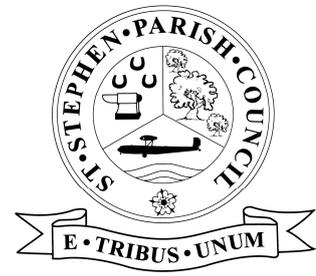


# ST STEPHEN PARISH COUNCIL

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](mailto:clerk@ststephen-pc.gov.uk)  
Web: [www.ststephen-pc.gov.uk](http://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 16 October 2025 at 7.30pm**  
Venue: **The Parish Centre, Station Road, Bricket Wood, St Albans, AL2 3PJ**

*S Hake*

Susan Hake, Clerk, 9<sup>th</sup> October 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](mailto: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

**2526/055** Public Participation – to receive petitions, comments and questions

To welcome public participation in accordance with the Public Speaking Policy

**2526/056** To receive reports from representatives of St Albans District Council and Hertfordshire County Council

**2526/057** To receive and accept apologies for absence

**2526/058** To confirm the minutes of the meeting held on 18 September 2025

**2526/059** 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

**2526/060** Chair's report

**2526/061** Update on previous meeting actions not mentioned later in the agenda

Update and feedback on Defibrillator maintenance from Cllrs Pryce and Brannen

**2526/062** Reports: Finance, Policy and Resources

- a) To note list of September payments including payments authorised by Finance Committee Members and signatories
- b) Recommendation to note payment to be made from Project budget (FA Chair and Clerk) for the completion of buildings surveys at Greenwood Park of £3000 plus VAT and £350 plus VAT for a site visit
- c) To consider and agree any grant/discretionary discount applications
  - i. Park Street Resident Association - £428- Discretionary Discount
  - ii. Shirani St Ledger McCarthy- retrospective discretionary discount £63 & future bookings
  - iii. St Lukes Church £300 Grant
- d) To receive External Audit and associated Internal Audit letter sent to external audit
- e) To note Notice of conclusion of audit displayed from 26 September 25
- f) Recommendation to agree amendments to the SSPC Business Action Plan (see document)
- g) To consider and agree artwork from the Tennis Club
- h) Recommendation to agree quote for procurement of Rewilding Trees to be made from Trees and Woodland Reserves (see report)

**2526/063** 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
- To request all Councillors to assist at the Christmas Market and confirm task allocation
- g) To confirm Devolution Working Party members and confirm date of meeting
  - h) Parking clarification enquiry from Dimensions
  - i) To agree committee or working group to meet with the Tennis Club to discuss proposal to have Padel Courts at Greenwood Park

**2526/064** To confirm CGR response submitted by Cllr Yates

**2526/065** To discuss the request of asset transfer from St Albans DC for the area of land associated with the former sewage works lying between Tippendell Lane, Watling Street and the A405 as part of the Devolution

**2526/066** To discuss the issues relating to Hanstead Park and the potential acquisition of Hanstead Wood by St Stephen Parish Council.

**2526/067** Clerk's Report - Information updates

**Agenda items for next meeting required by 10 November 2025**

## SSPC List of payments Sept 25

03Sep2025	B/P to: Agrovista UK Ltd	CUSTOMER NO:562635	-2059.49
03Sep2025	B/P to: Alban Locksmiths	ST STEPHEN PC	-599.98
03Sep2025	B/P to: Breakthrough Commu	INV-20211309	-594
03Sep2025	B/P to: Castle Water Ltd	TEI0000011390	-349.54
03Sep2025	B/P to: CPRE	M9EMFKDD	-36
03Sep2025	B/P to: F & R Cawley Ltd	INV. 33710371	-769.15
03Sep2025	B/P to: Groundtrax	INV. 11311	-3376.2
03Sep2025	B/P to: HCC Debtors	HFS CS059420	-186.66
03Sep2025	B/P to: HCC PENSIONS - LGP	85217	-7672.64
03Sep2025	B/P to: HMRC PAYE	951PB00104440	-8939.73
03Sep2025	B/P to: Indigo Flooring	INV.6541-2ND PAYM	-7040.81
03Sep2025	B/P to: Scott & Sons Ltd	STEPHEN	-3955.56
03Sep2025	B/P to: SECOM Plc	ST STEPHEN PC	-36
03Sep2025	B/P to: St Stephen PC L A	TRANS FROM UNITY	-20712.55
03Sep2025	B/P to: Trade UK	6331640007673478	-272.43
03Sep2025	B/P to: Tudor Environmenta	IN0411124	-151.63
12Sep2025	B/P to: A1 Security	INV. 25452	-1469.11
12Sep2025	B/P to: Alban Locksmiths	INV. 24172	-53.95
12Sep2025	B/P to: Beelex Electrical	INV110778	-30.14
12Sep2025	B/P to: C Brewer & Sons Lt	SAB/348650	-64.49
12Sep2025	B/P to: Castle Water Ltd	TEI0000011390	-324.43
12Sep2025	B/P to: ELITE ROOFING TRAD	INV. 309 - SSPC	-3100
12Sep2025	B/P to: F A Bartlett Tree	INV. 42795808-0	-3720
12Sep2025	B/P to: George Browns Ltd	INV. 474539	-2203
12Sep2025	B/P to: Hire One (St Alban	INV. 37664	-30
12Sep2025	B/P to: Lisa Ward	INVOICE 572	-165
12Sep2025	B/P to: Ricoh UK Ltd	ACC. 100000007470	-89.47
12Sep2025	B/P to: Scott & Sons Ltd	STEPHEN	-385.65
12Sep2025	B/P to: Securi-Doors Servi	INV. SAGE1719	-1008
12Sep2025	B/P to: Slam Signs Ltd	INV. 17163 & 17162	-319.2
12Sep2025	B/P to: Total SportsGround	INV-1230	-2868
12Sep2025	B/P to: Tracey Levy	DEPOSIT RFND CN582	-100
23Sep2025	B/P to: A1 Security	ST STEPHEN PC	-1569.79
23Sep2025	B/P to: Agrovista UK Ltd	CUST. REF: 562635	-729.35
23Sep2025	B/P to: Burston Garden Cen	INV101313 & 101314	-134
23Sep2025	B/P to: DC Payroll Service	INV. 2163 & 2130	-100.5
23Sep2025	B/P to: Drofdar Limited	INV-214239	-600
23Sep2025	B/P to: Friends of Hansted	GRANT FROM SSPC	-300
23Sep2025	B/P to: George Browns Ltd	INV. 474658	-104.89
23Sep2025	B/P to: HCC PENSIONS - LGP	85217	-6827.08
23Sep2025	B/P to: HMRC PAYE	951PB00104440	-7812.56
23Sep2025	B/P to: Hudson Group Secur	INV. SI-192	-3240
23Sep2025	B/P to: Indigo Flooring	INV. 6541 - FINAL	-1000
23Sep2025	B/P to: MATTHEW HUDDLESTON	FUEL REIMBURSEMENT	-35.14
23Sep2025	B/P to: npower	ACC. A0010557576	-714.59
23Sep2025	B/P to: PKF Littlejohn LLP	SB20252304	-2520
23Sep2025	B/P to: Rentokil InitialUK	K77/70015953/1520	-58.55
23Sep2025	B/P to: Scott & Sons Ltd	INV-101998	-0.03
23Sep2025	B/P to: St Stephen PC L A	TRANS FROM UNITY	-18833.53
23Sep2025	B/P to: Trade UK	6331640007673478	-264
23Sep2025	B/P to: Travis Perkins	INV. 1029526903	-301.55
30Sep2025	B/P to: AC & JM Ruffhead	CLLR ALLOWANCE Q2	-72
30Sep2025	B/P to: D KERRY	CLLR ALLOWANCE Q2	-72
30Sep2025	B/P to: DAVID YATES	CLLR ALLOWANCE Q2	-72

30Sep2025	B/P to: Mr Aaron S Jacob	CLLR ALLOWANCE Q2	-54
30Sep2025	B/P to: Mrs Ajanta Hilton	CLLR ALLOWANCE Q2	-72
30Sep2025	B/P to: N W TYNDALE	CLLR ALLOWANCE Q2	-54
30Sep2025	B/P to: Richard Curthoys	CLLR ALLOWANCE Q2	-72
30Sep2025	B/P to: W E Berriman	0692/243908663	-90
30Sep2025	B/P to: W PRYCE	CLLR ALLOWANCE Q2	-72

SSPC list of DD payments Sept 25

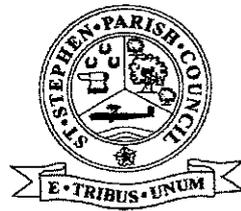
01Sep2025	Direct Debit (H3G)	985630447301200048	-49.14
01Sep2025	Direct Debit (SADC COUNCIL TAX)	7051089	-961
11Sep2025	Direct Debit (BRITISH GAS)	BGL0425915-0409010	-137.62
15Sep2025	Direct Debit (CORONA ENERGY RETA)	D000091216C2509111	-959.73
15Sep2025	Direct Debit (GOCARDLESS)	HERTSCOM-26T6A79MC	-34.68
15Sep2025	Direct Debit (GOCARDLESS)	HERTSCOM-26T6A79MC	-1324.94
15Sep2025	Direct Debit (MOTIA/FUELCARDSERV)	SHO331470	-201.18
15Sep2025	Direct Debit (SADC COUNCIL TAX)	7021936	-404
15Sep2025	Direct Debit (SADC COUNCIL TAX)	9135020	-152
16Sep2025	Direct Debit (LLOYDS CORP CARD)	80000029781118408	-53.74
16Sep2025	Direct Debit (SAGE SOFTWARE LTD)	ZJVE5KQ	-414
19Sep2025	Direct Debit (TOTALENERGIES G&P)	1174013	-87.74
22Sep2025	Direct Debit (ICO)	Z709878X	-47
22Sep2025	Direct Debit (MOTIA/FUELCARDSERV)	SHO331470	-175.93
23Sep2025	Direct Debit (SECOM PLC)	619077	-53.45
29Sep2025	Direct Debit (MOTIA/FUELCARDSERV)	SHO331470	-102.54
30Sep2025	Service Charge		-16.8

SSPC Corporate Card Sept 25

01/09/2025	Amazon - Milk pots PC	AMAZON	6.15
02/09/2025	Amazon - Chocolate coins	AMAZON	39.90
02/09/2025	Defib World - Pads x 2 sets	DEFIBWOR	139.39
08/09/2025	Amazon - Bags for Grotto	AMAZON	7.96
14/09/2025	Amazon - Pencils	AMAZON	4.09
15/09/2025	Amazon - Air freshener Plug-in	AMAZON	15.02
15/09/2025	Amazon - Air freshener	AMAZON	12.61
15/09/2025	Amazon - hand soap 2x5L	AMAZON	18.04
16/09/2025	Office stationery - Signs GWP	OFFICEST	19.35
17/09/2025	CC Monthly Fee AF	Lloyds Corporate Card Mon	3.00
22/09/2025	Poppy shop-poppies	SP POPPY SHOP	85.00
22/09/2025	Poppy shop-poppies	SP POPPY SHOP	212.50
25/09/2025	CC Monthly Fee SH	Lloyds Corporate Card Mon	3.00

---

# ST STEPHEN PARISH COUNCIL



## APPLICATION FOR A DISCRETIONARY DISCOUNT

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

PLEASE DO **NOT** USE THIS FORM TO APPLY FOR A GRANT

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](mailto:clerk@ststephen-pc.gov.uk)

## ST STEPHEN PARISH COUNCIL

### APPLICATION FOR A DISCRETIONARY DISCOUNT

1.	Name of organisation and your registered charity number (if applicable)  Park Street's District Residents Association
2.	Name and address of responsible person who should be contacted regarding this application.  Name: Joy Mendelsohn Address: 90 Maplefield Park Street  Tel: <u>01727 530082</u> Mob: <u>07973 262876</u> Email: <u>chairman@psra.org.uk</u>
3.	Address where activities are based.  Park Street recreation ground Park Street Lane
4.	What area (community) is served?  Park Street
5.	Details and purpose of the event  PSRA 60 year anniversary (Diamond Jubilee) Fete including childrens fair attractions, & games, stalls selling goods, food & drink dog show

## ST STEPHEN PARISH COUNCIL

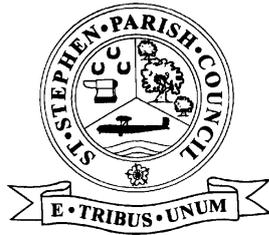
6.	<p>Estimate how many people residing within St Stephen Parish will benefit from your activities and outline how.</p> <p>Residents of Park Street, Bricket Wood Chiswell Green &amp; others welcome at event</p>
7.	<p>Present or proposed charges/subscription/fees (attach schedule if available).</p> <p>Free entry to fete</p>
8.	<p>a) Is your group an existing user of the Parish Council's facilities?</p> <p>yes</p> <p>b) If not, where does your group usually meet/hire?</p>
9.	<p>What facilities (rooms) are required? Please specify hire dates and times</p> <p>Hire of the recreation ground, cricket pavilion cor park, 9am - 6pm to allow for setting up and clearing away</p>
10.	<p>Standard hire charges (available from the Centres Manager on 01923 681443) and amount of discount requested</p> <p>Day rate (8hrs): large grounds area x 2 @ £172 ea = £344 + Pavilion hire (Community rate) @ £10.50 per hour x 8 = £84.00 Standard hire charge £ 428 TOTAL 428</p> <p>100% Discount £ 428</p>
11.	<p>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..</p> <p>X </p>

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.ststephenparishcouncil.gov.uk](http://www.ststephenparishcouncil.gov.uk) or contact us on 01923 681443 or email [clerk@ststephen-pc.gov.uk](mailto:clerk@ststephen-pc.gov.uk)

**Recent audited accounts may be required subject to the discretion of the Bookings Manager or Parish Council**

**The Parish Council request evidence of all funds raised to be provided within 28 days.**

# ST STEPHEN PARISH COUNCIL



## APPLICATION FOR A DISCRETIONARY DISCOUNT

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

PLEASE DO **NOT** USE THIS FORM TO APPLY FOR A GRANT

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](mailto:clerk@ststephen-pc.gov.uk)

# ST STEPHEN PARISH COUNCIL

## APPLICATION FOR A DISCRETIONARY DISCOUNT

1.	Name of organisation and your registered charity number (if applicable)  Shirani St Ledger McCarthy
2.	Name and address of responsible person who should be contacted regarding this application.  Name: Shirani St Ledger McCarthy  Address: [REDACTED]  Mob: [REDACTED]  Email: [REDACTED]
3.	Address where activities are based.  Chiswell Green
4.	What area (community) is served?  Chiswell Green, and St Stephen Parish
5.	Details and purpose of the events  A series of meetings for a working group of volunteer local residents to :  - analyse the Discharge of Conditions and Reserved Matters applications for the South of Chiswell Green Lane sites - Taylor Wimpey and Cala Homes  - put together a community response to each application to submit to SADC  - decide on messages to be communicated to Cala and Taylor Wimpey  This experience will benefit us when subsequent developments come forward for construction such as the Polo Field, or others still in the planning process
6.	Estimate how many people residing within St Stephen Parish will benefit from your activities and outline how.  Everyone in Chiswell Green would benefit from our activities. We will be looking at issues such as noise, disturbance, parking, construction traffic etc, aiming to minimise the disruption to local residents during the 4-5 years of the construction period.

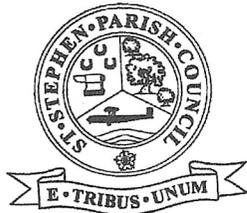
## ST STEPHEN PARISH COUNCIL

7.	<p>Present or proposed charges/subscription/fees (attach schedule if available).</p> <p>There is no charge</p>
8.	<p>a) Is your group an existing user of the Parish Council's facilities? No – we met once on Sun 21<sup>st</sup> Sept, and have planned to meet on Wed 24<sup>th</sup> Sept.</p> <p>b) If not, where does your group usually meet/hire? This is a newly formed group that is too large to be able to meet in a domestic environment (about 20 people all needing “desk” space).</p>
9.	<p>What facilities (rooms) are required? Please specify hire dates and times</p> <p><i>The Lounge, Greenwood Park Community Centre</i></p> <p>1. Sunday 21<sup>st</sup> September '25 – 2pm to 4pm 2. Wednesday 24<sup>th</sup> September '25 – 7.30 to 8.30pm</p> <p>Going forward, we would like to meet regularly, probably weekly whilst there are active applications in progress</p>
10.	<p>Standard hire charges (available from the Centres Manager on 01923 681443) and amount of discount requested</p> <p><i>Standard hire charge – The Lounge - £21 per hour</i></p> <p>1. Sunday 21<sup>st</sup> Sept – 2pm to 4pm - £42 paid 2. Wednesday 24<sup>th</sup> Sept – 7.30 to 8.30pm - £21 paid</p> <p>Future meetings £21 per hour</p> <p>Discount requested      100%</p>
11.	<p>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.</p> <p style="text-align: center;">Shirani St Ledger McCarthy</p>

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.ststephenparishcouncil.gov.uk](http://www.ststephenparishcouncil.gov.uk) or contact us on 01923 681443 or email [clerk@ststephen-pc.gov.uk](mailto:clerk@ststephen-pc.gov.uk)

**Recent audited accounts me be required subject to the discretion of the Bookings Manager or Parish Council**  
**The Parish Council request evidence of all funds raised to be provided within 28 days.**

# 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](mailto:clerk@ststephen-pc.gov.uk)

# ST STEPHEN PARISH COUNCIL

## GRANT APPLICATION FORM

1.	Name of organisation and your registered charity number (if applicable) The Parish Church of St Luke, Bricket Wood Charity No: 1137630
2.	Name and address of responsible person to be contact regarding this application. Name: Scott Burke Vice Chair PCC Address: St Luke's Office, The Crescent, Bricket Wood, AL2 3NF Tel: 01923 676401 Mob: _____ Email: OFFICE@ST-LUKES.ORG.UK
3.	Address where activities are based. St Luke's Church & Halls, The Crescent, Bricket Wood, AL2 3NF
4.	What area (community) is served? The local community of Bricket Wood & surrounding area.
5.	Details of the project/initiative and purpose of the grant funding Community Christmas Tree - The project began in lockdown as a means of providing a community focal point & Christmas decorations for all to enjoy in a Christmas of restrictions. It is now a village tradition with many businesses & individuals contributing to install & decorate the tree, & hundreds attending carols around the tree when the lights are switched on for the first time during Christmas Festive Fun.- Saturday 29th November 2025 - A community-led craft fayre with Santa's Grotto, tombolla, raffle & refreshments supported by St Luke's Church, the Residents Association, Bricket Wood Community Choir, & Copper Beach. The lights are then on from 4pm to 11pm daily until 12th night. Purpose of the grant is to 1) support the costs associated with the scaffolding to erect, secure, decorate & dismantle the tree 2) flyers to promote the event 3) help support the additional electricity costs for the lights.
6.	Estimate how many people in the Parish will benefit. The whole Parish will be able to benefit from the project

## ST STEPHEN PARISH COUNCIL

7.	<p>How does your organisation/activity benefit the residents of St Stephen Parish?</p> <p>St Luke's is an integral part of Bricket Wood &amp; surrounding area, providing support, outreach &amp; pastoral care to those living &amp; working within it, including a safe warm space Monday to Friday from 9am to 5pm.                      The Christmas Festive Fun event and Community Christmas Tree bring local groups together including St Luke's congregation, the Residents Association, Copper Beach, local Guides, Bricket Wood Community Choir &amp; all Bricket Wood residents.                      Furthermore the local Food Bank and Community 1st will have stands at the fayre.</p>	
8.	<p>Present or proposed charges/ subscription/fees (please attach schedule if available)</p> <p>The whole event is free to enter with local charges for Santa's Grotto, tombola &amp; raffle tickets. Refreshments around the tree are free and served by the Residents Association.</p>	
9.	<p>a) Proposed starting date of project:</p> <p>b) Estimated completion date:</p>	<p>Saturday 29th November 2025 Monday 5th January 2026</p>
10.	<p>Please give details of the cost of the project. Payment receipts to be provided</p> <p style="text-align: center;">See details at end of form</p>	
11.	<p>Please give details of other grants awarded or applied for.</p> <p style="text-align: center;">None</p>	
12.	<p>Amount of grant requested from St Stephen Parish Council (max £1000)</p> <p style="text-align: center;">£300 to cover scaffolding, promotions costs &amp; contribution to electricity.</p>	
13.	<p>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)</p> <p style="text-align: center;">Account No: 94206011; Sort Code: 09-01-28</p>	
14.	<p>Any other relevant information.</p> <p>The Church is currently operating without a Vicar &amp; are in a period of vacancy. We are operating with a limited resource of volunteers &amp; community goodwill. The project is designed to bring the whole community together and to deliver Festive Cheer to everyone living &amp; working in the Parish.</p>	
15.	<p>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.</p>	<p>Vice Chair PCC</p>

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.ststephenparishcouncil.gov.uk](http://www.ststephenparishcouncil.gov.uk) or contact us on 01923 681443 or email [clerk@ststephen-pc.gov.uk](mailto:clerk@ststephen-pc.gov.uk)

## **ST STEPHEN PARISH COUNCIL**

**Remember to attach a copy of your accounts to this application**

Response for Question 10 - Please give details of the cost of the project.

1) Scaffolding labour costs to erect, secure and dismantle tree -

2 labourers @ £20/hour for 8 hours = £160 (estimate)

2) Printing of 500 flyers to promote event = £47 (estimate)

3) Electricity costs for tree lights from 4pm to 11pm daily from 29th November to 5th January 2026 at a Day rate 27p/kWh, Night rate 22.4p/kWh, Standing charge 500p/day.

## Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of **St Stephen Parish Council – HT0099**

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

The Annual Internal Audit Report focuses on a series of internal control objectives covering an authority’s key financial and accounting systems and concludes whether, in all significant respects, the internal control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the authority. We note that the internal auditor has not provided a conclusion on internal control objective L. The Annual Internal Audit Report will inform the authority’s response to Assertions 2 and 6 in the annual governance statement. As a result, the authority must ensure that assurance that has not been provided via these control objectives has been sought elsewhere.

### 3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

PKF Littlejohn LLP

Date

21/09/2025



Sue Hake  
Clerk to St Stephen Parish Council  
St Stephen Parish Council  
The Parish Centre  
Station Road  
Bricket Wood  
St Albans  
Herts  
AL2 3PJ

8th June 2025

Dear Sue,

### **Year End Internal Audit Report**

An audit was carried out by Kevin Rose on Friday 6 June 2025. This was the Year End audit following on from the interim audits carried out on 11 February 2025 and 25 March 2025.

The audit was undertaken using the standard IAC Audit Checklist, which we use for all Local Councils, which has 208 items. A total of 79 items were tested during this audit in addition to the 130 items tested and checked during the interim audit process. All items on the checklists were tested during the year.

The following 'Internal Control Objectives' of the Annual Internal Audit Report (part of the AGAR) were checked and confirmed as being Not Applicable to your Council for this financial year.

- Petty cash (Box F)
- Exemption from External Audit (Box K)
- the Transparency Code (for Smaller Authorities) (Box L)
- Trust Funds (Box O)

*(Please refer to the explanation of my 'Not Covered' responses on Page 3)*

#### **Areas subject to audit were;**

- the Payment system (Box B)
- Risk and insurance (Box C)
- Budget and precept setting and monitoring (Box D)
- Income billing, collection and VAT (Box E)
- Payroll(Box G)
- Assets and investments (Box H)
- Bank reconciliations (Box I)
- Accounting Statements (Box J)

IAC Audit & Consultancy Ltd.  
Registered in England No 09753929 VAT Reg No 220 6715 38  
23 Westbury Road , Yarnbrook, Wiltshire, BA14 6AG  
Email: [admin@audit-iac.com](mailto:admin@audit-iac.com) Tel:01225 775511

---

**Summary of tests undertaken during this audit**

Positive response	27
Negative response	5
Not Applicable to your Council	47
Total tests carried out	<b><u>79</u></b>

Of the 32 applicable items tested a Positive response was obtained in respect of 27 tests. There were 5 Negative responses identified and 6 Observations were made, details of which are set out in the attached Year End Internal Audit Observations.

**Summary of tests undertaken for the financial year (including interim audit work)**

Positive response	132
Negative response	18
Not Applicable to your Council	58
Total tests carried out	<b><u>208</u></b>
Tests not carried out	Nil

I am pleased to advise that no 'Non-Compliances' were identified that would give rise to a negative response on the statutory Annual Internal Audit Report.

Based on my internal audit work conducted throughout the year, I am satisfied that the system of Internal Controls in place at the Council during the 2024-25 financial year was effective.

I would like to express my thanks for the assistance and hospitality provided to me during my audit.

Yours sincerely,



Kevin Rose ACMA  
Director

## Internal Audit 'Not Covered' Responses

Internal Control Objective	Reason for Not Covered Response
F: Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	The reason for the Not Covered response for Objective F is that we understand that your Council does not maintain a Petty Cash. (Note: Where cash is held as a cash float, solely for the purpose of providing change, this is covered in our response to Internal Control Objective I)
K: If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered"	The reason for the "Not Covered" response for Objective K is that it is not applicable to your Council as the Council did not certify itself exempt from a limited assurance review for the relevant financial year.
L: The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	At present no specific guidance has been provided to Internal Auditors as to what the 'relevant legislation' is in respect of Control Objective L. We have tested against the requirements of Statutory Instruments 2015/480 The Local Government (Transparency Requirements) and 2015/494 The Smaller Authorities (Transparency Requirements), neither of which apply to your Council. The publication requirements of Statutory Instrument (2015/234) The Accounts and Audit Regulations are covered in our responses to Internal Control Objectives M and N. The Council should note that we have not considered any additional publication requirements that may apply, for example those set out in the ICO Model Publication Scheme for Parish Councils.
O: (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee	The reason for the Not Covered response for Objective O as it is our understanding that the Council does not act as Trustee.

# St Stephen Parish Council

## Notice of conclusion of audit

### Annual Governance & Accountability Return for the year ended 31 March 2025

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

1. The audit of accounts for **St Stephen Parish Council** for the year ended 31 March 2025 has been completed and the accounts have been published.

2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of **St Stephen Parish Council** on application to:

a) Susan Hake, Clerk and Responsible Finance Officer (RFO)  
The Parish Centre, Station Road  
Bricket Wood  
Hertfordshire  
AL2 3PJ

b) By pre-agreed appointment Monday - Friday

3. Copies will be provided to any person on payment of (c) £1.00 for each copy of the Annual Governance & Accountability Return.

Announcement made by (d): Susan Hake, Clerk and RFO

Date of announcement (e): 26 September 2025

## St Stephen Parish Council Action Plan September 2025 to August 2026

This plan forms the basis for the 2026/27 budget and precept setting process in accordance with Financial Regulations.

Aim 1 Engagement					
Improve the ways in which we understand, engage with and involve members of the Parish community.					
Objective	Action	Lead	Timeline	Budget	Success Measures
Strengthen community engagement	Organise Remembrance Day Christmas Fayre Armed Forces Day	Community and Leisure Committee, AF Officer	November 2025 December 2025 June 2026	Budget25/26 and Planned 26/27	Safe, well-attended community events with broad community engagement
	Grants and discounts for local groups	Council	Sept 25 to Sept 25	Budget25/26 and Planned 26/27	Grant scheme promoted with positive take up
Recognise community contributions	Deliver Community Awards	Council	May 2026	Planned 26/27	Nominations received, awards presented, broad community engagement
Improve Parish communications	Develop updated Communication Strategy	Councillors	May 2026	Operational	Strategy adopted, promoted and published

**Commented [AF1]:** Localism Act 2011 s1(1), St Stephen Parish Council uses the General Power of Competence. This gives a council the power to fund and deliver community events, award grants, maintain assets and provide services subject to proper financial management.

This plan will inform the 2026/27 budget setting process, meeting the council's duty under the **Local Government Finance Act 1992 s49A** to prepare an annual budget. It also provides the framework for aligning spending with strategic priorities and council objectives.

All spending is subject to proper financial management in line with the **Accounts and Audit Regulations 2015** to ensure transparency and accountability.

**Commented [AF2]:** Community events are organised in line with the **Health and Safety at Work etc. Act 1974**. Risk assessments are conducted to safeguard staff, volunteers and members of the public.

**Commented [AF3]:** The council follows best practice under the **Public Sector Equality Duty (Equality Act 2010)** to ensure accessible communication and inclusive engagement.

Aim 2 Efficiency					
Provide value for money by delivering our services with greater effectiveness and efficiency					
Objectives	Actions	Lead <sup>1</sup>	Timeline	Budget	Success Measures
Maintain strategic direction	Review current plan and produce	Clerk and Council	Sept to Dec 2025	Operational	Plan reviewed, updated, adopted and published
	updated version for 2026–2029				
Ensure legal compliance good governance	Finalise Heads of Terms for Park Street and Woodbury Field	Clerk	By Dec 2025	Operational	Signed agreements for both sites
	Agree management and maintenance plan for Park Street toilets post site transfer	Clerk	December 2025 onwards	£15,000 per year TBC	Plan in place, management and maintenance schedule agreed. Positive community feedback
	Introduce ice cream concession for Woodbury Field	Community and Leisure Committee	May 26	Income-generating	Concession agreed and operating
Prepare for Local Government Review	Assess assets, staffing structure, and facilities in preparation for devolution.	Councillor working party	Sept 25 to May 26	Operational	Parish Plan for devolution produced

**Commented [AF4]:** Strategic planning, review, and budget-setting comply with **Accounts and Audit Regulations 2015**, ensuring robust internal controls and proper oversight.

**Commented [AF5]:** Heads of Terms and asset management plans comply with **Accounts and Audit Regulations 2015**, ensuring proper stewardship of council assets and financial transparency.

**Commented [AF6]:** Concession agreements will follow the council's Financial Regulations and where thresholds apply, the **Public Contracts Regulations 2015** to ensure fair and transparent procurement.

<b>Progress Place Services Stage 2</b>	Consultation, costings and planning approval	Clerk	Aug 2025 to September 26	Budgeted 25/26	Stage 2 complete
--	--	-------	-----------------------------	----------------	------------------

### Aim 3 Wellbeing and Sustainability

Promote the wellbeing, sustainability and inclusivity of our community

Objective	Action	Lead	Timeline	Budget	Success measures
<b>Maintain Parish buildings and infrastructure</b>	Install barrier gate at Park Street	Grounds Manager	Aug 2025 to Dec 25	Budget 25/26	Replacement barrier installed.
	Address parking issues and move Park Street play area maintenance gate	Grounds Manager	Apr 26 to Mar 27	Planned 26/27	Access, safety and parking improved
	Replace bus shelter by BP garage	Grounds Manager	Apr 2026 to Mar 27	Planned 26/27	New shelter installed and operational
	Fixed wiring testing and resulting works	Assistant Clerk	Dec 26	Budget 25/26	All electrical works complete
	Conduct annual inspection of all buildings	Assistant Clerk	November 25	Operational	Reports completed, actions arising agreed by council and submitted for budget 2026/27
	Complete Year 4 Rumball Sedgwick planned works	Assistant Clerk	April 26 to September 26	Planned 26/27	Year 4 planned maintenance completed
	Parish Centre car park improvements	Clerk	Dec 25	Budget 25/26	Car park resurface, fence and gate installed if necessary

**Commented [AF7]:** Health and Safety at Work etc. Act 1974 and Management of Health and Safety at Work Regulations 1999, requirement to assess and control risks to protect staff and the public using council buildings, equipment or services.

	Greenwood Park Sports Hall re-lining	Centres Manager	Sept to Dec 26	Planned 26/27	Sports hall relined and operational
<b>Maintain and improve green spaces and play areas</b>	Implement Woodland Plan year 3	Grounds Manager	Apr 2026 to Mar 27	Planned 26/27	Year 3 scheduled work completed and reported
	Create New Wild Edge at Greenwood Park	Grounds Manager and Assistant Clerk	Sept 25 to Sept 26	Part grant funded £3,000 EIG. £3,000 budget 25/26	Planting completed, area established. Monitoring and maintenance.
	North Close play area	Consult, update, and install new play equipment	Grounds Manager and Assistant Clerk	Planned 26/27	Installation and post installation inspection complete
	Hanstead Wood Working party to liaise with landowners and undertake feasibility study and bring proposals to Council	Working party of Councillors and Friends of Hanstead Wood	Clerk Oct 25 to Sept 26	Operational	Feasibility study produced.
Donkey Field Working party to bring proposals for site to Council	Working party of councillors	Aug 25 to Sept 26	Operational	Proposals produced and next steps agreed by Council and landowners	

**Commented [AF9]:** All personal data collected in relation to grants, consultations, and community engagement will be handled in accordance with **UK GDPR** and the **Data Protection Act 2018**.

**Commented [AF8]:** Purchasing and contracts will follow the council's Financial Regulations and where applicable, the Public Contracts Regulations 2015.

	Replace cricket roller and brake brush	Grounds Manager	Apr 26 to Mar 27	Planned 26/27	Equipment replaced
<b>Strengthen Parish identity in public spaces</b>	Add Parish branding to public benches	Grounds Manager and Assistant Clerk	Apr 2026 to Mar 27	Planned 26/27	Parish logo installed on all public benches

<b>Budgeting and Forward Planning objective plan future spending to maintain services</b>						
<b>Planned spend items to be proposed during budget-setting October to December 2026</b>						
Grounds and plant equipment renewals	Replacement bus shelter	North Close Play area.	Woodland works	Bench branding	Building Inspection and RS resulting works	Sports Hall floor refurbishment

### Monitoring and review

- Quarterly reviews by relevant committees with reports to Full Council
- Financial performance monitored in line with Accounts and Audit Regulations 2015
- Plan updated annually in line with the council's budget setting process.

**Commented [AF10]:** Regular reviews by committees and reports to Full Council are carried out in line with the **Accounts and Audit Regulations 2015**, internal control and risk management. The plan, outcomes and updates will be published in line with duties under the **Freedom of Information 2000** and the **Local Government Transparency Code 2015**. demonstrating oversight and accountability.

Item for Submission to:  
St Stephen Parish Council  
Full Council  
Date of Meeting: 16/10/2025

Agenda Item 2526-062 h	New Wild Edge at Greenwood Park
---------------------------	---------------------------------

### 1. Purpose

Procurement of Bare Root Trees for the New Wild Edge at Greenwood Park.

### 2. Introduction

This report outlines the process and decision regarding the purchase of bare root trees for the establishment of a new wild edge at Greenwood Park. The project will enhance biodiversity, create new habitats, and strengthen the park's green infrastructure. Project already agreed before summer recess

### 3. Next Steps

#### Procure Bare Root Trees

Finalize the order with the selected supplier.  
Confirm delivery schedule to align with the optimal planting season.  
Prepare planting plan including layout, species placement, and protective measures.

#### Procure Bio Spirals/Canes

Place order to ensure availability at the time of planting.

#### Coordinate Planting Schedule

Schedule planting activities once fencing is complete and trees/spirals are delivered.

Assign staff or volunteer teams for planting, installation.

### 4. Financial Summary

Total Quantity of Trees: 2500

Quote A      £3,967

Quote B      £3,421

Quote C      £5404.13

Quote D      £4205

The purchase to be funded from the Tree and Woodland Reserves, as agreed by the main council in Feb 24/25/102

#### **RECOMMENDED that the Committee:**

Following a competitive process involving four suppliers, **Quote B** be selected for the purchase of bare root trees to establish a wild edge at Greenwood Park to be paid for from the Tree and Woodland reserves

Report of	Matthew Huddleston	17/09/2025
-----------	--------------------	------------



## Christmas Market - Greenwood Park (Sunday 7th December 2025)

### Councillor Roles - Summary of Tasks

1. **Supervise stallholder set-up (from 11:00am)** - ensure stallholders are at the correct tables and layout is followed (*layout will be provided, tables will be in place*).
2. **Front door welcome team** - greet visitors and provide directions.
3. **Hallway greeters** - assist with crowd flow and general enquiries.
4. **Santa's Grotto ticket distribution** - manage and hand out tickets for Santa visits.
5. **Designated first aider/responsible person** - on-site contact for any incidents.
6. **Music and carol service coordination** - assist with musician move outdoors and inform visitors of the 5:00pm carol service.
7. **Clear-out supervision (from 5:30pm)** - oversee pack-down and ensure hall is left tidy.