

**Wheathampstead Parish Council
Parish Council Meeting
27 October, 19.30h**

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

2248 -11 Apologies

Apologies were received and accepted from Councillors I Begg and M Fletcher and (personal reasons),

2249-11 Public Speaking

Mr Cross had provided a written request, circulated to councillors, asking that he be permitted to install an additional 12' x 12' barn adjacent to his current outbuildings on the Glebe south grazing field. He also wished to install an additional 5 bar type wooden 10' gate in the southern most fence to the pasture to ease access to the barns.

Mr Rolf, who had recently moved to the Village commented that he was appalled at the speed of traffic racing along Offas Way, in particular the stretch where the 'old peoples bungalows' were. He wondered whether 20mph signs could be installed as in the High Street.

He was advised that members of the Parish Council met regularly with the police, county councillor, fire service and neighbourhood watch members to consider local priorities and this matter would be taken to this forum. Wheathampstead was also to become the pilot area for the Community Speedwatch initiative.

The Chairman proposed, and it was agreed, that Mr Cross's request be considered by Council upon receipt of the Community Involvement Committee minutes (See Minutes 2240-11/ 2253-11). The Clerk would contact the police and County Councillor Crawley regarding speeding in Offas Way.

2250-11 Specific Declarations of Interest

Councillors Brewster and Clark, being District Councillor members of the Plans North Committee of the District Council Planning Authority and Cllr

Clark also a member of the Licensing Committee, declared an interest in Minute 2264-11. The way they vote at Parish Council will not necessarily be the way they vote at District Council. Councillor Clark further declared a personal and prejudicial interest in Minute 2270-11 regarding the payment to her husband for bus shelter refurbishment. Councillor Clements declared a personal interest in Minute 2266-11 application being a retired financial advisor.

2251-11 Minutes of Council

The Chairman proposed and it was agreed that the Minutes of the meeting held on 29 September be approved.

Resolved **To confirm the Minutes of the meeting held on 29 September 2011 to be a true and fair account and for these to be signed by the Chairman.**

2252-11 Minutes of Committee Meetings

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

Rights of Way Committee	6 October 2011
Community Involvement Committee	12 October 2011
Amenity WG	17 October 2011
Pump WG	18 October 2011

Councillor Shardlow confirmed that the Village Day Working Group Minutes of 17 October would be circulated as soon as possible

Resolved **To receipt and adopt the draft Minutes of**

Rights of Way Committee	6 October 2011
Community Involvement Committee	12 October 2011
Amenity WG	17 October 2011
Pump WG	18 October 2011

2253-11 Consideration of gate and shed on Glebe South Grazing field

Members considered Mr Cross' requests as at 2240-11 and 2249-11 to personally pay for and install a gate and additional field shelter/barn. They noted that grazing fields are on an 11 month let and that the field was let as one with a field shelter rather than full stable facilities. Planning permission for a structure would be required from St Albans District Council. The chairman proposed, and it was agreed, that Councillor Shardlow, in a personal capacity as she was familiar with the site and as a former district councillor was familiar with the planning process, would assist Mr Cross in completing a planning application as he appeared daunted by the process.

Councillor Reason proposed, seconded by Councillor Burgess, and it was agreed, that he be permitted to install a 10' 5 bar wooden gate in the southern fence parallel to Marford Road, at his own expense subject to an annual rent equivalent to a 5 pole allotment plot and to its being kept secured. The 'wayleave' was payable as the access would prevent use as an allotment.

- Resolved**
- 1 Councillor Shardlow in personal capacity would assist Mr Cross in completing a planning application as he appeared daunted by the process**
 - 2 Mr Cross be permitted to install a 10' 5 bar wooden gate in the southern fence parallel to Marford Road, at his own expense subject to an annual rent equivalent to a 5 pole allotment plot and to its being kept secure**

2254-11 Council Structure and representation – Terms of reference

Council approved a revised structure at its September meeting (Minutes 2113-11, 2217-11). Its first Standing Committee had met and agreed Terms of Reference which needed to be adopted by Council. In so doing additional working groups reporting to the Community Involvement Committee were agreed with remit to discuss the detail of the Pump (newsletter), Allotments and Village Day/weekend. Public participation as previously was invited for Allotments and Village Day Working Groups. Delegation of day-to-day decisions and maintenance was delegated to the Clerk within approved budgets (LGA 1972 s101). Councillor Reason proposed, seconded by Councillor Woodhams, and it was agreed, that the Terms of Reference for the Community Involvement Committee, and delegation of day-to-day decisions and maintenance to the Clerk, be approved and adopted

- Resolved**
- To approve and adopt the Terms of Reference for the Community Involvement Committee, and delegation of day-to-day decisions and maintenance to the Clerk**

2255-11 Memorial Hall toilets

Consideration was given to the quotations to refurbish the 'west' end washroom and provision of hand drier in the gents' (Min 2204-11). The chairman proposed, and it was agreed, that the quotation for £2,919 for washroom refurbishment be accepted. She further proposed, and it was agreed that a hand drier be purchased and installed in the gents' washroom up to a value of £438, this decision to be delegated to the Clerk together with Councillors Brewster and Clark. The upgrade of facilities generally would be referred to the Memorial Hall Development Committee

- Resolved**
- 1 To refurbish the west end washroom at a cost of £2, 919**
 - 2 To install a hand drier in the gentlemen's washroom - budget £438, decision to be delegated to Clerk with Cllrs Brewster and Clark**
 - 3 The upgrade of facilities generally would be referred to the Memorial Hall Development Committee**

2256-11 Christmas lights up

Consideration was given to the Christmas lights up event including lighting along Mill Walk, Christmas tree and WEB's request for a grant of £260 towards the event's promotion. A report had previously been circulated.

Mr James Nall-Cain, as for the previous two years, had kindly agreed to donate a Christmas Tree, however his stock of suitable specimen trees was proving a challenge as they are now very large. The Clerk had thanked him for his generosity and support for the Village, it was agreed that she formally write to him.

Councillor Reason reported that the solar powered lights obtained from St Albans District Council were not suitably configured for the Mill Stream, being several lengths of lights from a central point. Members accepted the Environment Agency's comments that the light strings removed from the Mill Stream trees were also unsuitable. It was noted that the Environment Agency had agreed with the Clerk to install the new lights, subject to having ample advance notice. The new lights would need to be purchased swiftly. Quotations had been obtained from Christmas Lights providers. It was suggested that alternative suppliers be investigated. The chairman proposed, and it was agreed that we take up the sponsorship offer from a High Street business, Councillor Shardlow requested to liaise with them and source the lights.

Councillor Johnston encouraged all present to assist at the Christmas Lights Up event run in conjunction with Harpenden Village Rotary and WEB. He proposed, seconded by Councillor Woodhams, and it was agreed that the November Council meeting begin at 20.00 hours to allow all to fully participate in the Lights Up event.

Members considered WEB's request for a £260 grant towards printing and publicity for the Lights Up event. The chairman proposed, and it was agreed, that a grant of £260 be made from the Christmas Lights budget.

- Resolved**
- 1 To note the report**
 - 2 To thank Mr Nall-Cain for his generous donation of a large Christmas Tree for the High Street, and his ongoing support for the Village**
 - 3 Councillor Shardlow to liaise re sponsorship and obtain treelights**
 - 4 To defer the start time of the November 24th Council meeting until 20.00 hours to allow all to fully participate in the Lights Up event**
 - 5 To grant fund WEB £260 towards their input to Lights Up.**

2257-11 Queens Jubilee

Brief consideration was given to ways to celebrate the Queen's Diamond Jubilee on 4 June 2012 including the possibility of lighting a beacon, as suggested by the Lord Lieutenant of Hertfordshire, The Countess of Verulam, and discussed at Rights of Way Committee in August Min 2135-11. a report had been circulated. It was noted that the annual Village Day followed from the Silver Jubilee celebrations which had spanned 5 days. Members agreed that a working group, led by Cllr Reason, meet to consider arrangements for 2012. Celebrations could encompass Village Day weekend and the World Comes to Wheathampstead. Interested parties would join with councillors Brewster, Clark, Clements, Davies, Johnston, Reason and Shardlow for the 2012 extravaganza.

- Resolved**
- 1 To note the report**
 - 2 Councillor Reason to chair a working group to consider events for 2012.**

2258-11 IT Backup

Councillor Johnston proposed, seconded by Cllr Brewster and it was agreed that a communications working group be set up to include Councillors Brewster, Clark, Davies, Johnston and Shardlow. Its remit would cover all aspects of communication with the electorate from newsletter to website. As advised at the SLCC National Conference this would take note of the Code of Recommended Practice on data transparency and its effect on website design. Members agreed to the recommendation from HertsCom to increase backup capacity by 1GB to 7GB at 3.50 per month with immediate effect.

- Resolved**
- 1 To note the report**
 - 2 To form a Communications Working Group comprising councillors Brewster, Clark, Davies, Johnston and Shardlow**
 - 3 To increase backup capacity by 1GB per month with immediate effect**

2259-11 Tennis Club request for plumbing expenses

Members further considered the Tennis Club's request to pay the £66 bill from May 2011 and all future invoices for plumbing repairs (Minute 2010-11 refers). This was declined. Councillor Reason proposed, seconded by Councillor Shardlow, and it was agreed that the Clerk write to the Tennis Club thanking them for their letter and noting that the blockage in May 2011 was caused by excess toilet paper, and in July 2010 by a piece of plywood and that Wheathampstead Parish Council did not consider that the problem was the fall in the drains as these would have been built subject to building regulations and adequate fall.

Resolved **Clerk to write to the Tennis Club thanking them for their letter and noting that the blockage in May 2011 was caused by excess toilet paper, and in July 2010 by a piece of plywood and that Wheathampstead Parish Council did not consider that the problem was the fall in the drains as these would have been built subject to building regulations and adequate fall.**

2260-11 Forge Warden

Councillor Burgess had recommended that a warden be appointed responsible for keeping the Forge tidy and functional. It was noted that wardens (*subsequently renamed rangers*) had been appointed for Council's open spaces. Councillor Johnston proposed, seconded by Councillor Brewster, that Councillor Burgess prepare a draft job description for Forge Warden with a view to his subsequent appointment to this voluntary post.

Resolved **Councillor Burgess to prepare a draft job description for the role of Forge Warden for subsequent review and approval by Council prior to his anticipated appointment to this voluntary post.**

2261-11 Small Projects

The Chairman proposed, and it was agreed that Councillor Burgess's small project proposal that he and Councillor Shardlow plant 3 hydrangeas (budget £50) along the walls of the Forge be approved.

Resolved **Councillors Burgess and Shardlow to plant 3 hydrangeas by the Forge**

2262-11 Solar Panels

Members considered the outline proposal, submitted to the Amenity Working Group, to install solar panels on the Memorial Hall roof. The Chairman proposed, and it was agreed, that Councillor Johnston feed back the comments (including observations regarding appearance, roof structure, funding options including borrowing, and the small print regarding long term government support for feed in tariffs) to Mr Partington prior to submission to November Council.

Resolved Councillor Johnston to ensure comments were included in a submission to November Council

2263-11 Council Tax capping

Members considered the report detailing the Rt Hon George Osborne's announcement for a Council tax freeze in 2012-13 and availability of £850million to assist principal authorities, but with no mention to assist Town and Parish councils. The Chairman proposed, and it was agreed, that the Clerk write to both the Chancellor for the Exchequer and our constituency MP Peter Lilley expressing concerns for the implications to local councils

Resolved Clerk to write to Peter Lilley MP and the Chancellor for the Exchequer expressing concerns for the impact of excluding local councils in the recent announcement to assist principal authorities in achieving a zero increase in council tax

*Councillor Burgess left the meeting
Cllr Clark took the chair for planning matters.*

2264-11 Planning Matters

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

5/11/2379	57 Ash Grove	Replacement front 1.5m high boundary wall and railings
5/11/2366	302 Lower Luton Road	Single storey side and rear extension following demolition of garage and demolition of flue(resubmission following refusal of 5/2011/1011)

The following plans were considered

5/11/2282	Amwell Farm, Nomansland	LB Consent – link to conservatory (amendment to 5/2003/1443)
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Councillor Clements proposed, seconded by Councillor Hills that the Parish Council's response to SADC be no objection

5/11/2220 Former Wheathampstead Education Centre, Butterfield Road Private gated and fenced footpath linking no 25 Butterfield Road to adjacent open space

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

5/11/2534 Robins Wood, Rose Lane Replacement Dwelling (Resubmission Following Refusal Of 5/2010/2358)

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

Recommendation No objection

Cllr Shardlow left the meeting

Cllr Brewster resumed the Chair at the completion of planning matters

2265-11 Serpentine Path

It was reported that following the recommendation of the RoW Committee at Min 3032-11 for a serpentine path through Rectory Copse, the Diocesan Board had given permission in principal. The chairman proposed, and it was agreed, that the Clerk with Councillors Woodhams and Reason meet with the tree officer and subsequently seek planning approval as advised by the SADC conservation officer.

Resolved

- 1 To note the report**
- 2 Clerk with Cllrs Reason and Woodhams to seek planning approval for the Serpentine path through Rectory Copse**

2266-11 Banking and investment

Councillor Clements declared a personal interest in this item having recently retired as a financial advisor. Members considered the banking and investment report and whether to invest some funds with in the Public Sector Deposit Fund. Councillor Clements proposed, seconded by Councillor Hills that £50,000 be invested in the PSDF. The proposal fell. The Chairman subsequently proposed, and it was agreed, that this matter be debated at Finance Committee on 7 November.

Resolved

- 1 To note the report**
- 2 To consider investment in the Public Sector Deposit Fund at Finance Committee**

2267-11 Audited Accounts 2010-11 – Annual Return

The Chairman proposed, and it was agreed to approve and accept the Annual Return for 2010-11 together with the Auditor's report, which had been previously circulated. This marked the conclusion of audit

Resolved **To approve and accept the Annual Return and Auditor's Report for 2010-11**

2268-11 Budget Review 2011-12

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

Resolved **To note the report**

2269-11 Additional Time

The Chairman proposed, and it was agreed, that standing order 1z be suspended as 22.30h approached and additional time be agreed

Resolved **To suspend Standing Order 1z and permit the meeting to continue into additional time**

2270-11 Accounts for Payment

The revised schedule of accounts for payment in October had been circulated. Councillor Clark declared a personal and pecuniary interest in the payment to her husband for refurbishing the bus shelters and took no part in discussion. The Council Chairman proposed, and it was agreed, that the revised list of accounts as circulated and amended be passed for payment. This specifically included payment to the Royal British Legion, under LGA 1972 s137 towards the Poppy Appeal for Remembrance.

Resolved **To pay the revised list of accounts per October 2011 schedule amounting to £19,085.41**

2271-11 Emergency Plan

Following the Emergency Planning Training (Min 2171-11) The Chairman proposed, and it was agreed, that emergency planning provisions for WPC be formulated into a formal Emergency Plan and that this be presented to Council at a later date for approval and subsequently sent to SADC. An initial draft would be circulated by the Deputy clerk to those who attended the training.

Resolved **To formulate a formal Emergency Plan for approval and adoption by Council at a later date which would be subsequently sent to SADC**

The Chairman declared the meeting closed at 22.45h.

Dated this day of 2011

Chairman