

**Wheathampstead Parish Council  
Parish Council Meeting  
25 August 2011, 19.30h**

Present	Councillors	A Brewster	Chairman
		J Burgess	
		G Clark	
		N Clements	
		M Fletcher	
		D Hills	
		D Johnston	
		T Reason	
		J Shardlow	
		P Woodhams	
		Irene Casper	Deputy Clerk
		Press	0
		Public	1

**2155 -11 Apologies**

Apologies were received and accepted from Councillors I Begg and D Davies (personal reasons),

**2156 -11 Public Speaking - None**

**2157-11 Specific Declarations of Interest**

Councillors Brewster and Clark, being District Councillor members of the Plans North Committee of the District Council Planning Authority and Councillor Clark also a member of the Licensing Committee, each declared an interest in Minute 2172-11. The way they vote at Parish Council will not necessarily be the way they vote at District Council.

Councillor Johnston declared a personal non pecuniary interest in item 2167 -11, he was a member of WEB when the agreement on the hire charge was made, and took no part in the discussion.

Councillor Shardlow declared a personal non pecuniary interest in Minute 2172-11 application 5/11/1692 being a neighbour. *(Note this application had been decided under delegated powers (minute 1114-10) by the Chairman and Vice-Chairman of the Planning Committee pre this meeting and members did not re-visit the decision).*

**2158-11 Minutes of Council**

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

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

**2159-11 Minutes of Committee Meetings**

The Chairman proposed and it was agreed that the following draft Committee / Working Group minutes were received and adopted:

Heritage Trail Working Group	14 June, 25 July, 10 & 18 August 2011
Leases, Licences & Special Agreements Sub – committee	3 August 2011
Council Structure WG	15 & 23 August 2011
Rights of Way Committee	16 & 22 August 2011
West Crinkle Crankle Wall WG	17 August 2011
Highways & Public Transport Committee	23 August 2011

<b>Resolved</b>	<b>To receipt and adopt the draft Minutes of Heritage Trail WG</b>	<b>14 June, 25 July, 10 &amp; 18 August 2011</b>
	<b>Leases, Licences &amp; Special Agreements Sub committee</b>	<b>3 August 2011</b>
	<b>Council Structure WG</b>	<b>9 August 2011</b>
	<b>Pump Committee</b>	<b>15 &amp; 23 August 2011</b>
	<b>Rights of Way Committee</b>	<b>16 &amp; 22 August 2011</b>
	<b>West Crinkle Crankle Wall WG</b>	<b>17 August 2011</b>
	<b>Highways &amp; Public Transport Committee</b>	<b>23 August 2011</b>

**2160-11 Heritage Trail Working Group Recommendations**

The Chairman proposed, and it was agreed, that the recommendations of the Heritage Trail Working Group of 14 June, 25 July, 10 & 18 August 2011 were approved.

Councillor Johnston gave a progress update to members. One of the plaques was passed around the table. All consent forms have been signed by freeholders / appropriate persons and will be handed in to SADC Conservation Department tomorrow. The first phase of the Heritage Trail should be launched this year.

A site meeting had taken place in the High Street, attended by an officer from Hertfordshire Highways, to discuss the siting of a map board. The officer had approved a site between Fuchsia Pink and the salt bin. One of the cycle racks in this area will be re-sited. The board will be set at an angle of 45%. In this area the board will be visible to the occupants of cars and pedestrians.

Phase 2 will be a map board of long walks and the obvious location for this board will be East Lane Car Park.

Members discussed the fixings and installation of the plaques and board.

#### Summer of Archaeology

Councillor Reason appraised members of the archaeological digs which have (and will be) taking place around the village. The digs are proving very popular with all age groups and a number of items have been found – bits of pottery etc and lots of old iron outside the Forge.

There will be a wash-up meeting on 30 October attended by Simon West from St. Albans Museum.

- Resolved**
- 1 To approve the recommendations of the Heritage Trail Working Group of the 14 June, 25 July, 10 & 18 August 2011.**
  - 2 To note all consent forms have been signed by the freeholders/appropriate persons and will be handed in to SADC Conservation department tomorrow (26 August 2011)**
  - 3 To note the first map board will be sited between Fuchsia Pink and the salt bin in the High Street.**
  - 4 To note the success of the Summer of Archaeology.**
  - 5 To note the wash-up meeting of the Summer of Archaeology on 30 October 2011 which will be attended by Simon West (St. Albans Museum)?**

#### **2161-11 Leases, Licences & Special Agreements Sub Committee Recommendations**

The Chairman proposed, and it was agreed that the recommendations of the Leases, Licences & Special Agreements Sub Committee of 3 August 2011 were approved.

In respect of minute 2111-11 a land agent had reviewed the Tennis Club lease (due for renewal every 5 years). His report had been circulated to all members.

Councillor Reason proposed, 'that the Parish Council accepts the advice of the land agent in respect of the rent increase, and the rent be increased to £1714 per annum for the next 5 year period', seconded Councillor Shardlow. Agreed.

It was noted that the amended football agreements are now with the Football Clubs.

- Resolved**
- 1 To approve the recommendations of the Leases, Licences & Special Agreements Sub Committee of 3 August 2011.**
  - 2 The Parish Council accepts the advice of their land agent in respect of the annual rent for the Tennis Club and the rent is to be set at £1714.00 per annum for the next 5 year period.**
  - 3 To note that the amended football agreements are now with the Football Clubs.**

#### **2162-11 Pump Committee Recommendations**

The Chairman proposed, and it was agreed, that the recommendations of the Pump Committee of 15 & 23 August were approved.

The Chairman reported that as approved at the last meeting of WPC (minute 2080-11) an article on the compensation monies is in the Autumn issue of the Pump. The magazine is due out mid September.

As per minute 2080-11 an Amenity Working Group has been formed to consider and shortlist options.

Councillor Burgess proposed that a date was set for a meeting of the Amenity Working Group, seconded Councillor Shardlow.  
Vote For 8 Against 0 Abstentions 2 – CARRIED.

It was agreed that a meeting of the Amenity Working Group will take place on Monday 17 October 2011 at 8pm.

- Resolved**
- 1 To approve the recommendations of the Pump Committee of 15 & 23 August 2011.**
  - 2 To note an article on the compensation monies is in the Autumn edition of the Pump.**
  - 3 A meeting of the Amenity Working Group will take place on Monday 17 October 2011 at 8pm.**

#### **2163-11 Rights of Way Committee Recommendations**

The Chairman proposed, and it was agreed, that the recommendations of the Rights of Way Committee of 16 & 22 August 2011 were approved.

To note delegated approval to the Clerk of £50 rolling expenditure on volunteer's equipment.

The Chairman reported on the two interesting walk-rounds that had taken place. Articles on each area, on a rolling basis, will appear in the Pump.

Members discussed the Parish Council Web site; Councillor Johnston is due to have a meeting with an SADC IT officer about the function of the site.

Councillor Reason proposed, 'that we email Councillor Johnston with what functions we want the web site to do so he can talk these through with the SADC officer', seconded Councillor Shardlow. Agreed.

- Resolved**
- 1 To approve the recommendations of the rights of Way Committee of 16 & 22 August 2011.**
  - 2 To approve delegated approval to the Clerk of £50 rolling expenditure on volunteer's equipment.**
  - 3 Members to email Councillor Johnston regarding the function of the Parish Council web site.**

**2164-11 West Crinkle Crankle Wall Working Group Recommendations**

The Chairman proposed, and it was agreed, that the recommendations of the Crinkle Crankle Wall Working Group of 17 August 2011 were approved.

In respect of minute 2131-11 recommendation 4 - the Clerk obtains permission in principal from St Albans Diocese for works on the leased Glebe land; a letter has gone to the St. Albans Diocesan Board.

- Resolved**
- 1 To approve the recommendations of the West Crinkle Crankle Wall Working Group of 17 August 2011.**
  - 2 To note a letter has gone to the St. Albans Diocesan Board re minute 2131-11 recommendation 4.**

**2165-11 Highways & public Transport Committee Recommendations**

The Chairman proposed, and it was agreed, that the recommendations of the Highways and Public Transport Committee of 23 August 2011 were approved.

With regard to minute 2149-11 recommendation (1) purchase of a 14 cubic foot salt bin to be sited at the junction of Sheepecote Lane and Marford Road. Members discussed this item in light of Councillor Johnston's report on a meeting he had had with an Officer from HCC regarding salt bins in Wheathampstead. Councillor Johnston reported that HCC are thinking of removing salt bins, particularly the one on the High Street near Fuchsia Pink.

Members were very concerned about the possible removal of any of the salt bins in Wheathampstead.

Councillor Johnston proposed, 'that we get clarification of what HCC's policy is on salt bins', seconded Councillor Burgess. Agreed.

Councillor Shardlow proposed, 'that we buy the new salt bin as agreed by the Highways and Public Transport Committee', seconded Councillor Reason.

Vote For 3 Against 4 Abstentions 3. The proposal was lost.

- Resolved**
- 1 To approve the recommendations of the Highways and Public Transport committee of 23 August 2011.**
  - 2 The Clerk writes to Hertfordshire Highways for clarification of their policy on salt bins.**
  - 3 With regard to minute 2149-11 recommendation (1) a new salt bin is not purchased.**

**2166-11 Marford Road Crossing Consultation**

The Chairman proposed that Wheathampstead Parish Council formally supports HCC in their consultation process on the Marford Road crossing. Agreed.

- Resolved**
- Wheathampstead Parish Council formally supports HCC in their consultation process on the Marford Road Crossing.**

**2167-11 Memorial Hall Matters**

Councillor Clark reported that the Memorial Hall Committee had had recent urgent expenditure including the repair of a broken water pipe under the library floor - £290 and repair of the fridge/freezer £83.

With regard to minute 1794-11 (a). The Parish Council initially agreed a fee of £20 for WEB's use of part of the Memorial Hall on 12 June 2011 for The World Comes to Wheathampstead event. The fee was to cover cleaning of the hall. The weather on the day was inclement and WEB had used every part of the Memorial Hall. The cleaner had to work extra hours to clean the hall and WEB were invoiced £55 – an extra £35 to cover the extra cleaning costs. WEB have asked for a refund of the £35 extra fee.

Councillor Shardlow proposed, 'We reject the request, the Council incurred extra costs and had waived the fee for the hire of the hall, seconded Councillor Reason.

Vote For 6 Against none Abstentions 2. CARRIED.

- Resolved**
- 1 To note recent emergency expenditure by the Memorial Hall Committee of £290 for repair of a leak in the library floor and £83 to repair the fridge/freezer.**
  - 2 To reject the request from WEB for a refund of £35 for the use of the Memorial Hall on 12 June 2011.**

## **2168-11 Forge**

Members reconsidered the purchase of a new alarm for the Forge (minute 2007-11) and agreed the money £75 go towards darker paint for the walls.

Power has now been installed and is metered and functional.

Councillor Burgess informed members that a member of the public had offered tools to the Council. He asked members for permission to accept the tools. Agreed.

It was agreed to write and thank the member of public for his very generous offer.

- Resolved**
- 1 Not to purchase a new alarm for the forge as per minute 2007-11 and for this money - £75 - to be used to buy darker paint for the walls.**
  - 2 To note that power is now installed at the Forge and is metered and functional.**
  - 3 To accept the offer of tools from a member of the public.**
  - 4 To write and thank the member of public for his very generous offer.**

**2167-11 Allotments**

Members reconsidered tenancy of an allotment plot (minute 2005-11 item1).

The Deputy Clerk read out a statement from the allotment tenant.

Councillor Shardlow proposed, 'The tenant keep the whole plot to the end of September when a review will take place, if not cultivated satisfactorily the tenant will be offered half the plot', seconded Councillor Clark. Agreed.

**Resolved**                      **The allotment tenant to keep the whole plot to the end of September when a review of the plot will take place. If not cultivated satisfactorily the tenant will be offered half the plot.**

**2168-11 Village Day Chairman**

The Chairman elected at minute 2091-11 has stepped down. Members expressed disappointment at the turn of events.

Councillor Shardlow was proposed, seconded Councillor Reason as Chairman of the Village Day Working Group 2011-2012. Agreed

**Resolved**                      **That Councillor Shardlow be elected Chairman of the Village Day Working Group for the year 2011-2012.**

**2169-11 Small Projects**

Councillor Johnston has offered to take on the small project of cutting 'v' shapes into the grass edging the Memorial Hall car park to allow for improved water drainage. Agreed.

**Resolved**                      **Councillor Johnston implements the small project of cutting 'v' shapes into the grass edging the Memorial Hall car park to improve water drainage.**

**2170-11 Budget Review**

The Chairman proposed and it was agreed to note the budget report, which had been previously circulated.

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

*Cllr. Burgess left the meeting 2125hr*

**2171-11 Consultations, training and meetings**

The Chairman proposed and members formally approved the request for

- the Clerk, Deputy Clerk and Councillors Clements, Reason & Johnston to attend Code of Conduct Training on September 12 at Harpenden Town Council offices.
- The Clerk, Deputy Clerk and Councillor Shardlow to attend Emergency Planning training on October 19 – 9.30am – 1pm. It was agreed the Parish Council office would be closed that morning.
- Finance Training on 14 September – Councillors Begg and Davies to be asked if they wish to attend. (£30 per delegate). *Note: Post meeting Councillors Begg and Davies are both attending the Finance Training Course on 14 September*

Members agreed that WEB should be contacted regarding the Consultation response on Business Rates. Councillors Reason and Clark will action.

Councillor Clements will draft a response to the Consultation on Open Public Spaces (deadline September) which will be circulated for comments before submission.

Members agreed that the details of the consultation on Localising Support for Council Tax in England (deadline 14 October) should be forwarded to Mrs. M. Oxley.

- Resolved**
- 1 To approve the Clerk, Deputy Clerk and Councillors Clements, Reason and Johnston attendance at the Code of Conduct Training on September 12.**
  - 2 To approve the Clerk, Deputy Clerk and Councillor Shardlow's attendance at the Emergency Planning training on October 19.**
  - 3 The Parish Office to be closed on the morning of 19 October for staff to attend training.**
  - 4 Councillors Begg and Davies to be asked if they wish to attend Finance training on 14 September - £30 per delegate**
  - 5 Councillor Clements will draft a response to the consultation on Open Public Spaces which will be circulated for comments from members before submission.**
  - 6 The details of the consultation on Localising Support for Council Tax in England are forwarded to Mrs. M. Oxley.**

## **2172-11 Planning Matters including consultation on change of use in Planning System**

Councillor Clark had drafted a response to the 'Change of Use to the Planning System' document which had been previously circulated to all members.

The Chairman proposed acceptance of the response which will be submitted before 1<sup>st</sup> September. Agreed.

It was agreed to write to SADC Planning enforcement re applications 5/11/1750 & 5/11/1745/ & 5/11/1744 & 5/11/1743.

- Resolved**
- 1 To note the response to the 'Change of Use to the Planning System' document is to be submitted before 1 September 2011.**
  - 2 To write to SADC Planning enforcement re planning applications 5/11/1750/& 5/11/1745/ & 5/11/1744 & 5/11/1743.**

**Under delegated powers (minute 1114-10) decision made – recommendation of REFUSAL – there is permission that was carefully worked out to extend.**

5/11/1741	Holly Cottage, Lower Gustard Wood, Wheathampstead	Demolition of existing dwelling and garage and erection of replacement four bedroom dwelling with detached garage.
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**Under delegated powers (minute 1114-10) decision made – recommendation of REFUSAL – As wall (already built) breaches the 4m buffer planting zone.**

5/11/1750	Plot 65 Former Wheathampstead Education Centre site, Butterfield Road, Wheathampstead	Construction of a 1.8m high rear boundary wall with gate.
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**Under delegated powers (minute 1114-10) decision made – recommendation of REFUSAL – Conditions were carefully considered when original permission was granted.**

5/11/1745	Lamerwood Country Club, Codicote Road, Wheathampstead	Removal of condition 13 (no further earthworks or level changes) of planning permission 5/2010/2883) dated 21/01/2011 for change of use of clubhouse from Class D2 (leisure) to Class C3 (residential) creating one dwelling and change of use of golf course to agricultural/forestry.
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**Under delegated powers (minute 1114-10) decision made – recommendation of REFUSAL - Conditions were carefully considered when original permission was granted.**

5/11/1744	Lamerwood Country Club, Codicote Road, Wheathampstead	Removal of condition 7 (no fences, gates walls or other means of enclosure shall be constructed around or within the residential cartilage or within the application site beyond the residential cartilage) of planning permission 5/2010/2883) dated 21/01/2011 for change of use of clubhouse from Class D2 (leisure) to Class C3 (residential) creating one dwelling and change of use of golf course to agricultural/forestry.
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**Under delegated powers (minute 1114-10) decision made – recommendation of REFUSAL - Conditions were carefully considered when original permission was granted.**

5/11/1743	Lamerwood Country Club, Codicote Road, Wheathampstead	Removal of conditions 3 (no enlargement or extension of dwellings) and 8 (no new buildings or hard surfacing) ) of planning permission 5/2010/2883) dated 21/01/2011 for change of use of clubhouse from Class D2 (leisure) to Class C3 (residential) creating one dwelling and change of use of golf course to agricultural/forestry.
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**Under delegated powers (minute 1114-10) decision made – recommendation – recommendation NO OBJECTION.**

5/11/1692	25 Tudor Road, Wheathampstead	Single storey side extension and partial demolition of garage to create shed
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**The following plans were considered:**

5/11/1691	8 St. Thomas Place, Wheathampstead	Single storey side & rear extension and enlargement of front porch following demolition of conservatory
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Councillor Clark proposed, seconded by Councillor Reason that the Parish Council's response to SADC be no objection.

**Recommendation No Objection**

5/11/1700	Dane Spring, Bower Heath Lane, Harpenden	Demolition of existing single storey extension and erection of two storey front and side extensions, insertion of rear dormer windows and alterations to existing front and rear dormer windows. (resubmission following refusal of 5/2010/0263)
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Councillor Shardlow proposed, seconded by Councillor Johnston that the Parish Council's response to SADC be refusal on the grounds of overdevelopment in the Green Belt.

**Recommendation RECOMMEND REFUSAL  
Overdevelopment in the Green Belt**

5/11/1641	Land adj. 3 Garrard Way, Wheathampstead	Side garage
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Councillor Reason proposed, seconded Councillor Hills that the Parish Councils' response to SADC be refusal on the grounds of overdevelopment of the site. SADC Local Plan Policy 72 refers.

**Recommendation RECOMMEND REFUSAL  
overdevelopment of the site - Policy 72 refers**

5/11/1862	The Tin Pot PH, 33 Gustard Wood, Wheathampstead	Certificate of Lawfulness (existing) – change of use of public house (Class A4) to single residential dwelling house (Class C3) and four bed and breakfast units.
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Councillor Woodhams proposed, seconded Councillor Shardlow that the Parish Councils' response to SADC be refusal on the grounds that Wheathampstead Parish Council's policy is to resist change of use from business to residential

**Recommendation**    **RECOMMEND REFUSAL**  
**Wheathampstead Parish Council's policy**  
**is to resist change of use from business**  
**to residential**

*Cllr. Hills left the meeting 2150hr*

**2173 -11    Accounts for Payment**

The revised schedule of accounts for payment in August had been circulated. Councillor Clements proposed, seconded Councillor Woodhams that the revised list of accounts as circulated and amended be passed for payment. Agreed.

**Resolved**                    **To pay the revised list of accounts per**  
**August 2011 schedule amounting to**  
**£16033.39.**

**2174-11    Reports from Councillor on Meetings attended**

Councillor Clark apologised for being unable to attend the WEB meeting on 16 August 2011.

**Resolved**                    **To note apologies from Councillor Clark**  
**for being unable to attend the WEB**  
**meeting on 16 August 2011.**

**The Chairman declared the meeting closed at 2158h.**

**Dated this                    day of                    2011**

**Chairman**