

## Wheathampstead Parish Council

### Annual Parish Council Meeting 25 May 2017 – 19:30

Present: Councillors D Johnston Chairman  
G Clark  
D Davies  
E Habib  
L Halford  
T Reason  
P Wilby  
P Woodhams  
J Warren Clerk to the Council  
Press 0  
Public 0

#### **5118-17 Election of Chairman**

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

#### **5119-17 Election of Vice Chairmen**

Councillor Wilby seconded by Councillor Habib, nominated Councillor Woodhams as Vice Chairman. He was duly elected.

#### **5120-17 Apologies**

Apologies were received from Councillors A Dante, S Haynes and J Shardlow (personal). The Chairman further announced that he had that day received Councillor Brewster's resignation as parish councillor. She retained her Cabinet Portfolio at St Albans District Council and was now also elected as county councillor for Wheathampstead so would continue to work with the Parish Council and represent the local community. A parish council vacancy was to be announced.

#### **5121-17 Specific Declarations of Interest & Dispensations Planning**

None.

#### **5122-17 Minutes of Council**

The Chairman proposed, and it was agreed that the Minutes of the meetings held on 27 April 2017 be approved.

#### **Resolved:**

**To confirm the Minutes of the meetings held on 27 April 2017 to be a true and fair account and for these to be signed by the Chairman.**

#### **5123-17 Minutes of Committee Meetings**

The Chairman proposed, and it was agreed, that the following draft Committee minutes were received:

|                            |               |
|----------------------------|---------------|
| Nomansland Joint Committee | 13 April 2017 |
| Annual Parish Meeting      | 10 May 2017   |
| Planning Committee         | 16 May 2017   |

## **Wheathampstead Parish Council**

### **Resolved:**

#### **To receipt and adopt the Committee minutes of:**

|                                   |                      |
|-----------------------------------|----------------------|
| <b>Nomansland Joint Committee</b> | <b>13 April 2017</b> |
| <b>Annual Parish Meeting</b>      | <b>10 May 2017</b>   |
| <b>Planning Committee</b>         | <b>16 May 2017</b>   |

#### **5124-17 Review of Delegated Powers**

Councillor Reason proposed, seconded by Councillor Halford, and it was agreed, that delegated powers as currently set out in standing orders and financial regulations be approved.

### **Resolved:**

#### **To approve delegated powers as currently set out in standing orders and financial regulations.**

#### **5125-17 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 the Allotments Committee become a working group comprising councillors and allotment representatives, chaired and clerked by a councillor.

Councillor Halford proposed, seconded by Councillor Habib, and it was agreed, that expenditure within budget for Allotments and Community Involvement Committee be delegated to the Clerk.

The Chairman proposed and it was agreed that the Planning Committee precede Council meetings. Planning applications to be initially 'reviewed' by email discussion then discussed and resolution determined at the pre Council meeting by fully self briefed councillor members.

Councillor Reason proposed, seconded by Councillor Halford, and it was agreed, that the Terms of Reference for Finance, Maintenance and Personnel Committees be approved and adopted. Allotments, Maintenance and Planning Working Group/ Committee Terms of Reference as amended to be revised and ratified at June Council.

### **Resolved:**

- 1. that the Allotments Committee become a working group comprising councillors and allotment representatives, chaired and clerked by a councillor.**
- 2. that expenditure within budget for Allotments and Community Involvement Committee be delegated to the Clerk.**
- 3. Planning Committee precede Council meetings.**
- 4. Planning applications to be initially 'reviewed' by email discussion then discussed and resolution determined at the pre Council meeting by fully self briefed councillor members.**

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**5. Terms of Reference for Finance, Maintenance and Personnel Committees be approved and adopted.**

**6. Allotments Working Group, Maintenance and Planning Committee Terms of Reference as amended to be revised and ratified at June Council.**

### **5126-17 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:**

#### **Allotments:**

**Cllrs Clark, Habib, Haynes, Shardlow, Woodhams**

**Chairman:** Councillor **Haynes**

(proposed Councillor Halford, seconded Councillor Woodhams)

**Vice Chairman:** Councillor **Habib**

(proposed Councillor Woodhams, seconded Councillor Reason)

#### **Community Involvement:**

**Cllrs Clark, Dante, Davies, Halford, Haynes, Johnston, Reason, Woodhams.)**

**Chairman:** Councillor **Halford**

(proposed Councillor Reason, seconded Councillor Davies)

**Vice Chairman:** Councillor **Haynes**

Habib (proposed Councillor Reason, seconded Councillor Clark)

#### **Finance:**

All councillors

**Chairman :** Councillor Davies

(proposed Councillor Halford, seconded Councillor Clark)

**Vice Chairman:** Councillor Johnston

(proposed Councillor Halford, seconded Councillor Clark)

#### **Maintenance:**

Cllrs Clark, Dante, Habib, Halford, Haynes, Johnston, Reason, Shardlow, Woodhams

**Chairman:** Councillor Johnston

(proposed Councillor Reason, seconded Councillor Woodhams)

**Vice chairman:** Councillor Reason

(proposed Councillor Halford, seconded Councillor Habib)

#### **Personnel:**

Cllrs Davies, Halford, Johnston, Reason

**Chairman:** Councillor Davies

(proposed Councillor Johnston, seconded Councillor Reason)

**Vice Chairman:** Councillor Reason

(proposed Councillor Halford, seconded Councillor Clark)

#### **Plans:**

Cllrs Clark, Dante, Davies, Habib, Halford, Shardlow, Wilby

**Chairman:** Councillor Clark

(proposed Councillor Halford, seconded Councillor Woodhams)

## **Wheathampstead Parish Council**

**Vice Chairman:** Councillor Shardlow  
(proposed Councillor Habib, seconded Councillor Wilby)

### **Christmas Lights**

Cllrs Clark, Dante, Habib, Haynes, Johnston, Shardlow, Wilby

### **Facilities Management**

Cllrs Halford, Haynes, Johnston, Reason, Woodhams

### **Neighbourhood Plan**

Cllrs Habib, Halford, Haynes, Johnston, Reason, Shardlow, Wilby, Woodhams

### **Pump**

Cllrs Clark, Halford, Johnston, Reason, Woodhams

### **Village Weekend**

Cllrs Dante, Habib, Halford, Haynes, Johnston, Reason, Woodhams

## **5127-17 Appointment to Outside Organisations**

The following appointments and nominations to outside organisations were made/ confirmed, and agreed.

James Marshall Foundation and Wheathampstead United Charities  
Mrs A Atton and Mrs L Harrison (2015-2019)  
Cllr T Reason and Mr K Oxley (2017-2021)  
(proposed Cllr Habib, seconded Cllr Halford).

Nomansland Joint Committee  
Councillors D Johnston and T Reason  
(proposed Cllr Woodhams, seconded Cllr Wilby)

Scouts  
Councillor Halford  
(proposed Cllr Davies, seconded Cllr Wilby)

St Albans District and Local Councils  
Councillor Johnston (subsequently amended to Councillor Haynes)\*  
(proposed Cllr Halford, seconded Cllr Woodhams)

Wheathampstead Business Group (WEB)  
Rota of Cllrs Clark, Halford, Haynes and Reason  
(proposed by the Chairman)

HAPTC (Hertfordshire Association of Parish and Town Councils)  
Councillor Haynes (subsequently amended to Councillor Johnston)\*

Following consultation post APM councillors Johnston and Haynes switched roles. Councillor Johnston's nomination to HAPTC Executive was subsequently affirmed.

## **Wheathampstead Parish Council**

### **5128-17 Review of Membership of bodies**

The list of memberships was reviewed including membership fees and benefits. Councillor Woodhams proposed, seconded by Councillor Wilby, and it was agreed that membership of the following bodies be re approved.

Campaign to Protect Rural England

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

### **5129-17 Public Speaking**

None.

### **5130-17 Internal Audit Report**

The Internal Auditor's report for 2016-17 had been received and circulated. Actions from 2015-16 were satisfactorily completed. For 2016-17 no major concerns were raised. The Chairman proposed, and it was agreed, that the report be received and the Internal Auditor thanked.

#### **Resolved:**

**To receive the internal Audit report for 2016-17 and thank the Internal Auditor.**

### **5131-17 Appointment of Internal Auditor for 2017-8**

Councillor Habib proposed, seconded by Councillor Reason, and it was agreed, that GreenbiRo Ltd be reappointed as Internal Auditor for 2017-8.

#### **Resolved:**

**That GreenbiRo Ltd be reappointed as Internal Auditor for 2017-8.**

### **5132-17 Annual Governance Statement**

The Annual Governance Statement was discussed. Councillor Woodhams proposed, seconded by Councillor Habib and it was agreed that the Annual Governance Statement for year ended March 2017 be approved and signed off by Chairman and Clerk.

## **Wheathampstead Parish Council**

### **Resolved:**

**To approve and sign off the Annual Governance Statement for the year ending 31 March 2017.**

#### **5133-17 Approval of Accounts for 2016-17**

Councillor Reason proposed, seconded by Councillor Wilby, and it was approved, that the draft accounts as circulated for 2016-17 be approved and signed by Chairman and Clerk.

### **Resolved:**

**To approve and sign off the Accounts for 2016-17.**

#### **5134-17 Wheathampstead Champion**

Consideration was given to acknowledging and celebrating community achievement through a Wheathampstead Championship award. Initial thoughts were that this be on two levels and that the 'gold' award be presented at the Annual Parish Meeting.

The Chairman proposed, and it was agreed that the Parish Council instigate an award for people who volunteered regularly in the village and to someone who made an outstanding contribution within the year.

### **Resolved:**

**To instigate a Parish Council award for people who volunteered regularly in the village and to someone who made an outstanding contribution within the year.**

#### **5135-17 Plans referred from Planning Committee.**

None.

#### **5136-17 Pitch Maintenance**

Councillor Wilby proposed, seconded by Councillor Halford, and it was agreed that the remedial works to football pitches as requested by the Wheathampstead Wanderers FC be undertaken and recharged.

### **Resolved:**

**To approve and recharge remedial works to football pitches as requested by the Wheathampstead Wanderers FC.**

#### **5137-17 Project and Task Review**

The list of projects and tasks was discussed. Replacement Correx in the Butterfield noticeboard was prioritised as was hastening the contractor regarding the open spaces noticeboards.

### **Resolved:**

**To note the report and amended priorities.**

#### **5138-17 Accounts and Finance Reports**

The Chairman proposed and it was agreed to note the reports.

### **Resolved:**

**To note the reports.**

## **Wheathampstead Parish Council**

### **5139-17 Consultations**

Councillor Reason proposed, seconded by Councillor Davies, and it was agreed that the draft consultation response on UK Airspace as amended be approved.

#### **Resolved:**

**To approve the draft consultation response on UK Airspace as amended.**

### **5140-17 Reports on meetings and training.**

None.

### **5141-17 Exclusion of Press and Public**

The Chairman proposed and it was agreed that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the consideration of the item set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

#### **Resolved:**

**To exclude press and public.**

### **5142-17 PCSO Service Level Agreement**

The Chairman proposed and it was agreed that the Clerk sign the PCSO Service Level Agreement for 2017-18.

#### **Resolved:**

**that the Clerk sign the PCSO Service Level Agreement for 2017-18.**

### **5143-17 Staffing**

Following the Clerk's report it was agreed to amend the finance, administration and meetings assistant's contract, reviewable on 30 June 2017.

### **5144-17 Readmission of Press and Public**

The Chairman proposed, and it was agreed, to readmit press and public.

#### **Resolved:**

**To readmit press and public.**

**The Chairman declared the meeting closed at 21:50h**

**Dated this                      day of                      2017**

**Chairman**

**Wheathampstead Parish Council**