

**Wheathampstead Parish Council
Parish Council Meeting
29 September 2011, 19.30h**

Present	Councillors	I Begg	Chairman
		J Burgess	
		G Clark	
		N Clements	
		D Davies	
		D Hills	
		D Johnston	
		T Reason	
		P Woodhams	
		J Warren	Clerk to the Council
		Press	0
		Public	3

2208 -11 Apologies

Apologies were received and accepted from Councillors A Brewster and M Fletcher and (personal reasons),

2209-11 Public Speaking

Mr L'Estrange had provided a written request, circulated to councillors, which reported that building work has commenced to renovate Loufenway – the property adjacent to East Lane car park. This was discussed at Minute 2006-11 (June Council). The L'Estranges wished to replace their dilapidated perimeter fence with a brick wall and sought Council permission. He confirmed that planning permission from SADC was not necessary and the bricks to be used would as far as possible match the house, being similar to the wall photograph circulated. During the period of any work it would be necessary to suspend use of the adjacent parking bays.

The Chairman proposed, and it was agreed, that this request be immediately considered by Council (See Minute 2220-11) Councillor Hills then arrived.

2210-11 Specific Declarations of Interest

Councillor Clark, being a District Councillor member of the Plans North Committee of the District Council Planning Authority and member of the Licensing Committee, declared an interest in Minute 2222-11. The way she votes at Parish Council will not necessarily be the way she votes at District Council. Councillor Begg declared a personal interest in Minute 2222-11 application 5/11/1913 being a neighbour and took no part in discussions regarding this submission.

2211-11 Minutes of Council

The Chairman proposed and it was agreed that the Minutes of the

meeting held on 25 August be approved.

Resolved To confirm the Minutes of the meeting held on 25 August 2011 to be a true and fair account and for these to be signed by the Chairman.

2212-11 Minutes of Committee Meetings

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

Pump Committee	1 September 2011
Allotments Committee	8 September 2011
Leases Licenses & Special Agreements Sub committee	22 September 2011
Memorial Hall Committee	26 September 2011

Resolved To receipt and adopt the draft Minutes of

Pump Committee	1 September 2011
Allotments Committee	8 September 2011
Leases Licenses & Special Agreements Sub committee	22 September 2011
Memorial Hall Committee	26 September 2011

2213-11 Pump Committee Recommendations

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

Resolved To approve the recommendations of the Pump Committee of 1 September

2214-11 Allotments Committee Recommendations

Councillor Burgess proposed, seconded by Councillor Woodhams, and it was agreed, that the recommendations of the Allotments Committee of 8 September were approved with the exception that Minute 2188-11(7) be amended to purchase of a combination lock to be welded to a length of chain securely attached at its other end to a fixed post.

Resolved To approve the recommendations of the Allotments Committee of 8 September with the exception that Minute 2188-11(7) be amended to purchase of a combination lock to be welded to a length of chain securely attached at its other end to a fixed post.

2215-11 Leases Licenses & Special Agreements Sub committee Recommendations

The Chairman proposed, and it was agreed, that the resolutions of the Leases Licenses & Special Agreements Sub Committee be noted.

Resolved To note the resolutions of the Leases Licenses & Special Agreements Sub Committee of 22 September 2011

2216-11 Memorial Hall Committee Recommendations

The Chairman proposed, and it was agreed, that the recommendations of the Memorial Hall Committee were approved

Resolved To approve the recommendations of the Memorial Hall Committee of 26 September 2011

2217-11 Council Structure and representation

Members considered the recommendations of the Committee Structure Working Group Council meeting held on 8 August (Minute 2113-11) regarding Council structure and representation and agreed to implement changes as recommended effective from week commencing 10 October 2011. The new structure would comprise 3 committees with delegated powers to committees and the office. Maintenance and 'Community Engagement' Committees would meet monthly, and Finance Committee to meet as required. Six working groups had been identified.

Councillor Burgess requested a recorded vote.

The Chairman proposed and agreed:

1. Monthly Council as at present
2. 3 committee structure, names to be determined.
3. 'Finance' Committee to meet as required
4. 'Maintenance' Committee – meet monthly
5. possible outsourcing of some functions as allotments,
6. delegation of ongoing functions to the office in due course (budget parameters to apply)
7. 'Community engagement' Committee - meet monthly – an amalgam of a number of functions many of which would include outside community as well as councillors
8. Working groups would remain for defined projects such as the Heritage Trail. These would emanate from the Village Plan and have a defined lifespan. Once completed their function would be undertaken by one of the standing committees
9. A trial period be undertaken, at least 6 months, more likely a full year but that this be reassessed for minor alteration midterm

- Resolved**
- 1 Monthly Council as at present**
 - 2 3 committee structure, names to be determined.**
 - 3 'Finance' Committee to meet as required**
 - 4 'Maintenance' Committee – meet monthly**
 - 5 Possible outsourcing of some functions as allotments,**
 - 6 Delegation of ongoing functions to the office in due course (budget parameters to apply)**
 - 7 Community Engagement Committee-meet monthly – an amalgam of a number of functions many of which would include outside community as well as councillors**
 - 8 Working groups would remain for defined projects such as the Heritage Trail. These would emanate from the Village Plan and have a defined lifespan. Once completed their function would be undertaken by one of the standing committees**
 - 9 A trial period be undertaken, at least 6 months, more likely a full year but that this be reassessed for minor alteration midterm**
 - 10 Delegated powers given to committees and the office**

Voted for the resolutions
Voted against the resolutions

Councillors I Begg, J Burgess, D Davies, D Johnston, T Reason, P Woodhams
Councillors G Clark, N Clements, D Hills

Abstentions

None

Councillors absent from meeting

Councillors A Brewster, M Fletcher, J Shardlow

Councillor Burgess proposed, seconded by Councillor Davies, and it was agreed, that the new committees be called Finance, Maintenance, and Community Involvement Committees and that the new structure be effective from 10 October 2011. The chairmen for each committee would be elected at the first meeting

- Resolved**
- 11 that the new committees be called Finance, Maintenance, and Community Involvement Committees**
 - 12 New structure to be effective from 10 October 2011**
 - 13 Committee chairmen to be elected at the beginning of each new committee meeting**

Councillors were encouraged to participate in all committees, councillors not present would be asked to advise the Clerk of their preferences. Membership was agreed as

	Finance	Maintenance	Community Involvement
I Begg	Y	-	Y
A Brewster	?	?	?
J Burgess	-	-	-
G Clark	-	Y	Y
N Clements	Y	Y	Y
D Davies	Y	-	Y
M Fletcher	?	?	?
D Hills	Y	Y	Y
D Johnston	Y	Y	Y
T Reason	Y	Y	Y
J Shardlow	?	?	?
P Woodhams	-	Y	Y

2218-11 Consideration to pay Members' Allowances

Members considered whether to introduce a scheme of Members' Allowances in the next financial year. If agreed councillors would be free to decide whether to draw their allowance. Allowances for parish councillors are permissible under The Local Authorities (Members' Allowances)(England) Regulations 2003 and were viewed by polls as not something which would influence someone wishing to become a parish councillor, but one which may make it possible for some people to do so; any decision to pay allowances would then be considered by the Parish Remuneration Panel set up by SADC.

The Chairman proposed, and it was agreed, that allowances would not be introduced in 2012-13

Resolved Not to introduce a scheme for Members' Allowances in 2012-13

2219-11 Small Projects

The small projects report compiled by Councillor Burgess had been previously circulated and was noted. Councillor Burgess proposed, seconded by Councillor Reason, and it was agreed the he be permitted to repaint the plaque on the Mill Quay – background in green (RAL 2009), lettering in gold; no additional resources need be purchased. Councillor Burgess proposed, seconded by Councillor Begg, and it was agreed, that he cut back the shrub by the Memorial Hall entrance enabling him to tidy up the loose wires by the main entrance. The shrub would be reduced to half size.

It was noted that the Clerk had reported the matters of excessive vegetation and the crumbling wall on the Hill through the Herts Direct website. The county councillor would now be asked to chase these matters with Highways.

The request to repaint the Maltings Drive Play Area is minuted below at Minute 2220-11.

- Resolved**
- 1 Councillor Burgess to repaint plaque on Mill Quay green and gold**
 - 2 Councillor Burgess to tidy loose wires by Memorial Hall entrance and prune back adjacent shrub to half size**
 - 3 Clerk to ask county councillor to chase Hertfordshire Highways regarding the Hill.**

2220-11 Requests to Council

Members considered the following requests:

- Boundary wall to Loufenway
- Painting Maltings Drive Play area
- Storage in Forge
- Shelter on Glebe South Horse Field
- WEB for World Comes to Wheathampstead
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Boundary wall to Loufenway

The Chairman proposed, and it was agreed, that the L'Estrange's request be agreed subject to advance notice of works dates and their arranging signage in particular regarding temporary disabled bays.

Painting Maltings Drive Play area

The request, previously circulated, from two sisters (aged 9 and 10) had been received to paint Maltings Drive play area. This was an excellent example of community buy-in and partnership but none the less, as the girls were minors, raised additional 'risks' including the need for specific supervision, and the issue of CRB checks. The advantage of youth 'ownership' of sites and activities should not be underestimated. Council had no desire to discourage the girls' enthusiasm but was mindful that the play area was due for refurbishment in the near future albeit potentially a long time for young timeframes. Councillor Reason proposed, seconded by Councillor Johnston and it was agreed, that the Clerk write thanking the girls for their offer to paint the play area, stating the it was due for refurbishment, but that in the meantime ,subject to parental supervision, Council would be pleased to accept their offer. Details of timing and specifics to be delegated to Clerk and vice Chairman who would liaise through the parents.

Councillor Burgess planned to repaint the handrails to the north of the Memorial Hall on 1 October and suggested that the girls, with parental supervision, may wish to assist .

Councillor Burgess left the meeting

Storage in Forge

A request to privately use the Forge has been received and circulated from Mr Monahan. Council currently leased space in the Forge to the Scouts, who in turn permitted WEB free storage space. The Chairman proposed, and it was agreed, that the Scouts' lease be reviewed. The Clerk to write to Mr Monahan stating that currently the Parish Council could not agree to his request.

Shelter on Glebe South Horse Field

Mr Cross' request for permission to install a portable (non permanent structure on 'skies') field shelter, approximate size 12' x 12' adjacent to his stable to be used to store rugs and provide shelter for the ponies had been circulated. He has met with Cllr Shardlow on site to discuss this and his request considered by the Allotments Committee for an additional field gate to Glebe South grazing field but in Councillor Shardlow's absence the Chairman proposed that no decision could be made and this request be deferred to the first Community Involvement Committee.

WEB for World Comes to Wheathampstead

A request to repeat the W2W event on the 'same' Sunday, 10 June 2012 had been received from WEB. In 2011 WEB utilized the Memorial Hall and field. Access in advance to the field was allowed to erect marquees. Whilst the weather was not kind the event was regarded as a huge success and means of 'putting Wheathampstead in the map'. Councillor Johnston proposed, seconded by Councillor Reason, and it was agreed, that the booking be accepted subject to the facilities being left in a presentable state and at a fee of £65

- Resolved**
- 1 To permit the building of a perimeter wall around Loufenway, subject to the owners giving advance notice and signage particularly in respect of temporary disabled parking bays**
 - 2 Clerk to thank the girls for their offer to paint the play area, stating the it was due for refurbishment, but that in the meantime, subject to parental supervision, Council would be pleased to accept their offer. Details of timing and specifics to be delegated to clerk and Vice Chairman who would liaise with parent(s).**
 - 3 To invite the girls, with parental supervision, to assist Councillor Burgess in repainting the handrails to the north of the Memorial Hall
To review the Scouts' lease for the Forge**
 - 4 Clerk to write to Mr Monahan**
 - 5 To consider the request for a portable (non permanent) field shelter and additional field gate at the first Community Involvement Committee.**
 - 6 To approve use of field and Memorial Hall for the World Comes to Wheathampstead on 10 June 2012 at £65.**

2221-11 Localism agenda

The Localism Bill, which aims to devolve more power from central government to local councils and communities, was announced on 13

December 2010, with provisions starting to come into force early in 2012. The Bill also introduces the concept of neighbourhood planning, the District Council has started working with town/parish councils on how to implement this. There were potentially further opportunities to work with Hertfordshire County Council

Following the Parish Conference in July Wheathampstead Parish Council has entered discussions with SADC, specifically emphasizing its interest in Neighbourhood Planning and in respect of East Lane car park. SADC has indicated its support to include the Parish Council in the Neighbourhood plan process and members are actively involved in the Rural Vision Group. WPC have been asked to formally approach SADC with a detailed devolution proposal regarding future leasing or transfer of East Lane car park including the adjacent area of land together with any additional requests for asset transfer/management.

A report had been circulated.

The Chairman proposed, and it was agreed, that a working group be set up to consider possible assets and functions for devolution to the parish council from the principal authorities. Its findings to be brought to Full Council as soon as possible.

The group would comprise Councillors G Clark, N Clements, D Hills and D Johnston; and councillors absent from the meeting who were to be invited to join the working group.

- Resolved**
- 1 To set up a working group to consider devolution of assets and functions which would report back to the next appropriate Council.**
 - 2 Working group membership to comprise Councillors G Clark, N Clements, D Hills, D Johnston, councillors absent from the meeting to be invited to join**

Cllr Clark took the chair for planning matters.

2222-11 Planning Matters

Councillor Reason proposed, seconded by Councillor Johnston, and it was agreed to support a proposal for new powers for parish and town councils to help them when assessing major planning applications. The request to support this has been received from Steve Shaw, National Co-ordinator, Local Works - promoting the Sustainable Communities Act.

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

5/1151996	9 Croftwell, Harpenden	Single storey front extension, two storey side extension, front canopy and new hipped roof above the existing rear extension
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Under delegated powers (minute 1114-10) decisions made – recommendation of REFUSAL – Repetitive application for an overdevelopment in Green Belt

5/11/2047	Dane Farm, Bower Heath Lane	Single storey side & rear extension, demolition of detached garage and removal of boiler house (re-submission following refusal of 5/2011/1069)
5/11/2113	Dane Farm, Bower Heath Lane	Single storey side & rear extension, demolition of detached garage and removal of boiler house (re-submission following refusal of 5/2011/1069)

The following plans were considered

5/11/2149	89 Butterfield Road	Rear conservatory
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Councillor Begg proposed, seconded by Councillor Woodhams that the Parish Council's response to SADC be no objection.

Recommendation **No objection**

5/11/2078	Mead Hall, East Lane	shed
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Councillor Woodhams proposed, seconded by Councillor Clark that the Parish Council's response to SADC be no objection

Recommendation **No objection**

5/11/1913	6 Old Rectory Gardens	Single storey front, side and rear extension, car port and store, conversion of loft to habitable room, alteration to openings and removal of chimney following demolition of single storey side extension and detached garage
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Councillor Begg DECLARED a personal interest in this application (neighbour) and took no part in the discussion.

Councillor Reason proposed, seconded by Councillor Davies that the Parish Council's response to SADC be no objection.

Recommendation **No objection**

5/11/2188 9 Marshalls Heath Replacement garage with habitable
Lane accommodation following demolition
of existing garage

Councillor Begg proposed, seconded by Councillor Johnston that the Parish Council's response to SADC be REFUSAL

The application could be considered a separate dwelling in the Green Belt.

Should the District Council be minded to grant permission it is recommended that a condition be placed upon it stating that it should not be a separate development to the main house

Recommendation

REFUSAL

The application could be considered a separate dwelling in the Green Belt.

Should the District Council be minded to grant permission it is recommended that a condition be placed upon it stating that it should not be a separate development to the main house

The Chairman drew Members' attention to the following decisions made by SADC as Planning Authority

PERMISSION (refusal recommended at our Minute 2172-11)

5/11/1750 Plot 65, former Construction of 1.8m rear boundary
Education Centre, wall with gate
Butterfield Road

REFUSAL (refusal recommended at our Minute 2172-11)

5/11/1743 Lamerwood Removal of conditions 3 (no
Country Club, enlargement or extension of dwellings)
Codicote Road, and 8 (no new buildings or hard
Wheathampstead 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

5/11/1744 Lamerwood Removal of condition 7 (no fences,
Country Club, gates walls or other means of
Codicote Road, enclosure shall be constructed around
Wheathampstead 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.

5/11/1745 Lamerwood Removal of condition 13 (no further
Country Club, earthworks or level changes) of
Codicote Road, planning permission 5/2010/2883)
Wheathampstead 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.

Cllr Begg took the Chair

2223-11 Commuted sum Butterfield Road

The s106 agreement associated with development of the former Education Centre on Butterfield Road, dated 2007 includes an index linked sum of £60,000 as play area provision. Wheathampstead Parish Council has yet to formally agree how it wishes to approach the Council, via the developer, for expenditure of the s106 commuted sum. The Chairman proposed, and it was agreed, that this be brought to Council at the appropriate time.

Resolved To defer discussion to a future Council meeting

2224-11 Website Update

Councillor Johnston reported that the Parish council's website was onerous to maintain and update and more suitable for a webmaster. It was acknowledged that whilst St Albans District Council had provided this for the Parish Council the complexity was disappointing and he recommended a less complex website with booking facilities for such as rooms in the Memorial Hall and football pitches. It was agreed that he bring a costed report to a later Council for consideration for 2012-13 budget.

Resolved

- 1 To note the report**
- 2 To consider alternative options in the budget setting process**

2225-11 Budget Review

The Chairman proposed, and it was agreed to note the budget report which had been previously circulated. It was further agreed that progressing SAGE was a priority and that to facilitate this office opening hours should be enforced and the Clerk encouraged to work remotely or undisturbed.

Resolved

- 1 To note the report**
- 2 To enforce office opening hours**

2226-11 Accounts for Payment

The revised schedule of accounts for payment in September had been circulated. The Council Chairman proposed, and it was agreed, that the revised list of accounts as circulated and amended be passed for payment.

Resolved **To pay the revised list of accounts per September 2011 schedule amounting to £21,494.37**

2227-11 Consultations, training and meetings

Members were advised of the Local Strategic Partnership's Annual Community Conference, to be held at Rothamsted on 3 November. The theme was 'Inspire and Involve –something for everybody'. Members were encouraged to advise the Clerk if they wished to attend this free event.

Members were encouraged to respond individually to the Boundary Commission consultation (circulated)

Resolved

- 1 Members to advise Clerk if they wished to attend the LSP Annual Community Conference on 3 November (FOC)**
- 2 To respond individually to the Boundary Commission consultation**

2228-11 Reports from Councillors on Meetings Attended

Councillors Clark and Woodhams had previously circulated reports on the WEB and Police Neighbourhood Meetings; and play equipment safety meeting respectively.

Councillor Woodhams iterated the need for a detailed maintenance schedule for play area inspection and it was agreed this be discussed at the Maintenance Committee.

Councillor Clark, together with Councillor Johnston and the Clerk had attended the Police Priority setting Forum the previous day. Damian Higgins, the highways officer, and the county councillor also attended. This enabled police and highways to communicate face to face about issues such as speeding up the B651, through the High St and towards Kimpton. The SID speed data had provided evidence to arrange for data loop collection to be set up by Highways along the B651 (near

