

ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

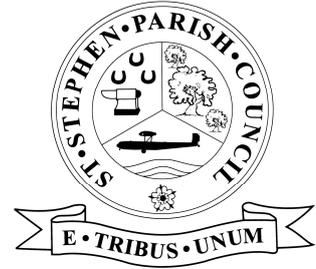
THE PARISH CENTRE STATION ROAD BRICKET WOOD

ST ALBANS HERTS AL2 3PJ

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Minutes of the Full Council Meeting

Held on Thursday 17th July 2025 at 7.30pm

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

Present: Councillors:

Wendy Berriman

David Brannen

Aaron Jacob

Bill Pryce

Nicholas Tyndale

David Yates

Also present:

Susan Hake, Clerk,

3 members of public

2526/034 Public Participation – to receive petitions, comments and questions

To welcome public participation in accordance with the Public Speaking Policy John Drinkwater spoke of the success of the Armed Forces Days and Flypast of the Lancaster on 29 June 25. Participants have confirmed they are happy to attend future Parish Council events. He also confirmed he is not able to support the running of this event going forward. The Council thanked John Drinkwater for all of his hard work over the years which has been greatly appreciated

2526/035 To receive reports from representatives of St Albans District Council and Hertfordshire County Council

None received

2526/036 To receive and accept apologies for absence

Apologies received and accepted from Cllrs Curthoys, Hilton, Kerry, Skelton and Webb

2526/037 To confirm the minutes of the meeting held on 19 June 2025

Resolved: To confirm the minutes of the meeting held on 19 June 2025

2526/038 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

2526/039 To consider and agree that the Parish Council issues a formal letter of intent expressing its intention to acquire the Donkey Field land from Burstons for community use, subject to the receipt of a dowry to:

- Cover any tree and ground works

- Unblocking of watercourses

- Confirmation of safe and sufficient access and egress to and from the land

Resolved: Unanimously agreed for the Parish Council to issue a formal letter of intent expressing the intention to acquire the Donkey Field land from Burstons for Community use subject to the receipt of a dowry to cover any tree and grounds works, unblocking of watercourses and confirmation of a safe and sufficient access and egress to and from the land

2526/040 Chair's report

Cllr Yates informed councillors about the local government review and community governance review that are likely to take place. The District and County Councils are expected to be abolished from March 2028. Discussions previously made about gaining assets from the District Council so they would not be sold off. Cllr Yates reported on a meeting held for SADALC members and the members of the Civic Society held at the Parish Centre to discuss assets the District Council own in the centre of St Albans that a potential Parish City Council could take over. A Councillor from Buckinghamshire attended the meeting to share his experiences of moving to a unitary and answer questions from attendees

2526/041 Update on previous meeting actions not mentioned later in the agenda

Cllr Yates informed Councillors he has contacted HAPTC to reference to what the legislation is for paying Co-opted councillors the members allowance as queried at the last meeting

2526/042 Reports: Finance, Policy and Resources

- a) To note list of June payments including payments authorised by Finance Committee Members and signatories
Noted
- b) To receive quarterly finance report
Received
- c) To consider and agree any grant/discretionary discount applications
 - i. PBFC grant application for £1000
Resolved: Unanimous agreement to decline the PBFC grant application for £1000
 - ii. KGC 100% discretionary discount application for £1194
Resolved: Unanimous agreement of a 25% discount for all bookings for an amount of £298.50
- d) To agree additional fees for Place Services
Resolved: Unanimous agreement to authorise Fixed Asset Committee agree up to the full amount for the revised fees but to first explore a reduction to the increased fees and convey to Place Services that they are believed to be partly due to the performance and delay of the project completion
- e) To agree the adoption of the defibrillator installed in Chiswell Green
Resolved to agree the support and maintenance of the defibrillator installed on the wall of the hire One Shop subject to Cllr Pryce to liaise with the Chiswell Green Residents Association with details of support/maintenance contracts
Action: Cllr Pryce to liaise with Chiswell Green Residents Association about details of defibrillator support/Maintenance contract
- f) To adopt the Training and Development policy
Deferred to the next meeting
- g) To receive the Tree Survey report
Action: Report to be circulated and quotes to be obtained and brought back to Full Council for all required works to include works that cannot be completed by in house staff
- h) To agree actions following the Greenwood Park rewilding report
Resolved: Unanimously agree the recommendation
- i) To consider and suggest S106 project for the Green Infrastructure
The Clerk explained the CMS are suggesting the use of funds for Riverside Walk
Action: It was agreed that should the S106 funding not be used for further works to the Cherry Hill hedge, to investigate the option of using the funding for the front of Greenwood Park
- j) To consider and agree artwork from the Tennis Club
Action: The Clerk go back to the Tennis Club to suggest the possible addition of relevant images such as tennis racquet & ball and confirm the size that lettering and images will be
- k) To agree meadow management proposal for 2025. Report attached.
Resolved: Unanimously to agree the mowing meadow management proposal for 2025
- l) To consider a request for St Stephen Parish Council to take on the monitoring and maintenance of a new defibrillator to be installed at The Old Fox, Bricket Wood
Resolved: Action: Staff to obtain potential costs of a defibrillator support/maintenance contract to be provided to Cllr Brannen as soon as possible to enable him to liaise with the landlord of the Old Fox pub as well as the Black Boy pub in Bricket Wood to discuss options of a defibrillator support/maintenance contract

2526/043 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- Minutes circulated
- b) Finance Committee-next meeting on 29 July
- c) Fixed Asset Committee-next meeting 24 July
- d) HR Committee-next meeting to be confirmed
- e) Community & Leisure Committee-next meeting 22 July to discuss and agree trip activities for residents of the Parish
- f) Events Working Party- The Remembrance service will be held on Sunday 9 November 25 and the Christmas event on 7 December 25

2526/044 Clerk's Report - Information updates

Letter received from a resident about responsibility of trees at Hammers Gate, Chiswell Green which is an area of land not owned by the Parish Council

Cllr Yates also noted there are other areas of green space land in the Parish that are expected will tie in with the future local government devolution

Agenda items for next meeting required by 8 September 2025

Meeting closed at 9.20pm