526/015 Recommendation to re-adopt the Scheme of Delegation

2526/016 Reports: Finance, Policy and Resources

- a) To note list of April payments including those authorised by Finance Committee Members
- b)To consider and agree any grant/discount applications
 - i. Community Rail partnership Abfly Grant request £500
- c) To note the quote confirmed for the office window at Greenwood Park Community Centre

2526/017 To consider the HCC guidance for rewilding at Greenwood Park and agree the option of installing a temporary fence for a period of 3-5 years whilst the rewilding is established

2526/018 To agree the Grounds Manager to research ideas and obtain quotes for gates and fencing at the Parish Centre

2526/019 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
- d) Community & Leisure Committee
- e) Events Working Party
- f) HR committee

Recommendation to make Grounds and Maintenance Support Person permanent

2526/020 Clerks Report - Information updates

Reminder to complete a new register of interest form for changes to last form completed