

**Wheathampstead Parish Council  
Parish Council Meeting  
11 May 2015, 19.30h**

Present	Councillors	D Johnston	Chairman
		A Brewster	
		G Clark	
		A Dante	
		D Davies	
		L Halford	
		S Haynes	
		T Reason	
		J Shardlow	
		P Wilby	
		P Woodhams	
		J Warren	Clerk to the Council
		Press	0
		Public	1

**4110 -15 Election of Chairman**

Councillor Davies, seconded by Councillor Shardlow, nominated Councillor Johnston as Chairman. He was duly elected and signed the acceptance of office.

**Resolved To elect Councillor Johnston as Chairman of Wheathampstead Parish Council for 2015-16**

**4111-15 Election of Vice Chairman**

Councillor Haynes, seconded by Councillor Shardlow, nominated Councillor Woodhams as Vice Chairman. He was duly elected

**Resolved To elect Councillor Woodhams as Vice Chairman of Wheathampstead Parish Council for 2015-16**

**4112-15 Public Speaking**

Mr Harper, a volunteer for Herts Air Ambulance, spoke to Council about a fundraising motor event they hoped to organise in Wheathampstead in early September. He outlined his previous experience in event management and motor sport, and the desire that it compliment other local occasions. The request was that the Marford Field be made available.

The Chairman proposed, and it was agreed, that he present a detailed proposal to Council on 28 May.

**Resolved That a proposal be brought to Council**

**on 28 May 2015.**

**4113-15 Apologies and introductions**

Apologies were received and accepted from Councillor A Brewster (late arrival – JP duties). This being the first Council of the newly elected body, and Cllr Dante's first meeting, introductions were made.

**4114-15 Specific Declarations of Interest & Dispensations**

Councillor Clark, being District Councillor on the Plans North Committee, declared an interest in any planning matters. The way she votes at Parish Council may differ at District.

**4115-15 Minutes of Council**

The Chairman proposed and it was agreed that the Minutes of the meeting held on 30 April 2015 be approved.

**Resolved: To confirm the Minutes of the meeting held on 30 April 2015 to be a true and fair account and for these to be signed by the Chairman.**

**4116-15 Minutes of Committee Meetings**

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

East Lane Car Park Working Group	5 May 2015
Station Sidings Working Group	5 May 2015

**Resolved: To receipt and adopt the draft Notes of**  
East Lane Car Park Working Group 5 May 2015  
Station Sidings Working Group 5 May 2015

**4117-15 Review of Delegated Powers**

The Chairman proposed, and it was agreed, that delegated powers as currently set out in standing orders and committee terms of reference be approved.

**Resolved To approve delegated powers as currently set out in standing orders and committee terms of reference.**

**4118-15 Review of Committees, Working Groups and their Terms of Reference**

The list of current committees and working groups, and their

terms of reference, had been circulated and was discussed. The Chairman proposed, and it was agreed that all committees and working groups review their terms of reference and these be then referred back to Council or parent committee for approval.

**Resolved To approve committees and working groups. Their terms of reference to be reviewed by committee/working group and referred back to Council or parent committee for approval**

#### **4119-15 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.

*Cllr Brewster arrived.*

**Resolved 1 The following Committee and sub committee appointments were approved**

**Allotments Cllrs Clark, Haynes, Shardlow, Woodhams**  
**Chairman: Cllr Haynes**

(proposed Cllr Clark, seconded Cllr Shardlow)

**Vice Chairman: Cllr Shardlow**  
 (proposed Cllr Woodhams, seconded Cllr Clark)

**Community Involvement Cllrs Brewster, Clark, Dante, Davies, Halford, Haynes, Reason, Shardlow, Woodhams.)**

**Chairman: Cllr Halford**  
 (proposed Cllr Davies, seconded Cllr Dante)

**Vice Chairman: Cllr Shardlow**

(proposed Cllr Halford, seconded Cllr Haynes)

**Finance All Councillors**

**Chairman: Cllr Davies**  
 (proposed Cllr Halford, seconded Cllr Clark)

**Vice Chairman: Cllr Johnston**

(proposed Cllr Shardlow, seconded Cllr Haynes)

<b>Maintenance</b>	<b>Cllrs Brewster, Clark, Dante, Halford, Haynes, Johnston, Reason, Shardlow, Woodhams</b> <b>Chairman: Cllr Reason</b> (proposed Cllr Johnston, seconded Cllr Halford) <b>Vice Chairman: Cllr Woodhams</b> (proposed Cllr Reason, seconded Cllr Dante)
<b>Personnel</b>	<b>Cllrs, Davies, Halford, Johnston &amp; Reason</b> <b>Chairman: Cllr Johnston</b> (proposed Cllr Halford, seconded Cllr Reason) <b>Vice Chairman: Cllr Davies</b> (proposed Cllr Reason, seconded Cllr Johnston)
<b>Plans</b>	<b>Cllrs Clark, Clements, Davies, Halford, Shardlow, Wilby</b> <b>Chairman: Cllr Clark</b> (proposed Cllr Halford, seconded Cllr Dante) <b>Vice Chairman Cllr Shardlow</b> (proposed Cllr Haynes, seconded Cllr Johnston)

## **2 The following Working Group appointments were approved**

<b>Bury Green Triangle</b>	<b>Cllrs Clark, Halford, Reason, Shardlow</b>
<b>Crinkle Crankle Garden</b>	<b>Cllrs Brewster, Halford, Johnston, Reason, Shardlow &amp; Woodhams</b>
<b>Facilities Management</b>	<b>Cllrs, Clark, Dante, Halford, Haynes, Johnston, Reason, Shardlow, Wilby &amp; Woodhams</b>
<b>Memorial Hall Refurbishment</b>	<b>Cllrs Clark, Dante, Haynes, Johnston &amp; Reason</b>
<b>Neighbourhood Plan</b>	<b>Cllrs Davies, Halford, Haynes, Johnston, Reason, Shardlow, Woodhams and Wilby</b>
<b>Pump &amp; Website</b>	<b>Cllrs Clark, Halford, Johnston, Shardlow &amp; Woodhams</b>

<b>Station Platform</b>	<b>Cllrs Dante and Johnston</b>
<b>Village weekend</b>	<b>Cllrs Dante, Halford, Haynes, Johnston, Reason, &amp; Woodhams</b>

#### **4120-15 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>James Marshall Foundation &amp; Wheathampstead United Charities</b>
	<b>Cllrs Clements &amp; Reason</b> <i>(appointed 2013 to 2017)</i>
	<b>Mrs J Turner &amp; Mrs A Atton</b> <i>(appointed 2015 to 2019)</i>
	<i>(Proposed by Cllr Clark, seconded Cllr Brewster)</i>
	<b>Nomansland Joint Committee</b>
	<b>Cllrs Johnston &amp; Shardlow</b> <i>(Proposed by Cllr Reason, seconded Cllr Woodhams)</i>
	<b>Scouts</b>
	<b>Cllr Halford</b> <i>(Proposed by Cllr Brewster, seconded Cllr Wilby)</i>
	<b>St Albans &amp; District Association of Local Councils</b>
	<b>Cllr Johnston</b> <i>(Proposed by the Cllr Reason, seconded Cllr Shardlow)</i>
	<b>WEB</b>
	<b>Cllrs Halford &amp; Haynes</b> <i>(Proposed by the Cllr Woodhams, seconded Cllr Dante)</i>

#### **4121-15 Review of membership of bodies**

Councillor Reason proposed, seconded by Councillor Woodhams, and it was agreed that membership of the following bodies be re approved subject to review by the Clerk with the Chairman:

- 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
- Local Councils Advisory Service
- 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
- The Purple Guide

**Resolved**      **Following a review by the Clerk and Chairman, 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**
- **Local Councils Advisory Service**
- **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**
- **The Purple Guide**

#### **4122-15 Co-option to Council**

Eleven councillors were elected unopposed to twelve seats in the May 2015 election. A vacancy existed which Council must seek to fill. (LGA 1972 s 89, LGA 1972 sch 12 s39)

The Chairman proposed, and it was agreed that previous practice be followed, with co-option at the 25 June meeting, namely: Advertise vacancy – noticeboards, website, word of mouth for decision by parish councillors at June Council meeting.

Potential co-optees, in order of receipt of their application forms (*copies circulated to all councillors*) would have up to 3 minutes in which to present themselves to councillors.

Following all presentations a paper ballot would be undertaken of councillors present. The Clerk would act as 'presiding officer'. Ballot forms would be presented in alphabetical order by surname. Voting by a clear majority vote.

In the event of no clear majority the lowest scoring candidate would be removed from the vote and a subsequent vote undertaken. If two candidates secured the same number of votes there would be a re-vote. In the event of the remaining two candidates having equal votes the Chairman would secure his casting vote.

Votes to be counted by the Clerk and ballot forms retained for 6 months.

It was further noted that in the event that the Parish Council was unable to appoint to fill the vacancy the district council may by order appoint until an election. The order would then sent to the Secretary of State in duplicate (LGA 1972 s91)

The successful candidate would be invited to sign the declaration of acceptance of office, declaration of interests and code of conduct pre council meeting at 7.30pm and so immediately commence as councillor.

**Resolved**

- 1 To note the report.**
- 2 To co-opt at the 25 June Council meeting, process as previously and outlined above**

#### **4123-15 Power of General Competence**

It was reported that Section 1 of the Localism Act 2011 provides for the General Power of Competence for councils in England and is available to parish and town councils which meet conditions of eligibility for the exercise of the power as set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.

In February 2013 Wheathampstead Parish Council resolved that it met the relevant criteria to exercise this Power which remained extant until this annual meeting, the first after an ordinary election.

The newly formed Council needed to consider the criteria and resolve that it met them in order to retain the power. It was agreed that the criteria were fulfilled:

- 11 of 12 potential councillor vacancies have been elected at the May 2015 election (>2/3 elected)
- The Clerk holds the Cert HE in Local Policy
- The Clerk has received relevant training in the Act subsequent to her Local Policy qualification

Councillor Reason proposed, seconded by Councillor Woodhams , and it was agreed, that Council met the prescribed conditions and was eligible to use the General Power.

**Resolved**                      **That Wheathampstead Parish Council met the prescribed conditions and was eligible to use the General Power.**

#### **4124-15 Review of Business Plan**

The Chairman proposed , and it was agreed that the amended business plan be reviewed and brought to June Council for approval

**Resolved**                      **To bring to the June Council meeting**

#### **4125-15 Internal Audit Report**

The Internal Auditor's report for 2014-15 had been received and circulated. Actions from 2013-14 were satisfactorily completed. For 2014-15 no major concerns were raised, the recommendation, rated as low risk, was to review the Council's approach to risk management as the current methodology was fairly basic. A suite of templates had been provided.

Councillor Reason proposed, seconded by Councillor Shardlow, and it was agreed, that the report be received and as recommended the risk methodology be reviewed during the year

**Resolved**                      **1 To receive the report.**  
**2 To review the Council's approach to risk management**

#### **4126-15 Appointment of Internal Auditor for 2015-6**

Councillor Reason proposed, seconded by Councillor Shardlow, and it was agreed, that GreenbiRo Ltd be reappointed as Internal Auditor for 2015-6.

**Resolved**                      **That GreenbiRo Ltd be reappointed as Internal Auditor for 2015-6.**

#### **4127-15 Consultations, training and meetings**

Councillor Johnston reported that he with the Clerk had attended a meeting on Nomansland earlier in the day with residents, Chairman of Nomansland Joint Committee and District Council officers. Local residents were deeply upset by the untidy state of the wood after the foresters left. SDAC officers had advised that work had been delayed because of contractor availability. Some brash was intended to remain but the contractors would be



required to return to tidy up somewhat. Forestry work had followed the publically consulted and approved plan. Payment for harvested wood was used to fund the work at this location, and should any profit be realised it would be retained for work on Nomansland.

**Resolved**

**To note the report**

**The Chairman declared the meeting closed at 21.25h.**

**Dated this            day of            2015**

**Chairman**

*Following the close of the meeting the Clerk delivered a brief induction course for all councillors. Councillor Shardlow did not stay.*