

**Wheathampstead Parish Council  
Annual Parish Council Meeting  
27 May 2010, 19.30h**

Present	Councillors	I Begg A Brewster J Burgess G Clark N Clements D Hills N Page T Reason K Stammers J Turner S Walford A Waterfield	Chairman
		J Nall Cain L Telford	Ayot Estate Ayot Estate
		J Warren	Clerk to the Council
		Press	0
		Public	2

**1104-10 ELECTION OF CHAIRMAN**

Councillor Begg, elected Chairman, welcomed everyone to the meeting.

**Resolved**                      **To elect Councillor Iain Begg as Chairman of Wheathampstead Parish Council for 2010-11**

**1105-10 ELECTION OF VICE CHAIRMAN**

**Resolved**                      **To elect Councillor Annie Brewster as Vice-Chairman of Wheathampstead Parish Council for 2010-11**

**1106-10 APOLOGIES**

All present

**1107-10 PUBLIC SPEAKING**

Mr Johnston spoke of his, the WDPS and a number of local villagers' concerns regarding the Parish Council's part funding of the Police Community Support Officer (PCSO) in terms of an unequal privilege to St Albans who received but did not fund the service.

Councillor Turner clarified the situation explaining that the dedicated officer would be operationally away from the parish only in extenuating circumstances and that funding gave assurances that a replacement office would be found should the current one leave. Wheathampstead Parish Council funded 25% of the local PCSO, as did Redbourn Parish Council.

Councillor Oxley had been unable to attend the meeting but in his absence asked Council to consider a donation of a Victorian bench for the Station Platform site to commemorate his year as Mayor of St Albans. He had followed the project since his offer to the Parish Council of the volunteer crew of HMS St Albans for a community project had been utilised in initial clearance work of the platform. Members were reminded that the platform project plan (approved at Minute 1028-10) included provision for such a bench for which funded was to be sought. Councillors, advised by the Station Platform Working Group chairman, were pleased to accept the bench offer subject to agreement of the plaque's inscription.

Members further noted an offer for a bench donation from Mr Coates in memory of his late wife. Agreed that Mr Coates be invited, through the Clerk, to the site to discuss options with the Station Working Group chairman or Mr Johnston.

#### **1108-10 BOUNDARY FENCING AT DEVIL'S DYKE**

Luke Telford, retained land agent for the Ayot Estate and James Nall Cain, landowner, gave a presentation regarding their desire to erect fencing along the footpath boundary in Devil's Dyke. The Devil's Dyke was owned by the Ayot Estate but the Parish Council had a 999 year lease for this Scheduled Ancient Monument. English Heritage required the Estate to notify the occupier (WPC) of its plans.

They explained that a public footpath ran through the Dyke but that a number of people walked beyond the definitive path trespassing onto private land. This potentially caused problems for insurance and agricultural practices such as applying chemicals. Recent legal changes regarding case law and the creation of footpaths had alerted the Estate to protect its asset. One solution, proposed for consideration by the Parish Council, was to erect a post and rail fence to direct walkers to the path rather than private land. A hedge would later be planted to soften the boundary lines. They would be situated on the boundary of Devil's Dyke on land owned by the Ayot Estate.

Councillors thanked Messrs Nall Cain and Telford and asked that consideration be given to a permissive footpath for the well trodden non-definitive path. The Parish Council, when working with the Museum Service would draw their attention to the need to clearly show Devil's Dyke footpaths. It was agreed that consideration to the positioning of any fence be undertaken by a sub committee of Clerk plus Councillors Brewster, Burgess, Page, Reason and Turner meeting with Mr Telford on site. A formal

request from the Ayot Estate would be brought to Council following this meeting.

- Resolved**
- 1 To thank Messrs Nall Cain and Telford for their presentation**
  - 2 Mr Telford to consider a permissive path and report back to Council**
  - 3 Mr Telford to meet on site with a Subcommittee consisting Clerk plus Councillors Brewster, Burgess, Page, Reason and Turner to consider whether and where any fence be situated.**
  - 4 Mr Telford to submit formal request to WPC**
  - 5 WPC to speak to Museum Service regarding interpretation map showing footpaths**

#### **1109-10 SPECIFIC DECLARATIONS OF INTEREST**

Councillor Clark declared a personal interest in Minute 1133-10, 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.

Councillor Clements declared a personal and prejudicial interest in Minute 1139-10 and withdrew from the meeting

#### **1110-10 MINUTES OF COUNCIL**

Councillor Walford advised that she had not attended the meeting. The Minutes of the meeting, as amended, held on 29 April were approved.

It was noted that Cllr Begg had spoken with Cllr Burgess (Minute 1023-10). He had been missed at the previous meetings. Acknowledgement and thanks for a £600 donation from the WDPS towards the station platform step access was given (Minute 1028-10).

- Resolved To confirm the Minutes of the meeting held on 29 April 2010, as amended, to be a true and fair account and for these to be signed by the Chairman.**

#### **1111-10 MINUTES OF COMMITTEE MEETINGS**

The following draft committee minutes were received and adopted:

Highways and Public Transport  
Pump

4 May 2010  
4, 18 May 2010

Memorial Hall	10 May 2010
Allotments	13 May 2010

**Resolved:** **To receipt and adopt the draft Minutes of**  
 Highways and Public Transport 4 May 2010  
 Pump 4, 18 May 2010  
 Memorial Hall 10 May 2010  
 Allotments 13 May 2010

## **1112-10 APPOINTMENT TO COMMITTEES**

Appointment to committees and committee chairmen and vice-chairmen were agreed.

**Resolved: 1 The following Committee appointments were approved:**

<b>Allotments</b>	<b>Cllrs Clark, Reason, Turner &amp; Walford</b> <b>Chairman Cllr Walford</b>
<b>Finance</b>	<b>Full Council</b>
<b>Highways &amp; Public Transport</b>	<b>Cllrs Begg, Clark Clements, Hills, Reason &amp; Stammers</b> <b>Chairman Cllr Clements</b> <b>Vice Chairman Cllr Hills</b>
<b>Memorial Hall</b>	<b>Cllrs Brewster, Clark, Turner</b> <b>Chairman Cllr Turner</b> <b>Vice Chairman Cllr Clark</b>
<b>Personnel</b>	<b>Cllrs Begg, Brewster, Reason, Turner</b> <b>Chairman Cllr Begg</b>
<b>Plans</b>	<b>Full Council</b>
<b>Playing Fields &amp; Youth</b>	<b>Cllrs Begg, Brewster, Page, Reason, Waterfield</b> <b>Chairman Cllr Brewster</b> <b>Vice Chairman Cllr Begg</b>
<b>Pump</b>	<b>Cllrs Brewster, Clark, Stammers &amp; Walford</b> <b>Chairman Cllr Clark</b>
<b>Rights of Way &amp; Commons</b>	<b>Cllrs Hills, Page, Reason, Stammers, Walford, Waterfield</b> <b>Chairman Cllr Page</b>
<b>Village Day Committee</b>	<b>Cllrs Brewster, Burgess, Clements, Reason, Waterfield</b> <b>Chairman Cllr Waterfield</b>
<b>Village Plan</b>	<b>Cllrs Begg, Brewster, Clements, Waterfield</b> <b>Chairman Cllr Begg</b>

**2 The following Working Group appointments were approved:**

<b>Heritage Trail</b>	<b>Cllrs Begg, Brewster, Burgess Chairman Cllr Brewster</b>
<b>Station Platform</b>	<b>Cllrs Begg, Brewster, Burgess, Reason Chairman Cllr Reason</b>

**3 It was further agreed that micro decisions for details of ongoing work for the Station Platform Project be delegated to a subcommittee comprising Chairman of Heritage Trail WG, Chairman of Station Platform WG and Clerk.**

**1113-10 APPOINTMENT TO OUTSIDE ORGANISATIONS**

The following appointments and nominations to outside organisations were made/confirmed.

<b>Resolved</b>	<b>The following appointments /nominations were approved</b>
	<b>Business Accord Cllrs Begg &amp; Brewster</b>
	<b>Hertfordshire Cllr Reason</b>
	<b>Association of Local Councils</b>
	<b>James Marshall Cllrs Clements &amp; Reason (to 2013)</b>
	<b>Foundation &amp; Cllr Turner &amp; Mrs</b>
	<b>Wheathampstead United Charities Atton (to 2011)</b>
	<b>Nomansland Joint Cllrs Clark &amp; Page</b>
	<b>Committee</b>
	<b>St Albans Association Cllr Clements</b>
	<b>of Local Councils</b>

**1114-10 CONSIDERATION OF DELEGATED POWERS**

Council having removed delegated powers was asked to consider the implications for planning applications (with a 3 week response time), urgent matters, Pump copy (usually put together within a month) etc. Members were also asked to consider their response to the police (joint parish) priority setting meetings which replace former ward meetings of Wheathampstead & Redbourn.

It was noted that from January 2009 details of plans to hand in the office had been mailed out weekly to all councillors. Members agreed that 'minor' planning applications be approved by the Chairman and Vice chairman of planning and Clerk so long as they had a consensus of opinion and no further differing comments had been received from other councillors.

Members approved the Pump Committee to make decisions on behalf of Council.

A letter had been received (and circulated) from the Police Authority regarding involving councillors with setting Neighbourhood Policing Priorities. County Councillor Maxine Crawley had apologised for her absence at this meeting but had notified her concerns about amalgamating Redbourn and Wheathampstead for policing priorities- these being distinct villages with very different priorities and set geographically apart. Parish councillors were similarly concerned. Both Redbourn and Wheathampstead contribute to their PCSOs yet were apparently penalised when target setting. Wheathampstead had the first rural police office in the County within the Memorial Hall, thus showing support for local policing. Members believed this was a poor outcome for the Villages. There was no public transport between Redbourn and Wheathampstead so those without private vehicles would be penalised and /or deprived from attending meetings. It was agreed that the Clerk write to the Police Authority requesting a review of the decision to amalgamate Redbourn and Wheathampstead as one policing priority area with particular reference to the transport issue.

- Resolved:**
- 1 To note the report.**
  - 2 To delegate authority to the Chairman and Vice Chairman of Plans Committee with the Clerk for minor planning applications**
  - 3 To approve delegated powers to the Pump Committee to determine items for inclusion**
  - 4 Clerk to write to Police Authority notifying the Council's concerns over amalgamating Redbourn and Wheathampstead as a neighbourhood area and the effect this could have because of the absence of public transport links**

#### **1115-10 POLICE OFFICE LEASE**

As agreed at Minute 1038-10 the Chairman and Vice chairman of the Memorial Hall Committee and Clerk had reviewed the police office lease making a number of typographic amendments. The

rural police office had opened in December 2009 following negotiations through the summer of 2009 and approval by Council in August (Minute 508-10). The police had paid for all alterations to the former cloakroom and the alarm system for the building. The lease gave 10 years access to the office free of charge with 3 months notice should the Council no longer wish to provide accommodation. In addition WPC had requested formal reference within the lease to police being responsible for contents insurance.

It was proposed that the police office lease, as amended be signed by the Clerk on behalf of Council. A recorded vote was requested.

	<b>For</b>	<b>Against</b>	<b>Abstain</b>
<b>Cllr Begg</b>	✓		
<b>Cllr Brewster</b>	✓		
<b>Cllr Burgess</b>	✓		
<b>Cllr Clark</b>	✓		
<b>Cllr Clements</b>	✓		
<b>Cllr Hills</b>		✓	
<b>Cllr Page</b>		✓	
<b>Cllr Reason</b>	✓		
<b>Cllr Stammers</b>		✓	
<b>Cllr Turner</b>	✓		
<b>Cllr Walford</b>	✓		
<b>Cllr Waterfield</b>	✓		

**Resolved Clerk to sign the police office lease for a term of 10 years**

**1116-10 FEEDBACK FROM THE ANNUAL PARISH MEETING OF 12 MAY**

Consideration was given to the attendance levels at recent Annual Parish Meetings and the publicity and incentives to attend. The APM was advertised on the front cover of the Pump, delivered to all households, agendas posted on boards and to various individuals and groups. It was noted that this meeting was the opportunity for the electorate to discuss its views. Members believed more personal invitations with an interesting 'extra' as well as the detailed committee reports should be considered and greater planning at the February council.

**Resolved To consider the format of future Annual Parish Meetings in February giving thought to community involvement and encouraging attendance**

**1117-10 PROGRESS ON VILLAGE SIGN**

It was reported that the Village sign was now painted, its wooden post and the Haddenstone surround ordered and in production. The Village Sign had been initially budgeted for and ordered in spring 2008. It was agreed that this project, partly grant funded would be match funded from reserves

**Resolved**

- 1 To note the report.**
- 2 To use reserve funds**

**1118-10 CRICKET SUPPORT**

£1,500 was set aside in the 2010-11 budget for grant assistance and match funding to assist in the Cricket Club's application to improve the cricket square. Council approved this funding

**Resolved** **To grant fund £1,500 towards the cricket square.**

**1119-10 HIGHWAYS RECOMMENDATIONS**

Council was asked to approve the recommendations for Christmas lighting and speed camera expenditure at Minute 1066-10 and 1076-10.

It was noted that only one quotation for lighting had been received (3 requested). It was approved. Direct wiring into the lamp columns was not permissible.

It was reported that within the previous week the local neighbourhood police team had taken receipt of a SID (speed identification device). This had already been used twice on Marford Road and Brewhouse Hill and successfully slowed traffic. It was not clear what authority non-policeperson operated speed cameras would have and in light of the recent acquisition of the SID it was agreed to ask the Highways Committee to reconsider any speed camera purchase at a later date when the effect of the SID could be evaluated.

**Resolved**

- 1 To note ~~eth~~ the report**
- 2 To approve the quotations for Christmas lights (Minute 1066-10)**
- 3 To ask Highways & Public Transport Committee to reconsider the purchase of a speed gun once the SID had been in use and its effect evaluated**

**1120-10 PROFESSIONAL DEVELOPMENT & TRAINING**

Members were asked to consider attendance at the 1 July CCRI (Countryside & Community Research Institute) national seminar of Common Land & Town & Village Greens £100 (cllrs) 16-18 Sept CIPFA SE (Chartered Institute of Public Finance & Accountancy) summer conference £250 & 15-17 October SLCC (Soc of Local Council Clerks) national conference £320 (Clerk). Approval was agreed for the CIPFA SE & SLCC courses. No-one wished to attend the CCRI course.

It was reported that the Risk Management seminar & workshop had now been scheduled for Wed 23 June, 7.15 – 8.45 pm lead by SADC officers (Min 1033-10) for Wheathampstead PC with other local councils invited.

SADC were also running training course for councillors on the Licensing Act 2003 & Gambling Act 2005 which members were invited to attend.

Members noted that they had approved the attendance of the Clerk at the ILCM annual conference/SLCC summer seminar (Min1032-10). Subsequently office cover for the 8 & 9 July prior to Village Day would not be possible with the Clerk absent, so the booking had been cancelled.

- Resolved**
- 1 To note the report**
  - 2 To approve CIPFA SE & SLCC conferences.**
  - 3 All members to aim to attend the risk management seminar & workshop**

*Cllr Waterfield left the meeting*

**1121-10 ALLOTMENTS**

Members approved the Allotments Committee recommendations including purchase of a combination lock to be welded to the chain/gatepost at Glebe Field (approx cost of lock £25), and agreed a CMS lead Hedge working group particularly to improve the hedge between Hitchens & Glebe Fields

- Resolved**
- To approve the Allotments Committee recommendations for a combination lock and CMS lead hedge improvements work group**

**1122-10 MEMORIAL HALL COMMITTEE RECOMMENDATIONS**

The recommendations from the Memorial Hall Committee including gritter storage, bookings conditions and maintenance of the Hall facility were approved. Consideration was also given to paid for business advertising in the BT phone directory. It was agreed that local people who might use the facility know of its existence and additional advertising of this nature was not worthwhile

- Resolved**
- 1 To approve the Memorial Hall Committee recommendations.**
  - 2 Not to pay to advertise in the BT directory**

**1123-10 KEY REQUEST**

A request for a set of Memorial Hall keys was considered, including security and insurance aspects of multiple key sets. It was not granted.

- Resolved**      **Not to provide hirer with a personal set of keys**

**1124-10 PUMP**

To approve Pump copy information, printing & delivery

- Resolved**      **To approve pump copy details, printing and delivery.**

**1125-10 RIPARIAN RESPONSIBILITIES**

Members were asked to note the riparian owner responsibilities and requirement for permission to plant/remove/ work upon vegetation, structures etc within 8m of river edge. A guide to the rights & responsibilities of riverside occupation including Thames Region Land Drainage Byelaws was available in the office.

- Resolved**      **To note the report**

**1126-10 PCSO agreement**

Council approved continuing support for Jo Merritt our safer neighbourhood team PCSO for 3 years (minute 819-10). Members agreed to authorise the Clerk to sign the service level agreement 2010-2013

- Resolved**      **To authorise the Clerk to sign the 3 year SLA for the PCSO**

**1127-10 NOTIFICATION PROCESS FOR STANDARDS ISSUES**

Under the Standards Committee (England) Regulations 2008 SADC will notify the Clerk if a complaint is made about one of our members. On 4 January 2010, Standards for England issued guidance on the adoption of procedures to deal with notifications about complaints in particular so that confidentiality is preserved. Council was asked to approve the process and appoint a standards sub committee.

A report had been circulated which was debated at length. It was agreed to defer this to a later meeting and the Clerk to seek advice from SADC.

**Resolved To defer to later meeting following advice to be obtained from SADC**

**1128-10 PEER MENTORING**

Standards for England had published the executive summary of the peer mentoring's follow up research conducted in June/July. This had been circulated and comments were invited.

**Resolved To note the report**

**1129-10 YOUTH REPORT**

Youth activities in the Parish were reported including the performing arts classes subsidised by the Parish Council with Top Hat Stage School. The pilot programme was initially very popular, a Wicked Wiz performance being scheduled for 14 July.

Over the summer school holidays youth activities included the Ignition Project, Play and Sports in the Park and the regular Artskool and Watford FC coaching sessions

**Resolved To note the report**

**1130-10 SMALL PROJECTS PROGRESS**

Cllr Burgess gave an update following approval of the process at Minute 909-10. He reported that the bench by the Swan was refurbished and would be returned to position imminently. He was currently refurbishing the benches at the Mill Quay. Approval was given for installation and removal of bunting for Village Day.

Members were encouraged to participate fully in Village Day, this year a Charter celebration.

The flower beds by the Swan, maintained by the Horticultural Society with assistance from Cllr Burgess were said to be very neat and tidy. Concerns had been raised over the height of the Ionicera and sight lines for traffic. After some debate it was agreed that the Clerk write to Herts Highways pointing out the problems of this plant choice to seek their views.

- Resolved**
- 1 To note the report**
  - 2 To approve installation and removal of bunting for Village Day**
  - 3 Clerk to write to Herts Highways regarding the planting by the roundabout at the Marford Rd/Hill junction**

#### **1131-10 ACCOUNTS FOR PAYMENT**

The schedule of accounts for payment in May had been circulated.

- Resolved: 1 To pay the accounts per May 2010 schedule amounting to £19,079.39**

#### **1132-10 ADDITIONAL TIME**

- Resolved: To approve 15 minutes additional time to complete agenda items as the time approached 22.30.**

#### **1133-10 PLANNING**

The following plans were considered:

5/10/0787	Land adj. 3 Garrard Way, Wheathampstead	Two, two-storey semi-detached dwellings with associated access and landscaping
5/10/0925	The Bull, 11 High Street, Wheathampstead	Listed Building Consent – Burning stove with log store and flue
5/10/1027	The Bull, 11 High Street, Wheathampstead	Installation of free standing burning stove with log store and flue
5/10/0987 LB	The Grove, Pipers Lane, Harpenden	Listed Building Consent – Removal of staircase to form ground floor cloak and boot room and first floor study and replacement first floor windows
5/10/1039	Ely House, 47 The Hill, Wheathampstead	Installation of water heating solar panels (resubmission following invalid application 5/10/0237)

- Resolved: RECOMMEND: No objection**

The following plans were considered:

5/10/0793 Cherry Trees,  
Mackerye End,  
Harpenden Two storey side extension and  
two storey rear extension  
following demolition of existing  
front and rear extensions and  
side conservatory

**Resolved: RECOMMEND Refusal –  
Over development in the Green Belt**

**1134-10 REPORTS FROM COUNCILLORS ON MEETINGS ATTENDED**

In view of the time agreed to defer this until the next meeting

**Resolved: To receive reports next meeting**

**1135-10 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**

**1136-10 ADDITIONAL TIME**

**Resolved: To approve additional time to complete agenda  
items as the time approached 22.30.**

**1137-10 EDF FELLING OF WILLOWS**

**Resolved Chairman, with Clerk, further to obtain  
improved offer**

**1138-10 NOMANSLAND WAYLEAVE**

**Resolved To defer to next meeting**

**1139-10 LETTERS FROM A MEMBER OF THE PUBLIC RE GRATUITY**

Cllr Clements declared a personal and prejudicial interest in this item and withdrew from the meeting. His written response to the letters had been circulated to members at the beginning of the meeting.

The letters, their contents and previous debate in Council were revisited, as was Cllr Clements' response; which was accepted. A brief history of the setting up of the gratuity fund was given for the benefit of those not party to the initial or later decisions and it was agreed that this information be included in the Clerk's response. The Clerk advised on privilege and confidentiality and what had or might be included. It was agreed that details of commission charges on the investment bond be disclosed and that additional details were not available to the Parish Council. It was further agreed that the Clerk seek advice from SADC legal services and HAPTC prior to releasing her letter

**Resolved Clerk to respond to letters as agreed following legal consultation**

**The Chairman declared the meeting closed at 23.25h.**

**Dated this day of 2010**

**Chairman**