

**Wheathampstead Parish Council
Parish Council Meeting
26 November 2015, 20:00h**

Present	Councillors	D Johnston A Brewster G Clark A Dante D Davies E Habib L Halford S Haynes T Reason P Wilby P Woodhams	Chairman
		J Warren	Clerk to the Council
		Press	0
		Public	2

4400-15 Apologies

Apologies were received from Councillor Shardlow.

4401-15 Specific Declarations of Interest & Dispensations

None.

4402-15 Public Speaking

The principals of outdoor forest schools, a concept familiar in Scandinavia, was explained. A request was made that Wheathampstead Parish Council permit the Forest School operating out of St Peters Church to use the Parish owned Common Land at Gustard Wood for 3-5 hours per day weekdays for their nursery aged children.

The Chairman proposed and it was agreed that a formal detailed proposal be brought to the Community Involvement Committee on 7 December

Resolved To consider a more detailed proposal at Community Involvement Committee on 7 December.

4403-15 Minutes of Council

The Chairman proposed, and it was agreed that the Minutes of the meetings held on 29 October 2015 be approved.

Resolved To confirm the Minutes of the meetings held on 29 October 2015 to be a true and fair account and for these to be signed by the Chairman.

4404-15 Minutes of Committee Meetings

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

Community Involvement Committee	12 October
Neighbourhood Plan SG	2 November
Bury Green Garden WG	12 November
Finance Committee	9 November
Crinkle Crankle Garden WG	19 November
Planning Committee	23 November
Village Weekend WG	24 November

Resolved	To receipt and adopt the draft minutes and notes of	
	Community Involvement Committee	12 October
	Neighbourhood Plan SG	2 November
	Bury Green Garden WG	12 November
	Finance Committee	9 November
	Crinkle Crankle Garden WG	19 November
	Planning Committee	23 November
	Village Weekend WG	24 November

4405-15 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.

4406-15 Consideration of Maintenance Contractor Contract

Further to Minute 4327-15 a Resolution was passed to rescind the decision made to tender for a maintenance contract from 1 January because of available lapsed time to obtain tender quotes bearing in mind Christmas.

The Chairman proposed and it was unanimously agreed that the tender be from 1 April 2016.

The Chairman proposed and it was agreed that:

- the Contract given to Peter Ryan trading as Village Maintenance be approved to 31 December 2015 be extended to 31 March 2016
- that tenders be sought for a new contract effective from 1 April 2016

Resolved 1 To tender for a maintenance contract

from 1 April 2016.

- 2 the Contract given to Peter Ryan trading as Village Maintenance approved to 31 December 2015 at Minute 4357-15 be extended to 31 March 2016**
- 3 that tenders be sought for a new contract effective from 1 April 2016**

4407-15 Readmission of Press and Public

Resolved To Readmit press and public

4408-15 Meetings Timetable 2016

Councillor Reason proposed, seconded by Councillor Brewster, and it was agreed, that the meetings timetable as circulated be approved and adopted.

Resolved To approve the meetings timetable.

4409-15 Bank Report

The Chairman proposed, and it was agreed, that the Sage generated bank reports and statements be noted

Resolved: To note the reports

4410-15 Online banking

Legislative changes in 2014 now permitted online banking for parish councils. Members considered the report circulated.

The Chairman proposed and it was agreed that online banking be adopted for regular and general suppliers, contractors and reimbursements. The process as outlined in the report.

The enhanced security level would be adopted. Accounts administrator Vicky Puttock to be made a signatory to initiate payment (to be subsequently authorised by the Clerk).

For banking purposes signatories to be any two of the twelve Councillors (A Brewster, G Clark, A Dante, D Davies, E Habib, L Halford, S Haynes, D Johnston, T Reason, J Shardlow, P Wilby, P Woodhams) and Mrs Puttock plus either the Clerk, Julia Warren or Deputy Clerk Louise Harrison.

Councillor Reason proposed, seconded by Councillor Woodhams, and it was agreed, that for every online banking account set up a test payment be initially made to establish that the account was bona fide.

Resolved

- 1 To note the report.**
- 2 That online banking be adopted for regular and general suppliers,**

- contractors and reimbursements. The process as outlined in the report.**
- 3 The enhanced security level would be adopted.**
 - 4 Accounts administrator Vicky Puttock to be made a signatory to initiate payment (to be subsequently authorised by the Clerk).**
 - 5 For banking purposed signatories to be any two of the twelve Councillors (A Brewster, G Clark, A Dante, D Davies, E Habib, L Halford, S Haynes, D Johnston, T Reason, J Shardlow, P Wilby, P Woodhams) and Mrs Puttock plus either the Clerk, Julia Warren or Deputy Clerk Louise Harrison.**
 - 6 That for every online banking account set up a test payment be initially made to establish that the account was bona fide.**

4411-15 Grant policy

The Chairman proposed and it was agreed that this be deferred to the next Council meeting.

Resolved **The Chairman proposed and it was agreed that this be deferred to the next Council meeting.**

4412-15 Play group request

The Chairman proposed and it was agreed that this be deferred to the next Council meeting.

Resolved **The Chairman proposed and it was agreed that this be deferred to the next Council meeting.**

4413-15 Neighbourhood Plan

The Chairman proposed, and it was agreed, that the recommendations of Neighbourhood Plan Steering Group be approved:

- To hire consultant Alison Eardley throughout the NP process as and when required

Resolved **That the recommendations of Neighbourhood Plan Steering Group be approved:**

- **To hire consultant Alison Eardley throughout the NP process as and when required**

4414-15 Commemorative Bench policy

Councillor Halford declared an interest being a committee member of the WDPS who wished to install benches in the Bury Green Garden.

The Chairman proposed, and it was agreed, that a policy on bench type and location was needed within the parish. Donations were welcome but some consistency was required. It was acknowledged too there were installation and ongoing maintenance costs. Councillors agreed to undertake a 'bench audit' to establish location, type and condition of all parish owned benches. A policy would then be discussed and approved. All future bench requests should go to the Community Involvement Committee, which would consider quality of bench, installation, locality and maintenance.

- Resolved:**
- 1 That a policy on bench type and location was needed within the parish.**
 - 2 Councillors to undertake a bench audit.**
 - 3 All future bench requests should go to the Community Involvement Committee, which would consider quality of bench, installation, locality and maintenance.**

4415-15 Wheathampstead Logo

Further to Minute 4301-15 Councillor Haynes proposed, seconded by Councillor Brewster and it was agreed, that the current logo be retained.

Resolved To retain the current logo.

4416-15 Nomansland car park

Consideration of parking by West End Farm had been referred by the Nomansland Joint Committee. Further to Minute 1365-15 Councillor Brewster proposed, seconded by Councillor Reason, and it was agreed, that approval in principle be given to formalised parking by West End Farm.

Resolved To approve in principle the idea of formalised car parking near West End Farm.

4417-15 HAPTC and NALC membership 2016-17

Advance notice of subscription for 2016-17 has been received, as recommendation to budget for this subscription and renew. Notice must be given by 31 December if Council wished to withdraw from membership.

Councillor Reason proposed, seconded by Councillor Dante, and it

was agreed to renew subscription in 2016-17 to NALC and HAPTC.

Resolved **to renew subscription in 2016-17 to NALC and HAPTC.**

4418-15 **Accounts for Payment and Finance Reports**

The circulated reports were reviewed and noted.

Resolved **To note the reports.**

4419-15 **Consultations, training and meetings**

Written reports from the Clerk and councillors on meetings and conferences attended had been circulated and were noted.

These included:

Strategic Local Plan – Cllr Johnston and Clerk

WEB – Cllrs Halford and Haynes

Community Conference – Cllr Clark and the Clerk

Building Controls – Advanced Planning II – Cllr Habib and the Clerk

Willows – Rothamsted – the Clerk

Resolved **To note the reports.**

The Chairman declared the meeting closed at 22.30h.

Dated this **day of** **2016**

Chairman