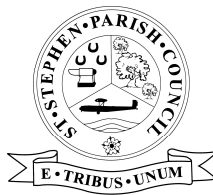


ST STEPHEN PARISH COUNCIL

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
Web: www.ststephen-pc.gov.uk



To: Councillors
Wendy Berriman Aaron Jacob Mark Skelton
David Brannen Dorothy Kerry Nicholas Tyndale
Richard Curthoys Bill Pryce David Yates
Ajanta Hilton Adrian Ruffhead

You are summoned to attend the **Annual Council Meeting**
To take place on **Thursday 15th 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

- 2425/001** To elect a Chairman for the year 2025/26 and sign Declaration of Acceptance of Office
- 2425/002** To elect a Vice-Chairman for the year 2025/26 and sign Declaration of Acceptance of Office
- 2425/003** Public Participation – to receive petitions, comments and questions
To welcome public participation in accordance with the Public Speaking Policy
- 2425/004** To receive reports from representatives of St Albans District Council and Hertfordshire County Council
- 2425/005** To receive and accept apologies for absence
- 2425/006** To confirm the minutes of the meeting held on 17 April 2025
- 2425/007** 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
- 2425/008** Chairs report – Councillor Vacancy
- 2425/009** 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).
- 2425/010** To receive Councillor allowance claim/forego forms for 2025-26
- 2425/011** Update on previous meeting actions not mentioned later in the agenda
To receive details 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

2425/012 To appoint representatives to serve on Committees, working parties and outside bodies

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

2425/013 Recommendation to re-adopt the Code of Conduct

2425/014 Recommendation to adopt Standing Orders 2025

2425/015 Recommendation to re-adopt the Scheme of Delegation

2425/016 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

2425/017 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

2425/018 To agree the Grounds Manager to research ideas and obtain quotes for gates and fencing at the Parish Centre

2425/019 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

2425/020 Clerks Report - Information updates

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

Agenda items for next meeting required by 9 June 2025