

ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

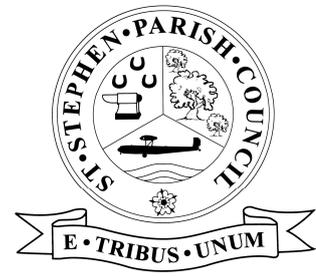
THE PARISH CENTRE STATION ROAD BRICKET WOOD

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Minutes of the Full Council Meeting

held on Thursday 19 February 2026 at 7.30pm

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

Present: Councillors:

Wendy Berriman

Dorothy Kerry

Nuala Webb

David Brannen

Bill Pryce

David Yates

Richard Curthoys

Mark Skelton

Aaron Jacob

Nicholas Tyndale

Also present: Susan Hake, Clerk

2526/078 Public Participation – to receive petitions, comments and questions

To welcome public participation in accordance with the Public Speaking Policy

2526/079 To receive reports from representatives of St Albans District Council and Hertfordshire County Council

Cllr Webb provided an update to the Council to confirm St Albans District Council Local Plan will be delayed and will now be progressed with the Dacorum Local Plan in May/June 26.

Councillors were informed Community Governance Review votes can still be made until 23 February in reference to creating a Parish Council for the unparished area. People can go online to comment if there should be a Parish Council in St Albans.

Also, The Government are consulting residents of Hertfordshire which runs into March on the proposals for the Governance Review in reference to the proposed Unitary Authority split of 2, 3 and 4 options

2526/080 To receive and accept apologies for absence

Apologies and reasons were received and accepted from Cllrs Hilton and Ruffhead

2526/081 To confirm the minutes of the meeting held on 15 January 2026

Resolved: To confirm the minutes of the meeting held on 15 January 2026 to be signed

2526/082 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

It was confirmed councillors did not have to declare an interest

2526/083 Chair's report

The Chair gave an update meetings being held in reference to the creation of a Parish Council for St Albans

2526/084 Update on previous meeting actions not mentioned later in the agenda

The Chair confirmed he has not yet arranged the meeting with the third parties in relation to Hanstead Wood and will look to progress this soon

2526/085 Reports: Finance, Policy and Resources

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

Noted

b) To note the addition of Veolia to the DD payments

Noted the DD payments to be made to Veolia due to the change of waste collection

c) To receive Interim Internal Audit feedback

This has not yet been received and will be circulated for the next meeting

d) To receive Reserves update

Cllr Yates explained the breakdown of the reserves including the Section 106 funding until CIL is available when there is an adopted Local Plan in the area. Cllr Yates suggested the structure of the reserves can be reviewed at a Finance Committee to look into a method to reduce the number of headings for the reserves

- e) To receive Asset Transfer update
The Clerk gave a verbal update on the asset transfer and the reason for the delay for the Heads of Terms being issued to the Parish Council from the District Council
- f) To receive update on Segro funding
Some of the £2500 funding from Segro has been utilised by the Council for the provision of Microwave ovens at all of the centres for community use and a fridge freezer at Greenwood Park Community Centre also for community use
Resolved: It was proposed the Councillors forward suggestions for expenditure to the Clerk after the allocation to Park Street residents association and the Clerk be delegated to make the decision for allocating the funding before the end of the current financial year
Action: Councillors to forward suggestions for the use of funds after allocation to the Park Street Residents Association event
- g) Recommendation to confirm Parish Centre Car Park Resurfacing tender allocation
Resolved: To give delegated approval to the Fixed Asset Committee to agree the final decision to award the tender for the Parish Centre Car Park resurfacing contractor
Councillors who are not on the Fixed Asset Committee were asked if they would like to view the documents. No councillors requested the documents and were happy for Fixed Asset Committee to review these
Action: The tender award to be added to the agenda and documents to be circulated to the Fixed Asset Committee members
- h) Recommendation to agree Ice-cream tender for Greenwood Park and Park Street
Action: To look at requesting a higher amount for the tender in 2027.
Resolved: To agree the Ice-cream tender concession for Greenwood Park and Park Street be awarded to Noviellos
- i) To consider and agree any grant/discretionary discount applications
- i. Park Street Residents Association May Day Event grant request £1000 and an amount from the Segro Community Grant
Resolved: to agree the Grant of £1000 to Park Street Resident Association for the May event
Action: Councillors requested the Clerk to oversee the distribution of the remaining Segro funding and ascertain if the other two resident associations have small
- j) Recommendation to agree Council Meetings Timetable 2026-27
The meeting timetable was received
Action: Councillors were requested to feedback to the Clerks on the dates to be confirmed at the next Full Council meeting
- k) Recommendation to adopt the IT Policy agreed at the Finance Committee
Resolved: to adopt the IT Policy agreed at the Finance Committee
- l) Recommendation to re-adopt the ICO publication scheme
Resolved: to re-adopt the ICO publication scheme
- m) Recommendation to adopt the GDPR policy, Privacy Notice, records management policy, data sharing policy and CCTV policy
Actions: to amend No 6 on the second paragraph of the CCTV policy to add monitored as Necessary into the CCTV policy
The next review of policies to be amended to be from March 2027. Relating to CCTV there is also a requirement to institute an annual review of where we are using the CCTV, justifying the camera locations, the purposes for which they are there and ensuring there is adequate signage is in place.
Cllr Yates suggested the possibility of a working group be formed to look at the location of all of the security camera locations, the justification and who has access to monitoring them.
Action: Councillors were requested to inform the Clerk if they wish to be a member of the CCTV working group
Resolved: to adopt the GDPR policy, Privacy Notice, Records Management Policy, Data Sharing Policy and the CCTV Policy with the requested amendment to no 6, 2nd paragraph.
- n) Recommendation to confirm nomination for Cllr Pryce to remain on the HAPTC
Resolved: to confirm the nomination for Cllr Pryce to continue to remain on the HAPTC Executive Committee

2526/086 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 to be circulated
Cllr Yates gave feedback on the Planning and Environment meeting
 - b) Finance Committee
The next meeting is due to be held in April
 - c) Fixed Asset Committee
Update from Place Services Greenwood Park Project request for Options clarification
The next Fixed Asset Meeting is due to be held next Thursday.
The notes from the meeting councillors attended by before the last Full Council meeting to review the options have been circulated and shared with Place Services and a follow up meeting held with them
 - d) HR Committee
No meeting held
 - e) Community & Leisure Committee and Events Working Party
Cllr Pryce informed Councillors the Chelsea pensioners have been invited and that he is awaiting confirmation to ascertain if there may be a flypast again this year
Cllr Pryce requested volunteers to help at the Armed Forces Day to help set up on the Sunday Morning
Action: It was agreed for Cllr Yates to request the train to be available at the event
- i. Recommendation to Full Council that the Community Survey has been reflected in the draft proposal and that provision for a padel court should be included in options for improvements to Greenwood Park
This has been confirmed to be included for consideration by Place Services
 - ii. Request for Councillors to volunteer to man a stall at the Park Street event on 4 May 26
Cllrs Kerry, Berriman, Webb, Tyndale and Yates confirmed some availability to attend.
Action: Councillors are requested to email Cllr Pryce to confirm availability for 4th May 26

2526/087 Clerk's Report - Information updates

The Clerk shared an enquiry about replacing light posts in Chiswell Green.

Action: The Clerk to request additional information be provided to Councillors relating to the current illumination and proposed future illumination, to ascertain potential impact to residents in the area.

Agenda items for next meeting required by 9 March 2026

The meeting closed at 8.50pm