

Wheathampstead Parish Council

Parish Council Meeting

29 March 2018 – 19:35

Present:	Councillors	P Woodhams	Chairman
		J Booth	
		G Clark	
		D Davies	
		E Habib	
		S Haynes	
		O McKenzie	
		R O'Brien	
		T Reason	
		T Ryan	
		J Warren	Clerk to the Council
		Press	0
		Public	4

5561-18 Apologies

Apologies were received from Councillors D Johnston and L Halford. Vice Chairman, Councillor Woodhams took the chair. He welcomed newly elected parish councillor Ruby O'Brien to her first meeting, and the Chief Executive and Leader of St Albans City and District Council to Wheathampstead.

5562-18 Public Speaking

Councillor Alec Campbell (Leader) and Mrs Amanda Foley (CEO) outlined the District Council's desire to reinforce links with the parishes. They spoke of district initiatives and invited councillors to share ideas and concerns. Responses were given to questions about waste and recycling; the provision district wide of sports facilities; public transport, in particular the bus service provision; cycle routes; use of vacant business premises and housing provision.

Support was offered towards the Parish Council's Memorial Hall refurbishment project and the Neighbourhood Plan. The need to protect green open spaces but link to neighbouring settlements was acknowledged. SADC housing stock was undergoing an improvement programme.

5563-18 Specific Declarations of Interest & Dispensations

None

5564-18 Minutes of Council

Councillor McKenzie proposed, seconded by Councillor Habib and it was agreed that the Minutes of the meetings held on 1 March 2018 be approved.

Resolved:

To confirm the Minutes of the meetings held on 1 March 2018 to be a true and fair account and for these to be signed by the Chairman.

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5565-18 Minutes of Committee Meetings

Notes and minutes of working group and committee meetings had been circulated for information. The Chairman proposed, and it was agreed that these be received.

Resolved:

To receive the notes and minutes of the following meetings:

Nomansland Joint Committee	1 February
Community Involvement Committee	26 Feb
Planning Committee	1 March
Neighbourhood Plan Steering Group	5 March
Personnel Committee	12 March
Memorial Hall Working Group	8 March

5566-18 Plans referred from Planning Committee

None.

5567-18 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.

5568-18 Community Assets

Committee members of the Wheathampstead Womens' Institute outlined a proposal to the Council. The Chairman proposed, and it was agreed that the Clerk arrange a meeting to further explore the matter.

Resolved:

That an exploratory meeting be set up.

5569-18 Readmission of Press and Public

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

Resolved:

To readmit press and public

5570-18 Neighbourhood Plan Steering Group recommendations

None.

Resolved:

To note the report.

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5571-18 Memorial Hall Working Group recommendations

The proposals of the working group were discussed. Councillor Reason proposed, seconded by Councillor Booth, and it was agreed that the strategic brief be sent to architects on the approved list.

Resolved:

That the strategic brief be sent to architects on the approved list.

5572-18 Fire Risk Assessment

The Chairman proposed, and it was agreed, that the Fire Risk Assessment be approved.

Resolved:

To approve the Fire Risk Assessment

5573-18 Approval of Risk Register

Councillor Reason proposed, seconded by Councillor McKenzie, and it was agreed that the Risk Register be approved. It was noted that this was a live document so amendments were possible at any point. In particular changes were expected in relation to the General Data Protection Regulations.

Resolved:

To approve the Risk Register

5574-18 Policy Review and Approval

As recommended by Audit, Council annually reviewed its policy documents. Further information on the General Data Protection Regulations was to be sought. The Chairman proposed, and it was agreed, that the following policies as discussed, some with minor amendments were approved:

Dignity at Work/Bullying and Harassment Policy
Disciplinary Procedure
Grievance Procedure

Resolved:

To approve and adopt as amended the following policies

**Dignity at Work/Bullying and Harassment Policy
Disciplinary Procedure
Grievance Procedure**

5575-18 Impact of General Data Protection Regulations

It was reported that the Clerk and several councillors had received training. Changes in procedure and processes would affect all and councillors were all recommended to attend training. Councillor O'Brien and the Clerk to bring a report to a future meeting.

Resolved:

To note the report.

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5576-18 Project and Task Review

The list of projects and tasks was discussed. Priority was given to the Memorial Hall refurbishment including kitchen and Hertfordshire County Council's removal of dead cherry trees on Marford Road. Replacement trees would now need to be planted at year end.

Resolved:

To note the report.

5577-18 Accounts and Finance Reports

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

Resolved:

To note the reports.

5578-18 Consultations

The Chairman proposed, and it was agreed that no response be made to the Code of Practice consultation on buskers in St Peter's Street, St Albans.

Resolved:

No response be made to the Code of Practice consultation on buskers in St Peter's Street, St Albans.

5579-18 Training and reports on training and meetings.

Further to Minute 5574-18 it was reported that the Clerk and councillors Halford, Haynes, Johnston and Reason had attended training on the General Data Protection Regulations, Councillor O'Brien was to attend training the following week.

Resolved:

To note the reports.

5580-18 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.

5581-18 Council Assets

Further to Minute 5539-18 Council had received a draft Deed of Variation to former councillor Derek Hills's will. Councillor Davies proposed, seconded by Councillor Booth, and it was agreed that this be accepted.

Further to Minute 5539-18 and the response from Neves Solicitors in relation to the formal easement for Dapplewood House Councillor Reason proposed, seconded by Councillor Ryan, and it was agreed

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that the owners of Dapplewood House should bear the legal fees incurred by the Parish Council and that the nominal fee be set at £100.

Resolved:

- **To note the reports**
- **To approve the draft Deed of Variation to Derek Hills' will**
- **That the owners of Dapplewood House should bear the legal fees incurred by the Parish Council and that the nominal fee be set at £100.**
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5582-18 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 21:55

Dated this day of 2018

Chairman