

Wheathampstead Parish Council**29 April 2010, 20.00h**

Present	Councillors	I Begg	Chairman
		A Brewster	
		G Clark	
		N Clements	
		N Page	
		T Reason	
		K Stammers	
		J Turner	
		S Walford	
		A Waterfield	
		J Warren	Clerk to the Council
		Press	0
		Public	1

1023-10 APOLOGIES

Apologies were received and accepted from Cllr J Burgess (personal reasons).

Concern was expressed and Cllr Burgess absence was missed. It was agreed that the Chairman would speak to Cllr Burgess

- Resolved**
- 1 To receive and accept apologies from Cllr Burgess**
 - 2 Chairman to speak to Cllr Burgess**

1024-10 PUBLIC SPEAKING

None.

1025-10 SPECIFIC DECLARATIONS OF INTEREST

Councillor Clark declared a personal interest in Minute 1049-10, as she is on Plans North of the District Council Planning Authority. The way she votes at Parish Council will not necessarily be the way she votes at District Council. She further declared personal interested in plans 5/10/0698 as a governor at St Helens School, and 5/10/0685, a near neighbour. Vice-chairman of Planning Cllr Clements thus took the chair for these items.

1026-10 MINUTES OF COUNCIL

The Minutes of the meetings held on 25 March 2010 and 15 April were approved. Councillor Clements thanked members for their good wishes.

- Resolved**
- To confirm the Minutes of the meetings held on 25 March and 15 April 2010 to be a true**

and fair account and for these to be signed by the Chairman.

1027-10 MINUTES OF COMMITTEE MEETINGS

The following draft committee minutes were received and adopted:

Rights of Way	30 March 2010
Planning	15 April 2010
Village Day Working Group	21 April 2010

Resolved:	To receipt and adopt the draft Minutes of	
	Rights of Way	30 March 2010
	Planning	15 April 2010
	Village Day	21 April 2010

1028-10 STATION PLATFORM WORKING GROUP PHASE 2 PLANS

A copy of the phase 2 workplan with suggested specification had been circulated. The project had previously been discussed at the Rights of Way and Commons Committee but in view of the time scales (anticipated opening of platform 1 September 2010) Members agreed that Full Council now approve the working group's recommendations, and that items /work was purchased through the office purchase ordering system (Budget 2010-11 £1,500). Additional funds would be sought for the platform surface, benches and information boards

- Resolved:**
- 1 To note the report and thank Mr Johnston.**
 - 2 To approve the recommendations within the Project Plan for Platform Renovation Phase 2.**
 - 3 To create a sub-committee comprising the Chairman of the Railway Platform Working Party, Chairman of the Heritage Trail Working Party and Clerk, to approve minor decisions so that the plan can be expedited in time for September 2010**
 - 4 To approve the following spend at the discretion of the sub-committee:**
 - ❖ Up to a total of £500 for incidental items such as paint, sand, cement, grass seed, wild flower plugs, etc.**
 - ❖ £650 to recreate one large Wheathampstead sign mounted on existing supports**
 - ❖ £350 to allow the installation of a safety chain on the Southerly edge of the site**
 - 5 To seek further external funding.**

1029-10 BUSINESS FAYRE

Proposals for a lunchtime Heritage Trail business fayre were discussed including the need to include and further involve larger businesses in Village affairs. Minute 911-10 referred to further consideration of a lunchtime meeting at the Memorial Hall, a personal invitation aimed at owners and managers of the larger businesses in the Parish in an effort to raise awareness of initiatives being undertaken by the Council and by the Wheathampstead Traders Group WEB (Wheathampstead for Enterprising Businesses), and which may affect businesses.

Potential topics for consideration may include:

- Update on retailing in the High Street including the prospects for a local Tesco
- The Heritage Trail Phases I & II including development of the Wheathampstead Railway Platform
- Employment Initiatives including WEB business directory and Keep It Local Loyalty card
- The Role of the Parish Council
- Initiatives to become more successful

The aim would be to provide an opportunity to meet members of the local community who were passionate about developing local business for the benefit of the community as a whole, and to take advantage of Wheathampstead's unique business potential.

It was agreed that WEB use the hall at a mutually agreed lunchtime (determined in discussion with the Clerk) and without setting a precedent for free booking for a business fayre. Parish councillors would be encouraged to attend

Resolved To approve WEB's use of the hall at an agreed lunchtime for a Heritage Trail business fayre aimed at working closer with larger local businesses

1030-10 GRANT REQUESTS

Grant requests from the Women's Institute & Citizens Advice Bureau had been circulated.

The WI sought grant assistance for paving the 'garden' area of the Mead Hall. Currently gravel was spread over black plastic in the unpaved areas but this had proved unsatisfactory (most of the gravel moves to the public car park and the plastic is revealed and causes a hazard - tripping etc.) The Hall is a well used and popular venue let for various uses. The WI sought to create a safer and more lasting environment. A quote for £5,550 for

paving with large slabs had been received. Councillors agreed that the WI be advised to contact the community engagement manager at SADC who could assist with identifying and accessing grant funding, and that they consider the use of community payback. The WI was unusual locally in having its own premises and it was hoped the WI central funds may thus assist the local branch. The budget quote was considered to be high and the clerk asked to draw the WI's attention to this concern. No budget provision had been made with the Parish Council's 2010-11 budget for such a grant and with regret councillors agreed not to assist with funding.

The CAB had requested £250 to fund a RAS (Random Access Service token) to allow a secure internet service for advisors working away from the St Albans office such as in the Green Room for the weekly advice surgery. This would permit counsellor access to case notes. Councillors considered at length and agreed that a grant of £125 be given and the suggestion made that the CAB look for additional match funding.

- Resolved**
- 1 Clerk to write to the WI advising them to contact the community engagement manager at St Albans District Council for advice on grant funding and the use of community payback**
 - 2 With regret not to make a grant donation in 2010-11 to the WI for paving the garden**
 - 3 To fund £125 to the CAB and suggest match funding.**

1031-10 USE OF RESERVES

Councillors confirmed the transfer, in 2009-10 accounts from general reserves including £1,037 CMS money for Rights of Way Bridleway tarmacing and £5,800 LABGI (Local Authority Business Grant Incentive Scheme) money (received in March 2009) for signage and visual street improvements

- Resolved** **To approve transfer from reserves in 2009-10 accounts for tarmacing, signage and visual street scene improvements.**

1032-10 PROFESSIONAL DEVELOPMENT & TRAINING

Members approved the following training courses/conferences for the development of councillors and staff. Prices quoted were per person and included early payment discounts and estimates for accommodation

8 June Chairmanship training - £25 (chairman of Council)

8-9 July ILCM annual conference/SLCC summer seminar - £250 (Clerk)

Resolved **To approve chairmanship, ILCM annual conference and SLCC summer seminar training courses.**

1033-10 **COMMITTEE STRUCTURE, STANDING ORDERS & TERMS OF REFERENCE**

Council on 15 April 2010 (Minute 981-10) resolved to remove all delegated powers from committees and that Standing Orders be amended with immediate effect to reflect this. The Clerk advised caution both on straight amendment of standing orders and the removal of all delegation. Advice had been sought from the Hertfordshire Association of Parish and Town Councils who advice was that the revised and newly issued NALC model standing orders be used as a basis. It was acknowledged that the revised model differed significantly from the former version and councillors required an analysis of variations. It was agreed that this be produced, by the Clerk, with changes highlighted and returned to Council for consideration. This was allocated as a low priority job.

Consideration was given to risk procedures and appraisal. An offer had been received, and was accepted, from St Albans District Council to facilitate an information session covering this subject. It was further agreed that adjacent parish councils be invited to participate

- Resolved**
- 1 To note the report**
 - 2 Clerk to produce, at a low priority, draft revised standing orders based upon the newly published (2010) NALC model but with changes from former version highlighted**
 - 3 To accept SADC's offer of an information session covering risk and to invite neighbouring parishes**

1034-10 **EXCLUSION OF PRESS AND PUBLIC**

Resolved: **To exclude the press and public, as publicity would be prejudicial to the public interest due to the confidential nature of the business to be discussed**

1035-10 PERSONNEL MATTERS

Council was invited to consider how it would consider personnel matters without the use of delegated powers. The example of the recent incident of volcanic ash preventing air travel and delaying the deputy clerk's return from Portugal by 2 days. It was agreed that she be granted additional leave to cover this unusual eventuality.

Members further agreed the need for an appeals committee, thus the personnel committee would remain as 3 councillors recommending to Council less a 3 member appeal committee with full delegated powers.

- Resolved:**
- 1 To grant 2 additional days paid leave to the Deputy Clerk following holiday disruption because of the Icelandic volcanic ash cloud**
 - 2 To form a personnel committee of 3 which recommended to full council minus 3 (appeals committee). The appeals committee to have full delegated powers**
 - 3 To readmit press and public**

1036-10 SCOUT REQUEST FOR ANNUAL FIREWORK DISPLAY

The Scout's annual request for a firework display on the playing fields adjacent to the Scout Hut, on 3 November was approved subject to sight of their risk assessment. Insurance documentation had been received

- Resolved To approve the request subject to receipt of the risk assessment**

1037-10 VILLAGE DAY COMMITTEE RECOMMENDATIONS

Members considered the recommendations from the Village Day working group of 21 April. These included:
Talent Show 5-7pm
Barn Dance 7.30 -11pm
Charter Day catering
Charter Day bar provision
Consideration for 3 new banners and 3-4 new flags costing approximately £50
Consideration to fly flags from Memorial Hall 2 weeks and High Street 1 week in advance of Village Day
Approval of submission of Small Event Application Forms to SADC for Charter Day & Village Day
to approve the installation of bunting
to encourage schools participation in an extended walking float.

Councillor Stammers advised that he would provide 4 traffic cones. In the event that this was not possible members approved the purchase of 4 new cones

Resolved **To approve the recommendations of the Village Day working group of 21 April**

1038-10 POLICE OFFICE LEASE

The draft lease had been circulated. It was agreed that this be considered by the Chairman and Vice chairman of the Memorial Hall Committee together with the Clerk and brought back to the next Council meeting.

Resolved **Lease to be considered by chairman and vice chairman of the Memorial Hall committee together with the Clerk for consideration at next Council.**

1039-10 SMALL BUSINESS ENGAGEMENT ACCORD

The formalities of sign off to the FSB following agreement at Minute 990-10 and set up a preliminary meeting with WEB to consider representation and local engagement were discussed. It was agreed that the Chairman and Clerk represent the Parish Council.

Resolved **Chairman and Clerk to represent Wheathampstead Parish Council for FSB sign off and WEB Business Accord meeting.**

1040-10 WINTER MAINTENANCE

Council was asked to consider its response to the joint highways committee on winter maintenance. Agreed that this be referred to the Highways and Public Transport Committee.

Resolved **To refer the matter to the Highways and Public Transport Committee**

1041-10 COMMUNITY PAYBACK

A detailed report had been received from the Community Engagement Manager at SADC and circulated to councillors. Members were asked to consider what, if any projects WPC may wish to involve these community members in. Examples could include:

- Footpath/vegetation maintenance
- Painting of eg play sites
- Railway platform refurbishment
- Heritage Trail

In Hertfordshire, more than 100,000 hours of Community Payback are completed every year by offenders on a community sentence. This equates to approximately £500,000 of free labour (based on minimum wage) provided to local communities, as offenders pay back for the crimes they have committed.

St Albans City & District Council has been working informally with Probation for several years, on such projects as:

- Painting the railings on Ashley Road Bridge; Ver Park; Jubilee Centre
- Refurbishment of headstones at London Road cemetery
- Streetscene works at Abbots Avenue West shopping parade.

Recently they entered into an informal contract with Herts Probation under which 40 days of work this financial year would be provided. This work would primarily be undertaken on Saturdays and Probation charge £150 per day supervision cost which will be met from an existing Environment & Regulatory Department budget.

It is important to note that Probation advise that teams can work alongside paid staff, eg they could assist with Litter Picks.

Council departments or parish councils would still have to bear the cost of any materials, eg paint and brushes, gardening equipment etc but working with Probation could enable some projects to happen that might otherwise sit on a back burner.

People on community payback wear orange jackets with 'community payback' on the back.

SADC would act as the facilitator between Probation and the District, and Parish Council. WPC would be a project owner who would sort out the detail direct with Probation.

It was agreed that an approach should be made for vegetation clearance along the Lower Luton Road area and fro 'rubble' clearance of footways from Marshalls Heath to Castle Rise (north side of Lower Luton Road) (Herts Highways to be approached to provide tools as this was their land).

Resolved Clerk to request uptake of community payback services

1042-10 FLOOD PROTECTION

A copy of another letter to the Environment Agency had been received and circulated from the Wheathampstead Riverside Resident's Association concerning flood protection at the weir at the Mill on the River Lea. Councillors were concerned at the lack of response to the residents association by the EA. Agreed that the Clerk write in support of the valid points raised requesting an urgent response including a dated action plan

Resolved **Clerk to write to the Environment Agency in support of the Wheathampstead Riverside Resident's Association requesting an urgent response with action plan and timeframe.**

1043-10 HANDRAIL ON FOOTPATH BETWEEN WICK AV & BREWHOUSE HILL

A letter had been received and circulated from Mr and Mrs Baillie regarding the removal of a handrail adjacent to 1 Wick Avenue. The Clerk reported that Highways had visited the site and would install a new rail prior to the autumn

Resolved **Clerk to reply to the Baillies and confirm that Highways would install a new handrail.**

1044-10 EDF CABLES update

It was reported that the registration documents for the lease had been received.

Resolved **To note the report**

1045-10 YOUTH REPORT

It was reported that auditions for Dorothy and the Wicked Wiz, the new pilot youth project part funded by the Parish Council would take place on 12 May.

A new over 50s dance class would start Wednesday afternoons from 5 May, also in the Memorial Hall.

Resolved **To note the report**

1046-10 SMALL PROJECTS PROGRESS

Councillor Burgess had given an update on personal and Council approved small projects he had undertaken, for which thanks were given. It was agreed that the Clerk write to Highways concerning the footway adjacent to the post box on Church Street. The fernery railings project would be deferred pending more information and in view of development of the Heritage Trail.

Resolved **1 To thank Cllr Burgess**
2 Clerk to write to Highways regarding the footway adjacent to the postbox on Church Street
3 To defer consideration of the Rectory Meadows Fernery Railings project

1047-10 ADOPT-A-PATH

Members considered the recommendation from Rights of Way Committee (Min 1013-10) that an article encouraging footpath walkers to adopt-a-path be included in the Pump.

Resolved **To consider an article in a future Pump encouraging the public to 'adopt-a-path'.**

1048-10 ACCOUNTS FOR PAYMENT

The schedule of accounts for payment in April had been circulated. In addition it was agreed that the hedgerow at the north-west end of Folly Fields be cleared, estimated cost £35

Resolved: **1 To pay the accounts per April 2010 schedule amounting to £14,174.31**
2 To approve the clearance of gravel etc from the hedgerow at the north-west end of Folly Fields (budget £35).

1049-10 PLANNING

Councillor Clark, as chairman of Planning Committee, took the chair for this Minute, vacating it in favour of the vice chairman, Cllr Clements for plans 5/10/0685 and 5/10/0698.

It was reported that the new road in the former development centre at Butterfield Road would be named 'Old School Drive' – a suggestion put forward by the Parish Council.

Meadow Vale had been put forward for the former Vale Garage site following comments from the Parish Council. This met with approval.

It was reported that the CLG, in a press release on 5 April had identified a New Power for parish councils to boost affordable rural housing. Members welcomed the idea of this consultation.

Resolved **To note the report**

The following plans were considered:

5/10/0685	13 Tudor Road, Wheathampstead	Part single, part first floor front and rear extensions (resubmissions following refusal of 5/09/2069 dated 24/11/2009)
5/10/0764	Dane Spring Farm, Kimpton Bottom, Bower Heath, Harpenden	30m x 40m woodchip corral with timber post and 1.2m high wire fencing and gates and associated landscaping

Resolved: **RECOMMEND: No objection**

The following plan was considered:

5/10/0698 St Helens C of E Extensions of existing car park
Primary School and alterations to drive way.
Brewhouse Hill,
Wheathampstead

Resolved: RECOMMEND Approval

1050-10 REPORTS FROM COUNCILLORS ON MEETINGS ATTENDED

Councillor Clements reported on the Standards Committee and degree to which parish representatives could be included on investigative panels, outstanding parish Charter issues at the Association of Local Councils and highways meetings. Parking issues, lampposts and resurfacing were discussed.

It was agreed that the Clerk write to ascertain the colour of the new lampposts.

The Clerk reported further upon the request made at the ALC for councils to showcase projects at the HAPCT AGM. Members were asked to consider and report back whether councillors or clerk should promote Wheathampstead projects such as heritage Trail and station platform, rural police office etc.

Councillor Brewster reported that the Cricket Club were largely unconcerned about the mole hills on Nomansland.

**Resolved: 1 To note the reports
2 Clerk to ascertain colour of lampposts**

1051-10 EXCLUSION OF PRESS AND PUBLIC

Resolved: To exclude the press and public, as publicity would be prejudicial to the public interest due to the confidential nature of the business to be discussed

1052-10 EDF FELLING OF WILLOWS & NOMANSLAND WAYLEAVE

Resolved To consider next meeting

The Chairman declared the meeting closed at 22.15h.

Dated this day of 2010

Chairman