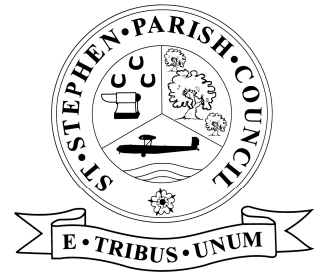


ST STEPHEN PARISH COUNCIL

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



Minutes of the Annual Council Meeting

held on Thursday 15th May 2025 at 7.30pm
at The Parish Centre, Station Road, Bricket Wood, St Albans, AL2 3PJ

Present: Councillors

Wendy Berriman
Richard Curthoys
Ajanta Hilton

Dorothy Kerry
Bill Pryce
Adrian Ruffhead

Nicholas Tyndale
David Yates

Also present:

Susan Hake, Clerk
1 member of public

2425/001 To elect a Chairman for the year 2025/26 and sign Declaration of Acceptance of Office

Resolved: Agreed unanimously to elect Cllr David Yates as Chair for the year 2025-26
Signed Declaration of Acceptance of Office completed

2425/002 To elect a Vice-Chairman for the year 2025/26 and sign Declaration of Acceptance of Office

Resolved: Agreed unanimously to elect Cllr Ajanta Hilton as Vice-Chair for the year 2025-26
Signed Declaration of Acceptance of Office completed

2425/003 Public Participation – to receive petitions, comments and questions

To welcome public participation in accordance with the Public Speaking Policy
No members of public requested to speak

2425/004 To receive reports from representatives of St Albans District Council and Hertfordshire County Council

County Councillor Hilton confirmed work is ongoing for the acoustic cameras to identify a suitable fixing point

2425/005 To receive and accept apologies for absence

Apologies received from Cllrs Brannen, Skelton and Jacob

2425/006 To confirm the minutes of the meeting held on 17 April 2025

Resolved: To confirm and sign 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
- None received

2425/008 Chairs report – Councillor Vacancy

As noted at the Annual Parish Meeting the Council will be looking to Co-Opt a new Councillor to fill the current 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)

Resolved: To confirm St Stephen Parish Council meet the condition 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

Councillors requested to complete forms

Forms circulated to elected members and completed by those attending

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

Resolved: To decline agreement for the erection of a sign specific to the Tennis Club

b) To consider and agree request for artwork to advertise the Tennis Club on Court 5 wall

Action: Clerk to request artwork to be supplied to the Parish Councillors

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) – Noted no longer required

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

Requests were made for more Councillors to join the Asset Committee, Community and Leisure and Planning and Environment to enable them to be quorate if current members are unable to attend

Cllr Jacob 's name was put forward to join the Planning and Environment Committee.

Action: Clerk to complete the list of representatives and circulate to councillors

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

Resolved:To re-adopt the Code of Conduct

2425/014 Recommendation to adopt Standing Orders 2025

Resolved:To adopt the Standing Orders for 2025

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

Resolved: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
Noted

b) To consider and agree any grant/discount applications

i. Community Rail partnership - Abfly Grant request £500

Resolved: Unanimously agreed the £500 grant be issued to the Abfly Community Rail partnership
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
Action: The Assistant Clerk and Grounds Manager to provide more detailed information to explain plan for protecting and nurturing new plants and a report submitted for the need of a temporary fence for the rewilding to be established

2425/018 To agree the Grounds Manager to research ideas and obtain quotes for gates and fencing at the Parish Centre
Agreed Action: to research options for electronic gates and fencing at the end of the shared access road with additional bollards along the pathway and the possibility of engaging a parking monitoring company at the Parish Centre as a matter of urgency. Take a report for solutions to Fixed Assets for a resolution and take to Full Council, whichever is sooner
Agreed Action: to progress the tender for the resurfacing of the access road and carparking surfaces at the Parish Centre to be completed with other works by August 2025
c To note the quote confirmed for the installation of the office window at Greenwood Park Community Centre will be K Construction for £3750
A quote is also being obtained for a shutter for the
Noted

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
Cllr Yates confirmed discussions for the asset transfer of Park Street recreation Ground and that Bricket Wood Common Management group with St Albans DC will not continue
- b) Finance Committee-
Meeting to be held next month
- c) Fixed Asset Committee
It is uncertain if the meeting due to be held on 29 May if not quorate.
Cllr Yates gave a summary of the remote meeting. Notes of remote meeting supplied by Place Services to be sent to Committee members
- d) Community & Leisure Committee
- e) Events Working Party
Cllr Pryce gave an update on Community and Leisure combined with Events working group. The Armed Forces Day with the Flypast event taking place earlier on the day between 12 to 12.20. There will be additional band and singing at the event. There will be no summer event in 2025. The Remembrance day will go ahead with the aim to be as inclusive as possible and the Christmas Market will also go ahead
- f) HR committee
Recommendation to make a member of staff permanent
Deferred to be confirmed following the HR meeting

2425/020 Clerks Report - Information updates
Reminder to complete a new register of interest form for changes to last form completed
Devolution presentation slides – tips from Somerset Clerk to be circulated
Grey Belt petition details circulated
Maintenance actioned at Park Street play area to infill area of ground sunk under picnic table

Meeting closed at 9.24pm

Agenda items for next meeting required by 9 June 2025