

Wheathampstead Parish Council

Annual Parish Council Meeting 31 May 2018 – 19:30

Present:	Councillors	T Reason	Chairman
		J Booth	
		G Clark	
		D Davies	
		L Halford	
		D Johnston	
		O McKenzie	
		R O'Brien	
		T Ryan	
	P Woodhams		
	J Warren	Clerk to the Council	
	Press	0	
	Public	0	

5653-18 Election of Chairman

Councillor Johnston as Chairman for 2017-18, took the chair, having previously announced that he did not wish to stand for re-election. Councillor Halford, seconded by Councillor Woodhams, nominated Councillor Reason as Chairman. There were no other nominations. She was duly elected, signed the acceptance of office and took the chair.

5654-18 Election of Vice Chairmen

Councillor Clark, seconded by Councillor Ryan, nominated Councillor Woodhams as Vice Chairman. Councillor Johnston, seconded by Councillor McKenzie, nominated Councillor Halford as Vice Chairman. Councillor Halford was duly elected.

5655-18 Apologies

Apologies were received from Councillors E Habib and S Haynes (personal).

5656-18 Specific Declarations of Interest & Dispensations

None.

5657-18 Minutes of Council

Councillor Woodhams proposed, seconded by Councillor McKenzie, and it was agreed that the Minutes of the meeting held on 27 April 2018 be approved.

Resolved:

To confirm the Minutes of the meeting held on 27 April 2018 to be a true and fair account and for these to be signed by the Chairman.

5658-18 Minutes of Committee Meetings

Councillor Woodhams proposed, seconded by Councillor Halford, and it was agreed, that the following draft Committee minutes were received:

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Planning Committee	10 May 2018
Neighbourhood Plan Steering Group	10 May 2018
Maintenance Committee	14 May 2018
Community Involvement Committee	21 May 2018

Resolved:

To receipt and adopt the Committee minutes of:

Planning Committee	10 May 2018
Neighbourhood Plan Steering Group	10 May 2018
Maintenance Committee	14 May 2018
Community Involvement Committee	21 May 2018

5659-18 Review of Delegated Powers

Councillor Woodhams proposed, seconded by Councillor Johnston, and it was agreed, that delegated powers as currently set out in standing orders and financial regulations be amended and approved to permit financial delegation to the Clerk up to £1,500.

Resolved:

To approve delegated powers as amended and set out in standing orders and financial regulations.

5660-18 Review of Committees, Working Groups and their Terms of Reference.

The list of current committees and working groups had been circulated and was discussed.

The Chairman proposed, and it was agreed, that the terms of reference be referred back to each committee or working group for review.

Resolved:

That the terms of reference be referred back to each committee or working group for review prior to adoption.

5661-18 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 Booth, Clark, Habib, Haynes, Woodhams

Chairman: Councillor Habib

(proposed Councillor Clark, seconded Councillor Woodhams)

Community Involvement:

Cllrs Clark, Davies, Habib, Halford, Haynes, Johnston, McKenzie, O'Brien, Reason, Ryan, Woodhams.

Chairman: Councillor Halford

(proposed Councillor Clark, seconded Councillor Woodhams)

Vice Chairman: to be elected at first committee meeting.

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Finance:

Cllrs Booth, Clark, Davies, Halford, Haynes, Johnston, McKenzie, O'Brien, Reason, Ryan, Woodhams.

Chairman : Councillor Davies

(proposed Councillor McKenzie, seconded Councillor Halford)

Vice Chairman: Councillor Johnston

(proposed Councillor McKenzie, seconded Councillor Halford)

Maintenance:

Cllrs Booth, Clark, Halford, Haynes, Johnston, O'Brien, Reason, Woodhams

Chairman: Councillor Johnston

(proposed Councillor Halford, seconded Councillor McKenzie)

Vice chairman: Councillor Woodhams

(proposed Councillor Halford, seconded Councillor Ryan)

Personnel:

Cllrs Davies, Halford, Johnston, O'Brien, Reason

Chairman: Councillor Davies

(proposed Councillor Reason)

Vice Chairman: Councillor Reason

(proposed Councillor Booth, seconded Councillor Halford)

Plans:

Cllrs Clark, Davies, Habib, Halford, Ryan

Chairman: Councillor Clark

(proposed Councillor Halford, seconded Councillor McKenzie)

Vice Chairman: Councillor Ryan

(proposed Councillor Reason)

Memorial Hall refurbishment

Cllrs Booth, Clark, Davies, Halford, Haynes, Johnston, McKenzie

Chairman: Councillor Booth

(proposed Councillor McKenzie, seconded Councillor Woodhams)

Crinkle Crankle Garden

Cllrs Halford, McKenzie, Reason, Ryan, Woodhams

Chairman: Councillor Woodhams

(proposed Councillor McKenzie, seconded Councillor Ryan)

Vice Chairman: Councillor Ryan

(proposed Councillor Woodhams, seconded Councillor McKenzie)

Neighbourhood Plan

Cllrs Booth, Habib, Halford, Haynes, Johnston, O'Brien, Reason

Chairman: Councillor Johnston

(proposed Councillor Reason)

Pump

Cllrs Clark, Halford, Johnston, McKenzie, Woodhams

Village Weekend

Cllrs Booth, Habib, Halford, Haynes, Johnston, O'Brien, Reason, Ryan, Woodhams

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5662-18 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 F Haynes (2015-2019)
Cllr T Reason and Mr K Oxley (2017-2021)

Nomansland Joint Committee
Councillors D Johnston and J Booth
(proposed by the Chairman)

Scouts
Councillor Halford
(proposed Cllr Woodhams, seconded Cllr Reason)

St Albans District and Local Councils
Councillors Haynes and Booth
(proposed Cllr Halford, seconded Cllr Woodhams)

Wheathampstead Business Group (WEB)
Councillors Haynes and Reason
(proposed by the Chairman)

HAPTC (Hertfordshire Association of Parish and Town Councils)
Councillor Johnston

5663-18 Review of Membership of bodies

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

Campaign to Protect Rural England

Chartered Institute of Public Finance and Accountancy

Community Development Agency for Herts

Community & Voluntary Services

Go to my PC

Hertfordshire Association of Parish & Town Councils

Information Commissioner

Local Councils' Advisory Service

National Association of Local Councils

National Society of Allotment & Leisure Gardens

Open Spaces Society

Parish Online

Sage Cover

St Albans & District Association of Local Councils

Society of Local Council Clerks

The Purple Guide

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Councillor Johnston proposed, seconded by Councillor Halford, and it was agreed that the benefits of recently renewed memberships of CIPFA, HAPTC, NALC and SLCC be reviewed prior to next renewal

5664-18 Public Speaking

None.

5665-18 Internal Audit Report

The Internal Auditor's report for 2017-18 had been received and circulated. There had been no recommended actions from 2016-17. For 2017-18 no major concerns were raised, however it was observed that training for the Finance Administrator on production of Sage reports may be beneficial. The Clerk reported that she was working with the Finance Administrator to identify suitable training provision. Councillor Booth proposed, seconded by Councillor McKenzie, and it was agreed, that the report be received and the Internal Auditor thanked.

Resolved:

To receive the internal Audit report for 2017-18 and thank the Internal Auditor.

5666-18 Appointment of Internal Auditor for 2018-9

Councillor Johnston proposed, seconded by Councillor Davies, and it was agreed, that GreenbiRo Ltd be reappointed as Internal Auditor for 2018-9.

Resolved:

That GreenbiRo Ltd be reappointed as Internal Auditor for 2018-9.

5667-18 Annual Governance Statement

The Annual Governance Statement was discussed. The Chairman proposed, and it was agreed that the Annual Governance Statement for year ended March 2018 be approved and signed off by Chairman and Clerk.

Resolved:

To approve and sign off the Annual Governance Statement for the year ending 31 March 2018.

5668-18 Approval of Accounts for 2017-18

The Chairman proposed, and it was approved, that the draft accounts as circulated for 2017-18 be approved and signed by Chairman and Clerk.

Resolved:

To approve and sign off the Accounts for 2017-18.

5669-18 InDesign Software

Councillor Booth proposed, seconded by Councillor McKenzie, and it was agreed that the Parish Council install InDesign software at a cost of £16 per month. This would enable in-house amendment to

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the design of the open spaces interpretation board artwork, and be used in production of the Pump, event posters etc. .

Resolved:

To install In Design software at a monthly cost of £16 per month.

5670-18 World War One Memorial Bench.

The Chairman proposed, and it was agreed, that this be referred to the Community Involvement Committee.

Resolved:

To refer consideration of this project to the Community Involvement Committee.

5671-18 Plans referred from Planning Committee

None.

5672-18 Neighbourhood Plan

Councillor Booth proposed, seconded by Councillor Davies and it was agreed that the site selection criteria be agreed. It was noted that there had been no feedback on the draft Neighbourhood Plan despite the display boards having been left in the entrance foyer since the consultation event at the Annual Parish Meeting on 16 May.

Resolved:

- **To approve the site selection criteria.**
- **To note the report.**

5673-18 Project and Task Review

The list of projects and tasks was discussed. Encouraging recycling throughout the parish was prioritised, SADC to be contacted.

Resolved:

To note the report and amended priorities.

5674-18 Accounts and Finance Reports

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

Resolved:

To note the reports.

5675-18 Consultations

Councillors did not feel equipped to discuss traffic management and interpret the consultation proposals for enhancements to the Codicote Road – Station road- Lamer Lane- Lower Luton Road junction (ITP14052) albeit they were keen to maintain aesthetics. A request to be made for clarification at the forthcoming meeting with Highways on 19 June.

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Resolved:

To defer consideration of ITP14052 Codicote Road improvements pending clarification by Herts Highways.

5118-17 Reports on meetings and training.

Councillor Clark reported attendance at St Albans District Council's Planning A training course. Planning B was scheduled for 19 June, she would endeavour to secure a training place for her vice chairman on Planning Committee, Councillor Ryan.

The Chairman declared the meeting closed at 21:45

Dated this day of 2018

Chairman