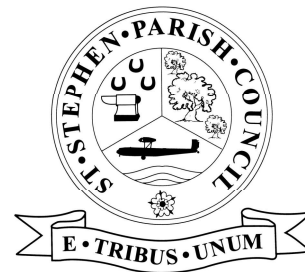


ST STEPHEN PARISH COUNCIL

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
David Brannen
Richard Curthoys
Ajanta Hilton

Aaron Jacob
Dorothy Kerry
Bill Pryce
Adrian Ruffhead

Mark Skelton
Nicholas Tyndale
Nuala Webb
David Yates

You are summoned to attend the **Full Council Meeting**
To take place on **Thursday 18 September 2025 at 7.30pm**
Venue: **The Parish Centre, Station Road, Bricket Wood, St Albans, AL2 3PJ**

S Hake

Susan Hake, Clerk, 11th September 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

2526/044 Public Participation – to receive petitions, comments and questions

To welcome public participation in accordance with the Public Speaking Policy

2526/045 To receive reports from representatives of St Albans District Council and Hertfordshire County Council

2526/046 To receive and accept apologies for absence

2526/047 To confirm the minutes of the meeting held on 17 July 2025

2526/048 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

2526/049 Chair's report – Community Governance review consultation

2526/050 Update on previous meeting actions not mentioned later in the agenda

Update and feedback on Defibrillator maintenance from Cllrs Pryce and Brannen

2526/051 To confirm extending the Parish Centre Car parking to be included to the resurfacing tender

2526/052 Reports: Finance, Policy and Resources

- a) To note list of July and August payments including payments authorised by Finance Committee Members and signatories
- b) To consider and agree any grant/discretionary discount applications
 - i. Friends of Hanstead Wood grant application for £300 (attached)
- c) Recommendation to approve the allotment charges for 2025-26 (refer to document)
- d) Recommendation to adopt the Training and Development policy (policy attached)
- e) Recommendation to adopt the new Tree policy (policy attached)
- f) Recommendation to receive Tree Survey report & confirm Yr 2 Tree Safety and Woodland works with agreement for the use of up to £10k from the trees and woodlands reserves (Report attached)
- g) Recommendation to re-adopt the guide to information (refer to guide)
- h) Recommendation to agree amendments to the SSPC Business Plan
- i) Recommendation to consider the option to register as Community Assets, Bricket Wood Social Club, Moor Mill Park, Park Street Village Hall
- j) To consider and agree artwork from the Tennis Club

2526/053 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 Committee
- b) Finance Committee
- c) Fixed Asset Committee
- d) HR Committee
- e) Community & Leisure Committee
- f) Events Working Party

2526/054 Clerk's Report - Information updates

Resident request for assistance to arrange for the District or County Council to manage the trees on Hammers Gate Green in Chiswell Green

Agenda items for next meeting required by 6 October 2025

COMMUNITY GOVERNANCE REVIEW

TERMS OF REFERENCE

1. Introduction

- 1.1. St Albans City and District Council has decided to undertake a Community Governance Review (CGR) under the provisions of the Local Government and Public Involvement in Health Act 2007. A district-wide CGR was last carried out in 2022.
- 1.2. One area of focus, this time, is the unparished areas of the city and district and the Council wants to hear from the local community as to whether there should be one or more parish/town councils created within those unparished areas.
- 1.3. However, as set out in section 7, whilst this is a particular area of focus it is not the only area of focus. In this review, we will want to hear comments from all areas of the district, whether or not they are currently represented by a Parish Council.
- 1.4. This ensures that every resident and group has the opportunity to share their views about town and parish governance in the St Albans City and District Area.
- 1.5. The Council is required to have regard to the Guidance on Community Governance Reviews issued by the Secretary of State for Communities and Local Government and the Local Government Boundary Commission for England. This guidance has been considered when drawing up these Terms of Reference.

2. What is a Community Governance Review?

- 2.1. A CGR provides an opportunity to put in place strong, clearly defined boundaries, which reflect local identities and facilitate effective and convenient local government. A CGR can take place for the whole or part of the district to consider one or more of the following:
 - creating, merging, altering or abolishing Parishes/Town Councils.
 - the naming of Parishes and the style of new Parishes/Town Councils.
 - the electoral arrangements for Parishes/Town Councils including:
 - the ordinary year of election.
 - the number of Councillors to be elected; and
 - the warding (if any) of the Parish/Town Councils.
 - grouping Parishes under a common Parish Council or degrouping Parishes.
- 2.2. The Council is required to ensure that community governance within the area under review will be:
 - reflective of the identities and interests of the community in that area; and
 - effective and convenient.

2.3. In doing so, the CGR is required to take into account:

- the impact of community governance arrangements on community cohesion; and
- the size, population and boundaries of a local community or Parish/Town Council.

3. Why undertake a Community Governance Review

3.1. A CGR provides an opportunity for principal authorities to review and make changes to community governance within their area. Such reviews can be undertaken when there have been changes in population or in reaction to specific, or local, new issues to ensure that the community governance for the area continues to be effective and convenient and it reflects the identities and interests of the community.

3.2. The English Devolution White Paper was published on 16 December 2024. This set out the government's plans to devolve greater power and funding to local areas and to deliver Local Government Reorganisation (LGR) in two tier areas. LGR will see the formation of one or several single unitary authorities for Hertfordshire, and the abolition of the existing ten District Councils within the county. Once one or more new unitary authorities are formed, those areas within St Albans City and District which are not parished, will have no lower tier of local government below that of the unitary.

3.3. Government guidance states that it is good practice to conduct a full CGR at least every 10 to 15 years. The last CGR took place in 2022, however, the Council wishes to ensure that all localities have an opportunity to express a view on community governance in light of wider Local Government Reorganisation. It may be that existing Parishes/Town Councils have matters to bring to our attention and this Review will allow them to do so.

4. What do Parish Councils do?

4.1. Parish Councils represent the most local form of government and can own land and assets, employ staff and provide services at a local level, this can include open space and recreation, cemeteries, grass cutting, street lighting etc. They can raise funds to meet the costs of administration and provision of services through setting a precept which forms part of council tax bills levied on council tax payers in the parish. Parish Councils can also provide a local voice for the community responding to consultations and raising concerns with the relevant organisations.

4.2. A Parish Council is made up of parish councillors elected by the local government electors in the parish with elections taking place every four years. Vacancies within the four-year term are filled by co-option or by election if 10 local government electors request it.

5. Who will undertake the Review?

5.1. As the relevant principal authority, St Albans City and District Council is responsible for conducting any CGR within its electoral area. The Strategy and

Resources Committee will oversee the Review and produce draft and final recommendations; Council will approve the final recommendations which will be implemented by the making of an appropriate Order.

6. Areas under Review

6.1. The whole of the St Albans City and District Council area will be included in the CGR. A map showing the unparished area and related district wards can be seen at **Appendix A**. A map of the district showing all nine of the existing Parish Councils is attached at **Appendix B**.

7. Scope of Review and Factors to be Considered

7.1. St Albans City and District Council has resolved to undertake a CGR to consider whether there is a desire and need to create a Parish Council/s for the currently unparished areas of the district. We acknowledge that comments regarding existing Parishes and Town Councils may be brought to our attention and will be considered within the scope of this Review.

7.2. The scope of the Review will include consideration of:

- the creation of one or more Parish/Town Councils.
- the name of any new or existing Parish/Town Councils.
- the electoral arrangements for Parishes/Town Councils including:
 - the ordinary year of election,
 - the number of councillors to be elected; and
 - the warding (if any) of the Parish/Town Councils.
- minor boundary changes to Parish Council areas which lie adjacent to the unparished areas will be considered where appropriate.
- the abolition, dissolution, or grouping of Parish/town Councils.

7.3. The following factors will be considered as part of assessing proposals within the scope of the review:

- a strong, inclusive community and voluntary sector,
- a sense of civic values, responsibility and pride,
- a sense of place – a place with a ‘positive’ feeling for people and local distinctiveness,
- reflective of the identities and interests of the community in that area,
- effectiveness and convenience,
- the impact of community governance arrangements on community cohesion,
- the size, population and boundaries of a local community or Parish,
- people from different backgrounds having similar life opportunities,
- people knowing their rights and responsibilities.

8. Consultation

8.1. The Council is required to consult the local government electors for the area under review and any other person or body who appears to have an interest in the Review and to take the representations that are received into account. The Council will also identify any other person who, or body that, it feels may have an interest in the Review and write to them inviting them to submit their views at all stages of the consultation.

8.2. Before publishing final proposals, the Council will comply with these statutory consultative requirements by:

- consulting local government electors for the area under review.
- consulting any other person or body (including a local authority) which appears to the Council to have an interest in the Review.
- notifying and consulting Hertfordshire County Council; and
- taking into account any representations received in connection with the Review.

8.3. The Council will publicise the Review by displaying a notice at the Council Offices and creating a dedicated page on the Council's website. The Council will also write to all Parish Councils/Town Councils or any other community or resident groups of which the Council is aware, District Councillors and the relevant County Councillors, and the MPs.

8.4. Information about each stage of the Review will be published on the Council's website. It will also be possible to view Review documents at: St Albans City and District Council Offices, Civic Centre, St Peter's Street, St Albans, Hertfordshire, AL1 3JE.

9. Indicative timetable for the Community Governance Review

Event	Date
Approval of timetable and terms of reference for the Community Governance Review [CGR] by Council.	16 July 2025
Preparation for start of the CGR	Mid July to early August 2025
Formal commencement of CGR – Terms of Reference published.	Early August 2025
Initial consultation stage.	Early August to early October 2025
Consideration of consultation responses and production of draft recommendations.	October to November 2025
Report to Strategy and Resources Committee on proposed draft recommendations.	20 November 2025
Draft recommendations published.	Late November 2025
Consultation on draft recommendations.	Late November 2025 to late February 2026
Consideration of second consultation responses and drafting of final recommendations	February to June 2026
Pre-election period for district council elections	Mid-March to early May 2026
Proposed final recommendations submitted to Strategy and Resources Committee.	June 2026 (date TBC)
Final recommendations submitted to Council.	July 2026 (date TBC)
Legal drafting of the Community Governance Order	July to September 2026
Community Governance Order(s) made.	September 2026

9.1. Any Order made following a CGR should, for administrative and financial reasons (for example setting up a new Parish Council and arranging for its first precept) take effect on 1 April following the date on which the Order is made. Electoral arrangements will come into force at the first elections to any new Parish Council/Town Council following the making of the Order.

10. Electorate Forecasts

10.1. When considering the electoral arrangements, the Council must consider any likely future changes in the number or distribution of electors within five years

from the day the review commences. The Review will use the latest electorate figures available (April 2025) together with the estimated delivery of new dwellings within the five-year period taken from the Council's most recent forecast.

11. Consequential Matters

11.1. When the required consultation has been undertaken, and the Review completed, the Council may make an Order to bring into effect any decision that it may make taking account of the role of the Local Government Boundary Commission for England. If the Council decides to take no action, then it will not be necessary to make an Order. If an Order is made it may be necessary to cover certain consequential matters in that Order. These may include:

- the transfer and management or custody of any property.
- the setting of a precept (Council tax levy) for the new Parish Council / Town Council.
- provision with respect to the transfer of any functions, property, rights and liabilities.
- provision for the transfer of staff, compensation for loss of office, pensions and other staffing matters.

11.2. The Council will also take into account the requirements of the Local Government Finance (New Parishes) Regulations 2008 when calculating the budget requirement of any new Parish Councils / Town Councils when setting the Council tax levy to be charged.

12. Representations

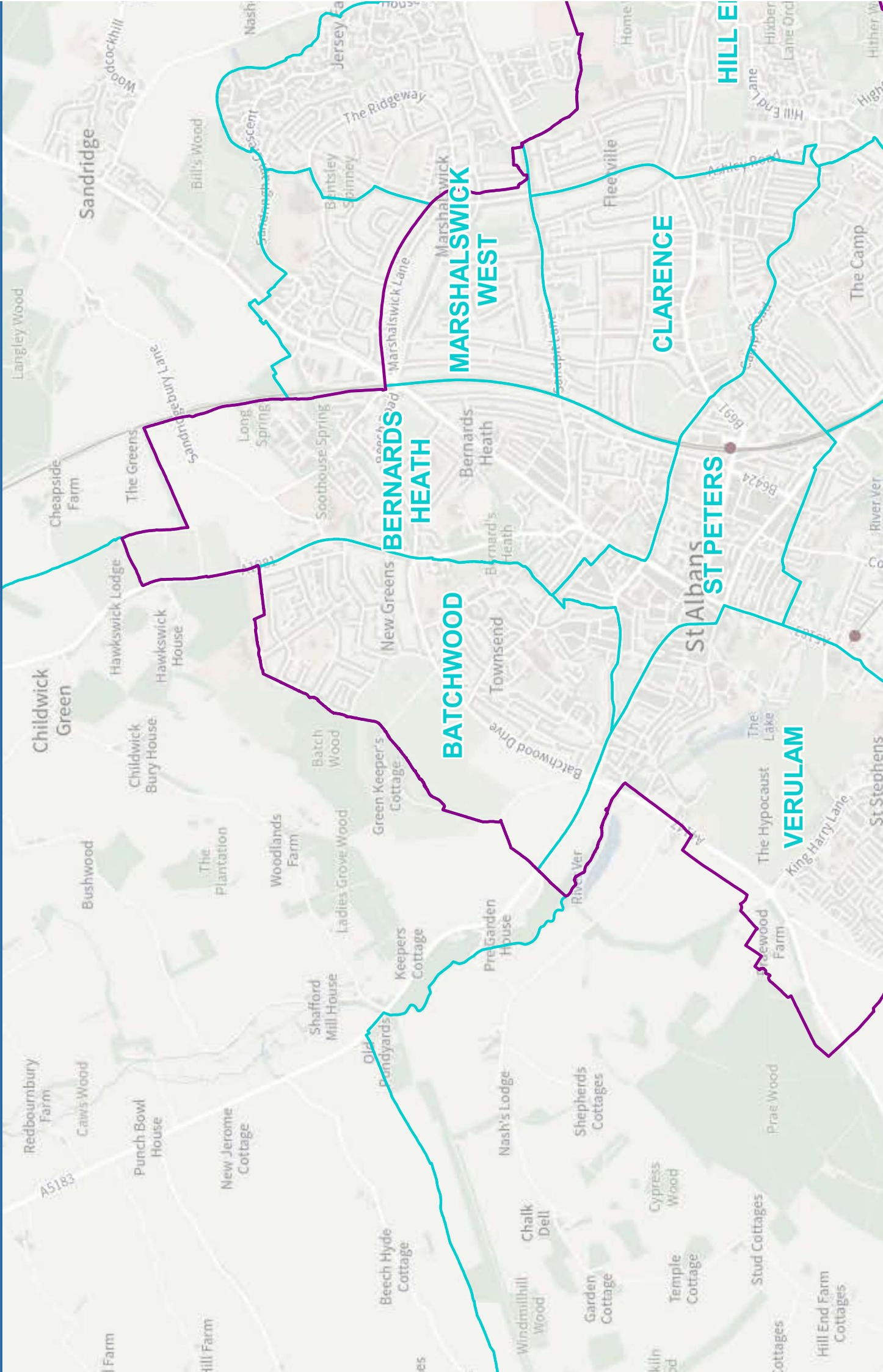
12.1. St Albans City and District Council welcomes representations during the specified consultation stages as set out in the timetable from any person or body who may wish to comment or make proposals on any aspect of the matters included within the Review.

Representations may be made in the following ways:

By Email: CGR@stalbans.gov.uk

By post: Electoral Services (CGR),
St Albans City and District Council,
Civic Centre,
St Peter's Street,
St Albans,
AL1 3JE

UNPARISHED AREA AND DISTRICT WARDS

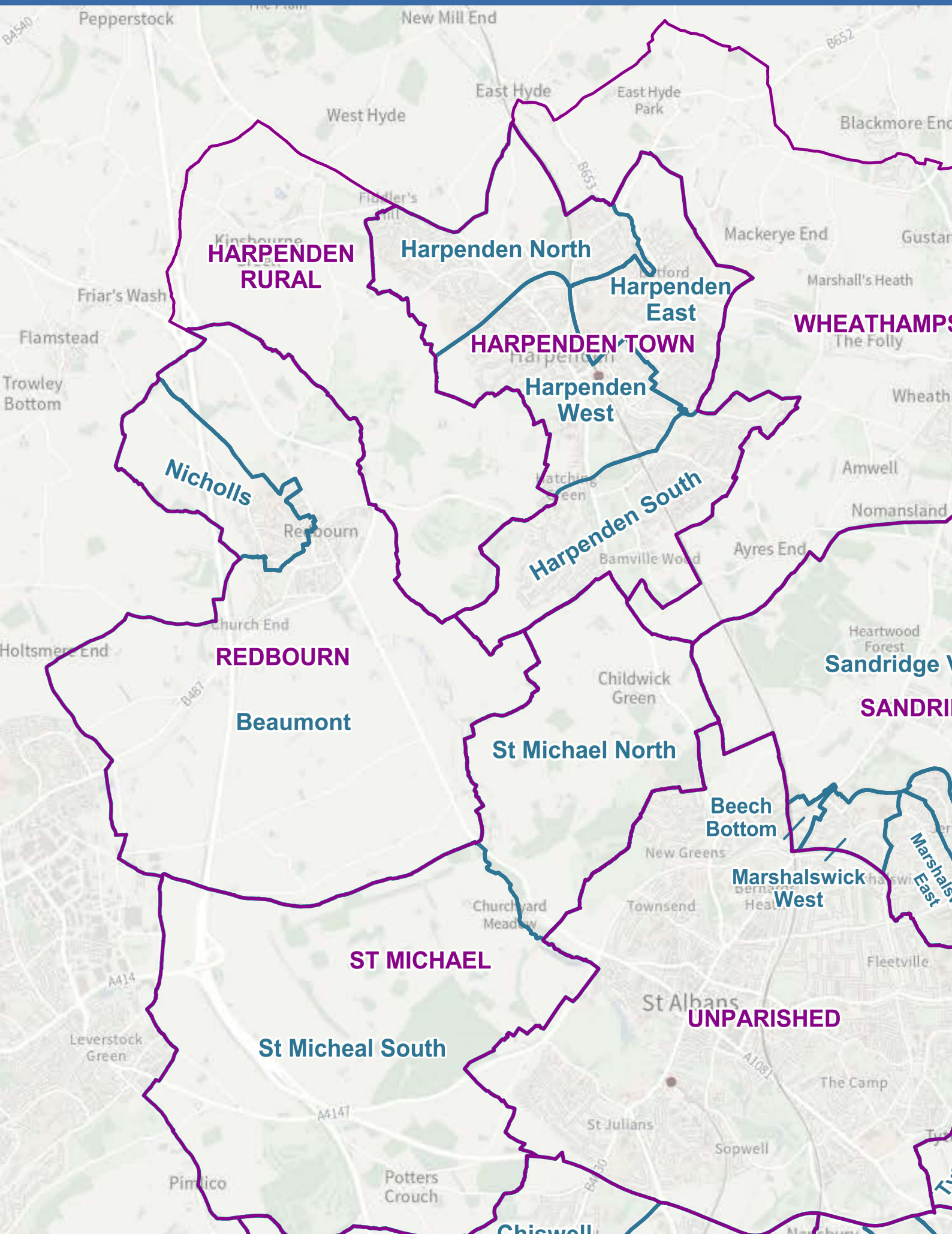


PARISH AND PARISH WARD BOUNDARIES

The map displays the following parishes and wards:

- HARPENDEN RURAL** (purple outline)
- HARPENDEN TOWN** (purple outline)
 - Harpenden North (blue outline)
 - Harpenden East (blue outline)
 - Harpenden West (blue outline)
 - Harpenden South (blue outline)
- Nicholls** (blue outline)
- REDBOURN** (purple outline)
 - Beaumont (blue outline)
- ST MICHAEL** (purple outline)
 - St Michael North (blue outline)
 - St Micheal South (blue outline)
- MARSHALSWICK** (purple outline)
 - Marshalswick West (blue outline)
 - Marshalswick East (blue outline)
- UNPARISHED** (purple outline)

Other locations shown include: Pepperstock, New Mill End, East Hyde, West Hyde, Fiddler's Mill, Kinchbourne, Friar's Wash, Flamstead, Trowley Bottom, Harpenden, Mackersey End, Marshall's Heath, The Folly, Wheathampstead, Amwell, Nomansland, Ayres End, Bamville Wood, Childwick Green, Beaumont, Church End, Holtsmere End, Leverstock Green, Pimlico, Potters Crouch, St Julians, Sopwell, The Camp, Fleetville, and Chiswell.



St Stephen Parish Council Payment List July-August 2025

07Jul2025	B/P to: HCC Debtors	HFS CS059420	-138.55
07Jul2025	B/P to: Technix	INV. 75744	-276
07Jul2025	B/P to: Binder Loams Ltd	INV. 36403	-312.72
07Jul2025	B/P to: St Lawrence Way Ma	CN576 ST LAWRENCE	-62
07Jul2025	B/P to: F & R Cawley Ltd	INV. 33651566	-794.56
07Jul2025	B/P to: TEAM Safety Servic	INV. 009131	-1440
07Jul2025	B/P to: St Albans District	INV. 0001355941	-428.9
07Jul2025	B/P to: Fenland Leisure Pr	SIN066222	-991.44
07Jul2025	B/P to: Stephen Marshall	ARMED FORCES DAY	-100
07Jul2025	B/P to: Scott & Sons Ltd	STEPHEN	-3336.36
07Jul2025	B/P to: Paul Amsterdam	ARMED FORCES DAY	-250
07Jul2025	B/P to: Travis Perkins	INV. 1022172191	-808.91
07Jul2025	B/P to: Holywell Recycling	INV. M056133	-300
07Jul2025	B/P to: Holywell Recycling	ST STEPHEN PC	-300
10Jul2025	B/P to: Essential Medical	INV. 5150	-300
10Jul2025	B/P to: Indigo Flooring	INV. 6541 -DEPOSIT	-6824.97
21Jul2025	B/P to: DC Payroll Service	INV. 2098	-50.25
21Jul2025	B/P to: SLCC Enterprises	INV. BK221334-1	-54
21Jul2025	B/P to: Scott & Sons Ltd	INV-101198 & 197	-43.79
21Jul2025	B/P to: A1 Security	INV. 25375	-1831.68
21Jul2025	B/P to: Trade UK	6331640007673478	-445.44
21Jul2025	B/P to: Chiswell Green RA	AC2727A6-0036	-360
21Jul2025	B/P to: Washware Essential	INV-52234	-58.8
21Jul2025	B/P to: Oliver Landpower	ACC. 48205 SSPC	-18928.8
21Jul2025	B/P to: Castle Water Ltd	TEI0000011390	-788.09
21Jul2025	B/P to: P Hill Autos	I034665	-208.08
21Jul2025	B/P to: Ricoh UK Ltd	INV. 102700636	-229.45
21Jul2025	B/P to: NSALG	S20457	-84
21Jul2025	B/P to: The Metal Store	818461A	-118.31
21Jul2025	B/P to: Binder Loams Ltd	INV 36100 STST01	-293.76
21Jul2025	B/P to: B R Boatwright	ST STEPHEN PC	-1260
21Jul2025	B/P to: Earlsmere Limited	INV. 00068632	-1533
21Jul2025	B/P to: KSV	INV. 477521	-177.78
29Jul2025	B/P to: Rural Services	RMTG/25/26/124	-172.62
29Jul2025	B/P to: CDA Herts	INV NO13 ORG/25/26	-40
29Jul2025	B/P to: James Hallam Ltd.	104787320	-2705.44
29Jul2025	B/P to: NSALG	S20457	-84
29Jul2025	B/P to: K Constructions Bu	SSPC WINDOW+FLOOR	-4130
29Jul2025	B/P to: Slam Signs Ltd	INV. 17041	-210.6
29Jul2025	B/P to: Securi-Doors Servi	INV NO. SAGE 1694	-432
31Jul2025	B/P to: HCC PENSIONS - LGP	85217	-6610.47
31Jul2025	B/P to: St Stephen PC L A	Salary July 25	-18243.1
31Jul2025	B/P to: HMRC PAYE	951PB00104440	-7308.65
04Aug2025	B/P to: F & R Cawley Ltd	INV. 33678179	-941.45
04Aug2025	B/P to: Beelex Electrical	ST STEPHEN PC	-60.23
04Aug2025	B/P to: George Browns Ltd	INV. 472657	-131.42
04Aug2025	B/P to: HCC Debtors	HFS CS059420	-307.06
04Aug2025	B/P to: CHRGS Ltd	REF STSTE/05	-1980
04Aug2025	B/P to: Scott & Sons Ltd	STEPHEN	-3829.56
04Aug2025	B/P to: Star Platforms Ltd	INV. L370264	-594
04Aug2025	B/P to: SECOM Plc	I0217859	-36
04Aug2025	B/P to: A1 Security	INV. 25430	-405.6
04Aug2025	B/P to: John Drinkwater	ARMED FORCES DAY	-89
07Aug2025	B/P to: KGEC Ltd	INVOICE NO. 6687	-5814
	BP Co-Op Aug Sal	August 25 Salary	20712.55
	BP HMRC PAYE Sept	HMRC for August paid Sept	8939.73
	BPHCC Pension Sept	LGPension for August paid Sept	7672.64

Diect Debit Payments July-Aug25				
01Jul2025	Direct Debit (SADC COUNCIL TAX)		7051089	-961
02Jul2025	Direct Debit (H3G)	985630447301200046		-49.14
07Jul2025	Direct Debit (BRITISH GAS)	BGL0425915-0409010		-77.48
07Jul2025	Direct Debit (MOTIA/FUELCARDSERV)	SHO331470		-88.46
14Jul2025	Direct Debit (CORONA ENERGY RETA)	D000091216C2507101		-701.87
14Jul2025	Direct Debit (MOTIA/FUELCARDSERV)	SHO331470		-32.22
15Jul2025	Direct Debit (GOCARDLESS)	HERTSCOM-26T6A79MC		-1324.94
15Jul2025	Direct Debit (SADC COUNCIL TAX)		7021936	-404
15Jul2025	Direct Debit (SADC COUNCIL TAX)		9135020	-152
16Jul2025	Direct Debit (SAGE SOFTWARE LTD)	ZJVE5KQ		-363.6
16Jul2025	Direct Debit (LLOYDS CORP CARD)	800000297811II8408		-1903.18
21Jul2025	Direct Debit (MOTIA/FUELCARDSERV)	SHO331470		-38.02
21Jul2025	Direct Debit (TOTAENERGIES G&P)		1174013	-34.45
23Jul2025	Direct Debit (SECOM PLC)		619077	-53.45
01Aug2025	Direct Debit (SADC COUNCIL TAX)		7051089	-961
01Aug2025	Direct Debit (H3G)	985630447301200047		-49.14
04Aug2025	Direct Debit (MOTIA/FUELCARDSERV)	SHO331470		-128.96
07Aug2025	Direct Debit (BRITISH GAS)	BGL0425915-0409010		-14.76
11Aug2025	Direct Debit (MOTIA/FUELCARDSERV)	SHO331470		-258.56
14Aug2025	Direct Debit (GOCARDLESS)	HERTSCOM-26T6A79MC		-64.8
15Aug2025	Direct Debit (GOCARDLESS)	HERTSCOM-26T6A79MC		-1324.94
15Aug2025	Direct Debit (SADC COUNCIL TAX)		7021936	-404
15Aug2025	Direct Debit (SADC COUNCIL TAX)		9135020	-152
18Aug2025	Direct Debit (CORONA ENERGY RETA)	D000091216C2508141		-564.03
18Aug2025	Direct Debit (GOCARDLESS)	HERTSCOM-26T6A79MC		-46.68
18Aug2025	Direct Debit (MOTIA/FUELCARDSERV)	SHO331470		-183.42
18Aug2025	Direct Debit (SAGE SOFTWARE LTD)	ZJVE5KQ		-414
18Aug2025	Direct Debit (LLOYDS CORP CARD)	800000297811II8408		-1053.14
19Aug2025	Direct Debit (TOTAENERGIES G&P)		1174013	-52.23
26Aug2025	Direct Debit (SECOM PLC)		619077	-53.45
31Jul2025	Service Charge			-22.35
31Aug2025	Service Charge			-27.3

Card payment details July-Aug 25					
Date	Type	Ref.	Details	Credit	Debit
02/07/202	VP	CC Monthly Fee AF	Lloyds Corporate Card Monthly Fee AF	3.00	
02/07/202	VP	CC Monthly Fee SH	Lloyds Corporate Card Monthly Fee SH	3.00	
03/07/202	PP	Amazon A4 punched pockets	Purchase Payment	17.42	
09/07/202	PP	Amazon Paper Cups	Purchase Payment	10.44	
11/07/202	VP	CC Car Door Mirror UK	Side mirror for Toyota HiLux /returned –incorrect item	15.98	
14/07/202	PP	Toolstation Loo flash replacmt	Purchase Payment	31.56	
14/07/202	PP	Amazon Loo rolls	Purchase Payment	19.49	
17/07/202	PP	Napa Auto Parts Mitrror HiLux	Purchase Payment	44.01	
17/07/202	PP	Napa Auto 40p discrepancy	Purchase Payment	0.40	
18/07/202	PP	WashroomWarehouse	Purchase Payment	374.85	
18/07/202	PP	Tap'n'Shower	Purchase Payment	155.26	
18/07/202	PP	Tesco Toilet seats	Purchase Payment	25.99	
22/07/202	PP	Amazon Blind GWP office	Purchase Payment	37.46	
22/07/202	PP	Amazon iPhone charger	Purchase Payment	4.74	
22/07/202	PP	B&Q Radiator covers	Purchase Payment	247.96	
22/07/202	VR	Refund Car Door Mirror UK	Side mirror for Toyota HiLux /returned – item	0.00	15.98
23/07/202	PP	TreasureIslands Sweets forXmas	Purchase Payment	25.20	
23/07/202	PR	Central Event AFD chair collect time pre-booked- refunded	Purchase Receipt	0.00	120.00
28/07/202	PP	Amazon Sports HallFloorCleaner	Purchase Payment	44.50	
28/07/202	PP	Amazon loo roll GWP	Purchase Payment	38.20	
30/07/202	PP	Amazon Bin GWP	Purchase Payment	18.95	
30/07/202	PP	Andrews Water filters for PC	Purchase Payment	49.10	
30/07/202	PP	Andrews Water filters	Purchase Payment	0.01	
01/08/202	PP	Print Shop - GWP Scans	Purchase Payment	21.60	
04/08/202	VP	CC Monthly Fee SH	Lloyds Corporate Card Monthly Fee SH	3.00	
04/08/202	VP	CC Monthly Fee AF	Lloyds Corporate Card Monthly Fee AF	3.00	
07/08/202	PP	SLCC training fee	Purchase Payment	36.00	
21/08/202	PP	Amazon Bin stickers	Purchase Payment	11.74	

ST STEPHEN PARISH COUNCIL



GRANT APPLICATION FORM

Please read the Grants and Discounts Policy
before completing an application form

St Stephen Parish Council covers the areas of
Bricket Wood, Chiswell Green and Park Street.

THE PARISH CENTRE STATION ROAD BRICKET WOOD ST ALBANS AL2 3PJ
TEL: 01923 681443 EMAIL: clerk@ststephen-pc.gov.uk

ST STEPHEN PARISH COUNCIL

GRANT APPLICATION FORM

1.	Name of organisation and your registered charity number (if applicable) The Friends of Hanstead Wood
2.	Name and address of responsible person to be contact regarding this application. Name: John Roy Address: 2 Aspen Close Bricket Wood AL2 3UL Tel: _____ Mob: _07887680802 Email: _____ _____johnroy77@hotmail.com_____
3.	Address where activities are based. Hanstead Wood
4.	What area (community) is served? Walkers/Nature lovers/Dog walkers/Families/ Hanstead Park residents
5.	Details of the project/initiative and purpose of the grant funding Continuing the support of Hanstead Wood especially our Public Liability insurance renewal and tool replacement
6.	Estimate how many people in the Parish will benefit. Dozens every week.
7.	How does your organisation/activity benefit the residents of St Stephen Parish? HW is a calm relaxing Community woodland and wildlife haven

ST STEPHEN PARISH COUNCIL

8.	Present or proposed charges/subscription/fees (please attach schedule if available) Insurance renewal £175 Tool and equipment repairs £125	
9.	a) Proposed starting date of project: b) Estimated completion date:	All year All year
10.	Please give details of the cost of the project. Payment receipts to be provided N/A	
11.	Please give details of other grants awarded or applied for. None, but we have had a donation from Burtons which is specifically for tree work when we can find a contractor	
12.	Amount of grant requested from St Stephen Parish Council (max £1,000) £300	
13.	Details of bank account for BACS transfer if successful (please enclose proof of bank details, letter on headed paper, copy of paying in slip or bank statement) Metro Bank Acc no.44527332 Sort code 23 05 80	
14.	Any other relevant information.	
15.	Please sign to confirm that all the information in this application is correct and that you are authorised to act for the organisation in making this application for a grant.	

St Stephen Parish Council will hold and handle this information in accordance with the General Data Protection Regulations 2018. To view the full Privacy Policy visit the public documents pages at www.ststephen-pc.gov.uk or contact us on 01923 681443 or email clerk@ststephen-pc.gov.uk

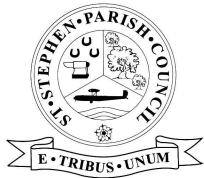
Remember to attach a copy of your accounts to this application

St Stephen Parish Council
2025-2026 Annual Allotment Charges

Residents of the Parish		
	Large plot	£27
	Small plot	£19
	New tenant admin charge	£19 + VAT = £22.80
	Minimum billing	£19
Non-residents (No more than 1 mile outside the Parish boundary)		
	Large plot	£42
	Small plot	£25
	New tenant admin charge	£19 + VAT = £21.60
	Minimum billing	£19
Minimum clearance charge*		£60.00 from September 2025
*The charge is dependent on the amount of rubbish left uncleared on termination of tenancy.		
Refundable Key Deposit (Park Street Lane site only)		£20.00 (since Sept 2017)

There are no concessions.

Large plots are around 5 poles (125m²) and small plots around 2.5 poles (64m²).



St Stephen Parish Council Training and Development Policy

Based on NALC model training and development policy
Adopted by SSPC Full Council 18 June 2020
Last reviewed: n/a
Minute reference: 2021/024 h)
Reviewed: May 2025

Contents

Introduction	1
Purpose and scope	2
Identifying, meeting and evaluating training and development needs	2
Consideration	3
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Guidance for support	5
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Introduction

St Stephen Parish Council recognises that its councillors and staff are its most important resource. The Council is committed to encouraging both councillors and staff to enhance their skills, knowledge and qualifications through learning and development activities. Some learning is also necessary to ensure compliance with all legal and statutory requirements.

The Council is committed to continuous learning and development to enable councillors and staff to effectively contribute to achieving the Council's aims and objectives by providing the highest quality representation and services.

The Council is also committed to ensuring that volunteers receive appropriate training, support and guidance to enable them to carry out their roles effectively and confidently and feel valued as part of the Council's wider team.

Purpose and scope

The purpose of this policy is to set out the Council's position on the provision of training and development opportunities for councillors, staff and volunteers. It applies to all staff whether full or part time, temporary or fixed term, all councillors whether or not they are new to the council and all volunteers. The objectives of this policy are to:

- Encourage councillors and employees to undertake appropriate learning and development activities
- Allocate learning in a fair manner
- Ensure all learning is evaluated
- Ensure volunteers receive appropriate training and support to carry out their roles effectively.

Identifying, meeting and evaluating training and development needs

Training and development needs will be identified from a variety of sources:

Staff

- Induction and probationary periods
- One-to-ones or informal discussion
- Appraisal
- Workforce planning
- Team meetings
- Business plan goals/strategies
- Change processes

Councillors

- Induction
- Skills audit
- HAPTC guidance
- NALC guidance
- Business plan goals/strategies

Volunteers

- Induction
- Informal discussion with supervisors or coordinators
- Feedback from staff or councillors
- Review of tasks undertaken and any challenges encountered
- Introduction of new responsibilities or services

In addition, the council will encourage staff and councillors to identify their own learning styles and will seek to provide a wide variety of learning and training methods, including:

- Attendance at conferences, seminars and short courses
- Online training
- Internal coaching
- Shared in-house learning resources (books, journals, DVDs etc.)
- In house training
- Work shadowing/buddying scheme
- Time for self-directed research and learning

Areas that might necessitate training needs include:

- a training request from a member of staff or councillor
- new members of staff / new councillors
- changes to legislation
- changes to quality systems
- new and revised qualifications launched
- accidents
- professional negligence/ mistakes
- new equipment
- new processes/ working methods
- complaints to the council
- council resolutions
- new services being delivered by the council
- a structured professional development programme

Following training the individual and their line manager should evaluate the effectiveness of the learning and development activity. The clerk shall encourage sharing of learning at team meetings.

Consideration

A number of factors will be taken into account when assessing a request from an individual for training. This policy provides one element of the decision-making process. Other factors will include availability of finance and, in the case of staff, the individual's employment record. St Stephen Parish Council sets an annual training budget for staff, councillors and volunteers.

In the first instance a request for training should be made to the Clerk and, if for non-mandatory training, the decision should be taken by the Human Resources Committee. Expenditure on training is reported regularly to council.

In order to ensure that the council is able to consistently evaluate requests, training and development opportunities have been organised into three categories according to the degree of importance each intervention has for different roles.

Categorising training and personal development

The three categories are as follows:

1. Mandatory

Mandatory training is legally required for the post-holder, or a qualification deemed to be so fundamental to the role, that the council makes it a mandatory requirement. Any mandatory training or qualifications are to be stated on the job description or volunteer role profile. Where a qualification becomes mandatory for the role, the council will provide reasonable assistance for the staff member, councillor or volunteer to attain the qualification (see the section on Guidance for Support below).

Some mandatory training may be specific to a particular job role whilst other training may be a generic requirement. Examples of mandatory training include:

- Health and Safety (manual handling, risk assessment, first aid)
- Data protection
- B+E trailer driving
- New councillor induction / Code of Conduct

2. Desirable

Desirable training is not legally required for the post, but it is directly relevant to the individual's job. Any desirable training or qualifications are to be stated on the job description or role profile.

For desirable qualifications or training, an individual may be recruited without having previously attained the qualification or undergone the training but may be expected to attain the qualification within a defined period of time. A desirable qualification is likely to enhance the skills and reputation of the council. Examples may include:

- Certificate in Local Council Administration (CiLCA)
- Microsoft Excel
- Chainsaw qualifications
- Play area inspection
- Finance for Councillors
- Site-specific training for volunteer maintenance or event roles

3. Optional

An optional qualification or optional training may not be directly linked to the individual's current role. Optional training or development is generally more beneficial to the individual's personal or professional development than to the Council's immediate needs.

Personal development aimed at developing the skills or knowledge of an individual in order to provide a successor for an existing job is deemed to be optional. However, depending on the circumstances, training for succession may be 'considered desirable.

- Community Governance
- Town Planning Technical Support - Level 3 Diploma
- SLCC/NALC/Saltex conferences

- Broader training for volunteers aimed at developing new volunteer opportunities within the Council and expanding their roles to contribute more widely to the community.

Guidance for support

Support for qualifications, training and personal development can include financial assistance towards the cost of tuition, examinations and resource materials in addition to half / day release and time off for study leave and taking the examination. Any financial and non-financial support to training and development is entirely at the discretion of the council.

The council reserves the right to reclaim a proportion of the cost of training where the employee;

- Leaves the council during the duration of the course, or up-to 1 year following completion of the course.
- Fails to complete the training
- Fails to attend training without good reason

Travel expenses and reasonable expenses for overnight stays and subsistence relating to staff or councillors attending training will be reimbursed.

For volunteers, financial support for training is not applicable, as training will generally be provided in-house.

Study leave

Where a member of staff requires study leave to undertake mandatory training, they will be able to take all the leave within normal working hours.

Where a member of staff requires study leave to undertake study which is not mandatory but part of the individual's formal continuous professional development, the council will contribute up to 50% of study leave time, to a maximum of 3 days per annum.

Where a member of staff requires study leave to undertake training which is not mandatory but part of the individual's desire for career development, the council will contribute up to 3 days study leave per annum for courses which are directly related to the individual's role.

Time off for study leave must be approved in advance. To make a request the individual is asked to write to the Clerk (or Chair of the Council), setting out the details of the course of study, how it relates to their work, and the time being requested.

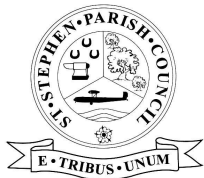
No study leave will be granted where individuals undertake study which is not required for their role, or not directly related to their role. However, the Clerk (or Chair of the Council) will consider requests for flexible working to allow the study to take place, as long as the needs of the council can be met.

Evaluation of training

Records of all training undertaken by staff, councillors and volunteers will be kept in accordance with GDPR regulations.

As part of the Council's continuing commitment to training and development, staff, councillors and volunteers are asked to provide feedback on the value and effectiveness of

the training they undertake. This feedback should highlight, in particular, the key implications of new legislation, guidance, and/or best practices for the ongoing efficiency and effectiveness of the authority. This process will help ensure that the training remains relevant and beneficial for both the individual and the Council.



St Stephen Parish Council Tree Policy- August 2025

ST STEPHEN PARISH COUNCIL TREE POLICY

Adopted by SSPC Full Council: 18 September 2025
Last reviewed: September 2011
Minute reference: 2526-052 e
Date for next review: September 2028

1. Purpose and Scope

1.1 This policy sets out St Stephen Parish Council's approach to the protection, management and enhancement of trees and woodland within its ownership or responsibility.

1.2 The policy applies to all Council owned or managed land, including woodlands, parks, recreation grounds, play areas, allotments and other open spaces.

1.3 The policy does not apply to trees on private land or highways not owned or leased by the Parish Council.

2. Policy Objectives

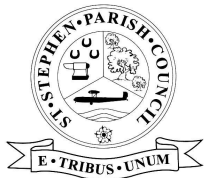
The Parish Council will:

- Protect, maintain and enhance the Parish's tree and woodland stock.
- Ensure trees are managed for the benefit of the community, wildlife and the environment.
- Maintain public safety while recognising the natural risks associated with trees and woodland.
- Contribute to climate change mitigation and biodiversity enhancement.
- Encourage community wellbeing and environmental education.

3. Importance of Trees

3.1 Trees provide essential environmental, social and economic benefits including:

- Climate regulation through carbon storage and air quality improvements.
- Biodiversity support by providing habitats and food sources.
- Flood risk management and natural water cycle regulation.
- Noise reduction, wind shelter and shade provision.
- Improved mental and physical wellbeing for residents.
- Enhanced landscape quality, property values, and community attractiveness.



St Stephen Parish Council Tree Policy- August 2025

3.2 Maintaining a healthy, diverse tree population is fundamental to climate resilience and the creation of sustainable communities.

4. Responsibilities

4.1 The Parish Council is responsible for:

- Inspecting and managing trees on its land.
- Ensuring compliance with statutory requirements, including Tree Preservation Orders (TPOs) and Conservation Area restrictions.
- Maintaining records of inspections, risk assessments and works carried out.
- Promoting biodiversity and sustainability through responsible tree management.
- Publishing information about tree works and management plans to maintain transparency

4.2 Residents and property owners are responsible for:

- Managing trees on their own land in line with legal requirements.
- Exercising their common law right to prune overhanging branches, provided that trees are not subject to a TPO or located in a Conservation Area.

5. General Management

5.1 General

The Council will maintain high standards of tree care and management. Inspections will be undertaken on a risk-based approach, prioritising high-use public areas. Wildlife habitats will be protected and enhanced wherever possible.

5.2 Removal and Pruning

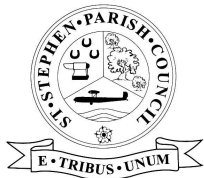
Deadwood and fallen timber will be retained on-site where safe, creating eco-piles to encourage biodiversity.

Tree removal or heavy pruning will only be undertaken where:

- The tree is dead, dying, diseased or unsafe.
- The tree is causing significant structural damage.
- Removal is necessary as part of a woodland management plan.

The Council will not remove or disfigure trees for reasons including:

- Improving light, access, views, perceived nuisance such as leaf fall or bird droppings or television/satellite reception unless:
 - Canopies are in direct physical contact with buildings.
 - Overhanging branches obstruct safe access routes.
- Reducing perceived nuisance (e.g., leaf fall, bird droppings).



St Stephen Parish Council Tree Policy- August 2025

5.3 Recycling and Sustainability

All tree-related waste will be reused, recycled, or composted wherever possible. Sustainable woodland products may be marketed to offset management costs.

5.4 Contractor Standards and Compliance

5.4.1 The Parish Council uses appropriately accredited consultants and contractors to undertake surveys and works on its behalf.

5.4.2 All contractors and consultants must have appropriate insurance cover, including employee and public liability up to £10 million and be able to provide copies of risk assessments, method statements, and training records (LANTRA, NPTC, and LOLER) as appropriate.

5.4.3 Contractors working on the public highway must comply with:

- NRSWA guidance
- The Street Works and Road Works Code of Practice

5.4.4 Contractors and consultants must also adhere to relevant British Standards, including:

- BS3998:2010 Tree Work Recommendations
- BS5837:2012
- BS3936
- BS4428

Utilities contractors should also refer to NJUG guidance.

5.5 Emergency Works

5.5.1 Emergency works may be required, including the removal of dangerous or fallen trees.

5.5.2 Where a tree is owned by the Parish Council, it will be inspected as soon as practicably possible.

5.5.3 Following inspection, the risk will be assessed, the extent of the hazard determined, and health and safety measures implemented as appropriate.

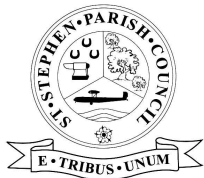
5.6 Wildlife and Conservation

5.6.1 The Parish Council and its contractors will adhere to the Wildlife and Countryside Act 1981.

5.6.2 Tree works will be planned to minimise impacts on wildlife, such as nesting birds (March to August, though nesting may occur outside this period).

5.6.3 Tree work will not be conducted if a tree contains roosting bats, as it is a criminal offence to disturb bats recklessly or intentionally, or to damage or destroy a roost.

5.6.4 Where urgent work is required for health and safety reasons and bats are suspected, the Council will seek advice from an ecologist and follow national guidance.



St Stephen Parish Council Tree Policy- August 2025

5.7 Tree Health and Safety Surveys

5.7.1 Where a survey identifies that it was not possible to visually inspect every area of a tree, the arboriculture consultant will advise whether further investigation is required.

5.7.2 The consultant will also indicate whether vegetation or obstructions need to be cleared in order to complete the inspection.

5.7.3 If no clearance is recommended, the survey will be considered complete.

5.7.4 Where clearance is advised, the Parish Council will arrange for the necessary work to be undertaken.

5.7.5 Following clearance, the identified tree will be re-surveyed by a competent arboriculture consultant.

6. Management of Woodlands and Wooded Areas

6.1 General

The Council has woodland management plans for all Council owned woodlands. These are available on our website.

Woodland areas will be managed primarily as community nature reserves and wildlife habitats.

Public access will be encouraged where safe and sustainable.

6.2 Environmental Management

Operations will comply with all relevant legislation, including:

- Felling licences.
- Tree Preservation Orders.
- European Protected Species Legislation.

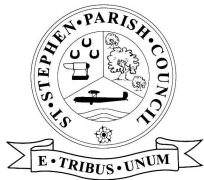
The Council recognises that woodlands are natural environments where some degree of risk must be accepted.

Where appropriate, natural regeneration will be encouraged over planting.

6.3 Economic and Community Benefits

A proportion of timber and woodland products may be marketed sustainably to support woodland management costs.

Educational and community activities relating to trees and woodland will be supported and encouraged.



St Stephen Parish Council Tree Policy- August 2025

7. Complaints and Requests for Tree Works

7.1 The Council will assess all complaints or requests for tree works on Council land in line with this policy and statutory obligations.

7.2 Requests will be refused if they conflict with the principles of this policy or are not supported by arboriculture evidence.

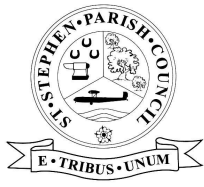
7.3 Priority will be given to works necessary for:

- Public safety.
- Compliance with legislation.
- Conservation and biodiversity management.

8. Monitoring and Review

8.1 This policy will be reviewed every three years or sooner if required by changes in legislation or best practice.

8.2 Progress in implementing this policy will be reported to the Council annually.



St Stephen Parish Council Tree Policy- August 2025

Item for Submission to:
St Stephen Parish Council
Committee and Leisure
Date of Meeting: 18/09/2025

Agenda Item 2526-052 f	To consider and agree Year 2 tree safety and woodland works, funded from the Trees and Woodland budget, with any extra costs to be met from the Trees and Woodland Reserves.
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1. Purpose

This report outlines the tree safety and woodland management works scheduled for Year 2 of the Woodland Management Plan. It covers actions arising from the Level 1 Tree Safety Survey (June) as well as broader management objectives.

2. Introduction

In 2024, the Council commissioned a 10-year Woodland Management Plan. We are now preparing to deliver the Year 2 works, which focus on two areas within Greenwood Park: See appendix A

- **Area 1 – St Julians Wood (2a):** 0.5 ha of coppicing and regeneration felling, laying of bordering trees, and selective thinning of the remaining woodland.
- **Area 2 – Compartment (2c):** Coppicing of the tree line between Pitch 1 and Killigrew School.

In addition, tree safety works identified in the Level 1 Tree Survey (June 2025, Bartlett Consulting) must be completed across all sites.

The final element of this year's programme is hedge laying along the A414 boundary, with approximately 90m scheduled for completion this season.

All works are to be carried out between October and March, outside the nesting bird season.

3. Proposals

- **Woodland Management Plan 2a:** This work requires a company with extensive experience in woodland management.
- **Woodland Management Plan 2c:** This could be undertaken by an arboriculture company; however, they must have the capacity to process the large number of trees to be removed.
- **Tree Survey Works:** Ground staff will complete as much as possible in line with their certifications, but additional work will still need to be carried out by an arboriculture company.
- **Hedge Laying:** This requires a contractor with proven expertise and a track record of successful hedge laying.

4. Financial and Legal Comments

2a

Company A	£12,480
Company B	£ 9,850
Company C	£14,250

2C

Company A	£10,000
Company B	£13,165
Company C	£9,650

Tree Survey

Company A	£13,660
Company B	£25,774
Company C	£16,510

Hedge laying

Company C	£ Awaiting
Company D	£2,550

The works would be financed through the Trees and Woodland Budget, with any shortfall met from the Trees and Woodland Reserve.

5. Carbon implications

Where possible, tree waste will be retained onsite to return nutrients to the woodland ecosystem. Timber arising from the works will be sold for re-use elsewhere, and woodland chip will be directed to biomass boilers, providing a renewable energy source and further reducing carbon impacts. Hedge laying will also strengthen boundary habitats, improving long-term carbon storage potential.

Overall, the works are expected to deliver a net carbon benefit in the medium to long term through woodland renewal, habitat improvement, and sustainable use of woodland by-products.

RECOMMENDED that the

My recommendation is the work be given out the be to split the work out, also to approve the use of up to £10k from Reserves if needed

2A going to Quote B

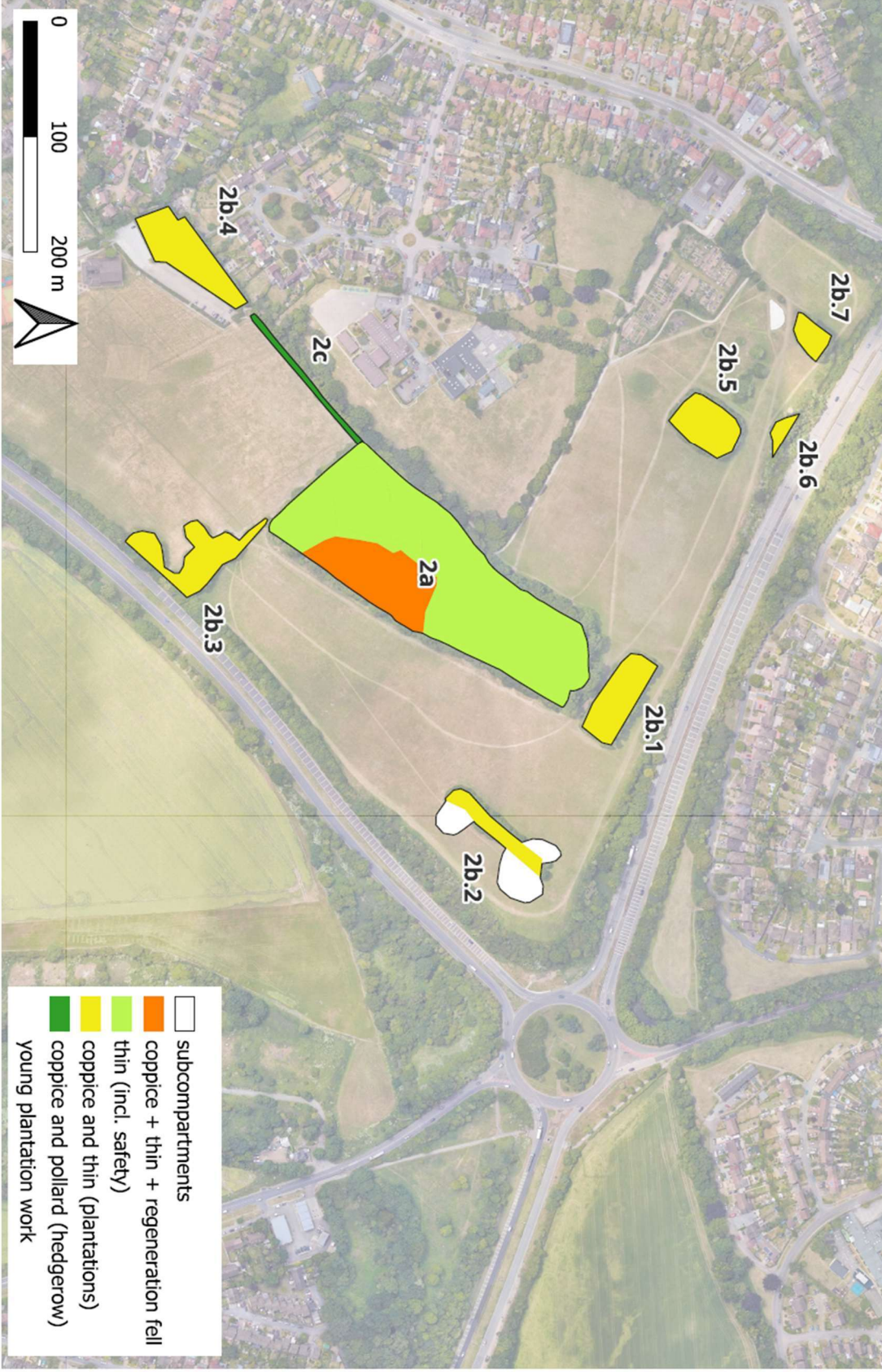
2C going to Quote C

Tree Survey going to Quote C

Hedge laying going to Quote D

Report of	Matthew Huddleston	04/09/2025
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Map 5 - St Julian's Wood - Management





Information available from St Stephen Parish Council under the model publication scheme

St Stephen Parish Council will make available the information detailed in the following table to meet its commitments under the Freedom of Information Act (FOIA) 2000 and the Environmental Information Regulations (EIR) 2004.

St Stephen Parish Council will provide as much information as possible on a routine basis and information categories will be regularly reviewed. St Stephen Parish Council will make the information in this definition document available unless:

- it does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute.
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information.
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

The guidance is not meant to give an exhaustive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and public authorities should look to provide as much information as possible on a routine basis.



Publishing datasets for re-use

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the [Open Government Licence](#).

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published [guidance](#) on the dataset provisions in FOIA. This explains what is meant by "not appropriate" and "capable of re-use".

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) <i>This will be current information only.</i> N.B. Councils should already be publishing as much information as possible about how they can be contacted.	(hard copy or website)	
Who's who on the Council and its Committees	Website Hard copy	Free 10p/sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy	Free 10p/sheet

Commented [AF1]: Freedom of Information Act 2000 s19(1) (publication schemes); Local Government Act 1972, s.101-102 (arrangements for the discharge of functions). Transparent structure and organisation, Residents know who represents them, how the council is structured and how to contact councillors or officers.



Location of main Council office and accessibility details	Website Hard copy	Free 10p/sheet
Staffing structure	Email Hard copy (hard copy or website)	Free 10p/sheet
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) <i>Current and previous financial year as a minimum</i> Annual return form and report by auditor		
Finalised budget	Website Hard copy Email Website Hard copy	Free 10p/sheet Free 10p/sheet
Precept	Email Website Hard copy	Free 10p/sheet
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Email Website Hard copy	Free 10p/sheet
Grants given and received	Email Website Hard copy	Free 10p/sheet
List of current contracts awarded and value of contract	Email Hard copy	Free 10p/sheet
Members' allowances and expenses	Website Hard copy	Free 10p/sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) <i>Current and previous year as a minimum</i>	(hard copy or website)	
Parish Plan	Email Website	Free

Commented [AF2]: Accounts and Audit Regulations 2015 (SI 2015/234), regs. 12–14 (publication of annual statements of accounts and public rights of inspection). Local Government Transparency Code 2015, para. 27–33 (publication of expenditure, contracts and grants). Transparent finances, enable scrutiny of the council's financial decision-making.

Commented [AF3]: Law: Accounts and Audit Regulations 2015 (SI 2015/234), reg. 13(1) (requirement to make accounts available for public inspection). Local Audit and Accountability Act 2014, s.26 (rights of local electors to inspect accounts and related documents). Transparency: Provides assurance on the council's financial probity and accountability.
Practice: The council publishes its AGAR and auditor's report annually on the website.

Commented [AF4]: Local Government Act 1972 s111, Local Government (Performance Indicators) Order 199, FOIA 2000 S19. Transparent reporting of plans and reviews ensures residents have the information to hold the council accountable for meeting objectives.



Annual Report to Parish or Community Meeting	Hard copy	10p/sheet
	Website	Free
Local Council Award/Quality status	Hard copy	10p/sheet
	Email	Free
	Hard-copy N/A	10p/sheet
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions) <i>Current and previous council year as a minimum</i>		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	Free
Agendas of meetings (as above)	Hard copy	10p/sheet
	Website	Free
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy	10p/sheet
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Email Website	Free
Responses to consultation papers	Hard copy	10p/sheet
	Email	Free
Responses to planning applications	Hard copy	10p/sheet
	Website	Free
Bye-laws	Hard copy	10p/sheet
	Email	Free
	Hard copy	10p/sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) <i>Current information only</i>		

Commented [AF5]: Local Government Act 1972, Sch.12, para.10(2)(a) (agendas to be published at least 3 clear days before a meeting). Openness of Local Government Bodies Regulations 2014 (SI 2014/2095), reg. 7 (written records of decisions to be made public).
Transparent meetings and minutes permit residents to know what business is being discussed and to follow decisions.

Commented [AF6]: FOIA 2000 s19, Localism Act 2011 s28(Code of Conduct), Data Protection Act 2018/UK GDPR, Health and Safety at Work Act 1974. Transparent written policies and procedures ensure consistency, fairness and compliance with statutory duties.



Policies and procedures for the conduct of council business:	Email Website Hard copy	Free 10p/sheet
Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements		
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Email Website Hard copy	Free 10p/sheet
Information security policy	Email Hard copy	Free 10p/sheet
Records management policies (records retention, destruction and archive)	Email Hard copy	Free 10p/sheet
Data protection policies	Website Hard copy	Free 10p/sheet
Schedule of charges (for the publication of information)	On this document	
Class 6 – Lists and Registers		

Commented [AF7]: Localism Act 2011 s29 (register of interests), FOIA 2000s19 register of members interest shows councillor interest. *Transparency:* Allows the public to see councillors' interests and identify any potential conflicts in decision-making. Assets register of council property. *Law:* Localism Act 2011, s.29(6) (register of interests to be published on the relevant authority's website). Localism Act 2011, s.30(1) (members must register disclosable pecuniary interests within 28 days). *Transparency:* Allows the public to see councillors' interests and identify any potential conflicts in decision-making. *Practice:* The register is maintained by the District Council's Monitoring Officer and linked from the parish council's website.



<i>Currently maintained lists and registers only</i>		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	N/A	
Assets register	Email/Website Hard copy	Free 10p/sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Email/Website Hard copy	Free 10p/sheet
Register of members' interests	Website Hard copy	Free 10p/sheet
Register of gifts and hospitality	Email Hard copy	Free 10p/sheet
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) <i>Current information only</i>		
Allotments	Website Hard copy	Free Free
Burial grounds and closed churchyards	N/A	
Community centres and village halls	Website Hard copy	Free Free
Parks, playing fields and recreational facilities	Website Hard copy	Free Free
Seating, litter bins, clocks, memorials and lighting	Email Hard copy	Free 10p/sheet
Bus shelters	Email Hard copy	Free 10p/sheet

Commented [AF8]: Local Government Act 1972 s133(communit centres), Local Government (miscellaneous Provisions)Act 1976 (recreation facilities)to ensure residents can see what services we offer and how to access them.



Markets	N/A	
Public conveniences	N/A	
Agency agreements	Email Hard copy	Free 10p/sheet
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Email/Website Hard copy	Free 10p/sheet
<p>Local Government Transparency Code 2015 (for councils with annual income/expenditure of at least £200,000):</p> <p>Where items listed below are already included elsewhere in this Guide, e.g. contracts, members' allowances, the quarterly/annual publication schedule shown here also applies.</p> <p>Published Quarterly:</p> <p>All expenditure exceeding £500, including supplier details, transaction date, and purpose.</p> <p>Grants to local voluntary and community organisations.</p> <p>Procurement information, including invitations to tender or quote for contracts over £5,000.</p> <p>Published Annually:</p> <p>Organisation chart showing the structure of the Council's officers (excluding personal data).</p>		
	Website Hard copy	Free 10p/sheet
	Website Hard copy Website Hard copy	Free 10p/sheet Free 10p/sheet
	Website Hard copy	Free 10p/sheet

Commented [AF9]: Local Government Transparency Code 2015.
The Transparency Code sets out additional datasets—such as quarterly expenditure over £500, procurement information for contracts over £5,000, councillor allowances, senior salaries, and annual governance data—that parish councils with a gross annual income or expenditure of at least £200,000 must routinely publish.
Where these datasets are already listed within this Guide (for example, in *Class 2 – What we spend and how we spend it*), the Council follows the publication frequency and format required by the Code to ensure residents have easy access to up-to-date financial and governance information.



Statutory documents including Standing Orders, Financial Regulations and Code of Conduct.	Website Hard copy	Free 10p/sheet
Senior salaries (staff earning above £50,000).	Website Hard copy	Free 10p/sheet
Pay multiple, showing the ratio between the highest-paid officer and the median salary.	Website Hard copy	Free 10p/sheet
Land and building assets, all land owned or leased by the Council.	Website Hard copy	Free 10p/sheet
Fraud information, including details of any reported incidents, investigations, and outcomes.	Website Hard copy	Free 10p/sheet

Contact details:

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 Email: clerk@ststephen-pc.gov.uk
 Tel: 01923 681443



SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost
	Photocopying @ 35p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

Commented [AF10]: FOIA 2000s9(fees) ensures transparency as residents know in advance what charges may apply for copies and postage.