

**Wheathampstead Parish Council  
Parish Council Meeting  
27 January 2011, 19.30h**

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

**1643 -11 Apologies**

Apologies were received and accepted from Councillors J Turner, A Waterfield and Councillor Walford (personal reasons).

**1644-11 Agenda Order amendment**

The Council Chairman proposed, and it was agreed, that with a 39 item agenda it was essential that the precept was agreed and in this context recommendations of the Finance Committee and budget and precept recommendation for 2011-12 be taken next. Public speaking would follow should the notified speakers arrive.

**Resolved To amend the order of the agenda**

**1645-11 Specific Declarations of Interest**

Councillor Stammers declared a personal interest in Minute 1666-11.

**1646-11 Finance Committee Minutes and Recommendations**

The Minutes of the Finance Committee of 26 January were received and adopted.

**Resolved To confirm the Minutes of the meeting held on 26 January 2011 to be a true and fair account and for these to be signed by the Chairman.**

**1647-11 Budget 2011-12 and precept recommendation**

The recommendations of the Finance Committee were discussed. The budget recommendations as put forward by committees had been compiled into the 'budget spreadsheet' and previously circulated, they represented no material difference in precept level. The Council Chairman reiterated that he was pleased to note that all committees

had been carefully monitoring their budgets over the current year and all remained in budget. He proposed, and it was agreed, that the budget and precept recommendations of the Finance Committee be approved. Councillors Hills and Stammers asked that their vote against this proposal be recorded.

**Resolved**

- 1 That a budget of £320,002 be set for 2011-12**
- 2 That the Clerk notify St Albans District Council, on 28 January 2011, of a precept requirement for 2011-12 of £ 189,668**

#### **1648-11 Public Speaking**

None.

#### **1649-11 Minutes of Council**

The Council Chairman proposed and it was agreed that the Minutes of the meetings held on 25 November 2010 and 24 January 2011 (Extraordinary Council) were approved.

**Resolved**      **To confirm the Minutes of the meetings held on 25 November 2010 and 24 January 2011 to be a true and fair account and for these to be signed by the Chairman.**

#### **1650-11 Minutes of Committee Meetings**

The Council Chairman proposed and it was agreed that the following draft committee minutes were received and adopted:

Memorial Hall Committee	29 November 2010
Village Day Committee	14 December 2010
IT Committee	20 December 2010
Personnel Committee	20 December 2010
Allotments Committee	6 January 2011
Planning Committee	12 January 2011
Highways & Public Transport Committee	12 January 2011
Village Plan Committee	17 January 2011
Playing Fields & Youth Committee	17 January 2011

**Resolved:**

<b>To receipt and adopt the draft Minutes of Memorial Hall Committee</b>	<b>29 November 2010</b>
<b>Village Day Committee</b>	<b>14 December 2010</b>
<b>IT Committee</b>	<b>20 December 2010</b>
<b>Personnel Committee</b>	<b>20 December 2010</b>
<b>Allotments Committee</b>	<b>6 January 2011</b>
<b>Planning Committee</b>	<b>12 January 2011</b>
<b>Highways &amp; Public Transport Committee</b>	<b>12 January 2011</b>
<b>Village Plan Committee</b>	<b>17 January 2011</b>
<b>Playing Fields &amp; Youth Committee</b>	<b>17 January 2011</b>

**1651-11 Memorial Hall Committee Recommendations**

The Council Chairman proposed, and it was agreed, that the recommendations of the Memorial Hall Committee, with the exception of draft Minutes 1550-10 (licensing schedule) were approved. The Council Chairman clarified his concerns regarding his personal liability as Designated Premises Supervisor and the need for an internal operating schedule which hirers would need to accept. This matter would be returned to by the Memorial Hall Committee at its next meeting. The Memorial Hall Committee Vice-Chairman clarified Minute 1552-10 regarding the use of toilets in the Memorial Hall. Toilet facilities were available to hirers and within their hiring conditions these were to be appropriately used and respected. Many years previously, following damage, misuse and individuals lurking in the premises, on safety grounds for employees, it had been decided, and now reiterated, that the washroom facilities be available to staff and hirers, not the general public.

**Resolved**                    **To approve the recommendations of the Memorial Hall Committee of 29 November excluding minute 1550-10. Terms of the operating schedule for hall hirers would be reconsidered.**

**1652-11 Village Day Committee Recommendations**

The Council Chairman proposed and it was agreed that the recommendations of the Village Day Committee were considered and approved.

**Resolved**                    **To note and approve the report and recommendations of the Village Day Committee**

**1653-11 Information Technology Sub-Committee Recommendations**

The recommendations of the IT Sub-Committee were considered; the Council Chairman proposed, and it was agreed to transfer to an exchange mailbox with capacity of 3GB (additional cost £178.56) Minute 1571-10 and to purchase Sage Line 50 Accounts 2011 starter solution with training and product support at £1,770 (Minute 1573-10).

**Resolved**    **1**    **To note & approve the recommendations of the IT Sub-Committee**  
**2**    **To transfer to an exchange mailbox with capacity of 3GB (additional cost £178.56)**  
**3**    **To purchase Sage Line 50 Accounts 2011 starter solution with training and product support at £1,770**

**1654-11 Personnel Committee Recommendations**

These had been discussed by the Extraordinary Council meeting on 24 January and were thus superseded.

**Resolved To note the report**

**1655-1 Allotments Committee Recommendations**

The minutes of the Allotments Committee were considered, the Council Chairman proposed, and it was agreed that the recommendations be approved including work within budget up to £450 on allotment fencing and gate repairs

**Resolved**

- 1 To note and approve the recommendations of the Allotments Committee**
- 2 To approve up to £450 within budget to fencing and gate repairs**

**1656-11 Planning Committee Recommendations**

The Council Chairman proposed and it was agreed that the recommendations of the Planning Committee of 12 January 2011 were considered and approved.

**Resolved To approve the recommendations of the Planning Committee of 12 January 2011**

**1657-11 Highways and Public Transport Committee Recommendations**

The Council Chairman proposed and it was agreed that the recommendations of the Highways and Public Transport Committee of 12 January 2011 be approved including refurbishment of existing bus shelters within a budget not exceeding £4,100. Councillor Clements and the Clerk would approach members of WEB and WDPS for assistance with refurbishment work. Councillors were asked to advise the Clerk of their availability to assist with the East Lane Car Park survey.

**Resolved**

- 1 To note and approve the recommendations of the Highways and Public Transport Committee.**
- 2 To approve up to £4,100 on refurbishment of the existing bus shelters**

**1658-11 Village Plan Committee Recommendations**

The Council Chairman proposed and it was agreed that the recommendations of the Village Plan Committee of 17 January including suggestions for the Visible Street scene grant, update of the Village Plan and expenditure as budgeted up to £1,500 to promote awareness of the Heritage Trail and £300 for plan update be approved.

- Resolved**
- 1 To note and approve the recommendations of the Village Plan Committee.**
  - 2 To approve up to £1,500 to promote awareness of the Heritage Trail**
  - 3 To approve £300 for the plan update.**

#### **1659-11 Playing Fields & Youth Committee Recommendations**

The Council Chairman proposed and it was agreed that the recommendations of the Playing Fields & Youth Committee including up to £4,000 for urgent repairs and refurbishment to the Marford Football Pavilion caused by the leaking roof and water pipes- utilising budgeted sums in the current year within the Playing Fields & Youth Committee budget. WPC would submit the planning application for Butterfield Road football pavilion, the remaining budgeted sums for new play equipment would be utilised on the Marford Play area (up to £9,000) and the budgeted play area contribution of £5,000 be added to reserves for the multi-use games area/sports court.

- Resolved**
- 1 To note and approve the recommendations of the Playing Fields and Youth Committee.**
  - 2 To approve up to £4,000 for urgent repairs and refurbishment work to the Marford Football pavilion**
  - 3 To submit a planning application for the Butterfield Road Pavilion to SADC**
  - 4 To approve remaining budgeted sums for new play equipment, up to £9,000 for the Marford Play area.**
  - 5 To transfer the budgeted £5,000 play area contribution to reserves for the multi-use games area/sports court**

#### **1660-11 Finance Committee Recommendations**

The Council Chairman proposed and it was agreed that the minutes and recommendations, including precept, of the Finance Committee of 26 January 2011 were approved.

- Resolved**            **To approve the minutes and recommendations of the Finance Committee of 26 January 2011**

#### **1661-11 Budget 2011-2 and precept recommendation**

The Council Chairman proposed and it was agreed that the budget for 2011-2 as resolved at Finance Committee 24 January 2011 and Parish Council precept were approved: budget £320,002, precept £189,668

- Resolved**
- 1 To approve a budget of £320,002 for 2011-12**
  - 2 To approve a precept of £189,668 for 2011-12**
  - 3 That the Clerk notify St Albans District Council of this requirement on 28 January 2011**

#### **1662-11 Review of Standing Orders and Financial Regulations**

Members reviewed and approved standing orders and financial regulations as agreed a Minute 1530-10. Annotated copies had been circulated in November 2010 and members asked to consider suggested amendments for approval. The Council Chairman proposed and it was agreed that Standing Orders and Financial Regulations as amended were approved. It was further agreed that prior to printing and circulation the Clerk include a glossary and definition of terms

**Resolved 1 To approve and adopt Standing Orders and  
2 Financial Regulations as amended.  
Clerk to include glossary and definition of terms**

#### **1663-11 Committee structure**

Members had asked to consider a revised committee structure. The current structure had been in place with/without delegated powers for a number of years and could be more efficient and effective. Revisions had been considered on a number of occasions through 2009 and 2010. Members had been asked to consider further options. There was a consensus of opinion that the removal of delegated powers to committees was not the answer. A debate ensued whether to restructure before or after the election. The Council Chairman proposed and it was agreed that an special Council meeting be arranged prior to May 2011 to specifically consider a change of committee structure

**Resolved To convene an special Council meeting  
specifically to review committee structure prior  
to May 2011.**

*Councillor Burgess left the meeting at the conclusion of this item,  
21.35h*

#### **1664-11 Memorial Hall boilers**

Two of the three boilers in the Memorial Hall had 'failed' in the recent harsh weather including burst pipes. The damaged frozen pipes had been replaced but a heat plate exchanger was still needed for the boiler giving hot water to the west end of the building (Cost £200). Problems regarding the fan and the man hall warm air boiler were still being investigated. The main electrics were not faulty. Quotations were being sought for approval. Councillor Stammers proposed, seconded by Councillor Clements, that sums not exceeding £4,000 be authorised for urgent plumbing repairs. This was agreed.

**Resolved 1 To note the report  
2 That sums not exceeding £4,000 be used for  
urgent plumbing repairs.**

#### **1665-11 Marford Football Pavilion plumbing**

This was covered in Minute 1659-11

#### **1666-11 Request regarding Amwell track**

Members considered the request to improve the track to the Amwell Farm development from Down Green Lane. Councillor Stammers declared a personal interest as his house joins the road via a similar track over Common Land.

Members agreed that the Parish Council had no liability to maintain the track and that to do so may create a bad precedent. The lease gave the grantee ('residents') the right to maintain and repair the track, but that any repairs be subject to permission from the Parish Council. In addition, as the track was on the Common, it was subject to restrictions under the Scheme and the Commons Act 2006. Section 38 of the Act prohibits 'restricted works' from being carried out on Common Land without consent from the Secretary of State. This includes land subject to a scheme of management [s38(5)] – 'restricted works' include 'resurfacing of land' [s38(2)(b)]. Works are defined as '...resurfacing of land if they consist of the laying of concrete, tarmacadam, coated roadstone or similar material on the land' [s38(4)]. Should the residents choose to alter the surface materials they should first obtain the consent of the Secretary of State.

Councillor Clements proposed, seconded by Councillor Reason and it was agreed that the Clerk advise the residents that the Parish Council would not contribute to the maintenance of the track and to do so would create a unwanted precedent.

**Resolved**            **That the Clerk advise the residents of the Amwell Farm Houses that the Parish Council would not contribute to the maintenance of the track and to do so would create a unwanted precedent.**

**1667-11    Request to install WiFi in the Memorial Hall.**

The Wheathampstead Community Group had asked that consideration be given to installation of WiFi in the Memorial Hall for use by the internet café and subject to availability of the hall. Estimated costs varied from £250 to around £1,000. The Council Chairman proposed, and it was agreed that the Clerk investigate further the request with WCG.

**Resolved**            **Clerk to investigate further**

**1668-11    Review of Council owned land**

At Minute 1465-10, October, Council agreed to register its land. The Clerk and Cllr Reason had sorted through the office filing system to identify documents on site. Members were asked, and agreed to add any known parcels of land to the list

**Resolved**    **1 To note the report**  
**2 Councillors to review and amend the list provided**

**1669-11    Land Agent**

Members considered the merits of appointing a land agent. The Council Chairman proposed, and it was agreed, that the Clerk approach local land agents to investigate their services and potential benefit to the Parish Council.

**Resolved Clerk to approach local land agents regarding potential service to the Parish Council**

**1670-11 Advertising in the Pump**

Following Council's approval (Minute 1526-10) that Wheathampstead for Enterprising Businesses (WEB) pay for 6 pages advertising in each Pump a quotation for printing was sought. Currently WEB paid for 4 pages at a fee designed to cover printing costs and contribution to delivery. It was clear that costs had risen and the current charges did not cover costs. The Council Chairman proposed, and it was agreed, that the Chairman of the Pump Committee discuss charges with the Chairman of WEB.

**Resolved Chairman of Pump Committee to discuss charges with the Chairman of WEB**

**1671-11 Grant request – Wheathampstead Community Group**

Councillor Reason proposed, seconded by Councillor Stammers and Members agreed to approve the request to cover the insurance costs for voluntary drivers for the Wheathampstead Community Group £248.77. This has been provided for within the grants budget.

**Resolved To grant aid the WCG £248.77 towards insurance costs for voluntary drivers**

**1672-11 Safety barrier at the bottom of the footpath that links Marford Road to Garrard Way.**

Members were asked to consider the request that consideration be given to erecting a safety barrier at the bottom of the footpath that linked Marford Road to Garrard Way.

The lady worked as a childminder in the village and used this footpath several times a day and was concerned about the steep decline leading on to what was becoming an increasingly busy road. The Council Chairman proposed, and it was agreed, that this be referred to the next Highways & Public Transport Committee.

**Resolved Refer to the next Highways & Public Transport Committee.**

**1673-11 Shaping our Community – core strategy : consultation on the proposed strategy for locating future development in the District**

A response was invited at [www.stalbans.gov.uk](http://www.stalbans.gov.uk). Members were asked to note the consultation deadline of 7 February. A public meeting would be held at the Memorial Hall at 6.30pm on Friday 4 February. The Council Chairman proposed, and it was agreed, that Councillor Clements, Vice Chairman of Planning, following consultation compile a response for submission by the Clerk on 7 February 2011 .

- Resolved**
- 1 To note the report**
  - 2 To note the public meeting at 6.30pm on 7 February**
  - 3 Councillor Clements, following consultation, to compile a response for submission by the Clerk on 7 February 2011.**

**1674-11 Inclusion Strategy**

The Council Chairman proposed, and it was agreed, that the Clerk respond to SADC's Inclusion Strategy.

- Resolved Clerk to respond to SADC's Inclusion Strategy**

**1675-11 Additional Time**

Councillor Clements proposed, seconded by Councillor Clark, and it was agreed, that Council extend the meeting by 15 minutes as it was almost 10.30pm

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

**1676-11 St Albans and District Association of Local Councils' constitution**

The Council Chairman proposed, and it was agreed, that the Council approve acceptance of the constitution. Members noted that the Association had previously been called St Albans and District Association of Parish Councils.

- Resolved To approve and accept the constitution of the St Albans and District Association of Local Councils.**

**1677-11 Probation Services**

Members had previously agreed (Minute 1539-10) that the Clerk approach the Probation services to use unpaid workers to improve Caesars Road Play Area – litter and scrub clearance and some levelling work – as part of our contribution to the Playbuilder project. A suggestion has been received (from Cllrs Oxley and Burgess) that a further approach be made for painting railings at the Memorial Hall and in the High Street. The Council Chairman proposed, and it was agreed, that the Clerk, on behalf of Council approach the Probation Service for this work

- Resolved Clerk to approach Probation Service regarding use of unpaid workers.**

**1678-11 St Albans District Council changes to Planning Process**

Councillor Clements proposed, seconded by Councillor Clark, and it was agreed, that Council consider further responses (minute 1528-10 refers) to the trials of the relocated Plans North from Harpenden to St Albans and electronic (only) availability of planning appeal information. (information previously circulated) at the March meeting.

**Resolved To consider a response to SADC regarding changes to the planning process at the March meeting.**

**1679-11 Planning**

No new plans had been received.

**Resolved To note the report**

**1680-11 Budget Review 2010-11**

The 2010-11 had been reviewed as part of the budget setting process at Finance Committee at Minute 1642-11 the previous day.

**Resolved To note the report**

**1681-11 Accounts for Payment**

The revised schedule of accounts for payment in January had been circulated. The Clerk would revise this to include the grant payment to WCG at Minute 1671-11. The Chairman proposed, and it was agreed, that the revised list of accounts as circulated and amended be passed for payment

**Resolved 1 To pay the revised list of accounts per January 2011 schedule amounting to £16,729.71**

**1682-11 Small Projects**

The Chairman proposed, and it was agreed, that Councillor Burgess's offer to paint the Marford Football pavilion soffits with anti-climb paint and install notices be accepted. His offer to repair the wooden edges of the senior play area on Marford Field was also accepted subject to confirmation by the play provider of the method conforming to safety requirements (Budget no more than £200).

**Resolved To accept Councillor Burgess offer to paint the Marford Football Pavilion with anti-climb paint and install warning notices; and to repair the edges of the senior play area subject to safety confirmation and within a budget of £200.**

*Councillor Stammers left the meeting*

**1683-11 Consultations and meetings**

Members were reminded of the Core Strategy consultation on 4 February (Minute 1673-11) and the Green Infrastructure meeting at SADC on 1 February.

It was agreed that the Clerk attend the HAPTC Equality and Diversity, and Eco-Awareness courses (cost £60) and Councillor Brewster the launch of Hertfordshire's Policing Plan on 4 February .

The Council Chairman proposed and it was agreed that these motions be carried.

- Resolved**
- 1 To note the reports**
  - 2 Clerk to attend HAPTC Equality and Diversity and Eco-awareness courses (£60)**
  - 3 Councillor Brewster to attend launch of Hertfordshire's Policing Plan**

**1684-11 Reports from Councillors on Meetings Attended**

Councillor Clements reported that he and Councillor Hills had attended a meeting with Highways engineers on 21 December. He has also attended the St Albans Association of Parish Councils' Meeting on 11 January. Councillor Hills had attended a meeting on 26 January with Robert Gordon.

Councillors Brewster and Clark attended a Media training course run by SADC. This had proved most interesting and gave insight to working better with the press.

**Resolved To note the reports**

**The Chairman declared the meeting closed at 22.40.**

**Dated this day of 2011**

**Chairman**