

# ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

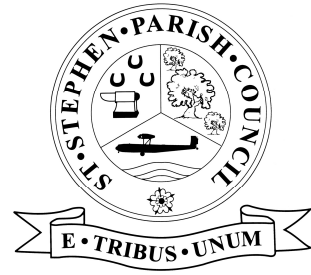
THE PARISH CENTRE STATION ROAD BRICKET WOOD

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## Minutes of the Full Council Meeting

held on Thursday 18 September 2025 at 7.30pm

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

### Present: Councillors:

Wendy Berriman

Bill Pryce

Nuala Webb

Richard Curthoys

Adrian Ruffhead

Aaron Jacob

Nicholas Tyndale

Also present: Susan Hake, Clerk, Matthew Huddleston, Grounds Manager

4 Members of the public

To Nominate councillor to Chair the meeting in the absence of the Chair and Vice Chair

**Resolved:** Cllr Pryce to Chair the meeting

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

To welcome public participation in accordance with the Public Speaking Policy

None

**2526/045** To receive reports from representatives of St Albans District and Hertfordshire County Council  
Cllr Webb reported on the St Albans Community Governance review consultation that is running from 6 August to 6 October. This will then be considered and a second consultation may run from November for the residents in the unparished area of the Centre of St Albans. If there is sufficient support it is likely to be voted on in July and an order made to establish it possibly as a City Council in September 2026 with Precepts and elections in 2027.  
Currently looking at parking restrictions regulations in the area, Penn Road and Mayflower, Broomfield and Spooners Drive time restriction for Burston Drive and Hawfield Gardens. Comments to feed into parking development at St Albans District Council.  
Traveller site now have mobile homes and caravans at the top of the 405 and quad bikes are a problem that have been reported to enforcement and highways at the blind concealed entrance. There is a new planning application for 200 more houses at Harperbury.  
Segro infrastructure plans have been delayed and a change of contractors for the works  
The Country Park has had some anti-social behaviour and illegal fishing there are 12 bailiffs working on the site with the plan to complete long term works and aeration to the site. Long term works are being made on the lakes and improvements to the aeration.  
Replanting of trees will be taking place due to the dry summer. Section 106 funding is being pursued

### 2526/046 To receive and accept apologies for absence

Apologies and reasons received from Cllrs Yates, Hilton, Brannen, Skelton and Kerry

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

**Resolved:** Agreed to confirm the minutes of the meeting held on 17 July 25

### 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

None

### 2526/049 Chair's report – Community Governance review consultation Terms of reference circulated

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

Update and feedback on Defibrillator maintenance from Cllrs Pryce and Brannen

Cllr Pryce to provide a report at the next Full Council meeting

**2526/051** To confirm extending the Parish Centre Car parking to be included to the resurfacing tender  
**Resolved:** To defer decision to be made at the next fixed assets meeting

**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  
Noted
- b) To consider and agree any grant/discretionary discount applications
  - i. Friends of Hanstead Wood grant application for £300 (attached)  
**Resolved:** Unanimous agreement to give £300 grant to Friends of Hanstead Wood
- c) Recommendation to approve the allotment charges for 2025-26 (refer to document)  
**Resolved:** To approve the allotment charges for 2025-26
- d) Recommendation to adopt the Training and Development policy (policy attached)  
**Resolved:** Unanimous agreement to adopt the Training and Development policy
- e) Recommendation to adopt the new Tree policy (policy attached)  
**Resolved:** Unanimous agreement to adopt the new Tree Policy
- 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)  
**Resolved:** Unanimous agreement to confirm the recommended quotes for the different tree works and agree the use of Trees and Woodlands Reserves up to £10k if required
- g) Recommendation to re-adopt the guide to information (refer to guide)  
**Resolved:** Unanimous agreement to re-adopt the guide to information circulated
- h) Recommendation to agree amendments to the SSPC Business Plan  
**Action:** Amended action plan to be taken to October Full Council
- i) Recommendation to consider the option to register as Community Assets, Bricket Wood Social Club, Moor Mill and Park Street Village Hall
- j) **Resolved:** Unanimous agreement to submit a request to register Bricket Wood Social Club, Moor Mill and Park Street Village Hall as Community Assets  
**Action:** Community and Leisure to consider other buildings to register as Community Assets
- k) To consider and agree artwork from the Tennis Club  
Deferred: Artwork not received

**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  
Cllr Curthoys gave feedback on planning applications
- b) Finance Committee  
Next meeting due to be held in October
- c) Fixed Asset Committee  
Next meeting due to be held 25 September
- d) HR Committee  
Next meeting date to be scheduled
- e) Community & Leisure Committee  
Meeting rescheduled for mid-day on 30 September
- f) Events Working Party  
Service of remembrance preparations are ongoing, Cllrs asked to confirm to Cllr Pryce who is planning to attend and assist  
**Action:** 70 lamp poppies requested to be purchased  
Christmas event preparations are ongoing

**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

A Member of the public at the meeting confirmed residents and members of the residents association planted various trees at the time in Chiswell Green

**Action:** Clerk to email Cllrs Fry, Cavendish and Hilton to follow up tree maintenance work

Meeting closed at 8.17pm

Agenda items for next meeting required by 6 October 2025