

**Wheathampstead Parish Council  
Parish Council Meeting  
11 May 2011, 19.30h**

Present	Councillors	I Begg	Chairman
		A Brewster	
		J Burgess	
		G Clark	
		N Clements	
		D Davies	
		D Hills	
		D Johnston	
		T Reason	
		J Shardlow	
		P Woodhams	
		J Warren	Clerk to the Council
		Press	0
		Public	0

Councillor Begg welcomed everyone to this, the first meeting of the new Council. Introductions were made

**1899 -11 Election of Chairman**

Councillor Brewster, seconded by Councillor Shardlow, nominated Councillor Begg as Chairman. He was duly elected

**Resolved To elect Councillor Begg as Chairman of Wheathampstead Parish Council for 2011-12**

**1901-11 Election of Vice Chairman**

Councillor Reason, seconded by Councillor Johnston, nominated Councillor Brewster as Vice Chairman. She was duly elected

**Resolved To elect Councillor Brewster as Vice Chairman of Wheathampstead Parish Council for 2011-12**

**1902 -11 Apologies**

Apologies were received and accepted from Councillor M Fletcher (personal reasons).

*Councillor Burgess arrived.*

**1903-11 Specific Declarations of Interest**

None

**1904-11 Public Speaking**

None

**1905-11 Minutes of Council**

The Chairman proposed and it was agreed that the Minutes of the meeting held on 28 April be approved.

**Resolved To confirm the Minutes of the meeting held on 28 April 2011 to be a true and fair account and for these to be signed by the Chairman.**

**1906-11 Minutes of Committee Meetings**

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

Pump Committee	3 May 2011
Village Day Working Group	3 May 2011

**Resolved: To receipt and adopt the draft Minutes of  
Pump Committee 3 May 2011  
Village Day Working 3 May 2011  
Group**

**1907-11 Pump Committee Recommendations**

The Chairman proposed, and it was agreed, that the recommendations of the Pump Committee were approved. Councillor Shardlow suggested, and it was agreed, that an item inviting the public to advise the Parish Council of maintenance matters be included. She also raised the matter of planting by the roundabout at the junction of Marford Road and the High Street. The height of the vegetation had been previously discussed (Minute 1293-10) and was designed to regulate traffic. Its pruning was now contracted out to the firm which maintained the High Street hanging baskets and flower beds around the Village. The Clerk had recently contacted them.

**Resolved To approve the recommendations of the Pump Committee of 3 May**

**1908-11 Village Day Working Group Recommendations**

The Council Chairman proposed, and it was agreed, that the recommendations of the Village Day Working Group were approved. Village Day Committee had been held as a working group in order to hold a meeting at short notice when quoracy would not be achieved. It was further agreed that all should endeavour to participate in Village Day, including preparation and clearance. Councillors Davies and Woodhams apologised that because of prior commitments they would be unable to assist on the Day but would help in the run up and clear up. Bunting and advertising boards being set up two weeks prior to the weekend, flags one week before the event, and tidy up a week later. The Clerk would circulate a list for councillors to sign up to. Members agreed that groups and organisations be invited to participate in the float parade.

**Resolved To note and approve the report and recommendations of the Village Day Working Group of 3 May 2011**

**1909-11 Review of Delegated Powers & Committee Structure**

The review of delegated powers and of committee structure were included per Council's Standing Orders as approved in January 2011. Members briefly discussed these together as one item to inform the newer members of Council, and agreed to consider these fully prior to Council in September with a view to improving efficiency and effectiveness. A separate single item meeting would be called. The Chairman proposed, and it was agreed that the status quo be maintained prior to the late summer review; committees would remain as for the 2010-11 Council and, as previously, delegated power only be given to the Pump Committee and to the Chairman and Vice Chairman of Planning Committee, together with the Clerk, for non-controversial plans.

- Resolved**
- 1 To review committee structure and delegated powers by September 2011.**
  - 2 A separate meeting be called to consider this review**
  - 3 To retain the committee structure and very limited committee delegation to Pump and Planning Committees, as existing, until the new Council had reviewed these**

**1910-11 Appointment to Committees and Working Groups & Election of Committee Chairmen/Vice Chairmen**

Members considered membership of Parish Council committees and working groups and agreed the following appointments. It was agreed, with the exception of Planning Committee, that committee chairmen be appointed by council but that vice-chairmen be elected at the first committee meeting

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

<b>Allotments</b>	<b>Cllrs Clark, Reason, Shardlow &amp; Woodhams</b> <b>Chairman Cllr Shardlow</b> <i>Proposed by herself, seconded by Cllr Burgess (Cllr Clark withdrew her nomination)</i>
<b>Fees &amp; Charges</b>	<b>All Committee Chairmen</b> <b>Chairman Cllr Begg</b>
<b>Finance</b>	<b>Full Council</b> <b>Chairman Cllr Begg</b>

<b>Highways &amp; Public Transport</b>	<b>Cllrs Brewster, Clark, Clements, Davies, Fletcher, Johnston &amp; Shardlow</b> <b>Chairman Cllr Shardlow</b> <i>Cllr Shardlow proposed by Cllr Johnston, seconded by Cllr Burgess</i> <i>Cllr Clements proposed by Cllr Clark, seconded by Cllr Hills</i> <i>Cllr Shardlow elected by majority vote</i>
<b>Information Technology (IT)</b>	<b>Cllrs Begg, Burgess, Davies, Johnston &amp; Woodhams</b> <b>Chairman Cllr Begg</b> <i>Cllr Clark, seconded by Cllr Johnston proposed Cllr Begg</i>
<b>Memorial Hall</b>	<b>Cllrs Brewster, Clark, Johnston &amp; Reason</b> <b>Chairman Cllr Clark</b> <i>Cllr Reason, seconded by Cllr Brewster proposed Cllr Clark</i>
<b>Personnel</b>	<b>Cllrs Begg, Brewster, Reason &amp; Johnston</b> <b>Chairman Cllr Begg</b> <i>Cllr Brewster, seconded by Cllr Reason proposed Cllr Begg</i>
<b>Plans</b>	<b>Full Council</b> <b>Chairman Cllr Clark</b> <b>Vice Chairman Cllr Clements</b> <i>Cllr Clements, seconded by Cllr Reason proposed Cllr Clark as Chairman of Planning</i> <i>Cllr Clark, seconded by Cllr Hills proposed Cllr Clements as Vice Chairman of Planning</i>
<b>Playing Fields &amp; Youth</b>	<b>Cllrs Begg, Brewster, Burgess, Reason, Shardlow &amp; Woodhams</b> <b>Chairman Cllr Brewster</b> <i>Cllr Burgess, seconded by Cllr Clark proposed Cllr Brewster</i>
<b>Pump</b>	<b>Cllrs Brewster, Clark, Johnston &amp; Woodhams</b> <b>Chairman Cllr Johnston</b> <i>Cllr Shardlow, seconded by Cllr Burgess proposed Cllr Johnston</i>
<b>Rights of Way &amp; Commons</b>	<b>Cllrs Davies, Johnston, Reason, &amp; Woodhams</b> <b>Chairman Cllr Reason</b> <i>Cllr Brewster, seconded by Cllr Johnston proposed Cllr Reason</i>

<b>Village Day Committee</b>	<b>Cllrs Brewster, Clements, Reason &amp; Woodhams</b> <b>Chairman Mr Waterfield</b> <i>Former councillor and committee chairman Andrew Waterfield would continue until Village Day 2011 – 10 July</i>
<b>Village Plan</b>	<b>Cllrs Begg, Brewster, Burgess, Clements, Fletcher, Johnston, Reason, Shardlow</b> <b>Chairman Cllr Johnston</b> <i>Cllr Shardlow, seconded by Cllr Johnston proposed Cllr Begg Cllr Begg, seconded by Cllr Burgess proposed Cllr Johnston (Cllr Begg withdrew his nomination)</i>
<b>2 The following were approved</b>	<b>Working Group appointments</b>
<b>Heritage Trail</b>	<b>Cllrs Brewster, Clements, Davies, Johnston &amp; Reason</b> <b>Chairman Cllr Brewster</b> <i>Cllr Johnston, seconded by Cllr Brewster, proposed, and it was agreed, that the structure for this committee, being aligned to grant applications, be retained.</i>
<b>Station Platform</b>	<b>Cllrs Burgess, Davies, Johnston &amp; Reason</b> <b>Chairman Cllr Johnston</b> <i>Cllr Brewster, seconded by Cllr Reason proposed Cllr Johnston</i>

## **1911-11 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>Hertfordshire Association of Local Councils</b>	<b>Cllr Reason</b> <i>(appointed to Executive Committee 2010 until 2013)</i>
<b>James Marshall Foundation &amp; Wheathampstead United Charities</b>	<b>Cllrs Clements &amp; Reason</b> <i>(appointed 2009 to 2013)</i> <b>Mrs Turner &amp; Mrs Atton</b> <i>(appointed 2011 to 2015) proposed by Cllr Clark, seconded by Cllr Clements</i>
<b>Nomansland Joint Committee</b>	<b>Cllrs Johnston &amp; Shardlow</b> <i>Proposed by themselves, Cllr Reason withdrew her nomination</i>

**St Albans & District Association of Local Councils**     **Cllr Johnston**  
*Cllr Clark, seconded by Cllr Hills  
 proposed Cllr Clements  
 Cllr Reason, seconded by Cllr  
 Brewster proposed Cllr Johnston  
 Cllr Johnston was appointed by  
 majority vote*

**WEB**     **Cllrs Clark & Reason**  
*Proposed by themselves, seconded  
 by Cllr Begg*

### **1912-11     Review of membership of bodies**

The Chairman proposed and, following review, approval was given for membership of the following bodies:

Campaign for the Preservation of Rural Britain  
 Chartered Institute of Public Finance and Accountancy  
 Community Development Agency for Herts  
 Community & Voluntary Services  
 Hertfordshire Association of Parish & Town Councils  
 Institute of Local Council Managers  
 National Association of Local Councils  
 National Society of Allotment & Leisure Gardens  
 Open Spaces Society  
 St Albans & District Association of Local Councils  
 Society of Local Council Clerks

**Resolved     To approve membership of the following bodies:**  
**Campaign for the Preservation of Rural Britain**  
**Chartered Institute of Public Finance and**  
**Accountancy**  
**Community Development Agency for Herts**  
**Community & Voluntary Services**  
**Hertfordshire Association of Parish & Town**  
**Councils**  
**Institute of Local Council Managers**  
**National Association of Local Councils**  
**National Society of Allotment & Leisure Gardens**  
**Open Spaces Society**  
**St Albans & District Association of Local Councils**  
**Society of Local Council Clerks**

### **1913-11     Bank Mandate**

Following the change in Council it was necessary to approve changes in bank signatories. The Chairman proposed, and it was unanimously agreed, that all former councillors be removed from the bank mandate, all current councillors be added plus Clerk and Deputy Clerk. Signing would be any two councillors plus Clerk or Deputy Clerk.

**Resolved     To approve the change in bank mandate for**  
**signatories following the change of council.**

**1914-11 St Albans & District in Bloom 2011 - Parish in Bloom**

Members noted that a variety of categories existed in the St Albans & District in Bloom 2011 competition. It was agreed that as in 2010 (when second place was achieved) the Parish Council enter Best Parish in Bloom. The deadline of 20 May was noted and the entry would focus on the station platform area, a small article would feature in the Pump encouraging local residents to be proud of the Village and keep it tidy.

**Resolved To enter Best Parish in Bloom**

**1915-11 Planning Matters.**

None.

**The Chairman declared the meeting closed at 21.00h.**

**Dated this            day of            2011**

**Chairman**