

ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

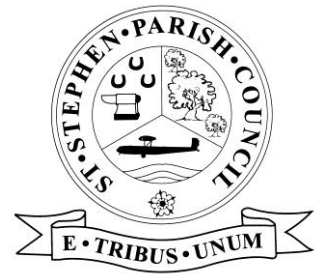
THE PARISH CENTRE STATION ROAD BRICKET WOOD

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Minutes of Full Council Meeting

To take place on Thursday 19th June 2025 at 7.30pm

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

Present: Councillors

Wendy Berriman

Aaron Jacob

Mark Skelton

David Brannen

Bill Pryce

Nicholas Tyndale

Ajanta Hilton

Adrian Ruffhead

David Yates

Also present: Susan Hake, Clerk,
Matthew Huddleston, Grounds Manager
District Cllr Webb
1 member of public

2526/021 Public Participation – to receive petitions, comments and questions

To welcome public participation in accordance with the Public Speaking Policy

It was raised about dog poo not being picked up by walkers at Greenwood Park is a problem
It was confirmed this will continue to be monitored

2526/022 To receive reports from representatives of St Albans District Council and Hertfordshire County Council

Apologies received from District Councillor Fry

Cllr Webb gave updates on works on pavements and roads in the Parish
works from meeting with Segro who are offering £2500 per year to both St Stephen Parish
council and London Colney, a years slippage on the A414 roundabout, as well as planning
issues with the Mayflower Road development

Cllr Hilton as a District Councillor confirmed the generator has been removed from Drop Lane,
met with Cllr Yates with developers of the Noke Hotel site.

Cllr Hilton reported as a County Councillor the two acoustic cameras are due to be installed on
the A405 in the next week, Bollards will be installed outside of Simmons at Chiswell Green,
Mount Pleasant Lane school, Bricket Wood and Branch Road in Park Street. Cllr Hilton also
confirmed she is an Exec member for public health community protection

2526/023 To receive and accept apologies for absence

Apologies received and accepted from Cllrs Kerry and Curthoys

2526/024 To confirm the minutes of the meeting held on 16 May 2025

Resolved: To confirm the minutes of the Annual meeting held on 16 May 2025

2526/025 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 received

2526/026 Chairs report

Cllr Yates informed Councillors there will be a Public consultation for the Noke Hotel
redevelopment for 4 storey apartments and a 4 storey Care home.

Following the Meeting with Burstons attended by himself, Cllrs Pryce,
Berriman and the Clerk, it will be proposed to take to the July meeting the request to agree in
writing the Parish Council take over the Donkey Field for Community use, subject to receiving
a dowry to cover any tree/ground works, unblocking of watercourses and confirmation there
will be adequate access and egress to the land

2526/027 Update on previous meeting actions not mentioned later in the agenda
Rewilding at Greenwood Park
The Grounds Manager confirmed he is currently obtaining further information and figures for two thousand plants and guards and will bring back to the July meeting

2526/028 To receive nominations and complete voting to co-opt a candidate for the Park Street Ward vacancy

Cllr Yates proposed a resolution for the meeting go to Part Two, to exclude members of the public and press for part of item 2526/28 to discuss candidates for the Co-option of the Park Street Ward Councillor vacancy

Resolved: To agree to discuss candidates for Co-option of item 2526/28 in Part Two and exclude members of the public and press

Following the discussion the meeting was reconvened and members of the public returned to the room.

A vote was taken by Councillors for candidates A, B, C and D

Candidate D received the majority of votes and so

Resolved: Candidate D, Nualla Webb to be Co-Opted to the Council and sign the declaration of acceptance

Cllr Skelton request HR confirm the legality of not paying member allowances to Co-Opted councillors

2526/029 Reports: Finance, Policy and Resources

a) To note list of May payments authorised by Finance Committee Members and signatories
Noted

b) To consider and agree any grant/discretionary discount applications
None received at this time

c) To review and adopt the Equality and Diversity Policy

Resolved: To adopt the Equality and Diversity Policy

d) Recommendation to agree and approve the Fixed Assets as at 31 March 25

Resolved: To agree and approved the Fixed Assets as at 31 March 2025

e) To receive and note the Annual Accounts as at 31 March 2025

The Annual Accounts as at 31 March 2025 were received and noted

f) To receive and note the Year End Internal Audit Report, Internal Audit Summary and Year End Observations for the Financial Year 2024-25

The End of Year internal Audit Report, Summary and Observations were noted

2526/030 Annual Governance and Accountability Return 2023/24 Part 3 (AGAR)

a) To receive and note the Internal Audit Report 2024-25

Resolved: to receive and note the internal Audit Report 2024-25

b) To Agree and Approve individually Items 1-9 of Section 1 of the Annual Governance Statement for 2024-25 (to record the date of approval, minute reference and arrange to be signed by the Chair and Clerk of the meeting where approval was given

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances

4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

5. We carried out an assessment of the risks facing this Parish Meeting and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

7. We took appropriate action on all matters raised in reports from internal and external audit.

8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this Parish Meeting and, where appropriate, have included them in the accounting statements

Resolved: To confirm agreement and approval of each of the Accounting Statement 1 through to 8 2024-25 with the agreed exclusion of statement 2 as per the internal audit and that item 9 is not applicable and to record the date of approval, minute reference to be signed by the Chair and Clerk

- c) To approve Section 2 – Accounting Statements 2024-25 (signed by the RFO prior to being presented to the authority for approval) and to record the date of approval, minute reference and arrange to be signed by the Chair of the meeting where the Accounting Statements were approved

Resolved: To approve Section 2 _ Accounting Statements 2024-25

- d) To note the completed Notice and dates of the period for exercise of Public Rights and Publication of Unaudited Annual Governance & Accountability Return 20 June to 31 July 2025 and notes to accompany the Notice (Local authority accounts: a summary of your rights).

Resolved: To note the Notice and dates of the period for exercise of Public Rights and Publication of Unaudited Annual Governance & Accountability Return 20 June to 31 July 2025 and notes to accompany the Notice (Local authority accounts: a summary of your rights)

- 2526/031** a) To receive report for resurfacing Parish Centre Car park and access road, line marking parking spaces with the addition of fencing and gates and agree next actions.
The consultant has provided a design concept that required to be changed due to the Dimensions access layout and further complications with installing a gate at the end of the access road

Resolved: To agree delegation approval for Fixed Assets to decide on the design for the gate and fencing that will be required to ensure the safety of the children and users of the centre and grounds is maintained and ensure no incursions will happen

- b) To confirm if parking spaces can be available for Dimensions and agree the next actions

Resolved: Unanimous confirmation that no parking space will be supplied for Dimensions at the present time

- c) To agree funding amount from Reserves if required for an electronic gate and fencing at the Parish Centre

Resolved: To agree in principle the use of unallocated Reserves for an electronic gate and fencing if required

- 2526/032** 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 an update on planning applications from the Planning meeting

- b) Finance Committee- Nothing further to report

- c) Fixed Asset Committee –

Action: It was agreed an extra meeting will be set up as soon as possible to discuss the PC gates, fencing and any impact to tarmac resurfacing

- d) HR Committee Nothing to report

- e) Community & Leisure Committee-

Recommendation to suspend standing orders for the purchase of new play equipment for Mayflower Road area due to specialist item not available from other suppliers

Resolved: Agreed unanimously to suspend standing orders for the purchase of the new

play equipment for Mayflower Road play area due to specialist item no available from other suppliers

Cllr Pryce requested volunteers to confirm availability for the Armed Forces Day that is starting at the earlier time of midday to incorporate the Lancaster flypast on Sunday 29 June 25

Action: Cllrs to confirm to Cllr Pryce availability for the event

f) Events Working Party

Cllr Berriman request volunteers for the Christmas Market due to be held on Sunday December 7 25 between 2-4pm with assistance required on the day

Action: Cllrs to confirm to Cllr Berriman availability for the event

2425/033 Clerks Report - Information updates

- No waiting restriction consultation for specified lengths of Orchard Drive consultation- ref DM/7004/25 comments or observations by email to DMTRO@hertfordshire.gov.uk by 3-7-25
- The Clerk gave feedback from a meeting held with DC officers in ref to the planned refurbishment of the accessible toilet at Parks Street public conveniences at the latter end of this year and closure of the mens and ladies toilet area prior to completion of the asset transfer with the Clerk to forward a copy of the previous head of Terms issued by the Council in 2023
- Harperbury bowls club have sought assistance for signage to the Bowls Club
Cllr Hilton confirmed she has also been approached and it will be dealt with by Herts County Council
- Councillors were informed the Tree inspection has now been completed for the Parish and we are awaiting for the report to confirm areas for concern that have been flagged up to the Grounds Manager

The meeting closed at 9.04pm

Agenda items for the next meeting required by 7 July 2025