

ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

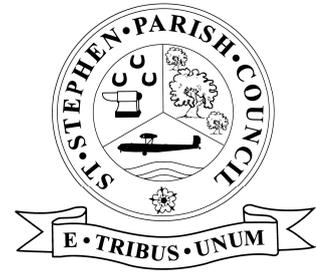
THE PARISH CENTRE STATION ROAD BRICKET WOOD

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Minutes of the Full Council Meeting

held on Thursday 20 November 2025 at 7.30pm

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

Present: Councillors:

David Brannen

Aaron Jacob

Mark Skelton

Richard Curthoys

Bill Pryce

Nicholas Tyndale

Ajanta Hilton

Adrian Ruffhead

David Yates

Also present, Sue Hake, Clerk

1 member of public

2526/068 Public Participation – to receive petitions, comments and questions

To welcome public participation in accordance with the Public Speaking Policy

The Council were informed a meeting will be held with the member of the public, Cllr Pryce and 3 members of Bricket Wood Residents Association who have expressed an interest to assist with Armed Forces day

2526/069 To receive reports from representatives of St Albans District Council and Hertfordshire County Council

Cllr Hilton confirmed Herts County Council have agreed to submit the preferred option of Two Unitary Authority split for Hertfordshire and a supporting letter

The District Council favour the two unitary authority option that will be considered by Strategy and resources panel who will make the decision this evening for on what they advise

2526/070 To receive and accept apologies for absence

Apologies and reason received and accepted from Cllrs Kerry and Webb

2526/071 To confirm the minutes of the meeting held on 16 October 2025

Resolved: To confirm the minutes of the meeting held on 16 October 2025 to be signed

2526/072 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

2526/073 Chair's report

Cllr Yates updated the council on his work with the CGR and work supporting the progress of creating a St Albans City Council with 25 Parish Councillors with an allowance of £1000 each. He is also involved with the reserved matters application for the Taylor Wimpey development at Chiswell Green. The application has been granted by the Secretary of State. They have now submitted an application to show what the houses will look like which was approved as reserved Matters by the District Council on Monday

2526/074 Update on previous meeting actions not mentioned later in the agenda

- Update and feedback on Defibrillator maintenance from Cllrs Pryce and Brannen
Cllr Pryce has been discussing the installation of defibrillators with the owner of the Old Fox and explained Heart from Hearts will maintain them but the owner will need to cover the cost of the replacement of the pads and battery when required
All schools in Hertfordshire are looking to have external defibrillators externally available

- Community Asset update – Clerk confirmed starting the forms obtained from SADC with the need to obtain additional details required along with GIS plan with the submission Transfer of assets from the District Council to the Parish Council meeting for an update to be held next week
- Update on legal action estimate to reopen open space at Hanstead Park
Cllr Yates confirmed no progress at present, will continue to work on this & arrange a four-way meeting to include the owners association, friends of Hanstead Wood, a representative from Vistry and representation from the Parish Council

2526/075 Reports: Finance, Policy and Resources

- To note list of October payments including payments authorised by Finance Committee Members and signatories
Noted
- Recommendation:** to agree the use of additional reserves of £3641 plus VAT for Mayflower Park play equipment
Resolved: To agree use of Play Reserves of £3641 plus Vat for Mayflower Park shortfall
- To consider and agree any grant/discretionary discount applications
 - St Lukes Lunch Club Grant application request for £200
Resolved: To agree the grant payment of £200 to St Lukes Lunch Club
- Recommendation:** To agree the annual donation/grant amount to the 4 primary Schools
Resolved: To agree a grant donation of £125 to each of the 4 Primary Schools
- Recommendation:** To confirm Councillor Allowances for 2026 -27 to be confirmed to District Council
Resolved: To confirm the annual member allowance remains at £360 for 2026-27
Actions: Clerk to contact HAPTC to ascertain if an alternative payment can be made to co-opted councillors to match the member allowance
Council to have an independent review for Councillor allowances by Oct 2026 for 2027-28
- Recommendation:** To confirm Internal auditor
Resolved: To confirm Kevin Rose IAC (Internal Audit Consultancy) as Internal Auditor
- Recommendation:** To confirm agreement for the Business Risk Assessment 2025
Resolved: To confirm agreement for the Business Risk Assessment 2025-26
- Recommendation:** To adopt the amended grant & discretionary discount policy
Resolved: To adopt the grant & discretionary discount policy
- Recommendation:** To consider and agree 3.5% hire increase 2026-27
Resolved: To defer agreement of the percentage hire increase for other amounts to be considered by the January Finance Committee as part of the Budget and Precept decision

2526/076 To note minutes and agree recommendations from the Council's Committees & Working Groups

To receive brief progress reports and recommendations from the:

- Planning & Environment Committee-
Cllrs Yates and Curthoys gave feedback from the Planning and Environment Committee meeting
- Finance Committee-
The finance working group met the previous evening to start to review the draft budget for 2026-27
- Fixed Asset Committee-
The next meeting has needed to be changed to Thursday 4th December
The drainage survey has confirmed a soakaway is blocked
Actions: Clerk to ask Grounds team look into arranging to unblock the soakaway drain
Clerk to request Place Services and Architects attend a remote meeting prior to FA meeting
- HR Committee- Cllr Yates gave an update on the Grounds Team requesting a meeting to discuss the winter and summer hours revert to be the same year round
- Community & Leisure Committee- Cllr Pryce confirmed a budget request of £30k for events 2027-28
- Events Working Party
Councillors to confirm availability to assist at the Christmas Market and task allocation
Councillors requested to confirm availability to Jo
Cllr Pryce has circulated the dates of the events for 2026
- To confirm Devolution Working Party members and confirm date of meeting
It was confirmed all councillors are invited to be part of the group
Cllr Yates explained electoral services have offered to do a teach-in on what is happening with the local re-organisation and the Community Governance review

Action: Cllr Yates to arrange for electoral services to attend the next meeting in January 26
Working groups are likely to need to be established with the possibility of including local group representation such as Hanstead Wood

h) PC parking update

It was confirmed an assertive letter has been submitted to Dimensions from our solicitor to confirm the current position of no parking available from the Parish Council

A response has been sent to our solicitor requesting a 28 day period to look into further

Actions: Clerk to confirm agreement to the request for additional 28 days to Dimensions
Clerk to request staff to keep a record all parking of people (contractors/visitors) not coming to the Parish Centre for future use

2526/077 Clerk's Report - Information updates

Reminder to provide holiday dates to the Clerks

Councillors to provide apologies and reasons well in advance of meetings when known, especially committee meetings

A number of old ordnance survey maps and photos have been left in the office for use in the Parish

Actions: Clerk to recirculate guidance on declaration of interests and dispensations and also to recirculate codes to access building

Agenda items for next meeting required by 6 January 2026

To Agree Budget and Precept for 2026-27

Meeting closed at 8.46pm