

**Wheathampstead Parish Council
Parish Council Meeting
24 June 2010, 19.30h**

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

1168 -10 Apologies

Apologies were received and accepted from Councillors Burgess and Page (personal reasons), and for Councillor Brewster and Waterfield's late arrival.

1169-10 Public Speaking

None

1170-10 Specific Declarations of Interest

Councillor Clark declared a personal interest in Minute 1186-10, 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.

1171-10 Minutes of Council

Councillor Stammers advised that he no longer wished to be on the Pump Committee (Minute 1112-10) and corrected spelling errors in Minutes 1107 (office should read 'officer') and in Minute 1119-10 (eth should read 'the'). The Minutes of the meeting, as amended, held on 27 May were approved.

Resolved To confirm the Minutes of the meeting held on 27 May 2010, as amended, to be a true and fair account and for these to be signed by the Chairman.

1172-10 Minutes of Committee Meetings

The following draft committee minutes were received and adopted:

IT Sub-Committee	7 June 2010
Playing Fields & Youth Committee	7 June 2010
Village Day Committee	8 June 2010
Station Platform Working Group	17 June 2010

Resolved: **To receipt and adopt the draft Minutes of**
IT Sub-Committee 7 June 2010
Playing Fields & Youth 7 June 2010
Committee
Village Day Committee 8 June 2010
Station Platform Working 17 June 2010
Group

1173-10 IT Committee Recommendations

Members considered the recommendations of the IT Sub-Committee including upgrading the 2 office desktop computers (£660 per computer + installation leaving just £215 for maintenance) and producing a consultation/communication database (Minute 1145-10). It was noted that St Albans District Council used Microsoft Office 2003.

Resolved: **1 To note and approve the report of the IT Committee**
 2 To purchase 2 replacement desktop computers
 3 To invite people to supply contact information including email address for a consultation/communication database

1174-10 Playing Fields Committee Recommendations

Members considered the recommendations of the Playing Fields and Youth Committee including working with the Wheathampstead Wanderers Football Club in designing, seeking funding and applying for planning consent for a more permanent pavilion at Butterfield Road; consideration of quotations for phase 2 of the refurbishment of the Marford Pavilion (work planned for Summer 2010)(Minute 1150); approving pitch repair and marking out quotations for 2010-11 season (Minute 1151-10); referral to a later meeting consideration of future extended use of Melissa Field (Minute 1152-10); and that the successful pilot performing arts project with Top Hat Stage School become permanent until further notice (Minute 1154-10)

Councillor Brewster arrived during discussions of this item.

- Resolved**
- 1 To note and approve the report of the Playing Fields and Youth Committee**
 - 2 To support the Wheathampstead Wanderers FC in designing, seeking funding and applying for planning consent for a more permanent pavilion at Butterfield Road.**
 - 3 Chairman, vice-chairman and Clerk to approve work on the Marford Pavilion refurbishment once final quotations had been received enabling work to be carried out during the summer non-football season**
 - 4 To accept the quotations for pitch repairs and maintenance**
 - 5 To continue the performing arts/stage school facility with Top Hat, subsidised at £3 per Wheathampstead child/young person until further notice**
 - 6 To refer consideration of the use of Melissa Field back to a full Playing Fields and Youth Committee**

1175-10 Village Day Committee Recommendations

Deferred to Minute 1187-10 pending arrival of the Village Day chairman

Resolved: To defer consideration of this item to Minute 1187-10 pending arrival of the Village Day chairman.

1176-10 Bin request – East Meads

Members had been asked by the Rights of Way & Commons chairman to consider the request for a third litter bin on the East Meads – estimated cost £369+ £39 carriage + ongoing emptying charges. The matter was debated at length including consideration of including a recycling facility and whether the provision of a bin facility encouraged littering. Councillors unanimously agreed that the Rights of Way and Commons Committee should consider this issue including a suggestion of removing all litter bins from East Meads and in their place installing a sign asking people to take their litter home.

Resolved To recommend to the Rights of Way and Commons Committee that consideration be given to the options for littering including that all bins be removed from East Meads and a sign asking people to take their litter home be installed, as well or to install an additional bin.

1177-10 Small Projects including Benches & Recommendations from the Station Platform Working Group

To recommendations of the Station Working Group had been circulated and were approved. Mr Johnston had suggested that Mr Coates may like to replace the well used but now rotten bench previously outside the Memorial Hall near the bus stop in memory of his late wife. Further consideration was deferred until Mr Coates had been able to visit the area.

Restoration of the posts and signboard outside the Memorial Hall, and the gate to the path between Ash Grove and King Edward Place was considered. It was agreed to accept Councillor Burgess' offer to restore the signboard but the oak posts should be left untreated. The Clerk was to establish ownership of the gate.

- Resolved**
- 1 To note the report and approve the recommendations of the Station Working Group of 17 June 2010.**
 - 2 To defer consideration of replacement of the bench outside the Memorial pending a reply from Mr Coates**
 - 3 Not to restore the oak posts by the Memorial Hall entrance**
 - 4 To accept and thank Cllr Burgess for his offer to restore the signboard at the Memorial Hall**
 - 5 Clerk to establish ownership of the gate on the path between Ash Grove and King Edward Place**

1178-10 Banner request

Members considered the request to advertise the over 50s dance classes for a period approximating 2 months outside the Memorial Hall

- Resolved** **To permit a banner outside the memorial Hall advertising the over 50s dance classes as requested**

1179-10 National Play Day – Wednesday 4 August

It was reported that the annual summer play in the park sessions (28 July, 4,11,18,25 August, 1 Sept 10am – noon) coincided with National Play Day. The District Council was planning on celebrating National Play Day this year within the normal Play in the Park sessions this year which falls on 4 August. They had requested permission to do a big play day at the Wheathampstead session in the morning (Marford Field 10am -12 pm). The District Council were looking at getting inflatables, face painters and many other entertainments for the children.

Resolved **To approve the request to hold National Play Day on the Marford Playing Fields on 4 August 2010 including inflatables, face painters and other entertainment for children**

1180-10 Rural Broadband query

Consideration was given to a request from a local resident for a local survey to establish how widespread the problem of slow broadband speed are. Details had been previously circulated. It was agreed that it may be more appropriate for the resident to approach the Traders' Association and that the Clerk direct him to WEB.

Resolved **Clerk to suggest that the enquiry be directed to WEB (Wheathampstead for Enterprising Businesses)**

1181-10 Small Business Accord

Following an approach from local businesses (Minute 8990-10) the Parish Council had been invited to, and agreed to support the Small Business Accord. The FSB spokesperson has now responded that 'I would like to take this opportunity to thank Wheathampstead Parish Council for their interest and enthusiasm in wanting to work with small businesses. The Accord is designed for partnerships with County Councils as its aims and objectives can be realised at a county level. Unfortunately Parish Councils whilst accepting the tremendous work that they do locally cannot meet those objectives as they do not cascade down to Parish level.'

Members agreed that this would not preclude the Parish Council continuing to work directly at local level with WEB and that it demonstrated leadership. It was agreed that the dual hatted parish/district councillors would put the initiative to St Albans District Council and that County Councillor Crawley be asked to escalate it to Hertfordshire County Council

Resolved **1 To note the report**
2 Councillors Brewster and Clark to ask St Albans District Council to consider signing the Small Business Engagement Accord
3 County Councillor Crawley to be asked to escalate the initiative to Hertfordshire County Council.

1182-10 Budget Review 2010-11

Resolved **To defer this to the next meeting**

1183-10 Approval of Annual Return and Accounts 2009-10

The draft annual return with governance statement and accounts had been previously circulated. This was discussed and unanimously approved including line by line confirmation of the governance statement.

Resolved That the Chairman and Clerk sign the Annual Return sections 1 and 2 as presented on behalf of Council.

1184-10 2009-10 Year End Review

Councillors considered the report detailing income and expenditure for 2009-10 against budget. It was noted that the majority of committees had remained within/below budget. Members unanimously expressed concern that the Rights of Way and Commons Committee had substantially exceeded its budget as reviewed in January 2010 and required the Committee to review its actions and report back to Full Council identifying the reasons for overspend.

Resolved

- 1 To note the report**
- 2 To recommend that Rights of Way & Commons Committee review its expenditure for 2009-10 to identify the overspend and report back to Full Council**

1185-10 ACCOUNTS FOR PAYMENT

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

Resolved To pay the accounts per June 2010 schedule amounting to £24,025.70

1186-10 PLANNING

Under delegated powers (minute 1114-10) decisions made – recommendation of no objection:

5/10/1104	Wadlands, The Slype	Alterations to fenestration and courtyard layout
5/10/1109	40 Necton Rd	Single storey front extension & single story side ext
5/10/1086	The Orchard Firs Drive	Additional chimney stack

5/10/1188	Ayres barn, Ayres End Lane	Variation of Condition 3 (rainwater goods) of LB consent 5/2009/0675LB dated 28/5/09 for a single storey side extension with internal alterations & alterations to openings
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**Under delegated powers (minute 1114-10) decisions made
– recommendation of refusal – overdevelopment in the
Green Belt**

5/10/1097	Ayres barn, Ayres End Lane	Raising of roof to create loft room with roof lights and dovecote
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The following plans were considered:

5/10/0466	County House, 29 High Street	Display of 3 non-illuminated fascia signs and one non- illuminated wall sign
5/10/1391L B	29 High Street	LB consent display of 3 non- illuminated fascia signs and one non-illuminated wall sign
5/10/1168	Holly Cottage, Lower Gustard Wood	Part single, part two storey rear extension following demolition of existing single storey, garage and store

Councillor Waterfield arrived during consideration of this minute

The Hertfordshire Branch of the Womens' Institute had recently moved into County House, agreed that the Clerk write to welcome them to the Village.

**Resolved RECOMMEND: No objection
Clerk to write to WI welcoming them to the
Village**

Members considered the letter from the planning officer at St Albans District Council, (received on 23 June) regarding applications 5/10/0596 and 5/10/0622LB The Old Rectory and the proposal to transfer land to the Parish Council and deferred its consideration to a working group consisting Clerk plus Chairman and Vicechairman of Planning Committee and of Council, and Cllr Stammers prior to referring it back formally to Planning Committee or full Council

**Resolved To delegate the detailed consideration of this
matter to a subcommittee of Clerk plus
Chairman & vice chairman of Planning
Committee & Council plus Cllr Stammers prior
to referring it back formally to Planning
Committee or full Council**

Members considered the suggestion that the frontage of the disused fish and chip shop in the High Street may be improved utilising sheeting or similar rather than newspapers during its refurbishment. It was agreed that the Chairman of WEB and Cllr Stammers approach the owner. It was further agreed that consideration be given more generally to the Village listed buildings and that this be considered at the next Parish Council meeting

- Resolved**
- 1 Chairman of WEB and Cllr Stammers to liaise over improving the frontage of the fish and chip shop currently being refurbished**
 - 2 Council to consider Village Listed buildings at its next meeting**

1187-10 Village Day Committee Recommendations

Deferred from minute 1175-10

Members were reminded of their responsibility to encourage participation in the celebrations for Charter and Village Day and to consider the recommendations of the Village Day Committee. The report and recommendations regarding event advertising, preparations for, during and event clearup including the Saturday Talent show and Charter Night barndance (including refreshments and ticketing arrangements) and Village decoration – bunting, flags and flagpoles.

- Resolved**
- 1 To note the report and support and encourage others to attend the Charter weekend celebrations**
 - 2 To approve the recommendations of the Village Day Committee**

1189-10 REPORTS FROM COUNCILLORS ON MEETINGS ATTENDED

Councillor Begg reported upon the SLCC Chairmanship training course he had attended identifying a number of lessons learned formally and from other attendees. These included the large number of public attending some parish annual meetings where attendance was boosted by including such as village awards and a business fair. He commented also on the chairman's ability to restrict the number of follow up and similar questions from particular councillors and of time constraints which could be applied.

He spoke also of the Risk Management seminar attended by Wheathampstead Parish Council officers and 4 councillors together with representatives of neighbouring parishes. Risk management was generally common sense, the important matter was the steps taken to mitigate them and the documentation thereof. He continued that risks should be minimised and the risk register and log reviewed at least twice a year. Officers and members should be mindful and follow process. St Albans District Council had also offered to assist with writing a risk policy, permitting the Parish Council to adapt theirs

- Resolved:**
- 1 To note the reports and implement the recommendations**
 - 2 To review and update the risk log twice annually rather than just annually**
 - 3 Clerk to adapt St Albans District Council risk policy to Wheathampstead Parish Council's needs and bring to the July meeting for approval and adoption**

The Chairman declared the meeting closed at 21.55h.

Dated this day of 2010

Chairman