

**Wheathampstead Parish Council  
Parish Council Meeting  
28 October 2010, 19.30h**

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

**1449 -10 Apologies**

Apologies were received and accepted from Councillor Burgess, (personal reasons).

**1450-10 Public Speaking**

None.

**1451-10 Specific Declarations of Interest**

Councillor Clark declared a personal interest in Minutes 1477-10 – 1479-10, as she is on Plans North of the District Council Planning Authority and also a member of the Licensing Committee. The way she votes at Parish Council will not necessarily be the way she votes at District Council. She also declared a personal, non pecuniary interest in Minute 1479-10, item 5/10/2463 as she was an active member of St Helens Parish Church.

**1452-10 Minutes of Council**

The Minutes of the meeting held on 30 September were approved.

**Resolved To confirm the Minutes of the meeting held on 30 September 2010 to be a true and fair account and for these to be signed by the Chairman.**

**1453-10 Minutes of Committee Meetings**

The following draft committee minutes were received and adopted:

Allotments Committee	7 October 2010
Village Plan Committee	12 October 2010
Fees & Charges Sub Committee	12 October 2010
Village Day Committee	19 October 2010
Rights of Way & Commons Committee	20 October 2010
Pump Committee	26 October 2010
Memorial Hall Committee	28 October 2010

Whilst it was unanimously agreed that the minutes of the Rights of Way and Commons Committee correctly reflected the meeting, Cllr Page asked that his objection to minute 1432-10 (review of expenditure 2009-10) be recorded

It was agreed that the proposer and seconder for all motions be in future recorded in the minutes (Proposed Cllr Clements, seconded Cllr Hills).

- Resolved:**
- 1 To receipt and adopt the draft Minutes of**

<b>Allotments Committee</b>	<b>7 October 2010</b>
<b>Village Plan Committee</b>	<b>12 October 2010</b>
<b>Fees &amp; Charges Sub Committee</b>	<b>12 October 2010</b>
<b>Village Day Committee</b>	<b>19 October 2010</b>
<b>Rights of Way &amp; Commons Committee</b>	<b>20 October 2010</b>
<b>Pump Committee</b>	<b>26 October 2010</b>
<b>Memorial Hall Committee</b>	<b>28 October 2010</b>
  - 2 To record the names of proposer and seconder for motions.**

#### **1454-10 Bringing the World to Wheathampstead**

Mr Whitwood, on behalf of WEB, requested permission to run an event on the Marford playing fields in June 2011. The event would be called "The World Comes to Wheathampstead", a community event targeting adults and enabling local companies to display their products and services under an international banner. It was anticipated that WEB would like to have one marquee for each geographic region (Europe, Africa, Asia, etc). Within each marquee companies would be able to offer holidays, goods, local food & drink (e.g. sell bottles of wine), etc. The event would raise Wheathampstead's profile in the District, provide a community event and they also hoped to raise funds for Wheathampstead charities. Members noted that Council had agreed to support WEB and local commercial enterprise and make available Council land (Min 1387-10), and that WEB had appropriate insurance and had considered, for example, first aid provision. The chairman proposed, and it was agreed, that in principal the field would be made available without charge to them with an option to utilise the Memorial Hall for a fee.

**Resolved**        **To in principal make the field available to WEB for this event, without charge, and with an option to utilise the Memorial Hall for a fee.**

#### **1455-10    Allotments Committee Recommendations**

The recommendations of the Allotments Committee, including changes to allotment regulations to prohibit cockerels and writing to the cockerel owner on Hitchens regarding removal of the said bird; repairs to the northern gate to Glebe field (£30) and the purchase of whips to fill the gap created by clearance of hedge scrub (£80) were considered. The cockerel recommendations were not agreed. The Clerk was asked to write to Mr Carter to thank him and the CMS for organising and working with volunteers to preserve the treasured hedge between Hitchens and Glebe fields. The Chairman proposed and motions not relating to cockerels were carried

**Resolved**    **1 To note and approve the report and recommendations of the allotments Committee excluding cockerels**  
**2 To approve repairs to the northern field gate of Glebe (£30)**  
**3 To approve the purchase of hedging whips to infill the hedge between Hitchens and Glebe fields (£80)**  
**4 Clerk to thank Mr Carter, the Countryside Management Service and volunteers for their hedging work.**

#### **1456-10    Village Plan Committee Recommendations**

The recommendations of the Village Plan Committee including promotion of the Heritage Trail were approved. The Chairman proposed the motion which was carried

**Resolved**        **To note and approve the recommendations of the Village Plan Committee**

**1457-10 Fees & Charges Sub Committee Recommendations**

The Chairman proposed, and it was agreed, that the recommendations of the Fees and Charges Committee including charges for 2011-12 were approved.

**Resolved To note & approve the recommendations of the Fees & Charges Committee**

**1458-10 Village Day Committee Recommendations**

The recommendations of the Village Day Committee were considered particularly consideration to retain the second Sunday of July as Village Day. This date fitted well with other Village events. The Chairman proposed, and it was agreed that all recommendations be approved, Council supported a repeat of the Saturday barn dance & talent show including booking band, bar and food, consideration of a bar on Village Day and a theme for 2011 of 'a life on the Ocean Wave'.

**Resolved**

- 1 To note and approve the recommendations of the Village Day Committee including**
- 2 Retaining second Sunday in July for Village Day**
- 3 Saturday barn dance and talent show**
- 4 Bar area**
- 5 Theme of 'a life on the Ocean Wave' for 2011**

**1459-10 Rights of Way & Commons Committee Recommendations**

The recommendations of the Rights of Way & Commons Committee were considered and it was confirmed that the Clerk would write to the Environment Agency seeking approval to plant any trees or install any benches within 8m of the River Lea's banks (Thames Region Land Drainage Byelaws 1981 4 & 14 apply) (Minute 1426-10).

It was reported that the Rights of Way and Commons Chairman, since the meeting, had sought advice regarding the timing for applying herbicide to nettles from both the Countryside Management Service and the anticipated contractor (Minute 1427-10 (3)). It was agreed that herbicide be applied to new nettle growth in the Spring.

It was agreed that it would not be appropriate to locate a lime tree near the play area in Rectory Glebe and that detailed location and planting at Rectory Glebe be delegated to the chairmen of Playing Fields and Youth Committee and Rights of Way and Commons Committee (Minutes 1427-10(6))

The Chairman proposed and motions were carried:

- Resolved**
- 1 To note and approve the recommendations of the Rights of Way & Commons Committee including**
  - 2 Clerk to write to Environment Agency seeking their approval to site trees and benches near the River Lea**
  - 3 To approve up to £441.50 for willows subject to EA approval**
  - 4 Not to apply herbicide to nettles before Spring 2011 (£350)**
  - 5 Chairmen of Playing Fields and Youth Committee and Rights of Way and Commons Committee to agree positioning and planting of trees on Rectory Glebe (£530)**

#### **1460-10 Pump Committee Recommendations**

The Chairman proposed that the recommendations of the inquorate Pump Committee were approved

- Resolved To approve the recommendations of the Pump Committee**

#### **1461-10 Memorial Hall Matters**

Members noted that the pump to the boiler servicing the Parish Office and west end of the hall had broken and been replaced (cost £170).

The larger cooker had failed its servicing tests and been decommissioned. The remaining smaller cooker could be used following specific instructions and with the fire door open for ventilation. A cooker hood was required. Quotations for replacement current standard like with like equivalents were provided for information. Members considered the Hall's amenities and future catering needs and use for hirers and agreed that the facilities should be replaced using the budget for *replacement* lighting. The quotation of £4,854.44 was accepted. It was agreed that the Memorial Hall Committee at its budget meeting consider a rolling replacement programme.

Members approved the recommendations of the Memorial Hall Committee (Minute 1446-10) to trial a higher thermostatic threshold for yoga sessions and to waive the fees for November as a sign of goodwill during the trial period; and (Minute 1447-10) to reorganise the under-stage storage area.

Councillor Turner proposed, Cllr Clark seconded and it was agreed:

- Resolved**
- 1 To note the Report and to approve the recommendations of the Memorial Hall Committee**
  - 2 To approve the emergency expenditure of £170 on boiler pump replacement**
  - 3 To approve cooker replacement per quotation of £4,854.44**

**1462-10 Exclusion of Press & Public**

The Chairman proposed and it was agreed:

**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 (LGA 1972 Sch 12A Part 1)**

**1463-10 Memorial Hall Staffing**

The caretaker had applied to work beyond his 65<sup>th</sup> birthday. At Minute 1448-10 it had been recommended that his request be approved subject to his continuing level of capability. It was agreed that he be asked to confirm his desire to continue working and that his work be annually reviewed by the Memorial Hall Committee. The Memorial hall Committee would be responsible for updating his job description for measurability including for example against hirer satisfaction.

The Chairman proposed and it was agreed

**Resolved**

- 1 Clerk to confirm continuing employment of the caretaker**
- 2 Memorial Hall Committee to amend details to the job description**
- 3 To readmit press and public**

**1464-10 Photocopier Lease**

The Chairman proposed, and it was agreed that this item be deferred pending further information from the contractor

**Resolved To defer this item**

**1465-10 Commons Registration**

Following recommendation by both the Land Registry and the Council's solicitor that all Council owned property was registered (Minute 1432-10 Rights of Way Committee) The Chairman proposed and it was agreed that all unregistered landholding be registered.

**Resolved**

- 1 To note the report**
- 2 To register all unregistered WPC landholding with the Land Registry**

**1466-10 Members' allowances**

Members were invited to consider whether they wished to propose that a Scheme of Members' Allowances should operate in the next financial year. SADC had asked that should WPC have any such proposals the Parish Remuneration Panel these must be consulted in good time before the Council determines its budget for 2011/12. The Independent Remuneration Panel for St Albans City and District - which also operates as the Parish Remuneration Panel - would meet in November and provide an opportunity for a representative(s) of WPC to explain the proposals directly to members of the Panel. The Chairman proposed, and it was agreed that no allowances be paid for parish councillors in 2011-12

**Resolved Not to pay parish councillor allowances in 2011-12**

**1467-10 Use of Forge**

It was reported that EDF as part of the reinstatement work following the unfortunate felling of the willow trees on the Meads had agreed to supply single phase electricity to the Forge. (Minute 1426-10). Members were asked to consider future use of the Forge and need for electricity including power sockets and lighting. Any internal wiring would need to be in place (this part funded by WPC) prior to meter installation (FOC). Discussion of this matter was deferred. Councillor Page observed that the stumps left following the felling had not been ground out. The *Parish Council* Chairman agreed to negotiate this.

**Resolved To note the report**

**1468-10 Meads**

It was reported that EDF had undertaken to lay the underground cabling in April 2011. Negotiations with EDF had agreed that the reinstatement work would include type one (crushed concrete) paths to cover the cable conduits. This would provide a path across the river bridge linking the Ayot Greenway and with it all person access to the Meads.

**Resolved To note the report**

**1469-10 Dog fouling signs**

Requests had been made though the ROW committee (Minute 1429-10) and direct to the Clerk and PFY chairman for signs to discourage dog fouling. A holistic approach was suggested to consider signage parish wide in terms of laminated signs. It was noted that articles had recently and periodically featured in the Pump about this matter. The Chairman proposed and it was agreed to use laminated signage

- Resolved**
- 1 To note the report**
  - 2 To use laminated budget signage rather than purchase more metal signs**

**1470-10 Memorial Benches and Trees**

Members considered locations for a memorial bench and trees on the North Meads (Minute 1426-10). It was proposed by the chairman and agreed that these be marked up for clarification and once approved by the Environment Agency (if subject to byelaws and as per Minute 1459-10) these be approved. Another potentially suitable bench location was agreed as the Marford Field facing in from the Memorial Hall car park.

- Resolved**
- 1 To note the report**
  - 2 Potential positions for bench and trees to be marked up by Cllr Page**
  - 3 Clerk to write to the Environment Agency for byelaw clearance**

**1471-10 Parish In Bloom & other floral matters**

It was reported that WPC had won second place in St Albans District Parish in Bloom, the award being made on 6 October. Wheathampstead residents in Ash Grove had also won second place in best senior citizens' garden. All expressed their delight

It was further reported that, with regret, the Horticultural Society have given notice with effect from November 2010 that they would no longer be able to maintain the shrubs beds by the Marford Roundabout. A suggestion had been made that they may cultivate a new bed by the East Lane toilets. Members considered that a local business(s) may be interested in sponsoring a flowerbed. The Chairman proposed and it was agreed that this matter be referred to Highways Committee

- Resolved**
- 1 To note with delight Wheathampstead's success in the District in Bloom event**
  - 2 To refer to Highways & Public Transport Committee the matter of sponsorship for flowerbed cultivation**

**1472-10 Police office license**

Councillor Turner proposed, Councillor Clements seconded, and members approved that the Clerk sign the license for the police office on behalf of Wheathampstead Parish Council.

- Resolved**
- Clerk to sign the Police Office license on behalf of Wheathampstead Parish Council**

**1473-10 Small Projects**

Concerns were raised regarding the cleaning of the Haddonstone planter. Advice had been sought from the supplier that it should be washed with soapy water, no solvents. Advice had also been given regarding upkeep of the hardwood Barlow Tyrie bench. Councillor Burgess had offered to treat this with oil/varnish. This teak furniture was naturally oiled and would weather in time, or could be regularly oiled. It was noted that Councillor Burgess had cleaned the war memorial, owned by the Parish Council, and repainted the gates.

Members were concerned that all works undertaken had received prior approval as agreed by Council (including Minute 574-09) but that this was not always undertaken. Councillor Turner proposed and Councillor Stammers seconded the motion, which was agreed that the Parish Council's solicitor be instructed to write to Cllr Burgess reminding him of the necessity for prior approval for project work before undertaking any work.

Councillor Reason proposed, Councillor Turner seconded and it was agreed that the bench be oiled once a year, in the spring. The Clerk would write to Councillor Burgess

- Resolved**
- 1 To note the report**
  - 2 To ask the Council's solicitor to write to remind Councillor Burgess that WPC requires any project to be approved by Council prior to any action being taken**
  - 3 Clerk to thank Councillor Burgess for his offer to maintain the bench by the Village sign and ask that he treat it with teak oil in the Spring**

**1474-10 Budget Review 2010-11**

The expenditure report to September with known commitments had been circulated and was discussed. It was suggested that a report generated by an accounts package might be more accessible. The Chairman proposed and it was agreed that this report format be circulated with the agendas for monthly consideration.

- Resolved**
- 1 To note the report**
  - 2 To circulate a similar report monthly with Council agenda papers.**

*Councillor Turner left the meeting*

**1475-10 Additional Time**

The Chairman proposed and it was agreed to extend the meeting by 20 minutes

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

**1476-10      Consideration of Audit Matters Arising Report**

Members considered the Audit Matters Arising Report as agreed at Minute 1381-10 in conjunction with comments received from Council's independent internal auditor, as detailed in the report circulated with the agenda papers. Members noted that the internal auditor followed the audit procedures set out in the NALC Practitioner's guide, including any specific areas determined year on year but this audit planning could be more clearly signposted for external audit purposes. The internal controls, as identified from the internal auditor's report were being addressed including a monthly budget review. With regard to fidelity insurance the external auditors had recommended this be set at the level of year end balances plus precept. Some members queried whether this was too high a level. Zurich had unilaterally increased the cover to this level (£370,00) at no additional premium following an enquiry as to additional costs. The Chairman proposed, and it was agreed, that the level of fidelity cover be reviewed should the insurance premium change.

**Resolved**                    **1    To note the report**  
**2    To more clearly document audit planning and review process**  
**3    To review insurance charges for fidelity guarantee and if charges increase to reconsider level of cover required**

**1477-10      Accounts for Payment**

The schedule of accounts for payment in October had been circulated. Members were asked to include an invoice subsequently received from a local supplier for light bulbs. The Chairman proposed, and it was agreed, that the revised list of accounts be passed for payment

**Resolved**                    **To pay the revised list of accounts per October 2010 schedule amounting to £13,087.04**

**1477-10      Planning**

Councillor Clark took the Chair for this item (including Minutes 1478-9).

*Councillors Hills, Page and Walford left the meeting.*

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

5/10/2413	The Gate House, Leasey Bridge Lane	Part two storey, part first floor side extension
-----------	--	---

5/10/2363	24 Caesars Road, Wheathampstead	Demolition of existing conservatory and construction of single storey side extension
5/10/2306LB	The Crown House, 27 High Street	LBC – Internal alterations to create ensuite

**The following plans were considered:**

Proposed by Cllr Waterfield, seconded by Cllr Reason and agreed  
5/10/2290 Dane Spring, Bower Heath Lane Front porch, two storey side and rear ext with one side and two additional rear dormer windows and pitched roofs to the former dormer windows

Proposed by Cllr Waterfield, seconded by Cllr Begg and agreed  
5/10/2358 Robins Wood, Rose Lane Replacement dwelling

**Resolved RECOMMEND: No objection**

Proposed by Cllr Waterfield, seconded by Cllr Reason, and agreed  
5/10/2262 Dane Spring, Bower Heath Lane, Harpenden Replacement barn

**Resolved Application is described as a replacement barn and as such would have approval but Parish Council members were concerned on looking at the plans, that the use of the building would not be wholly agricultural and would not comply with this automatic permission.**

*Councillor Page returned to the meeting*

**1478-10 Additional Time**

The Chairman proposed and it was agreed to extend the meeting by 10 minutes

**Resolved To approve additional time to complete agenda items as the time approached 22.45.**

**1479-10 Planning continued**

**The following plans were considered:**

Proposed by Cllr Reason, seconded by Cllr Waterfield and agreed  
*Note that although Cllr Clements lived close to Hilltop View it was not visible from his home and he had no interest.*

5/10/2478 14 Hilltop View Loft Conversion

5/10/2361	Holly Cottage, Lower Gustard Wood	Demolition of garage and store development of part single, part two storey rear ext with Juliette balcony, basement, front bay window, side porch & alterations to openings (resubmission following refusal of 5/10/1168)
5/10/2419LB	Holly Cottage, Lower Gustard Wood	Conservation Area Consent – demolition of garage & store

**Resolved RECOMMEND no objection**

**In relation to 5/10/2478:** Provided rear dormers do not intrude on the privacy of no. 91 Butterfield Road

**The following plans were considered:**

Proposed by Cllr Waterfield, seconded by Cllr Clements, and agreed  
5/10/2463 St. Helens Church Repairs to boundary wall

**Resolved RECOMMEND APPROVAL , but note that Wheathampstead Parish Council preferred the earlier application with wheatsheaf pattress plates refused by SADC.**

## **1480-10 Consultations and meetings**

Members had been asked to consider a response to various consultations as listed below but because of the time the Chairman proposed and it was agreed that these be deferred, or members respond direct to the Clerk.

- Consultation on Big Lottery

Deadline 29 Oct

<http://www.culture.gov.uk/consultations/7313.aspx>

- National Participatory Budgeting Conference  
9 November at Central Hall in Westminster, London.  
Free to delegates from parish and town councils

- LAIS 1308 Publicity Code

Consultation deadline 10 Nov

<http://www.communities.gov.uk/publications/localgovernment/publicitycodeconsult2010>

- The Budget 2011/12 - Let's Discuss  
16th November 2010

Hertfordshire County Council, County Hall, Pegs Lane, Hertford,  
SG13 8DQ; 7-9pm

- *"With the Coalition Government's Localism Agenda, it is imperative that all our members are as prepared as possible for the changes that will surely lie ahead. To this end, all Councillors and Clerks are invited to attend one of our "Let's Talk" afternoons which will take place across the County from 2.30 to 4pm:*

Tuesday 16<sup>th</sup> November, Priory Hall, Ware

Tuesday 23<sup>rd</sup> November, Woolmer Green Village Hall

Friday 26<sup>th</sup> November, Park Hall, Harpenden.

- Consultation of Hertfordshires Local Transport Plan LTP3 –  
deadline 1 December (consultation event 4 Nov, Campus  
West, WGC)

[www.hertsdirect.org/envroads/roadstrans/transplan/ltp/](http://www.hertsdirect.org/envroads/roadstrans/transplan/ltp/)

- Consultation on local government ombudsmen

Deadline 3 Dec

<http://www.lawcom.gov.uk/docs/cp196.pdf>.

**Resolved To defer this item**

#### **1484-10 Reports from Councillors on Meetings Attended**

Because of the time the Chairman proposed and it was agreed that  
this be deferred

**Resolved To defer this item**

**The Chairman declared the meeting closed at 22.55.**

**Dated this day of 2010**

**Chairman**