

ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

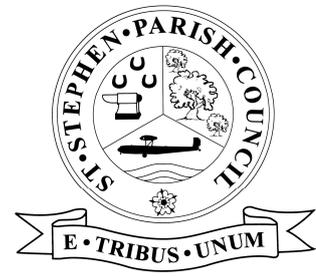
THE PARISH CENTRE STATION ROAD BRICKET WOOD

ST ALBANS HERTS AL2 3PJ

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Minutes of the Full Council Meeting

Held on Thursday 16 October 2025 at 7.30pm

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

Present: Councillors:

David Brannen

Richard Curthoys

Ajanta Hilton

Aaron Jacob

Dorothy Kerry

Bill Pryce

Adrian Ruffhead

Nicholas Tyndale

David Yates

Also present

Susan Hake, Clerk

1 member of public

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

To welcome public participation in accordance with the Public Speaking Policy

The member of the public confirmed assisting with the preparation of the application to request a flypast for the 2026 Armed Forces Day to be shared with Cllr Pryce although the Lancaster will not fly again before 2027

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

Cllr Hilton gave an update on County Council and confirmed Local Government review submissions for their preferred split that needs to be made by November 25 2025

Cllr Hilton confirmed the District Council are looking to create a Parish Council for St Albans

2526/057 To receive and accept apologies for absence

Apologies received and accepted from Cllr Berriman and Skelton

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

Resolved: To confirm the minutes of the meeting held on 18 September 2025 to be signed

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

None received

2526/060 Chair's report

Cllr Yates confirmed items on the agenda for Hanstead Park & the Community Governance review

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

Update and feedback on Defibrillator maintenance from Cllrs Pryce and Brannen

Cllr Pryce confirmed he is continuing to research commitment for the maintenance costs of Defibrillators and maintaining the status of availability on the National register

The Clerk is pursuing progressing the agreed list of Community Assets to be registered with the District Council and Community and Leisure to identify any additional ones to be added

2526/062 Reports: Finance, Policy and Resources

a) To note list of September payments including payments authorised by Finance Committee Members and signatories

Noted

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

Noted

- c) To consider and agree any grant/discretionary discount applications
 - i. Park Street Resident Association - £428- Discretionary Discount
Resolved: Agreed unanimously the Discretionary Discount of £428 granted to Park Street residents
 - ii. Shirani St Ledger McCarthy- retrospective discretionary discount £63 & future bookings
This is to review reserved matters and discharge of conditions of planning applications
Resolved: Agreed unanimously the Discretionary discount of £63 granted and future bookings if room available
 - iii. St Lukes Church £300 Grant
Resolved: Agreed unanimously for the grant of £300 to St Lukes Church for Christmas light event
- d) To receive External Audit and associated Internal Audit letter submitted to external audit
Received External Audit and associated Internal Audit letter submitted to external audit
- e) To note Notice of conclusion of audit displayed from 26 September 25
Noted conclusion of audit notice displayed from 26 September 2025
- f) Recommendation to agree amendments to the SSPC Business Action Plan (see document)
It was requested to add the Summer event once this has been agreed at Community & Leisure
Resolved to agree the SSPC Business Plan with removal of financial amounts specified
- g) To consider and agree artwork from the Tennis Club
The request has been changed to have lettering for the Tennis club website and everyone welcome on the wall
Resolved: to agree the lettering request to display the website of the Tennis Club and everyone welcome
- h) Recommendation to agree quote for procurement of Rewilding Trees to be made from Trees and Woodland Reserves (see report)
It was requested to have additional plants added to the quote B £3421 to a total of £4000 plus the VAT
Local Schools and groups are being invited to join the planting sessions
Resolved: To agree to accept quote B £3421 and additional planting up to £4000 plus VAT

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
Cllr Yates gave an update on the planning and environment committee meeting
- b) Finance Committee
The next meeting to be held 23 October
- c) Fixed Asset Committee
The next meeting will be on 27 November, it is hoped we will received details for a public consultation and a structural survey is about to be made
- d) HR Committee
Meeting date requested to be agreed before the end of October
- e) Community & Leisure Committee
- f) Events Working Party
To request all Councillors to assist at the Christmas Market and confirm task allocation
Cllr Pryce gave an update on behalf of Community and Leisure and the Events working Party on the Service of Remembrance and Christmas Market
- g) To confirm Devolution Working Party members and confirm date of meeting
All Cllrs to forward expression to be included in the Devolution working party to the Clerk
- h) Parking clarification enquiry from Dimensions
Cllr Curthoys left the meeting at this point
Resolved: to confirm there is no agreement for parking at present and forward a letter
Action: Clerk to request a solicitor's letter to confirm no parking and forward the draft to the Chair and Vice Chair before issuing
- i) To agree committee or working group to meet with the Tennis Club to discuss proposal to have Padel Courts at Greenwood Park
Action: To discuss the Padel Court proposal at the next Fixed Asset meeting and consider if the Council would like to include a Padel Court in the improvement to Greenwood Park

2526/064 To confirm CGR response submitted by Cllr Yates

Council members confirmed endorsement of the 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
Cllr Yates has expressed the remaining land be transferred to the Parish Council as an asset transfer with covenants made on the land to ensure if there is any building on it for 100% of any profit be given to the Unitary authority with the hope it will remain as a green space.
Cllr Hilton confirmed that she and Cllr Cavender are in agreement
- 2526/066** To discuss the issues relating to Hanstead Park and the potential acquisition of Hanstead Wood by St Stephen Parish Council
Cllr Yates confirmed the Council will not agree to progress with the transfer of the wood before all outstanding queries are resolved for the development and wood.
There is a meeting at the Parish Centre with Hanstead Park residents and friends of Hanstead Wood
Cllr Yates requested approval for the Council to seek an estimate possibly in the region of £4k for advice about taking civil action against Griggs for obstructing the public open space and to reopen it in the interest of the community & a letter before action that will be paid for from the budgeted Neighbourhood Plan review
Resolved: to agree Cllr Yates pursue an estimate for the legal action and ascertain likely success required to take Griggs to task to reopen the public space at Hanstead Park to be paid from the Neighbourhood Plan budget
Action: Clerk to resend the dowry request previously sent to Vistry for the Wood
- 2526/067** Clerk's Report - Information updates
Segro Purchase order now provided to request the £2.5k donation
SADC Asset List circulated and requested input to confirm locations
The Council have been contacted by Film companies to request filming and or using premises for parking

Agenda items for next meeting required by 10 November 2025

Meeting closed at 21.35